

Application form for 2026

PROGRAM OF ASSISTANCE

FOR COMMUNITY PROJECTS OF HUMAN SECURITY (APC)

**Important information**

* Please fill in the following form (only digital, no handwriting) and submit the necessary attached documents (see the below column for required materials).
* The deadline for submission of the application form will be between **November 1st, 2024 and February28th, 2025.** Although late submission beyond the due date is acceptable, priority of selection will be given to the proposal that is submitted within the said deadline.
* Regarding health-related projects, applicants must be the provincial government or local government institutions.
* For further clarifications about filling the form, please contact:

E-mail: japaoapc@ln.mofa.jp / Telephone: 923 167 090

* **Required documents to be provided. Please choose category A or B, as well as the additional documents listed in C if applicable.**

【Category A: General project】

|  |  |  |
| --- | --- | --- |
| No. | ☑ | Document |
| 1 |  | Copy of the public utility statute and/or the “Diário da República” of the applicant organization. |
| 2 |  | Copy of the document which is registered as a non-governmental organization by MASFAMU or IPROCAC (UTACH) |
| 3 |  | Presentation documents about the applying organization.※If there are no documents, please explain about your organization at 1.8. |
| 4 |  | Geographic map of the location where the project will be implemented. |
| 5 |  | Attach the Budget plan of the proposed project※Use the specified format  |
| 6 |  | Attach the Activity plan of the proposed project※Use the specified format |
| 7 |  | Letter of recognition and permission of the project proposed by the public institution. |
| 8 |  | Commitment letter from the community and/or the local entity benefiting from the project, with a guarantee of administration and maintenance after the delivery of the project. |

【Category B: Construction project】

|  |  |  |
| --- | --- | --- |
| No. | ☑ | Document |
| 1 |  | Blueprint and Floor plant in detail |
| 2 |  | Elevation |
| 3 |  | Detail of water and sewage (if applicable). |
| 4 |  | Proof of legal adjudication of the land for the construction of the project work, clarifying not only the exact size of the land to be transferred, but also to whom the land will legally belong after the delivery of the project. |
| 5 |  | The photos of the location where the project will be implemented ※Not geographic map |
| 6 |  | Attach proforma invoices from 3 construction companies that will be applying to undertake the project. |

【Category C: Additional documents】

|  |  |  |
| --- | --- | --- |
| No. | ☑ | Document |
| 1 |  |  Attach proforma invoices from 3 companies if the project involves providing a large machine. |
| 2 |  | Attach required licenses for applicable people. (e.g. operation for the provided machine or driving a vehicle.) |
| 3 |  | If the project provides a vehicle, attach a photo of where it will be parked. |

1 Details of Applying organization

1.1 Official name of the applying organization

1.2 Address of the central base in Angola

1.3 General representative of the applying organization:

1.4 Phone & E-mail

1.5 Person in charge of the proposed project

Name:

Position:

Phone:

Email:

Experience in the field of the proposed project years

1.6 Year the organization was created:

Is the organization registered by the competent authority? □ yes □ No

Registration Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.7 Current number of employees

Total\_\_\_\_\_\_ , of which \_\_\_\_\_\_ internationals, \_\_\_\_\_\_ locals, \_\_\_\_\_\_ volunteers

1.8 Background, objective, and activities (**within 500 words**)

1.9 Main thematic areas and activities (maximum 3 activities)

|  |  |
| --- | --- |
| Thematic Areas | Activities |
|  |  |
|  |  |
|  |  |

1.10 Budget

1.10.1 Describe the donations/funding received from central/local governments, foreign entities, United Nations Organizations, in the last 5 years, filling in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Donor Name | Year | Amount (in US$) | Project name |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1.10.2 Financial statement for the last two years (**1US$=850Kz**):

|  |  |
| --- | --- |
| Income | Expenses |
| E.g.) Donation  | US$ 90,000 | Currents(energy, water, rent etc.) | US$5,000 |
| Membership fees | 10,000 | Staff (salaries) | 5,000 |
| Provision of services | 10,000 | Projects | 90,000 |
|  |  | Training | 5,000 |
| TOTAL(A) | 110,000 | TOTAL(B) | 100,000 |
| Positive/Negative Balance (A)-(B)= | 10,000 |

Ex)

*Financial Balance Sheet for 2022*

|  |  |
| --- | --- |
| Income | Expenses |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL(A) |  | TOTAL(B) |  |
| Positive/Negative Balance (A)-(B)= |  |

*Financial Balance Sheet for 2023*

|  |  |
| --- | --- |
| Income | Expenses |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL(A) |  | TOTAL(B) |  |
| Positive/Negative Balance (A)-(B)= |  |

**2 Details of the project**

2.1 Project title

2.2 Background of the proposed project (**within 500 words**)

2.2.1 Describe quantitatively the current situation of the project site or community.

2.2.2 Describe quantitatively the problems underlying in the project site.

2.2.3 Describe quantitatively the goals or the ideal situation through the proposed project.

2.2.4 Describe how to solve or improve the problems mentioned above.

2.2.5 Describe the reason why the applying organization is unable to implement the proposed project by itself.

2.2.6 Location and regional characteristics of the project:

|  |  |
| --- | --- |
| Name | Population (2023/2024) |
| Province |  |  |
| Municipality |  |  |
| Commune |  |  |
| Village |  |  |
| Community |  |  |

**3 Project plan**

3.1 Duration of the proposed project (maximum 12 months) :

3.2 Project activities

3.3 Estimated beneficiaries

 DIRECT beneficiaries:

 INDIRECT beneficiaries:

(People/children/families/fishermen/farmers/members, etc.)

3.4 Describe how will the applying organization guarantee the maintenance of the of goods, during and after delivery **(within 500 words)**.

3.5 In case of provision of goods, are there people who have a license to operate applicable goods (ex, driving license, etc.)?

□Yes ( People) □No **※Please attach copy license or letter**

3.6 Funds transfer

3.6.1 In case of shortage of funds during the proposed project for any reason, the applying organization will be responsible for covering the difference:

3.6.2 Does the applying organization agree to cover transfer fees, interest, and one percentage (1%) of the required funds?

3.6.3 In principle, in case the proposed project is selected, a bank account (either domestic and overseas) in the name of the applying organization must be created for balance checking every month. Or if there is already a bank account whose balance is zero and is in the organization´s name, the applying organization may use it. In case it is difficult to provide the bank account, there will be possibility that the project won't be selected.

If you agree with the above three things, please check the box below and sign.

☐　I agree with the above three things (3.6.1, 3.6.2 and 3.6.3)

　　　　　　　　　　　　　Signature: