|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application Form**  **Japanese Grant Assistance for Cultural Grass-Roots Projects** | | | | |
|  | | | | |
| 1. Basic Information | | | | |
| 1. Project title | | The Project for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_District | | |
| 1. Name of applicant | |  | | |
| 1. Total amounts of funds applied | | US$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 1. Duration of the project | | \_\_\_\_\_\_\_months/ 1 year | | |
| 1. Project site | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District, Ward \_\_\_\_\_\_ | | |
|  | | \_\_\_\_\_\_ km from \_\_\_\_\_\_\_\_\_\_ (nearest well known town) / \_\_\_\_\_ hours by car | | |
| 1. Project area | | Culture/ Sports/ Japanese language/ Other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | |
| 1. Project Summary | | | | |
| 1. Social background and assessment of needs 2. Overview of project site (climate, population, background info etc.): 3. Challenges local people face: 4. Applicant’s efforts on the challenges: 5. Justification for the project: | | | | |
| (2) Objectives of the Project | | | | |
| (3) Target groups and estimated population that would benefit from the project  【Comparison between the situation before and after implementation of the project】 | | | | |
| (4) Detailed Cost Breakdown with reasons for the inputs | | | | |
| Item | | | US$ | Reasons |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
| **Total** | | |  |  |
| ＊Please note that the following items cannot be supported from our fund: VAT, administrative costs, bank charges, consumables, monitoring& evaluation fee, vehicles and electrical equipment.  Is your organisation VAT exempted? □ Yes □ No | | | | |
| (5) Price review  □ Based on written quotations 　□ Based on other projects　□ Based on estimation  □ Others （ ） | | | | |
| 3. Strategy for implementation and maintenance of the project | | | | |
| *Please describe*   1. *Roles of applicant and other related institutions on the project implementation* 2. *Plan of operation and maintenance after the completion of project* 3. *How you will manage to complete the project even if shortage of fund is caused due to unexpected matters*   【Documents below can be attached here】   * Certificate that you have secured the planned project site * Letter from local authorities that you have got official approval of construction | | | | |
| 4. Applicant’s profile | | | | |
| (1) Type | □Local NGO　□International NGO　□Local Government　□Health Institution  □Educational Institution　□Governmental Institution　□International organ  □Other ( 　　　　　　　) | | | |
| (2) Year of establishment | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Registration number: (Date of issue: / / ) | | | |
| (3) Contact details | Address:  Phone: Cell:  E-mail: | | | |
| (4) Representatives | 1. Name: Title: (head)  Cell:  2. Name: Title: (deputy head)  Cell:  3. Name: Title: (Contact person)  Cell: | | | |
| (5) Number of staffs |  | | | |
| (6) Staff breakdown | *(e.g. 1 director, 2 project managers and others)* | | | |
| (7) Main activities |  | | | |
| (8) Budgets for the latest two fiscal years | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Year | Income | Source | Expenditure | Usage | |  | US$ |  | US$ |  | |  | US$ |  | US$ |  | | | | |
| (9) Experience of similar projects | *Describe the details of the projects such as year, project site, donor, amount of the project and achievements.* | | | |
| 5. Attached documents | | | | |
| □ Project Site Map  □ Written Quotations (without VAT) of the goods/services from three established suppliers  □ Audited reports of last 2 fiscal years  □ Copy of registration certificate of the organisation  □ Photos of the project site  □ Proof of agreement to the project from the local authorities  □ Hydrogeology survey report (WASH projects)  □ Draft design of the building (construction projects) | | | | |

I pledge that the information provided herein is true and correct.

Name: Title:

Date: Signature:

　　　　　　　　　　　　　　　　　　　　　　　　 ＊Genuine signature is required.