

CHECKLIST FOR GGP APPLICATION

Please read through explanatory notes in pages 2, 3, and 4 BEFORE completing the checklist

1st Stage	
<input checked="" type="checkbox"/>	REQUIRED INFORMATION
	Completed Application Form (<i>FORM 1</i>)
	Letter of Request
	Copy of Certification of Organisation’s Registration or Incorporation
	Letter of Confirmation and Support from Village Authority and Government Authority (i.e. MEC)
	List of Members and Contact Details (<i>FORM 2</i>)
	Financial Statements for last 2 years (<i>FORM 3</i>)
	For School Project – School Enrolment Form (<i>FORM 4</i>)
	Floor Plan or Site Plan (BEFORE and AFTER) (<i>SAMPLE1</i>)
	Location Map (showing property boundaries) (<i>SAMPLE2</i>)
	Confirmation Letter of Ownership of Land/Consent Letter from Landowner(s)
	Photos

*****All the documents submitted will not be returned to the Applicant*****

If Application is Shortlisted

2nd Stage	
<input checked="" type="checkbox"/>	REQUIRED INFORMATION
	Completed Detailed Information Form
	Design Drawings/Technical Drawings including a Bill of Quantities showing list of materials and estimated cost
	Invite Bidding to Pre-Qualified Contractors and Submit 3 Lowest Quotes from 3 Contractors/Builders; must contain materials cost and labour cost (including any overhead costs) with Copies of Business Licenses and General and Specific Experience Resume
	Request for Quotes from Pre-Qualified Construction Supervisors and Submit 3 Lowest Quotes with Copies of Business Licenses and General Supervision Experience Resume
	Quotes from 3 Auditors with Copies of Business Licenses
	Quotes from 3 service providers for each item (e.g. signboard) additional to Construction, Supervision, and Audit.
	Permits i.e. Building Permit, PUMA Development Consent, SFESA Permit

***** All documents submitted will not be returned to the Applicant. In principle, three (3) competitive quotes must be submitted for each relevant item. If it is difficult to obtain three, the applicant must provide a written explanation and submit the available quotes. The Embassy will evaluate not only the price, but also the justification, availability, and the reliability of the supplier, contractor, auditor, or other service providers as applicable.*****

Please note that the deadline for receiving applications is the end of October each year. In principle, the screening of applications is scheduled to take place around November to December; however, please note that the schedule may vary depending on circumstances.

EXPLANATORY NOTES

Please read the following carefully before completing the Application Form or Detailed Information Form (if shortlisted) to guide you in the preparation of supporting information as outlined in checklist above.

1. Please ensure to complete all relevant sections in the Application Form.
2. The Applicant must provide a Request Letter explaining background of the proposed project and the need for the proposed works.
3. The Applicant must provide a copy of certification or registration of organisation and confirmation letter from a village council and relevant government authority supporting the Applicant and proposed project. For example, for school projects, letter from MEC and village Council is required to confirm the role of organisation or committee and indicate support for the project.
4. The Applicant must provide a list of organisation/committee members' names, positions, contact phone numbers and/or email addresses. Indicate contact person(s). Please fill in **FORM 2** provided.
5. The Applicant must provide organisation's financial statement from the last 2 years which clearly provides information on funds received as income and funds used for expenditures. If there are any loan repayments please include in the financial statement. If the applicant owns asset such as land or buildings, also indicate in the financial statement. Please fill in **FORM 3** provided.
6. For school projects, the Applicant must provide information regarding the total number of students and teachers of the school. Provide the list of teachers and the number of students per class (**FORM 4**).
7. The Applicant must provide a sketch of current site layout or school buildings layout (**BEFORE Floor Plan**) and the proposed site layout or proposed floor plan (**AFTER Floor Plan**). For school projects, identify the use of each room in the building i.e. Year 1 classroom, staff room, toilets, library etc. and the number of cubicles. Refer to **SAMPLE 1 BEFORE AND AFTER Floor Plans**.
8. The Applicant must provide a location map marking out site boundaries. Applicant can use Google Map to prepare this. Refer to **SAMPLE 2 Location Map**.
9. For construction project, Applicant must provide a confirmation letter of land ownership (land on which the facilities are to be built) and consent of land owner(s) to implement proposed project on the land. Please ensure that there are no disputes related to the land. Any disputed lands will not be approved under the GGP.
10. Please provide photos showing the existing conditions of the facility or situation that is in need of assistance.

If the proposal is shortlisted, the Embassy will inform the contact person/applicant organisation for the preparation of supporting information listed out below.

