



Q & A at the Briefing Session Regarding Projects for Qatar Friendship Fund  
(Part 1: Proposal Guidelines for the 2nd Call for Projects)

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Date : Nov 5(Mon), 2012, 1:00-2:30 pm

Place : Mitsubishi Research Institute, Inc.

Attendance : 93 organizations

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Q. In Evaluation Criteria in the Proposal Guidelines, you say “Where possible, includes concepts of green energy and sustainability”. Can you be more specific on the matter?

A. Regarding green energy, we will evaluate in terms of the fact that concept of environment-friendliness is brought into proposed projects. Examples of such concept are solar power facilities or biomass utilization.

Q. Is there any expert in healthcare in the Advisory Committee?

A. We consider that Mr. William H. Saito has expertise in the fields of business and medical care because he has a medical license.

Q. In 4. Sustainability Plan of the Proposed Project in Form 2A, you say “How to establish long-term relationships with the funding entity and stakeholders”. What does the funding entity mean specifically?

A. The funding entity means those who finance proponents.

Q. We are planning to make a film with the concept of giving children dreams and hopes. Does this project fall under the area of “child education”?

A. Whether or not a film falls under the area of “child education” depends on the content of the film.

Q. Our project has already obtained a letter of recommendation from Governor of Miyagi Prefecture. Is it eligible for financial assistance?

A. With regard to having obtained commitment from the relevant municipality, such projects are eligible for financial assistance. With regard to letter of recommendation, we will evaluate by “Content of Support”.



Q. In “Requirements of implementing entities eligible for financial assistance” in the Proposal Guidelines, you say “An organization with experience in conducting similar projects”. What do similar projects mean specifically? Does it mean that an organization with experience in conducting similar projects in term of content, size, or foreign financial assistance? In addition, is it necessary for both primary proponent and co-proponent fill this requirement?

A. We set this requirement to decide whether a proponent organization has enough ability to accomplish the proposed project. The experience of obtaining a foreign financial assistance is an advantage. However, that does not mean the proponent can accomplish the proposed project. We will comprehensively evaluate whether a proponent has enough ability to accomplish the proposed project according to its performance. With regard to this requirement, we will evaluate the entire project formulated by both primary proponent and co-proponent. So, there is no need for each proponent to have experience in conducting similar projects.

Q. Our organization does not have much experience in conducting similar projects because it was established after the Great East Japan Earthquake. What shall we do?

A. We would like to suggest that such organization will apply in the form of a joint venture with an organization that has an experience in conducting similar projects.

Q. In addition to QFF, we also intend to apply for projects eligible for finance assistance from other fund. If we are selected as an implementing entity for assistance by both funds, should we reject the assistance from other fund?

A. QFF hopes to present the results of financial assistance clearly. So please clarify which part of the project will receive the assistance from QFF. For example, if a project as a whole was given a subsidy from other organization, please state clearly a certain part of project will use only the assistance from QFF.

Q. Can manpower cost be approved as project cost?

A. After a Project Budget Proposal Form is submitted, we will evaluate whether it is approved as necessary cost for project

Q. In the Proposal Guidelines, you say applicants “may be asked for having a consultation with the government of Qatar and the QFF Office” at the selection stage, and an entity selected as an implementing entity for assistance ”must formulate a



detailed implementation plan in consultation with the Advisory”. What kind of consultation can we expect? Is there any possibility some part of the project will change significantly after the consultation?

A. Please note that there are many possibilities on the contents of consultation. There might be a consultation on the minute details of the proposed project. Implementation plan, budget and work plan can also be issues taken up in the consultation.

Q. How often should we provide progress reports with QFF Advisory Partners? What kind of information is required for progress reports?

A. At the project implementation stage, project progress report, breakdown of expenditure of the present month and estimated expenditure in the coming three months are required. It is assumed that progress report will be submitted monthly, although the frequency of submission depends on the size of project.

Q. Regarding the letter of recommendation, if many municipalities are involved in the project, is it necessary to obtain the letter of recommendation from all the relevant municipalities?

A. We ask for the submission of the letter of recommendation so that the commitment of relevant municipalities to the project implementation will be presented as clear as possible. The necessity and level of commitment depend on each municipality. We appreciate if you decide on a case by case basis.

Q. Does the support for school children such as arrangement of school bus fall under the area of “child education”?

A. Yes it does.

Q. To what extent does the area of “healthcare” cover?

A. We consider that it covers medical and welfare. We will decide after reviewing the contents of proposal

Q. Is there any standard amount for the financial assistance of small-size projects?

A. We have not set minimum amount. It will be decided depending on the content of the proposal. For your information, the amount of the smallest size project among the selected projects from the 1st public call is about JPY 45 million.

Q. You say that you will give importance to the commitment from municipalities. Is the participation of Social Welfare Council in the project evaluated as a joint project with municipality?

