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

Ministry of Foreign Affairs of Japan

Official Development Assistance

FOREWORD

Grant assistance for grass-roots projects is a financial assistance program to development projects offered by the Government of Japan aims at satisfying various needs in developing countries. This program 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 assistance to important development projects.

This handout briefly describes tasks, procedures and other requirements applying for "Kusanone" Program.

PURPOSE

The "Kusanone" Program provides grant 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. Standard maximum Grant Limit per project is 10 million Japanese Yen. Projects up to 25 million Japanese yen are acceptable.

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 improving the welfare of the society.

POTENTIAL RECIPIENTS

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

Here are some examples of potential recipient organizations: 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

The "Kusanone" Program mainly supports tangible items such as construction of primary schools, clinics and boreholes as well as provision of equipment. On the other hand, intangible items such as capacity building, technical guidance for operation and maintenance, awareness-rising campaign and reinforcement of community association contingent on tangible items may also be eligible for support.

Grant projects **have to be finalized within one year.**

!! The "Kusanone" Program does NOT cover the following items:

A Operation-related costs (personnel and operational costs, etc. that are indispensable to the project)
B Maintenance and management costs for the provided goods
C Vaccines
D Consumables, small fixtures
E Books (teaching materials, reference materials for educational projects, books for library collections, etc.)
F General passenger vehicles (vehicles that are highly universal and can be used for private purpose.)
G Electronic equipment such as personal computers, etc.
H Banking fees (remittance charge from the Embassy of Japan to the bank account of the recipient, opening and closing fee of a dedicated bank account for a "Kusanone" Program project, account maintenance commission, foreign-exchange fee, etc.)
I Administrative fees, vehicle registration fees, etc. that can be a source of revenue for the national and local governments
J Import-related taxes (customs duty, internal tax, value-added tax etc.)
K Office expenses (office rental fee, salary for administrative staff, fuel.)

HOW TO APPLY

Step 1. Completing the form

Please complete this form between **27 October and 30 November 2026:**

https://forms.cloud.microsoft/r/ssGe7VEJ0E

※ If you are unable to use Forms, please contact us at inscrieri.kusanone@ci.mofa.go.jp, stating **'I cannot use Forms – [Organization's name] – [Applicant's name]'** in the subject line. Please contact us by 23 November 2026 at the latest, at least one week before the deadline for submitting applications (30 November 2026).

Important Notes

1. Risk of Losing Your Responses

If you close your browser, refresh the page, or navigate to another page before submitting your responses, the information you have entered may be lost. Therefore, please avoid closing your browser, refreshing the page, or navigating to another page before submitting your responses.

To reduce the risk of losing your responses while completing the form, please prepare your answers in advance and save them separately (for example, by creating a text document containing your responses).

If your responses are lost, please reopen Microsoft Forms using the same link and complete the form again from the beginning. Please note that we cannot accept responsibility for any loss of information entered into the form.

2. Time Limit for Completing the Form

If you take too long to complete the form, there is a risk that the information you have entered may be lost. To reduce this risk, a three-hour time limit has been set for this form. Your responses will be submitted automatically three hours after you begin completing the form.

Once you start completing the form, please enter all the required information and submit your responses as soon as possible.

To prepare your responses in advance, please carefully consult the PDF version of the form, which can be downloaded from the following website:

https://www.md.emb-japan.go.jp/itpr_en/information.html

We recommend preparing your responses in advance in a text file and then copying and pasting them into the form.

If three hours elapse and your responses are submitted automatically before you have finished completing the form, please contact us at inscrieri.kusanone@ci.mofa.go.jp . In the subject line, please write:

Response time expired – [Organization's name] – [Applicant's name]

3. Saving and Editing Your Responses After Submission

Please refer to "Brief explanations of Forms," available at:

https://www.md.emb-japan.go.jp/itpr_en/information.html

You must sign in to a Microsoft account to save and edit your submitted responses.

If you do not have a Microsoft account and wish to save your responses, please contact us at

inscrieri.kusanone@ci.mofa.go.jp . In the subject line, please write:

Save the response – [Organization's name] – [Applicant's name]

If you wish to edit your responses, please contact us first at inscrieri.kusanone@ci.mofa.go.jp . In the subject line, please write:

Submit a new response – [Organization's name] – [Applicant's name]

And you will then be able to submit a new response. If you submit the form multiple times, only your most recent response will be accepted as your application.

Step 2. Submitting attachments

Within 3 working days of the form being opened, you will receive a notification at your registered email address regarding the granting of access rights to OneDrive. The notification will be sent from the email address: eimi.kawase@ci.mofa.go.jp.

Each applicant will be granted access to a personalized OneDrive account/folder.

