

GRANT ASSISTANCE FOR GRASS-ROOTS HUMAN SECURITY PROJECTS ("Kusanone" Program)

Ministry of Foreign Affairs of Japan

Official Development Assistance

FOREWORD

Financial assistance to development projects offered by the Government of Japan aims at satisfying various needs in developing countries. This scheme known as GRANT ASSISTANCE FOR GRASS-ROOTS HUMAN SECURITY PROJECTS - referred hereinafter as the "Kusanone" Program - supports projects proposed by various organizations, non-governmental institutions and local authorities. The "Kusanone" Program gained strong reputation due to the fact that it provides flexible and fast assistance to important development projects.

This handout briefly describes the tasks, procedures and other requirements for obtaining assistance within the "Kusanone" Program.

PURPOSE

The "Kusanone" Program provides non-repayable financial assistance to hospitals, local authorities, educational institutions, non-governmental organizations, and other non-commercial organizations in order to support the implementation of their development projects. Maximum Grant Limit per project is 10 million Japanese Yen.

The funds of the "Kusanone" Program are provided by the Official Development Assistance (ODA) Program of the Government of Japan, and have the main goal of directly influencing the welfare of the society and improving the human security.

POTENTIAL RECIPIENTS

Any non-commercial organization can be a "Kusanone" Program recipient. The only requirement is that this non-commercial organization must implement important development projects.

Here are the examples of potential recipients: local authorities, hospitals, educational institutions, domestic and international non-governmental organizations (including third-country organizations based in Moldova), and other non-commercial organizations.

AREAS OF FUNDING

1) All small scale development projects can be financed by the "Kusanone" Program. However, the priority will be given to the projects in the following domains:

- assistance to the underprivileged groups
- education
- healthcare
- public welfare
- environment

Several examples (incomplete list) of priority projects:

- construction or full repair/restoration works for educational institutions
- purchase of equipment to assist people with disabilities
- procurement of medical equipment for hospitals
- procurement of vehicles for public welfare

2) In every selected country, the priority funding areas are defined by the Embassy of Japan in accordance with the development needs of that country.

AVAILABLE FUNDING

Funding within the “Kusanone” Program is granted after the examination and assessment of each application. Grant projects **have to be finalized within one year.**

Concerning the volume of funding or any other issues, please contact the Economic and Economic Cooperation Section of the Embassy of Japan in Moldova (e-mail: kusanone@ci.mofa.go.jp).

Prospective applicants are to be aware that the following budget categories cannot be financed: office expenses (office rental fee, salary for administrative staff, fuel, etc.), funding and items aimed at providing direct funds and assets to specific individuals (scholarships, accommodations, clothing, etc.), technical supervision costs, etc. (please find more details in the Application Form, General Instructions).

HOW TO APPLY

If your organization complies with the above indicated requirements, and you wish to obtain “Kusanone” funding for the implementation of a development project, you should complete the application form **in English**. As we may require additional information, it is important that you state your contact telephone number (including mobile telephone number) and address in the application.

The application should be accompanied by a detailed project budget, map, project plan/ timetable, several photographs with explanations of each photo, schematic design (for construction of facilities), financial report of the past two years, estimates/quotations from three suppliers, organizational chart and, if available, booklet and a copy of the statute of your organization (please find more details in the Application Form, General Instructions).

The application form and additional information concerning the “Kusanone” Program is available on the website of the Embassy of Japan in Moldova http://www.md.emb-japan.go.jp/itpr_en/information.html, or you can call the Economic and Economic Cooperation Section of the Embassy.

Questions related to the Kusanone Program are accepted, please e-mail: kusanone@ci.mofa.go.jp.

You can bring the completed application form and necessary documents to the Embassy of Japan in Moldova or send them by post or email:

Postal address:

Embassy of Japan in Moldova
National Business Center 5F,
73/1, Stefan cel Mare si Sfânt Blvd.,
MD-2001, Chisinau
Email: kusanone@ci.mofa.go.jp

Please note that attachments should not exceed 10MB in size. If this is the case, please either send multiple emails or upload documents to a file sharing service.

Applications must be submitted by December 15, 2023. For more details about the deadlines, please consult the Embassy of Japan. Grant contracts are typically signed during the next Japanese fiscal year, which is from April 1 to March 31.

When applying, please take into consideration the following:

1) During the selection of the projects for financing, the Government of Japan gives preference to important and long-term projects. First and foremost, you have to convince the Embassy that your organization is able to skillfully manage

long-term development projects. Describe in detail the previous achievements of your organization, as they will be taken into account when selecting the grant recipients.

2) As mentioned above, the Government of Japan cannot grant funding for paying wages to administrative staff and for covering other administrative expenses. Therefore, the project management is to be independently financed by your organization. In order to convince the Embassy that you will be able to implement the project, you are to show that you have enough resources to cover operational expenses.

