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| **Application Form****Japanese Grant Assistance for Cultural Grass-Roots Projects** |
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| 1. Basic Information
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| 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 |
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| **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
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| 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 |

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| --- | --- | --- | --- | --- |
| Year | Income | Source | Expenditure | Usage |
|  | US$ |  | US$ |  |
|  | US$ |  | US$ |  |

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| (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:

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