

Annex
Examples for Filling out Forms (Maintenance of Facilities Support)

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1. Points to Consider in Preparing Documents

- Be sure to read and follow the points to consider and examples of entry mentioned below in preparing the documents.

(1) Form

- Be sure to use mandatory forms.
- Submit an original form affixed with an official seal of an applicant organization when filing the Application for Subsidy, the Program Report, etc.
 - * We sometimes receive documents without the representative's title or name or documents with a color-printed seal, which are not acceptable.

(2) Currency

- Subsidies shall be applied and paid in local currency.
 - * To avoid impact of currency exchange fluctuations, submit the Application for Payment of Subsidy to a relevant JICA Overseas Office by around the 20th day of the month when you receive a notice of decision to grant the subsidy.
(Examples) When you received the notice of decision to grant the subsidy on June 5, please submit the application by around June 20.
 - *However, if the project is required for a long period of time, partial payment may be made according to the progress.

(3) Cost Distribution

- We will subsidize up to 90% of facility maintenance costs within the upper limit. The upper limit of the medical and welfare facilities is 300 million yen, and the upper limit of other facilities is 10 million yen (both are equivalent amounts calculated based on the JICA budget control rate for the month). If you exceed this, you will be responsible for the cost. Agricultural cooperatives are subject to medical and welfare facilities.
- If the application amount exceeds 50% of the annual business scale¹ of the facility, additional explanation will be requested for the maintenance and management costs of the facilities (whether or not compensation is provided by a higher-level organization, etc.).
- In addition, under the current scheme, the decision to grant the subsidy is made after JICA evaluates the relevant application (it needs to be modified or amended if necessary), and the project is supposed to start after the date of such decision. Therefore, any and all costs paid before the date of decision should be paid by own funds.

¹ The annual business scale is determined by the average ordinary expenditure for the two fiscal years 2018 and 2019. If there is a deviation of more than 20% in the ordinary expenditure for the two fiscal years, we may hear the reason for the change. If the reason for the change is judged to be reasonable, it is possible to apply the ordinary expenditure for one fiscal year. If you are an organization that does not want to have average recurring spending, please offer it with a reason. (Example: When there is a large-scale expenditure that does not normally occur in a year, etc.)

(4) Contact for Consultation

Matter for Consultation	Contact for Consultation
Matter relating to content of project	JICA Overseas Office
Change, delay or suspension of the project, or disposition of assets acquired via the subsidy, etc.	JICA Overseas Office
How to prepare the documents or other general matters	JICA Overseas Office

(5) Change of Person in Charge

Be sure to notify JICA Overseas Office of change of the person in charge in your organization, if any. Make sure that the successor receives this Guideline and takes over the following matters.

- Content of the subsidy-granted project
- Necessary documents such as applications and reports and how to prepare them
- Procedures in applying for payment, changing, delaying and suspending the project, etc.
- Contact for consultation and place of submission

2. Application for Subsidy

[Document to Submit]

- Application for Subsidy
- Project Execution Plan
- Income and Expenditure Plan / Income and Expenditure Plan by Content of Project (Attached Documents)
 - Copy of the catalogue, design drawing and specifications, etc.
 - Copy of the quotation

Application for Subsidy (Example of Entry: Page 5)

- (1) Attention of the application should be for “President, Japan International Corporation Agency.”
- (2) Submit an original form correctly describing the name of the applicant organization, title of its representative affixed with the official seal of the organization or signed by the representative. We sometimes receive documents without the representative’s title or name or documents with color-printed seal. Note that such documents are not acceptable and need to be corrected and resubmitted.
- (3) Enter local currency only in required amount of subsidy.
- (4) It takes approximately two months to decide on the grant of the subsidy after we receive the application. Therefore, if you submit the application in April, enter a date of after June in “Preferred Date of Grant of Subsidy.”
- (5) Check the List of “Eligible or Non-eligible Cost for Subsidy (Manual 5.)” and apply for the subsidy covering the eligible costs only.