The list of attachments required for the application can be found by clicking the link below, under the **Official Development Assistance (ODA) section:**

https://www.md.emb-japan.go.jp/itpr_en/information.html

Upload all the necessary attachments and files to your personal OneDrive folder using your registered email address, **by 16 December 2026.**

Important: Please ensure that all documents have been successfully uploaded. The application will only be considered complete and forwarded for review once all the required attachments have been uploaded.

※ All elements of the application file, including attached documents, must be written in Romanian or English.

※ Applications completed by third parties will not be accepted. The person completing the form must be the same as the contact person named in the form.

※ If you are unable to use OneDrive, please contact us at inscrieri.kusanone@ci.mofa.go.jp, stating **'I cannot use OneDrive – [Organization's name] – [Applicant's name]'** in the subject line. Please contact us by 9 December 2026 at the latest, at least one week before the deadline for submitting applications (16 December 2026).

Step 3. Confirmation of submission of the required attachments

File format

The document 'Statement of income and expenditure for the last 2 years' must be completed using the pre-defined Excel template, available for download at the following link: https://www.md.emb-japan.go.jp/itpr_en/information.html

The other attached documents must be in PDF format.

File names

Please name the files according to the format and examples below:

Format: *Name of attachment_Name of organisation_Name of applicant*

Examples:

- *2 Financial Report_IMSP SC mun. A_Stefan Popescu.xlsx*
- *4 Map_IMSP SC mun. A_Stefan Popescu.pdf*
-

The name of the annex can be found in the Excel file ***Lista anexelor*** by accessing the link below, in the **Official Development Assistance (ODA) section:**

https://www.md.emb-japan.go.jp/itpr_en/information.html

Please do not use diacritics specific to the Romanian language (ă, â, î, ș, ț) in file names, as these may be displayed incorrectly.

If there are several files with the same name:

Format:

- *Name of annex **1**_Organisation name_Applicant's name*
- *Name of Annex **2**_Organisation name_Applicant's name*

Examples:

- *5 Schematic design 1_ IMSP SC mun.A_Stefan Popescu.pdf*
- *5 Schematic design 2_ IMSP SC mun.A_Stefan Popescu.pdf*

⚠ Important Notes

●We don't accept printed documents.

Please submit your application in accordance with the procedures outlined above.

●Please do not apply for multiple different projects using the same email addresses.

It may cause confusion and may prevent us from properly processing your application.

●As the deadline approaches, we receive a high volume of applications and inquiries, which may result in errors in Forms. If you have any concerns, we strongly recommend applying early.

●Applications submitted after the deadline will not be accepted under any circumstances.

If you have any question, please contact us through email inscrieri.kusanone@ci.mofa.go.jp

Please include the organization's name and the applicant's name in the email subject line. If your inquiry concerns Forms, please also include the relevant question number. If it concerns an attachment, please include the attachment's name in the subject line.

●Grant contracts are typically signed between July 2027 and March 2028.
The results will be communicated only to the successful applicants.

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 longterm 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. If you cannot submit three cost estimates, please provide reasons.
※When asking for estimates of equipment, please prioritize Japanese manufactures' product, if it is available on the market.

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:** "Kusanone" Program implementation team visits potential candidate organizations for further examination.

3) **Grant Contract:** Upon decision concerning the allocation of grant assistance, 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 bellow 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 inspection.

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 a project 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.

Frequently Asked Questions

Q. What is the maximum amount of the subsidy?

A. In principle 10 million yen. Projects up to 25 million yen are acceptable. If the project cost exceeds the maximum amount of the grant fund due to factors such as exchange rate fluctuations or price increases before the actual payment, you may have to pay the difference yourself.

Q. Is the VAT exempt for projects under the Kusanone Program?

A. Yes.

Q. Is my case eligible for the Kusanone program?

A. We will determine this by reviewing your application. We cannot assess eligibility before you submit the application. Additionally, while we generally do not provide support to central government agencies, if such an agency wishs to apply, you must provide strong reasons explaining why the issue is urgent, why effective project implementation is difficult outside that agency, and why support from this program is necessary.

Q. Is it mandatory to submit an income and expense report?

A. Yes, all schools, NGOs, hospitals, local village offices, etc., must submit one. If you are unable to submit it, please provide a valid reason. However, the likelihood of acceptance will be significantly reduced.

Q. Can I purchase used equipment?

A. The equipment and facilities you purchase should be intended for long-term use (at least 20 years) to ensure our support meaningful. If you wish to purchase used items, please provide solid reasons for needing that specific equipment and its expected durability.

Q. Can the same organization be supported again?

A. For reasons of fairness, practically the same organization will not receive assistance again.

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.