**Embassy of Japan in Nigeria**

**Grant Assistance for Grass-roots Human Security Projects (GGP)**

**DOCUMENT CHECKLIST for FY 2025**

Before you submit the application form, kindly check this checklist to confirm all the required documents are attached to the form. Please use the exact names below in **BOLD** as your file names.

1. [ ] **Application form** (Word file)
2. [ ] **Organization’s Profile** (if any (PDF))
3. [ ] **Registration certificate** (PDF)
4. [ ] **Audited financial reports** (last 2 years (PDF))
5. [ ] **Project site Maps** (PDF)
6. [ ] **Project site photos** (PDF)
7. [ ] **Reference Letters** (2 different donors (PDF))
8. [ ] **Bills of Quantity/ Pro-forma invoices** (PDF)
9. [ ] **Certification form** (PDF)
10. [ ] **Document Checklist** (PDF)

※For a project involving construction/ renovation only

1. [ ] **Certificate for land ownership** (PDF)
2. [ ] **Designs of the construction** (PDF)