Project Execution Plan (Example of Entry: Page 6)

- (1) Please prepare a feasible plan based on the actual results of the previous year. Any minor changes to the plan must be mentioned in the “Project Execution Report.” Significant changes to the plan require submission of the “Application for Approval of Change.”
- (2) Describe the name of the organization, the title of the project, the scheduled period, purpose and items to purchase and construction.
- (3) Attached the documents relating to the subsidy-granted project, catalogue, design drawing and specifications, etc.
- (4) Fill in the name of items, quantity and purpose of purchase (for what purpose it is used) .

Income and Expenditure Plan / Income and Expenditure Plan by Content of Project

(Example of Entry: Page 7 · 8)

- (1) As a separate sheet of the income and expenditure plan, prepare the “Income and Expenditure Plan by Content of Project” for each maintenance of facility plan.
- (2) Attach a copy of quotations offered by (at least three) suppliers or vendors of all the items. In the case where you have not received quotations from at least three suppliers or vendors or where you do not accept the lowest quotation price, enter the reasons therefor. A quotation is necessary when a applicant requests a third party to provide goods or services.

Years should be expressed in A.D.

No. 1 (relating to Article 2 paragraph 1)

YY MM DD

Japan International Cooperation Agency
President

○○○○○○○ Japanese Association
Chairperson ○○○ ○○○ Seal

Application for Subsidy



We hereby apply to JICA for the grant of the subsidy as follows.

1 Name and Address of Applicant

Main text of the application should not be changed.

○○○○○○○ Japanese Association Address: ○○○

2 Name of Subsidy-granted Project

Facility maintenance project (medical welfare)

3 Purpose and Content of Subsidy-granted Project

Purpose:
Content:

4 Required Amount of Subsidy (in local currency)

Detailed information should be entered in

Total amount ○○.○○

5 Reason for Need of Subsidy

We have difficulty in ○○○○○○○○○○○○○○○○○○○.

Describe difficulties in running the Project.

6 Planning of Subsidy-granted Project and Income and Expenditure Planning of Part Eligible for Subsidy

As attached.

Attach the "Project Execution Plan" and "Income and Expenditure Plan."

7 Preferred Date of Grant of Subsidy

○○○○YY ○○MM

It takes approximately two months to decide on the grant of the subsidy after we receive the application.

8 Application for Subsidy for Institution Other than JICA

None

Enter the name of the person in charge and contact information (telephone, facsimile, e-mail address, etc.)

9 Others

Example of Entry

YYMMDD

Project Execution Plan

○○○○○○○ Japanese Association

Name of Subsidy-granted Project: Facility maintenance project (medical and welfare)

Content of Project :

1. Scheduled time of purchase/Construction: YY MM

Describe the purpose of the Project and expected effects thereof.

2. Purpose

3. Item to Construction /Purchase details

Name of Items	Quantity	Purpose
1.X-ray room renovation	1 set	
2.Intensive care unit renovation	1 set	

※Please attach the documents that show the plan of maintenance of facilities project. (catalogs, design drawings, specifications, etc.)

Example of Entry

Income and Expenditure Plan

○○○○○○○ Japanese Association

Income	Amount paid by own funds	Amount paid by JICA's subsidy	Total

Expenditure	Amount paid by own funds	Amount paid by JICA's subsidy	Total
1.X-ray room renovation			
2.Intensive care unit renovation			
Total			

