

Grant Program Application Guideline

More Jobs Better Lives Foundation Inc. (hereinafter referred to as “MJBL”) supports the project that contributes to improving the standard of living in developing regions outside Japan, thus creating new jobs and employment through our grant program.

I. Grant Program Outline

1. Scope of Project Activity

This grant program shall focus on the project which engages in non-revenue-generating activities aiming at improving the standard of living in Nepal, leading to new jobs and employment.

2. Scope of Sectors

The grant shall be provided to any sectors, including not but limited to the below-listed sectors, that are expected to create employment.

- (1) Agriculture and forestry
- (2) Manufacturer, except for the below-mentioned manufacturers
- (3) Wholesale and retail industries
- (4) Education and learning support industries
- (5) Medical care and welfare industries

The following sectors shall be ineligible for the grant program due to restrictions under the Foreign Exchange and Foreign Trade Act.

- (1) Manufacturer of leather or leather products
- (2) Weapon manufacturer
- (3) Manufacturer of equipment related to weapons manufacturing
- (4) Manufacturer of narcotics and the related products
- (5) Fishery

3. Applicant Qualification

- (1) Any NGOs or INGOs registered at the Social Welfare Council (hereinafter referred to as “SWC”) are eligible to apply for this grant program.
- (2) Any organization, including a member or members thereof, which falls under any of the following items shall be disqualified from applying for the grant application.
 - If the organization is a private company or engages in for-profit activities in any organizational status
 - If the organization is unable to receive money from MJBL via bank transfer from a Japanese financial institution
 - If the organization falls under the category of anti-social forces, violators, or those related to them
 - If the organization has been involved in a criminal case or cases or committed an act or acts that may cause a loss of social or moral trust, or MJBL deems that the organization has committed an act or acts that destroy trust

- If the organization had received a disposition to suspend transactions with a bank or dishonored a check, and three years have not passed since such disposition or dishonor was lifted
- If three years have not passed since the organization completed the proceedings of civil rehabilitation, reorganization, bankruptcy, or liquidation
- If the organization becomes delinquent in paying taxes
- If three years have not passed since it was found that the organization had window-dressed its financial statements or made other false reports
- If the organization is subject to economic sanction or listed as the one that commits money laundering or terrorism financing and thus is not allowed to provide the grant
- If MJBL otherwise deems the organization inappropriate for the grant program

(3) Grant Applicant and Grant Recipient

In this application guideline, “grant applicant” refers to one who has applied for this grant program, and “grant recipient” refers to the successful grant applicant that will be awarded the grant as a result of screening of MJBL.

4. Grant

(1) Details of Grant

Grant Amount: The grant applicant shall indicate the desired grant amount at the time of application. However, the maximum grant amount shall not exceed three (3) million Japanese yen.

The grant shall be remitted in Japanese yen at the exchange rate of the remittance date. The grant recipient shall compensate the exchange-rate loss arising from the remittance.

Grant Period: The grant period shall be within two (2) years after the signing of the grant agreement, depending on the nature of the project.

Method of Provision: The grant shall be remitted from Japan through a financial institution in installments in principle.

Grant Agreement: Details of the grant amount and how to provide the grant shall be stipulated in the grant agreement concluded after the selection of the successful grant applicant.

(2) Items Not Covered by Grant

This grant program shall not cover the following items. In addition, the successful applicant and MJBL shall mutually agree to the details of expenditures that the grant program should cover. The first remittance shall be made thereon.

- Food and beverage expenses
- Any expenses for the equipment not specified in the grant agreement

5. Obligations of Grant Recipient

The grant recipient shall fulfill the following obligations.

- The grant recipient shall notify MJBL of the email address where the grant recipient can be surely contacted.
- In addition to the aforementioned information, the grant recipient shall provide MJBL with a secondary means of communication, such as the account of social networking service.
- The grant recipient shall maintain constant communication with MJBL.
- The grant recipient shall submit the monthly report to MJBL in order to update the project activities during the agreed-upon grant period. Even after such period, the grant recipient may be requested by MJBL to submit financial statements and other documents.
- If there is a significant change to the grant recipient or the project, the grant recipient shall promptly notify MJBL to that effect.

