



**GRANT ASSISTANCE
FOR
GRASSROOTS PROJECTS (GGP)
GUIDELINE FOR APPLICATION**

**THE EMBASSY OF JAPAN IN
KENYA**

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This guideline provides an overview of Grant Assistance for Grassroots Projects (GGP) managed by the Embassy of Japan in the Republic of Kenya (the Embassy). Applicant organisations are requested to read through this manual to familiarise themselves with the GGP and its application processes.

If you have any questions related to the application processes or how to fill out forms, please contact at ggp@nb.mofa.go.jp or 020 289 8000 (reception).

The Embassy neither meets applicants to discuss a proposed project nor charge a processing fee for application.

1. GGP: Basic Information

1.1 What is the GGP?

The Government of Japan launched the GGP in 1989 with an aim to assist community-level initiatives to improve availability of and accessibility to services essential for human security. Since then, the GGP has funded diverse organisations in their efforts in education, health, WASH (water, sanitation and hygiene), livelihood, environment protection, gender equality as well as in humanitarian relief in more than 141 countries and one region as an integral part of Official Development Assistance (ODA) of the Government of Japan.

In Kenya, the Embassy has partnered with schools, hospitals, international and local Non-Governmental Organisations (NGOs) and Community-Based Organisations (CBOs) since 1989, assisting their projects in various sectors.

1.2 What kinds of organisations are eligible to Apply for GGP?

- ✓ Local authorities
- ✓ Educational institutions (excluding higher education institutions)
- ✓ Medical institutions
- ✓ Local NGOs, international NGOs and Public Benefit Organisations (PBOs) that are currently operating in Kenya
- ✓ Applicant organisations must satisfy all of the following criteria:
 - 1) Be officially registered with the relevant Kenyan Government authority.
 - 2) Be actively fulfilling their organizational mandates.
 - 3) Meet criteria 1) and 2) for a minimum of 2 (two) years.

[Applicant and Authorized Signatory]

The Authorized Signatory must be the individual who holds the ultimate executive or statutory authority to legally bind the organization under Kenyan law. They must possess the officially registered signing power to execute external contracts and assume full accountability for the project's financial and operational management.

* In the event of any subsequent legislative changes, amendments, or the enactment of new laws, the latest valid statutory definitions and requirements at the time of application shall automatically take precedence.

1.3 What Kinds of Projects Are Eligible for GGP?

- ✓ Location: A proposed project must be within Kenya.
- ✓ Sector: Projects in any sector with objectives for economic and social development.
- ✓ Type of project activities: Infrastructure development only, such as construction, renovation and procurement of equipment or furniture.

- However, the GGP does **not** fund projects with the following objectives:
 - × Political or military objectives
 - × Promotion of a particular religion
 - × Promotion of cultural activities such as arts and sports
- Further, the GGP does **not** fund the following:
 - × Standalone construction or renovation of a library, dining hall or kitchen
 - × Construction of a borehole (borehole drilling)
 - × Administrative or recurring cost
Example: Office rent, staff salaries and remuneration, travel expenses, maintenance cost, utility bills
 - × Contingency funds
 - × Expenses incurred by individual or an entity for profit-making activities
 - × Funding that is intended for specific individuals unless a project is a response to humanitarian assistance in case of a natural or man-made disaster.
Example: Scholarship, accommodations, clothing
 - × Expenses linked to indulgences that may be harmful to the human body, such as alcohol and cigarettes
 - × Research and assessment
 - × Consumables and small fixtures as well as perishable, disposable items
Example: Food, stationery, seeds, seedlings, vaccines, one-time-use medical equipment, books, animals such as livestock and beehives
 - × General passenger vehicles (vehicles that are highly universal and can be used for private purpose)
 - × Electronic equipment such as personal computers
 - × Banking fees associated with a bank account opened for a project
 - × Import related taxes
- Capacity-building activity can be positively considered only when it is directly linked to enhancing sustainability of the infrastructure and/or equipment provided in the same project.
Examples: Training in proper use of equipment installed in the same GGP project;
Developing systems for future maintenance of equipment purchased.

