**The Application Form for Japan Water Forum Fund 2018**

\*Before filling out/submitting your application, please read through the guidelines for Japan Water Forum Fund 2018.

\*The applications using other formats cannot be accepted.

\*Please write “Not applicable” or “N/A”, if the following questions are not applicable to your organization/project. The application with blank cannot be accepted.

\* 1 application/project from 1 group can be acceptable. No application shall be accepted if 1 group submits two or more applications/projects.

* **APPLICATION FORM [A]**

**About your organization (Max. 3 pages)**

|  |  |
| --- | --- |
| **General information of your organization** | |
| 1.1 Name of your organization |  |
| 1.2 Name of representative | Mr. Ms. Mrs. Dr. |
| 1.3 Position of representative |  |
| 1.4 E-mail address of representative |  |
| 1.5 Name of contact person | Mr. Ms. Mrs. Dr. |
| 1.6 Position of contact person |  |
| 1.7 E-mail address of contact person |  |
| 1.8 Country |  |
| 1.9 Postal mailing address  (Physical address) |  |
| 1.10 Telephone number |  |
| 1.11 Fax number |  |
| 1.12 Website/Facebook | www. |
| 1.13 Number of staff members  (permanent, temporary, volunteer) | XX (persons) |
| 1.14 Date of establishment | DD/MM/YYYY |
| 1.15 Registration No/Code |  |
| 1.16 Amount of income/funding  (last year) | XXXXX (USD) |
| 1.17 Main sources of income/funding |  |
| 1.18 Have you ever applied for a JWF Fund before? | YES (year)/NO |
| 1.19 Have you ever received for a JWF Fund before? | YES (year)/NO  **SAMPLE** |

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| --- |
| **1.20 Brief description of your organization** (Max. 200 words) |
| \*Please give a brief and clear explanation of your organization such as mission, vision, activities and etc. If your organization has carried out water related project (s) in recent years, please provide a brief description of the project (s). |

|  |  |
| --- | --- |
| **1.21 Pictures of your organization** | |
| < Outside your office >  **SAMPLE** | < Inside your office >  **SAMPLE** |

* **APPLICATION　FORM [B]**

**About a project which will be implemented with the grants from the JWF Fund (Max. 6 pages)**

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| --- | --- |
| **2.1 Name of the project** |  |
| **2.2 Country** |  |
| **2.3 Expected number of beneficiaries (Direct)** | (Men/women/children) |
| **2.4 Expected number of beneficiaries (Indirect)** |  |

|  |
| --- |
| **2.5 Address of the project site** |
| \*Give detailed information about the place of the project site such as name of Province, District, City, Community, and Village. |

|  |
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| **2.6 Problem and background of the target community/group** (Max. 200-words) |
| \*Give description of the water-related problems of the target community/group which you are trying to resolve with the grants from the Japan Water Forum Fund. |

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| **2.7 Category** |
| \*Choose 1 category which is most applicable to your project.  1. Construction/ repair of the water supply system such as rainwater harvesting tank, well, and  water reservoir.  2. Installation of the small scale type water supply system.  3. Construction/ repair of the sanitation facility.  4. Maintenance/ improvement of the water resources environment.  5. Installation/ promotion of the water efficiency irrigation system.  6. Implementation of the Water-related disaster risk reduction/mitigation program.  7. Other (Please specify: ) |

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| --- |
| **2.8 Prospected outputs and outcomes of the project** (Max. 100-words) |
| \*Give a brief description of the outputs (What will be done by your project) as well as the prospective positive outcomes (What the outputs will bring to the project area) of the project including the aspect of social and economic benefits to beneficiaries. |

|  |
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| **2.9 Details of the project** (Max. 300-words) |
| \*Provide detailed information of your project.  \*Clarify the number of facilities to be constructed and how many times the awareness-raising/ educational/ training programs will be conducted.  \*If your project includes the provision of potable water, the quality of water must be examined and proved to be safe to drink. |

|  |
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| **2.10 Beneficiaries contributions** (Max. 100-words) |
| \*The contribution and expected activity by the beneficiaries to promote their participation and ownership should be clearly described. E.g. materials, financial support, physical works etc. |

