**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)