1.4 Project Duration and Budget of GGP

- ✓ Maximum of 12 (twelve) months.
- ✓ Estimated Budget: Approximately KSH 15 million per project
Please note that this amount is subject to reduction depending on exchange rates, the annual budget, and the details of the application."

1.5 Implementation Modality of the GGP

- The projects funded by the GGP are often proposed by an organisation that aims to improve the conditions of its own institution.

Example:

Board of Management (BoM) of a public school proposes the construction of a water tank tower for the school.

In this case, the GGP considers the BoM and the school as the same entity.

The applicant to the GGP (=BoM) , The final beneficiary institution (= the school)

- There are projects where an applicant organisation and the final beneficiary institution are different.

Example:

An NGO proposed a project to construct a pit latrine bloc at a public primary school.

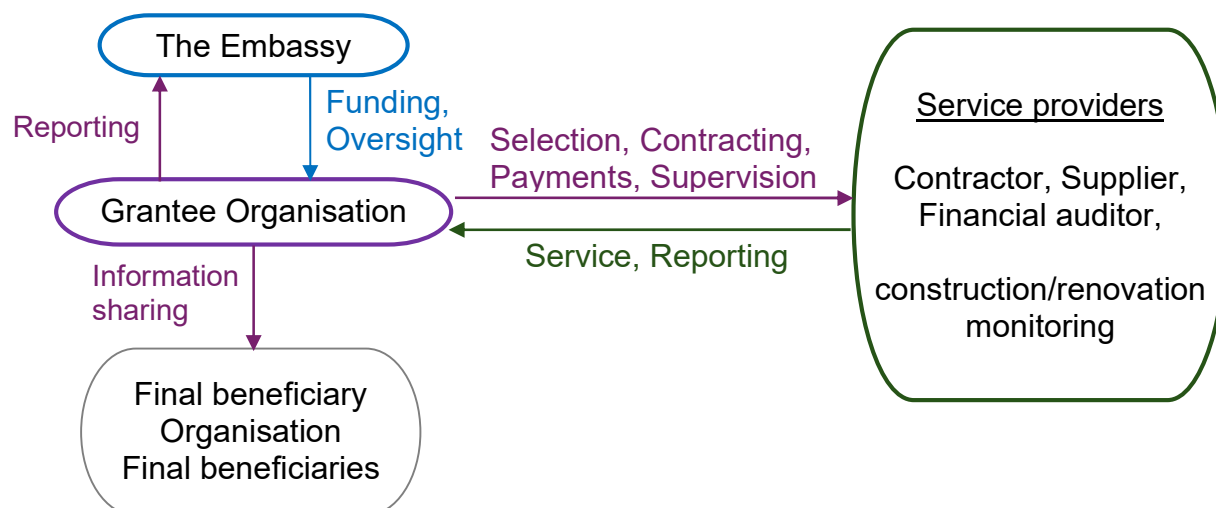
In this case,

The applicant = NGO, The final beneficiary institution = the primary school.

- When a proposed project is officially approved by the Government of Japan, an applicant organisation will be responsible for implementation of the project as the 'grantee organisation', managing

- 1) Procurement
- 2) Finance
- 3) Supervision of service providers
- 4) Information sharing with the beneficiaries or final beneficiary institution(s)
- 5) Reporting to the Embassy

* The final report and, where applicable, the interim report shall be submitted in the prescribed format.



1.6 GGP Issues to Take Note of

The grantee organisation of an approved project will be provided with GGP Project Manual that contains a detailed guideline in project management and donor conditionality. At this stage of GGP Application, the Embassy requests that all applicants proceed with the application with understanding of the following key issues.