3) Every budget entry is to be supplemented by the cost estimate for us to provide funding. You must present cost estimates from three different suppliers. In some cases (e.g. in critical situations or when only one supplier is available) the Embassy may waive the requirement of presenting three cost estimates.

APPROVAL PROCEDURES

The Government of Japan receives a very high number of applications for financial assistance. Therefore, the funding is allocated only to the most suitable projects after their detailed examination and assessment. After the application and accompanying documents are received by the Embassy, the procedure is as follows:

- 1) **Examination of the grant proposal:** after the application is received, the Embassy staff examines the project with special attention paid to the objectives, social and economic impact, and the total cost of the project. The potentially suitable projects for grant aid are selected based on these criteria.
- 2) **Site Visit:** the Embassy's employees visit the sites of the selected entities; after which the decision concerning the allocation of grant assistance is made.
- 3) **Grant Contract:** the Embassy of Japan and the Grant Recipient sign a grant contract. The grant contract contains the title, objectives and details of the project, name of the recipient entity, a clause about the eligibility of expenditures, as well as the exactly defined maximum amount of the grant funds. **The term of contract is 12 months** from the date of the signing, which include the below mentioned stages.
- 4) **Project Implementation. Transfer of Grant Funds:** the Grant Recipient will sign the procurement contracts with the corresponding suppliers of goods/ services only after receiving the Embassy's approval. The Grant Recipient submits the "Payment Authorization" request to the Embassy as well. The contracts are thoroughly examined by the Embassy in order to verify the range of prices and the budget. After, the Embassy approves the procurement contracts, grants the "Payment Authorization" and transfers the grants funds. The Grant Recipient is authorized to transfer the funds to the supplier of goods/ services. After the grant funds are allocated, it is expected that the project starts timely and in accordance with the approved schedule.
- 5) **Completion of the project:** At the request of the Embassy of Japan, the Grant Recipient has to submit an interim report of the project. At the end of the project, Grant Recipient will provide the audit report and the final report. The final report must be accompanied by financial report and receipts that show how the funding was used. A handover ceremony is organized. Two years after the completion of the project, the Embassy of Japan will organize a follow-up mission.

ADDITIONAL REQUIREMENTS

- 1) The granted funding must be used exclusively within the framework of the project. The Embassy of Japan has the right to require the termination of the grant aid if the funding is used for the purposes other than those included in the Grant Contract.
- 2) It is required that the Grant Recipient opens a separate bank account (in MDL) for the implementation of the grant project, in order to ease the audit by the Embassy of Japan or its representatives.
- 3) Despite the date of the beginning of the project, the funds for the grant aid shall be allocated by March, 31 (end of the Japanese fiscal year).
- 4) If the Grant Recipient wants to modify the project plan due the unforeseen circumstances, it must receive prior approval from the Embassy.

KUSANONE PROGRAM GRANT SCHEME

Action	Responsible Entity	Comment
Submission of the application/ grant proposal	Grant Applicant	Grant Applicant submits the application and necessary accompanying documents to the Embassy
Approval of the application/ grant proposal	Embassy of Japan in Moldova, Government of Japan	Embassy and the Government of Japan examine and approve the application/ grant proposal
Signing the grant contract	Grant Recipient, Embassy of Japan in Moldova	Grant Recipient and the Embassy sign the Grant Contract
Tender/ signing the procurement contract	Grant Recipient, Embassy of Japan in Moldova, Supplier of Goods/ Services	Grant Recipient organizes the tender and signs procurement contract with the supplier of goods/ services after the Embassy examines the tender results and approves it
Request of “Payment Authorization”	Grant Recipient, Embassy of Japan in Moldova	Grant Recipient submits a “Payment Authorization” request to the Embassy, in order to receive funds for paying for the goods/ services stipulated in the contract
Transfer of funds	Embassy of Japan in Moldova	After the Embassy approves the ‘Payment Authorization’ request, it transfers the grant funds in the amount stipulated in the procurement contract, but within the amount stipulated in the Grant Contract, to the bank account of the Grant Recipient (NB! A separate bank account for the grant project should be opened)
Execution of Payment	Grant Recipient, Supplier of Goods/ Services	The Grant Recipient is authorized to transfer the funds to the Supplier of the Goods/ Services, according to the procurement contract
Completion of project	Grant Recipient, Embassy of Japan in Moldova	Grant Recipient submits interim, and at the end the audit and final reports (together with financial report and receipts) on the implementation of the grant project to the Embassy. A handover ceremony is organized. Two years after its completion, the Embassy follows –up the project

NB! Steps marked by the sign

have to be repeated depending on the number of tenders/ procurement contracts.