Example of Entry

Income and Expenditure Plan by Content of Project

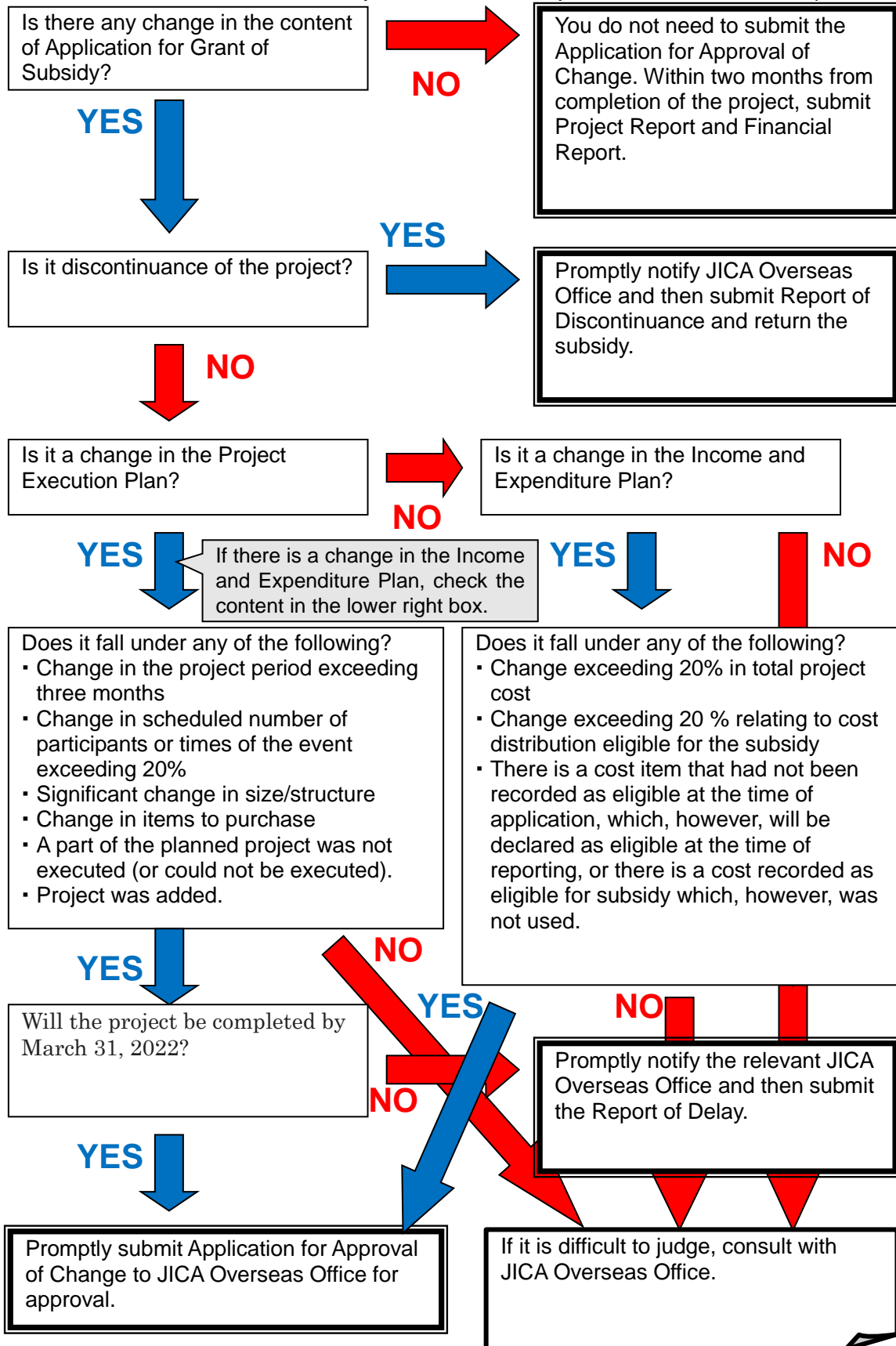
Income	Amount paid by own funds	
	Amount paid by JICA's subsidy	
	Total amount	

Expenditure	Name of Items	Unit Price	Quantity	Total
	1.X-ray room renovation			
	• Construction cost			
	• X-ray equipment			
	•			
	•			
		Total		

Note) Be sure to attach copies of quotations from at least three suppliers or vendors.