A. QFF does not consider Social Welfare Council as municipality.

\* supplement

Article 61, Item 1, Paragraph 2 <Rules on Business Operation> of Social Welfare Act states that “the national government and local governments shall value the autonomy of those who conduct social welfare work and shall not be improperly involved in them. And with regard to evaluation criteria of social welfare juridical person, it states that “an official of the relevant administrative agencies can serve on the board of municipal Social Welfare Council and district Social Welfare Council, however, the number of such person shall not exceed one fifth(1/5) of the total number of board members. The objective of this rule is “to prevent the relevant administrative agencies from having control over Social Welfare Council(material for a committee of Ministry of Health, Labour and Welfare)”

\* Actually, Social Welfare Council has been established in each administrative district and many of them are entrusted by the administration with business activities. There are also cases where the top of municipality concurrently serves as the head of Social Welfare Council. In some districts, it is treated as one of municipality’s organizations.

Q. In the Proposal Guidelines, “High Impact” is included in Evaluation Criteria Is it difficult for park improvement projects to meet the criteria? What does the phrase “a potential to be replicated in all three prefectures” mean specifically?

A. To conduct one-time small-size project in a particular location is unlikely to be eligible for financial assistance from QFF. We will evaluate projects that have ripple effects on the reconstruction, for example, to establish a business model for the reconstruction or to deploy the business model in all three prefectures by providing financial assistance to such projects.

Q. Are you planning to conduct a 3rd Public Call?

A. At present, we are not planning to conduct a 3rd Public Call. If the situations change, we will announce on the website and so on.

Q. With regard to a letter of recommendation, does it mean a letter of recommendation from the prefectural governor? Or is a prefecture’s official letter of recommendation stamped with the official stamp require?

A. What matters is the substantial commitment of municipality. So it does not make any difference if you submit a letter of recommendation from the prefectural governor or a



prefecture's official letter of recommendation stamped with the official stamp.

If you obtained the governor's recommendation and his signature, it may safely be said that it is accepted as a letter of recommendation.

Q. Regarding recommendation from municipality, is the recommendation from the department in charge important than the one from the top post of municipality?

A. It does not matter whether you obtain the letter of recommendation from the department in charge or the one from the top post of municipality. We put importance on a letter of recommendation that is significant in conducting the relevant project.

Q. Regarding recommendation from prefectural governor, we think that it makes a big difference if it is as public figure or as private person. How did you decide on municipality's involvement in the proposed projects at the 1st public call?

A. We ask for the submission of the letter of recommendation from municipality in order to confirm the continuity of the proposed project. In the project conducted by Junior Achievement Japan, which is one of the five projects adopted at the 1st public call, Iwaki city and Sendai city are co-proponents of the project.

Q. We recognize Social Welfare Council as an administrative organization. Likewise, is joint public-private venture to which the administration contributes funding recognized as an administrative organization? On the other hand, we consider that a letter of recommendation on which the top of municipality put the seal as an individual is a private letter. From our point of view, whether it is a private letter or official letter depends on whether official stamp is sealed or not. What do you think about it?

A. We are grateful for your valuable advice. We will consider this issue and upload the response on the website.

< supplement : We answer the above question as follows. >

We ask for the submission of letter of recommendation(Form 5) based on the understanding that a project supported by QFF will take root in the region and contribute to the reconstruction of the affected areas for long, and in order to do this, local active cooperation is indispensable. Therefore, it is necessary for municipality to state clearly the reason of recommendation and the content of support.

Therefore, in view of the purpose above, we think that seal on letter of recommendation should be an official seal. And the submission of letter of recommendation stamped with a private seal of municipality's staff or governor will affect the evaluation.



Q. In Evaluation Criteria in the Proposal Guidelines, you say “Secured in writing, cooperation with various stakeholders such as governments, industries, local people”. What does “secured in writing” mean specifically? We think it is difficult to exchange a memorandum unless the project has been launched.

A. The item mentioned above is one of evaluation criteria, not requirement. We understand that it is difficult to exchange a memorandum at the proposal stage when the results of the selection are unknown. However, after a consultation with the government of Qatar and the QFF Office if exchange of a memorandum will be deemed a condition for adoption, we would like to ask for make arrangements for exchange of a memorandum.

Q. In “Requirements of implementing entities eligible for financial assistance” in the Proposal Guidelines, you say “a primary proponent must be either a municipality or a non-profit organization (NPO) for which the receipt of this Fund will not be the object of corporation tax.” Does it mean only a municipality and NPO can be primary proponents? Is it impossible for a profit organization run by municipality to be a primary proponent?

A. We set this requirement because QFF does not want part of financial assistance from Qatar to be collected as tax in Japan. We appreciate if you understand our intentions.

Q. General Incorporated Association has no choice but to report the proposed project as profit-making business. So there is a possibility that the receipt of this Fund will be the object of tax. In this case, do you decide that the project does not fulfill the requirement?

A. If the financial assistance to the project is subject to taxation, we will decide such a project does not fulfill the requirement.

Q. We think General Incorporated Association can conduct a project using the fund provided by QFF tax-free. So we recognized QFF opens the door to General Incorporate Association. That would change depending on what type of financial assistance you provide. Will the Fund be provided as subsidy or donation? What type of financial assistance will you provide?

A. We have not decided what type of financial assistance will be provided. There will be no problems as long as you propose a project that is not subject to tax.