A. Responsibilities of the Grantee Organisation

- The projects are assisted through the Official Development Assistance of the Government of Japan. Utilisation of Japan's public fund for the project requires transparency and accountability of, first and foremost, the grantee organisations.
- As a signatory to the Grant Contract, the grantee organisations are bound by agreements enshrined in the contract and GGP Project Manual, which will be provided at the time of project commencement.
- The project management, including procurement and finance, must follow the laws and regulations of the Republic of Kenya.

For example:

All construction and renovation works must be:

- Planned clearly with Bills of Quantity (BoQ) and drawings (architectural, structural, electrical, piping as required) must be developed by qualified individual or company.
 - Carried out by a contractor with valid registration and practicing licences issued from National Construction Authority (NCA).
- In order to accommodate the modality of the GGP, i.e., direct assistance of an institution, the Project Manual may include a modified process while maintaining efforts to observe the principles of relevant laws and regulations of Kenya as closely as possible.
 - If the Project Manual does not provide guidance, the grantee organisations are expected to follow the laws and regulations of Kenya. In case of any inquiries during project implementation, please consult with the Embassy.

B. Finance

- After the approval and signing of Grant Contract, the grantee organisation and the Embassy will open a separate, joint bank account dedicated for the project.
- Each and every payment from the grantee organisation, made by cheque, will require submission of Payment Voucher and supporting documents to the Embassy which will issue a written approval to the bank if no issues are found.

C. Procurement

- The grantee organisations are required to obtain statutory-required documents from potential service providers at the time of a tender or a Request for Quotation (RFQ).
- The selection of a service provider must be conducted in a open, transparent processes against pre-defined criteria with participation of multiple individuals. The proof of such selection processes will be required by the Embassy.

D. External Audit

- During and upon completion of a project, the grantee organisations shall perform an external audit in order to verify that the funds for the project have been used appropriately. The Embassy has a prototype of Terms of Reference (ToR) for this audit. If or when arrangement of external audit is deemed difficult, please consult with the Embassy.
- The fees necessary for the external audit can be supported by the GGP as long as transparent selection, with a minimum of three quotations, of an auditing company is conducted.
- The reports of external audit, which should contain the following elements, shall be submitted by the auditor to the grantee organisation and to the Embassy.
 - 1) Verification of financial records including but not limited to; quotations and vendors' supporting documents (e.g, certificate of incorporation), documents related to selection processes, Payment Vouchers and supporting documents, bank account statements
 - 2) Verification of facts: Procurement and delivery of equipment '(documented records and actual delivery), use of equipment
 - 3) Inspection of project sites with photographs
- The grantee organization must preserve all financial and operational records for at least five (5) years after project completion and make them available for audit upon request.

E. Site Visit and Project Monitoring of Embassy

- The Embassy conducts the following monitoring visit:

	When	Purpose
Site Visit	During application selection	To conduct a physical assessment of a project site and grantee organisation
Interim Monitoring	Halfway through the project	To observe progress of project and ensure face-to-face discussion with the grantee organisation halfway through the project.
Completion Monitoring	When all project activities complete	To physically confirm completion of all project activities
Follow-up Monitoring	Two years after project completion	To physically assess the use of facilities and equipment provided through the project

- The grantee organization is required to facilitate and cooperate fully with all monitoring visits conducted by the Embassy."

F. In Case of Unforeseen Circumstances

- It is the responsibility of the grantee organisation to complete the project even when unexpected events, which results in a shortfall of project fund, occur.

For example

- Exchange loss: Incurred when the value of the transferred project fund in KSH becomes lower than anticipated due to unfavourable exchange rate fluctuations, since the Grant Contract is concluded in USD.
 - Price increase and inflation: Budget deficits caused by an increase in the cost of materials, labor, or services due to market price fluctuations and local inflation.
- In this situation, the grantee organisation is requested to immediately consult with the Embassy without proceeding with the project as is.
 - If a shortage of project fund occurs, or if it becomes physically or operationally impossible to proceed with the project due to unavoidable, exogenous factors such as a natural disaster, the grantee organisation shall report the status to the Embassy without delay for further instructions.