6. Participation in MJBL Platform

The grant recipient is encouraged to participate in the MJBL platform, designed to create a framework for creating jobs and employment and human resource development that leads them, and share the details of the project activities and know-how except for trade secrets.

7. Consent to Disclosure

The grant recipient shall consent to the disclosure of information on their project on MJBL's website and through other mediums to contribute to sharing tips for creating jobs and employment and facilitating collaboration with others.

II. Application

1. Application Period

MJBL shall accept applications from eligible persons or organizations between January 4, 2023, and January 31, 2023.

2. Successful Grant Recipient

MJBL shall select one (1) grant applicant from all applicants as a successful grant recipient to be supported by MJBL.

3. Application Procedures

(1) Address

Those who wish to apply for this grant program shall send the after-mentioned documents by email to obo@mjb foundation.org.

(2) Required Documents

The grant applicant shall prepare the below documents. Details shall be referred to the List of Required Documents as stipulated in Appendix 1.

- Grant application form, which includes the information on the desired amount of the grant and project partners such as capital provider
- Identifiable photograph of the representative of the grant applicant's organization without image editing and disguise

- Citizenship identification of such representative
- Documents such as a brochure that explain the outline of the grant applicant's organization that includes organizational profile, activity description, and organizational concept
- Organizational plan for the most recent three years
- The most recent external audit report
- Registration certificate from SWC
- Tax clearance certificate
- Competitive quotes from three external organizations
- Brochure of the item(s) to purchase
- Floor plan showing the location where the to-be-purchased item or items are placed
- Floor plan of the building notarized and sealed by the authority if the project in question involves the construction of a building
- Site map of the site where the project in question is implemented
- Approval letter from the local government
- Any other additional document or documents designated by MJBL

III. Screening

1. Screening Procedures

MJBL shall conduct two steps to screen all grant applicants. MJBL shall start the screening procedures upon receiving documents from the grant applicant.

2. First Screening (Screening of Applications)

MJBL shall examine whether the grant applicant meets the qualifications stipulated in this application guideline and whether the required documents have been fulfilled.

3. Second Screening (Interview)

(1) Method of Interview

MJBL shall interview the grant applicant either in person or online. MJBL shall appoint the place and method of the interview.

(2) Criteria

During the interview, MJBL shall examine the project in question in a comprehensive manner and especially take the following criteria into account.

- Potential to create jobs and employment
- Potential to contribute to solving social issues
- Innovation and creativity
- Feasibility
- Determination to achieve the aim
- Attention to the environment

4. Firsthand Observations

If deemed necessary by MJBL during the screening process, the MJBL staff or the delegate of MJBL may visit the site where the project is implemented or to be

implemented (hereinafter referred to as “project site”). Then, the grant applicant shall tend to them. If it is difficult for MJBL to visit there, the grant applicant may be asked to explain the project through an online presentation or other means.

5. Rescreening

MJBL may conduct additional screening or rescreening in the following cases, regardless of before or after the original screening procedures. As a result thereof, MJBL may determine it unsuitable to support the project and terminate the subsequent grant provision for it. Then, the grant recipient shall immediately return the full amount of the grant.

- When the representative of the project’s organization changes
- When the project’s organization is merged or its entity is changed in another way
- When a significant change is expected in the project plan
- When the project plan, contract, or the agreed-upon evaluation criteria or milestones are changed
- When it is deemed that the grant applicant fails to meet the qualification and/or the obligations stipulated in the guideline
- When MJBL deems it necessary to have a discussion with the grant applicant or recipient to attain the goal of the project

6. Notification

MJBL shall notify all grant applicants of the result of the screening.