Attachment: Quotation (copy) three copies

Procedure from Grant of Subsidy – Execution of Project – to Submission of Report



3. Application for Payment of Subsidy

- Upon receiving a notice of decision to grant the subsidy, submit the “Application for Payment of Subsidy” to the relevant JICA Overseas Office by around the 20th day of the same month.

Example of Entry

Form No. 3 (relating to Article 5)

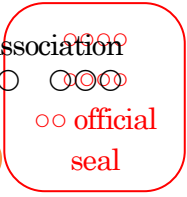
YY MM DD

Japan International Cooperation Agency
President

Enter the date of decision to grant (Refer to the notice of decision to grant the subsidy).

○○○○○○○ Japanese Association
Chairperson ○○○ ○○○○

Application for Payment of Subsidy



We hereby apply to JICA for the payment of the subsidy pursuant to JICA Notice (5R) dated YY MM DD as follows.

- 1 Name of Subsidy-granted Project
Facility maintenance project (medical and welfare)

Enter in the same manner as mentioned in the notice of decision to grant the subsidy.

- 2 Purpose of Subsidy
X-ray room renovation and Intensive care unit renovation

- 3 Total Amount of Subsidy *Enter the amount in local currency.
Amount to Apply for Payment This Time *Enter the amount in local currency.

- 4 Bank Account to Receive Subsidy and Current Address

We undertake that we will implement the subsidy-granted project in accordance with 5 “Conditions to grant the subsidy” in the notice of decision to grant the subsidy upon receiving the subsidy from JICA.
Also, we pledge the profit obtained from this grant will allot for continuation, development of the future service of our organization.

4. Application for Approval of Change

- Be sure to consult with JICA Overseas Office if any change from the application arises during the project.
- An Application for Approval of Change needs to be submitted if the change falls under the following items that are not minor changes specified by JICA.
 - Change in execution timing or period exceeding three months
(Example)Planned: September 10 to September 12→Change to: December 20 to December 25.
 - Size and significant change of structure in facilities or construction
 - Change in items to purchase
 - Change exceeding 20% in total project cost

Example of Entry

Form No. 4 (relating to Article 7 paragraph 1)

Application for Approval of Change

YY MM DD

Japan International Cooperation Agency
President

Enter the date of decision to grant (Refer to the notice of decision to grant the subsidy).

○○○○○○○ Japanese Association
Chairperson ○○○ ○○○○

Note!

○○ official

With regard to the subsidy-granted project based on JICA (5R) No. - dated on YY MM DD, we hereby inform you that we intend to change the content and cost distribution of the project for the following reasons as well as ask you for approval of such change.

Name of Subsidy-granted Project: Facility maintenance project (medical and welfare)

1 Reason for Change

We would like to extend the construction period due to the delay in procurement of construction materials....

2 Content of Project

X-ray room renovation work

After Change

Period: ○○○○/○○/○○ - ○○○○/○○/○○

Before Change

Period: ○○○○/○○/○○ - ○○○○/○○/○○

3 Cost Distribution

After Change

Before Change

5. Project Report / Financial Report

- Submit the Project Report containing the results and achievements of the project, the Financial Report and related materials within two months from the project completion date and by the end of March 2021. The project which complete after the end of March 2021 do not need to submit at the end of March 2021, but need to submit by the end of March 2022.
- With regard to a project ending in March, submit a temporary version of the project report materials to JICA Overseas Office by the due date designated by it.
- Prepare the report in the manner of a comparison to the documents at the time of application in reference to the points to consider and the example of entry.

<Documents to Submit upon Application>	<Documents to Submit upon Completion of Project>
Application for Grant of Subsidy / Project Execution Plan	⇒ Project Report
Income and Expenditure Plan	⇒ Financial Report
Income and Expenditure Plan by Content of Project	⇒ Financial Report by Content of Project

[Document to Submit]

- Project Report
- Financial Report
- (Attached Documents) Financial Report by Content of Project

Project Report (Example of Entry: Page 14.)