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| **2.11 Stakeholder contributions** (Max. 100-words) |
| \*The contribution of all types of stakeholders who participate in planning and implementing your project should be clearly described. |

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| **2.12 Sustainability and/or Future Development of the project** (Max. 200 words) |
| \*The plans for sustaining the output of your project should be clearly described. After the project period, how the activity/facility would take root in the project site? Who would be responsible for? |

|  |
| --- |
| **2.13 Schedule** |
| \*The schedule of your project should be clearly described. The project shall be completed by the end of February and the project report shall be submitted by 15th March 2019.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Item | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | | *Ex) Inception meeting with stakeholders* | *xxx* |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |

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| **2.14 Photographs** | |
| \*Please attach at least three pictures that show the above problem as well as current situation of the project site with captions in the table below. | |
| 1) Caption: (Max. 10-words) | 2) Caption: (Max. 10-words) |
| 3) Caption: (Max. 10-words) | 4) Caption: (Max. 10-words) |
| 5) Caption: (Max. 10-words) | 6) Caption: (Max. 10-words) |

* APPLICATION　FORM [C]

**About your project costs**

\* This budget chart shall be filled in using US$.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Content** | **Unit cost (US$)** | **Quantity** | **Amount (US$)** |
| *Ex) Cement* | *12 kg* | *50* | *3* | *150* |
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| **Total cost of completing the project** | | | |  |

**About your project resources (UD$)**

|  |  |
| --- | --- |
| A: Beneficiaries contribution |  |
| B: Your organization’s contribution |  |
| C: Other donor agency/individual’s contribution  (Please specify the agency/individual: ) |  |
| D: JWF Fund (up to US$1,000) |  |
| **(A+B+C+D) Total cost of completing your project**  \*It shall be the same as “Total cost of completing the project”. |  |

* **APPLICATION　FORM [D]**

**Others**

**3.1 Remittance information:**

\*Please ask your bank if you do not know the details.

|  |
| --- |
| Account Name: |
| Address of Account Holder: |
| Country: |
| Bank Name: |
| Branch Name: |
| Account No. |
| IBAN Code: |
| SWIFT Code: |
| Address of Bank: |
| Country: |
| [Through] |

**3.2 Even though the grant is (up to) US$1,000, the net amount you will finally receive in your bank account may be lower, due to bank charges, transfer charges, etc. Also, the remittance will be made only in US$. Do you agree with this?**

\*Please note that the JWF does not cover any remittance charges.

Yes, we agree /  No, we don’t agree

**3.3 Do you agree that you will submit a report about the project with JWF Fund 2018 with some related pictures and actual expenditures by 15th March 2019, if you are selected as a recipient of the grant from the JWF Fund 2018?**

\*Please note that recipients of a grant from the JWF Fund must submit a report on the use of the grant.

\*Submitting the report is absolutely necessary:

* Donors need evidence the grant is used properly
* Other potential donors will access the project report and gain awareness through your activities
* If you don’t submit the report, you will be ineligible for any future grants from us and our partners

Yes, we will submit the report by 15th March 2019. /  No, we don’t agree

**3.4 We will ask you to implement follow-up survey after the completion of the projects. Do you agree that you will implement the follow-up survey and submit a follow-up report about the project with some related pictures around May 2020?**

\* Additional US$100 will be provided as a follow-up report fee.

Yes, we will submit the follow-up report by the end of May 2020. /  No, we don’t agree

**3.5 Do you agree that your report, including pictures, will be used under the name of the Japan Water Forum?**

Yes, we agree that our report, including pictures, will be used under the name of the Japan Water Forum. /  No, we don’t agree

**3.6 Do you agree that you will participate in occasional follow-up surveys of the JWF Fund?**

Yes, we will participate in the follow-up surveys of the JWF Fund. /  No, we don’t agree

**Please note:** The name of your organization, the name of your project as well as the results will be published on the Japan Water Forum web site. Also, the pictures you provide to JWF will be used under the name of JWF.