

Q&A on application for "Qatar Friendship Fund" (Vol.1)

Item	No.	Question	Answer
1. Goal of the "Qatar Friendship Fund"		n/a	
2. Projects and implementing entities eligible for financial assistance		n/a	
2.1 Requirements of projects eligible for financial assistance	2-1-1	Is a project including two areas, "healthcare (to protect children from radiation)" and "child education (to teach children exercise)" eligible for financial assistance?	Yes. Please decide on which area your proposed project focuses more and select suitable area. However, if the area of your proposed project changes according to the implementation phase, please specify the change in your proposal.
	2-1-2	Although a building is scheduled to be built using the subsidy for reconstruction, we want the part of the building to be supported by QFF. Is it eligible for financial assistance by QFF?	Such project is not regarded as an independent project in terms of space and function because the part of project supported by the QFF and the part of project supported by the subsidy for reconstruction are inseparable. Therefore, it is not eligible for financial assistance.
	2-1-3	A factory is now being built using the subsidy of government. But regarding the construction of a facility next to the factory, it is not eligible for the government subsidy and there are no prospects for securing construction funds. In this case, is the construction of a facility next to the factory regarded as "projects that do not receive other donations, grants, etc. and are promoted using only the assistance from this Fund"?	It is regarded as a eligible project for financial assistance and it is possible to apply. Please make sure that your proposed project will be an independent one. The concept "independence" includes project accounting, function, spatial placement and so on. In other words, it should be a project that the Qatari government can state that "this is a project we have supported", including its appearance. We will determine whether or not "a facility next to the factory" in your question is an independent project after examining the content of your proposal. Please consider the content of proposal based on the above understanding.
	2-1-4	At the briefing session, you said that it is desirable a project including construction work will complete the operation within a time frame of the assistance. Is a project that will start with the construction of facility eligible for financial assistance?	The point is that a project including construction work should be completed and start operation by December 2014.
	2-1-5	Are the expenses accrued before the start of construction, such as deposit and contract money necessary for securing a property, personnel cost or other necessary cost eligible for financial assistance from the QFF?	Only the expenses after the conclusion of contract are eligible for financial assistance.
	2-1-6	We, as a primary proponent, are now applying for incorporation. Is it possible for an organization that will obtain corporate status in the future to apply for the public call?	If the primary proponent has not obtained corporate status at the time of submission of "Preliminary Application Form", it does not fulfill the requirement of implementing entities eligible for financial assistance.
	2-1-7	If the primary proponent is a municipality, is there any requirement that a proposed project must be budgeted in the municipality?	No, there is not.
	2.2 Requirements of implementing entities eligible for financial assistance	2-2-1	In "Requirements of implementing entities eligible for financial assistance" in the Proposal Guidelines, you say a primary proponent must be non-profit organization (NPO) for which the receipt of this Fund will not be the object of corporation tax. Can "General Incorporated Associations and General Incorporated Foundations" be implementing entities eligible for financial assistance? We intend to submit a proposal of a project as a joint venture between "General Incorporated Association and General Incorporated Foundation".
2-2-2		Our organization will be transformed into non-profit General Incorporated Association from next April. In this case, can we apply for projects eligible for financial assistance as primary proponent?	"The receipt of this Fund will not be the object of corporation tax" is one of requirements of implementing entities eligible for financial assistance. Proponents may decide that by themselves after confirming that they fill the requirement. The purpose of this requirement is that all the financial assistance from this Fund will be used for the implementation of the proposed project. So, there is no problem if the proposed project is consistent with the purpose.
2-2-3		Our organization has no experience in conducting similar projects. But I, as an individual who belongs to the organization, have considerable experience in conducting similar projects. In this case, can it be regarded as having experience in conducting similar projects?	The proposed project will be evaluated. However, we will make a comprehensive decision on whether or not the proponent has experience in conducting similar projects and with enough capacity to ensure precise execution of the proposed project.
2-2-4		To what extent is municipality's commitment required? We expect that they can understand the proposed project and we can get their letter of recommendation, but it seems difficult to receive their support such as assignment of land.	Municipality's substantive commitment to the proposed project is a necessary requirement. However, the important thing is that the proponents carry out the proposed project properly. There are no criteria for the extent of municipality's role.

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2.2 Requirements of implementing entities eligible for financial assistance	2-2-5	Regarding a project conducted in collaboration with a municipality (a prefecture), if the project has received support from the prefecture, is it necessary to submit Form 5 of a municipality in which the project will be implemented ?	The coordination and cooperation between the proponent and the district in which the project will be implemented are necessary. Please submit Form 5.
	2-2-6	In a project from "child education" area, is it possible to position a board of education as municipality?	Yes, it is possible.
3. Expected amount of financial assistance		n/a	
4. Confirmations for applications		n/a	
5. Selection of eligible projects for financial assistance		n/a	
6. Evaluation Criteria		n/a	
7. Application Method	7-1	In the Proposal Guidelines, you say that the data file of "Preliminary Application Form" should be sent by e-mail. Is it enough to send the data file of "Preliminary Application Form" in PDF format? Does that mean the submission of the original version of "Preliminary Application Form" is not required?	It is enough to submit "Preliminary Application Form" in PDF format.
8. Schedule for submission of required documents for application		n/a	
9. Responsibilities of implementing entities eligible for financial assistance		n/a	
10. Preparation for forms for application	10-1	You say the application document should not exceed the number of pages or letters specified for each item (such as, describe "General Information of the Proposed Project" within 2 pages, "Content of the Proposed Project" within 3 pages in total, within 200 letters, etc.), for both the Japanese and English versions. I believe that, in general, the documents in Japanese will be more compressed, compared to that in English. Do we need to comply with these numbers of pages or letters for the application documents in English?	Currently, we are limiting the number of letters for the English application documents. However, you may just comply with the number of pages, instead of the number of letters.
	10-2	Regarding the name of municipality where the project will be implemented in " I. General Information of the Proposed Project " in Form2A, if there are dozens of such municipalities, is it possible to attach a material describing the names of municipalities?	Yes, it is possible.
	10-3	Regarding the seal on Form 5, if an official of the municipality put his private seal on letter of recommendation, is it possible to be accepted as official recommendation from the municipality?	There are no acceptance criteria for type of seal and position of the person in charge. We will make a comprehensive decision whether there is substantive commitment of the municipality or not in conjunction with the content of the project.
	10-4	Is Social Welfare Council included in the relevant municipalities that will offer letter of recommendation?	The 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, Labor and Welfare)". In view of these provisions, we consider that Social Welfare Council is not included in entities that will offer letter of recommendation. * 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. However, QFF decides that Social Welfare Council is not municipality.
11. Others	11-1	Is it possible to get advice or support from the QFF office on the points to consider in carrying out the project after it is adopted?	Although it is possible that the QFF office may give advice or support partially, please note that the proponent is supposed to take the initiative in carrying out the whole project.