- (1) Attention of the report should be for “President, Japan International Corporation Agency.”
- (2) Submit an original form correctly describing the name of the applicant organization, title of its representative affixed with the official seal of the organization or signed by the representative.

We sometimes receive documents without the representative’s title or name or documents with color-printed seal. Note that such documents are not acceptable and need to be corrected and resubmitted.
- (3) Describe how the project was executed in comparison to the Project Execution Plan.
- (4) Describe the breakdown of the total project cost, the amount paid by own funds and the amount paid by JICA subsidy. (If there is any other financial aid, the amount of such aid should also be included.)
- (5) Enter the achievement, evaluation and future challenges resulting from the execution of the project.
- (6) Attach the photos of achievement to show the content of the project.
- (7) If there is a minor change from the Project Execution Plan, specify the reasons therefor.

Financial Report (Example of Entry: Page 15)

- (1) Enter the same date as that in the Project Report.
- (2) Make sure that the amounts are same as those in the “Financial Report by Project,” etc., which are prepared by each project describing the breakdown thereof.
- (3) In “Amount of Subsidy decided to be granted,” enter the amount in local currency mentioned in the notice of decision to grant the subsidy.
- (4) In “Amount of Subsidy Received”, enter the amount in local currency actually paid by JICA.
- (5) Income
 - Enter the amount paid by own funds, the amount paid by JICA subsidy and the total amount in local currency.
 - Enter the percentage of the amount paid by own funds and that paid by JICA subsidy respectively.
 - If you have already returned the subsidy partially, enter the amount you have actually used (the amount after deducting the returned amount).
- (6) Expenditure
 - Enter the expenditure item, the planned amount, the actual paid amount.
 - Enter the amount paid by own funds and the amount paid by JICA subsidy as the breakdown of the amount actually paid.
- (7) Remarks
 - Describe any specific change from the application.
 - If you have already returned the subsidy partially, enter the date and the amount returned in “Remarks.”

Financial Report by Content of Project (Example of Entry: Page 16)

- (1) Be sure to attach a copy of receipts issued by vendors. If there is any difference from the amount in the application, enter the reasons therefor in the Financial Report, etc.
- (2) If you have submitted the “Application for Approval of Change” to the JICA Overseas Office during the effective period of the project, attach the copy thereof to the reporting documents.
- (3) Any organization which has not submitted the “Application for Approval of Change” though it made a significant change should promptly submit it to the JICA Overseas Office and shall attach it to the reporting documents, too.

Example of Entry

Form No. 8 (relating to Article 7 paragraph 5)

Project Report

YY MM DD

Japan International Cooperation Agency
President

Enter the date to decide the grant (Refer to the notice of decision to grant the subsidy).

Be sure to enter the title

○○○○○○○ Japanese Association
Chairperson ○○○ ○○○ official seal

We hereby report as follows since we have completed the subsidy-granted project under JICA Notice (5R) dated YY MM DD.

1 Name of Subsidy-granted Project
Facility maintenance project (medical and welfare)

Enter the date of delivery or the date of installation.

2 Project Date (Period) YY MM DD

If there is any change in items to purchase, specify the change and the reasons therefor.

3 Content of Project

Items to Purchase or Construction	Current Use and Future Use Plan, etc.
1.X-ray room renovation	
2.Intensive care unit renovation	

4 Project Cost (Enter the detailed breakdown in a separate financial report)

Total amount ○○○.○○
Breakdown: Amount paid by own funds is ○○○. ○○ and amount paid by JICA's subsidy is○○○. ○○ (+ financial aid from others)

5 Achievement, Evaluation and Challenges, etc. of Project (enter numerical results as specifically as possible.)

As X-ray room renovation,

Attached Materials Photo ○pcs.

Be sure to attach materials showing how the item purchased was installed or used.

Example of Entry

Form No. 9 (relating to Article 7 paragraph 6)

Financial Report

YY MM DD

○○○○○○○ Japanese Association

Name of Subsidy-granted Project Facility maintenance project (medical and welfare)

Amount of Subsidy Decided to be Granted (○○○.○○ in local currency)

Amount of Subsidy Received (○○○.○○ in local currency)

Fill in the amount mentioned in the notice of decision to grant the subsidy.