G. Visibility

- The grantee organisation shall endeavour to carry out some PR activities in order to ensure the visibility of Japan's assistance through the GGP.

For example:

- Install a signboard and/or a plaque at the project site or on a facility developed through the project.
- Place a sticker displaying the flag of Japan onto the equipment supplied through the project: The Embassy can provide these stickers in various sizes.
- Organise a hand-over ceremony (after project activities and project bank account closure): The cost will not be covered by the GGP

H. Construction / Renovation

As a strict rule to ensure financial transparency and adherence to the standards,

- When the public institutions (e.g., public schools and public hospitals) are the final beneficiary institutions, or the infrastructure is intended for public use (e.g., communal water points), Bills of Quantity (BoQ) and drawings (architectural, structural, electrical works, piping as required) must be prepared directly by the State Department for Public Works (or the respective County Department of Public Works). BoQs and drawings prepared solely by private practitioners or private water engineering companies **will not be accepted**, even if they bear an official stamp.

- The BoQ and drawings must be developed by officially registered private Quantity Surveyors(QS) and Architects (certified by BORAQS/EBK) for non-public infrastructures. The documents must clearly indicate the names of producer and client. Additionally, the grantee organisation must attach the official Building/Development Approval (stamped drawings) issued by the relevant County Government or the National Construction Authority to prove the project's legality.

2 How to Apply for GGP

An applicant is requested to:

[Step 1] Carefully read the Application Guideline and ensure that the proposed project is eligible for the GGP.

[Step 2] Complete the Application Form 1-1 through 1-5 and Annexe A and C. Annex B should be completed only if the equipment procurement is applied.

[Step 3] Obtain the Supplementary Documents listed in the Checklist in the Application Form.

[Step 4] Submit the completed Application Form and all required documents by email to the Embassy of Japan in Nairobi at ggp@nb.mofa.go.jp, taking notes below.

*The Application Form must be submitted by email as an Excel file, while other supplementary documents may be submitted by email or sent by postal mail.

1) Email to ggp@nb.mofa.go.jp

- The subject of the email should be 'GGP Application - [applicant's name]'
- The Embassy's system cannot receive emails larger than 10MB. If your attachments exceed 10 MB, please split the files and send them in multiple emails clearly indicating the subject of each email as
'GGP Application – [applicant's name] 1/3'
'GGP Application – [applicant's name] 2/3'
'GGP Application – [applicant's name] 3/3'

2) Postal mail to the following address:

GGP - Economic Affairs and Economic Cooperation Section
Embassy of Japan in Kenya
P.O.Box 60202 – 00200
Nairobi

3 Selection Process

- The Embassy will review the application and select candidate projects for the given financial year based on a set of criteria including below:
 - 1) Compatibility of a proposed project to the GGP;
 - 2) Degree of planning and preparations for a proposed project;
 - 3) Legal and financial statuses of the applicant organisations;
 - 4) Anticipated benefits of the proposed project;
- The Embassy welcomes questions from interested applicants about how to fill out a form, the kinds of supporting document required and others that may not be clear in the guideline through email. Please send your inquiry to ggp@nb.mofa.go.jp
- Please note that the Embassy does not:
 - 1) Request a processing fee
 - 2) Meet applicants to discuss proposed project; or
 - 3) Offer to assist the applicants with their application.
- If you do not hear from the Embassy within three (3) months, it means that your application was not successful. The Embassy does not respond to an inquiry about the result of the application review.
- The Embassy will contact the applicant organisation if your application passed the first review and will send a list of additional questions and inquiries.
- Based on the aforementioned review processes, a candidate project will be visited by the Embassy (site visit).
- After a site visit, the final selection will be made. The applicant organisation will be contacted by the Embassy in writing about the final result.