1. Please ensure to complete all relevant sections in the Detailed Information Form. The Embassy will not accept any of the forms that are not filled in completely nor without all of the required supporting information as detailed below. Applicant must prepare a project budget estimate (refer to Table 2 in Detailed Information Form) showing labour and materials costs and other costs (*using the lowest quoted prices). Please ensure to include in the estimated budget the costs for Design of final detailed drawings and Supervision of construction works by a qualified Designer or Engineer in case of construction project. **The cost estimate should also give the total of in-kind/financial contribution from the organisation to pay the costs including for design drawings, building permit, development consent and FESA Permit. Also, please note that the exchange rate for USD to WST fluctuates over time therefore the final Grant amount at the approved date may be higher or lower than the project cost estimated at the application date. Where the Grant amount is less, the Recipient must cover the shortfall. Furthermore, any additional costs incurred during the implementation of the project must also be covered by the Recipient.**

* Using the lowest quoted prices: as a general principle. However, if obtaining three competitive quotes is genuinely difficult (e.g. due to remote location or specialized services), applicants must provide an explanation and submit the available quotes. The Embassy will assess validity and fairness based on price, past records, and reliability to avoid manipulated or artificial bidding.

2. **Applicants must fund the preparation of proper design drawings as a financial contribution to the project. Please be advised that due to the costs of design preparations, applicants will only be required to prepare them once the Embassy has conducted a site inspection, determine that the proposed project is urgent and select it as a shortlisted project.** Design drawings must be prepared by licensed designers, architects or engineers and must be in accordance with the relevant legislation of the Government of Samoa, i.e. Ministry of Works Act 2002, Planning and Urban Management Act 2004, SFESA Act 2007, Land Transport Authority Act 2007, Occupational Health and Safety Regulations 2017 and National Standards or Codes for construction activities such as the Samoa National Building Code 2017, Home Building Manual 1992, Stronger Building Guide 1996, Samoa Codes of Environmental Practice 2007 to name a few. **Please request a list of pre-approved designers from the Embassy to select for your project.** All drawings must be specific to the requested works in the application and must show a site plan identifying setbacks of project, existing structures, roads and True North. Applicant is prohibited from submitting design drawings used previously for other projects. The Applicants must ensure that the designer also prepares a Bill of Quantities (BOQ) to match the design drawings specifying a list of materials needed and estimated cost. For School projects, tiling of classroom floors must be included in materials list.
3. The Applicant using the BOQ prepared by the selected designer issue a blank BOQ without costs to potential bidders and obtain quotes from **three different builders/contractors with valid business licenses and similar construction experience resume** listing out similar projects of similar cost undertaken in the past 10 years. **Such quotes must show materials, labour and overhead costs components separately.** Copies of quotations and Business Licenses must be submitted to the Embassy.
4. Applicant must also obtain quotes from three (3) qualified supervising engineers/architects to undertake supervision of proposed works including copies of valid business licenses and general supervision experience resume. **Please request a list of pre-approved supervisors from the Embassy to select for your project.**
5. Applicant must also obtain quotes from three (3) qualified auditors to undertake external audit for the project including copies of valid business licenses. In case the project is approved, Audit will be required once all the financial transactions have been done in the project and the auditor will be required to submit a report containing (a) Verification of financial records (income, direct expenditure, operational expenditure related to the project etc.), (b) Verification of facts (procurement and delivery of equipment, use of equipment etc.), and (c) Inspection of the project site.

6. Applicant must also obtain quotes for each item (e.g. signboard) additional to Construction, Supervision, and Audit. In case of construction project, in principle, one signboard and one plaque with Japanese flag are required. The GGP Coordinators will assist in the preparation of plaque and can give the cost estimate for this item.
7. **If the application is shortlisted, the Applicants will be contacted and advised to obtain a PUMA Development Consent, Building Permit and SFESA Permit.** Applicants must make contribution to the project by funding the required permits i.e. building permit, PUMA Development Consent, SFESA Permit as well as fund the preparation of design drawings and other information to support application to MWTI-Asset Management Building Division, MWTI-PUMA and SFESA. Applicants must ensure that all required Permits are in place during the application phase. Copies of all permits must be submitted to the Embassy.

ADDITIONAL NOTES

It is important to note that if the Embassy determines that there are internal disputes within the applicant organisation, this will cause a decision to be made for the withdrawal of the application. Therefore, it is vital that all members of the organisation or Committee agree with the proposal before lodging an application for the GGP.