Enter the amount of subsidy you have actually received.

Income (in local currency)

Amount paid by own funds	○○○.○○	%
Amount paid by JICA's subsidy	○○○.○○	%
*Case where you receive financial aid from another.		%
Total	○○○.○○	100.00%

Round the percentage off to two decimal

Expenditure (in local currency)

Item of expenditure	Planned amount to apply	Actual expenditure	Breakdown of actual expenditure	
			Amount paid by own funds	Amount paid by JICA's subsidy
1.X-ray room renovation				
2.Intensive care unit renovation				
Total				

Remark: Enter cases such as Article 6 (Case where there is a minor change.

If you have returned the subsidy, enter the date and the returned amount.

Example of Entry

Financial Report by Content of Project

Income	Amount paid by own funds	
	Amount paid by JICA's subsidy	
	Total amount	

Expenditure	Name of Items	Unit Price	Quantity	Total	
				Total	

Be sure to attach a copy of receipts issued by vendors.

Attached: Receipt (copy) issued by vendor in case of purchase of materials or construction ○ copies

6. Other Documents

1. Case where you intend to discontinue (or abandon) the subsidy-granted project for certain reasons

Be sure to consult with the relevant JICA Overseas Office when any possibility of discontinuance or abandonment arises.

[Document to Submit]

Report of Discontinuance (or Abandonment)

[Point to Consider in Preparation]

- (1) Attention of the report should be for “President, Japan International Corporation Agency.”
- (2) Include the official seal of the applicant organization or signature of the representative thereof.
- (3) Specify the reasons why the project was discontinued (or abandoned).

2. Case where the subsidy-granted project is not completed within the scheduled period.

Notify the relevant JICA Overseas Office to that effect immediately upon knowing the delayed status.

[Document to Submit]

Report of Delay

[Point to Consider in Preparation]

- (1) Attention of the report should be for “President, Japan International Corporation Agency.”
- (2) Include the official seal of the applicant organization or signature of the representative thereof.
- (3) Be sure to enter the scheduled completion date of the project.

Promptly submit the Project Report and Financial Report, etc. upon completion of the Project.

Example of Entry

Form No. 5 (relating to Article 7 paragraph 2)

Report of Discontinuance (or Abandonment)

YY MM DD

Japan International Cooperation Agency
President

Enter the date of decision to grant (Refer to the notice of decision to grant the subsidy).

○○○○○○ Japanese Association
Chairperson ○○○ ○○○

Note!

○○○○
○○ official

With regard to the subsidy-granted project based on JICA (5R) No. - dated on YY MM DD, we hereby inform you that we intend to discontinue (or abandon) the project for the following reasons.

Name of Subsidy-granted Project

1 Reasons for Discontinuance(or Abandonment)

Specify the reasons for discontinuance in detail.

2 Status of Project

(1) Project has not yet started

Amount of subsidy received

Amount of subsidy returned

(2) Project has already started

a Project status at the time of discontinuance (or abandonment)

b Amount already paid at the time of discontinuance (or abandonment)

Of which, amount paid by own funds

Expenditure from the subsidy

c Amount of subsidy received

Balance of subsidy

Example of Entry

Form No. 6 (relating to Article 7 paragraph 3)

Report of Delay

YY MM DD

Japan International Cooperation Agency
President

Fill in the title of the applicant organization
(chairperson, president, etc.) and the name of
representative and then affix the signature

○○○○○○○ Japanese Association

Chairperson ○○○○ ○○○○

Note!

○○ official

With regard to the subsidy-granted project based on JICA (5R) No. - dated on YY MM DD, we hereby inform you that the project is delayed for the following reasons.

Name of Subsidy-granted Project

1 Reason for Delay

2 Project Plan after Delay

3 Scheduled Completion Date of Project