7. Consideration

- All submitted documents shall not be returned.
- MJBL shall not respond to any inquiries regarding the screening process.
- MJBL may ask the grant applicant to submit additional materials or answer additional questions about the project outline or plan until the screening procedures are completed.
- The delegate of MJBL may visit the project site as a part of the screening process.
- Information provided in the application documents shall be recorded in our database.
- The grant provision shall be null and void in the event that any facts deserving of prohibiting it are found for the grant recipient, such as the recipient being subject to the economic sanction of some country, infringing on money laundering regulations, or conducting terrorist financing.

IV. Grant Provision

1. Steps to Implement Grant Provision

The following steps shall be taken to start the grant provision.

- (1) MJBL notifies the successful grant applicant of the screening result.
- (2) MJBL and the successful grant applicant (hereinafter referred to as “both parties” throughout this title) set out the evaluation criteria, method, and milestones.

- (3) Both parties prepare an evaluation criteria document based on the aforementioned criteria and method.
- (4) The successful grant applicant submits a set of documents regarding the account information to which the grant will be transferred.
- (5) Both parties conclude the grant agreement.
- (6) Upon confirming the submitted documents, MJBL provides the grant via bank transfer.

2. Evaluation Criteria and Evaluation Method

Both parties shall set out the project's evaluation criteria and method, which take the following factors into account respectively.

- (1) Evaluation Criteria
 - Measurable criteria
 - Timing and frequency of evaluation
- (2) Evaluation Method (how to evaluate the followings)
 - Difference between planned performance and actual performance
 - Actual performance and planned activities
 - Numerical data of actual performance
 - Target date of achievement

3. Grant Agreement

Both parties shall affirm a common recognition of the aforementioned criteria and method and work together to achieve the project's growth.

4. Conclusion of Agreement

When all documents required for grant provision are confirmed, both parties shall conclude the grant agreement by signing the bipartite agreements.

- The grant agreement shall include the grant amount and the account of remittance.
- Both parties shall specify other terms and conditions of the agreement in accordance with this guideline.

5. Implementation of Grant Provision

In accordance with the agreed-upon terms and conditions, MJBL shall send the grant to the designated account of the grant recipient.

V. Obligations of Grant Recipient

1. Submission of Report and Notifications

(1) Periodical Report

The grant recipient shall update the project activities through the monthly report, which includes past performances and plans. In addition, the grant recipient shall submit the receipts and a list of expenditures so that MJBL can check whether the grant has been adequately spent and decide to provide the subsequent installment.

(2) Notification of Change

In the event of any of the following, the grant recipient shall promptly submit a notification of change to MJBL.

- When the representative of the project's organization changes
- When the organization is merged or its entity is changed in another way
- When a significant change is expected in the project plan
- When the project plan, contract, or the agreed-upon evaluation criteria or milestones are changed
- When there is a change in the registered information, such as point of contact, organization name and address

(3) Other Notification

The grant recipient shall notify MJBL of the details of the organization(s) or the natural person(s) who started to partner with it so that it can communicate smoothly with MJBL.

2. Firsthand Monitoring

If the MJBL staff or the delegate of MJBL visits the project site for firsthand monitoring, the grant recipient shall tend to them.

3. Participation in Exchange Event

The grant recipient is encouraged to participate in the on-site or online exchange events hosted by MJBL.

VI. Points of Attention

- In the event that the grant recipient has been out of contact with MJBL or has been deemed unwilling to keep contact with MJBL for more than thirty (30) days after the last communication, MJBL may ask those who have contact with the grant recipient to provide the information in order to surely communicate with the grant recipient or ask the local police or other authorities to make a search. In addition, MJBL shall regard it as a state of non-communication if the grant recipient has not responded to emails or telephone messages from MJBL.
- If any false declaration or report, falsification of facts, or intent to defraud is found in any of the application documents or monthly reports submitted to MJBL, MJBL shall order the grant recipient to immediately refund the full amount of the grant and may take legal action if necessary.
- MJBL staff or the delegate of MJBL may visit the project site for firsthand monitoring even after the conclusion of the grant period. In this case, the grant recipient shall tend to them.