Japan Fund Grant application – Project proposal form

I.	**Basic project data**
1.1	Requesting institution *(Organization or entity responsible for executing the project)*
1.2	Primary contact *(Name, title, tel., e-mail, etc.)*
1.3	Project name
1.4	Country
1.5	Date of request
1.6	Scope of the project
❑	Priority 1 (microfinance offering)
❑	Priority 2 (digitalization of financial services offering)
II.	**Post**
2.1	Management team *(Provide a brief description/bio of the Post's executive management.)*
2.2	Financial services currently offered *(Specify financial services currently offered and volumes/transactions for each, as well as profile of current beneficiaries.)*
2.3	IT infrastructure *(Provide a description of the Post's current IT infrastructure and indicate whether it is built in-house or outsourced.)*
2.4	Technical partners *(Provide a list of technical/business partners the Post is using to provide financial services.)*
III.	**Environment**
3.1	Regulatory framework for postal financial services *(The type of financial services the Post can offer.)*
3.2	Competition *(The key competitors of the Post for provision of financial services.)*
IV.	**Project**
4.1	Project objectives *(What is the Post trying to achieve?)*
4.2	Project rationale *(What led the Post to decide to launch this project?)*
4.3	Target group *(Who precisely will benefit from the new product/service?)*

IV.	**Project (cont.)**
4.4	Anticipated financial inclusion impact
	(Profile and number of people expected to be reached.)
4.5	Proposed budget
	(Indicate project costs, including counterpart funding provided by the grant recipient or project partners, as % of total costs.)
4.6	Recipient technical capacity
	(In this section, the applicant should briefly describe its technical capacity to carry out the proposed activities and provide brief information on relevant experience. A paragraph related to demonstrated senior management experience in the target area should be included.)
4.7	Project partners
	(Partners that may assist in implementation. List any organizations that may assist with implementation and provide information on how they will participate.)
4.8	Implementation period
	(Maximum 12 months. Ensure that the implementation period is sufficient to complete the project.)
4.9	Possible start date of activities
	(Indicative only.)
4.10	Components, activities and time frame
	(Describe each project component and list the proposed activities to deliver each component (a, b, c, etc.), along with the time required for the implementation of each component.)
4.11	Short description of implementation arrangements
	(This section should provide a breakdown of the project from start to finish, as well as the execution structure that will be responsible for the day-to-day project implementation (project execution unit), including financial aspects (e.g. staffing requirements). Project implementation should not exceed 12 months.)