

# **2022 Japan Foundation New York Salary Assistance Grant for U.S.-Japan Community Grassroots Exchange Program Guidelines**

## **I. Description**

Japan Foundation (JF) recognizes the value of cultural exchange on the grassroots level to deepen mutual understanding between the U.S. and Japan. This program aims to support the creation of new Japanese-themed programming (activities) for local communities by providing funding for the position that will design and implement the programming.

Proposed programming must be Japan-related; however, the types of events may vary (e.g., in-person workshop, online lecture, etc.) as well as the topics (e.g. culture, business, professional development, Japanese Studies etc. excluding Japanese Language).

Japanese Language or/and Japanese Studies departments at U.S. universities, Japanese gardens and U. S. based nonprofit organizations with 501(c) (3) status that promote grassroots cultural exchange are welcome to apply.

## **II. Requirements**

Projects are required to include the following:

- Plan for the staff position that will be dedicated to conducting activities, including job description and onboarding plan, if applicable.
- Clear and concrete description of the project including methodology, collaborators, target audience, events, goals of the project, and anticipated outcomes;
- Viable sustainability plan that is clearly articulated and extends well after JF support;
- Clear publicity plan for outreach, including dissemination methods and plans;
- Minimum of 20 total new events, such as lectures, seminars, workshops, or activities that support dialogue and networking;
- Project length can be no longer than twelve (12) months;
- Projects must begin sometime between March 15 to 31, 2023. Preparations for the events (e.g. staff recruitment) may be included in the grant period;
- An Interim Report will be required after 6 months.
- A minimum of twenty percent (20%) of the total project budget must be secured from non-JF sources such as the applying institution, a collaborating institution, and/or other sources.

### III. Priorities

Projects with one or more of the following qualities will be prioritized:

- Demonstration of regional impact and tangible outcomes;
- Demonstration of fresh and innovative outreach activities;
- Attention towards underserved areas of the Midwest, South, and Mountain states as well as non-traditional audiences that have not been previously exposed to Japanese culture and topics;
- Projects proposed by or involving collaboration with a Historically Black College or University (HBCU) and/or Community College;
- Projects that collaborate with larger community in the region (K-12, universities, museums, businesses, Japan-related organizations, organization/institution in Japan etc.).

Proposals that are the same or very similar to previously supported projects will be given a lower priority.

### IV. Eligibility

Higher education institutions in the United States with Japanese Studies and/or Japanese language departments, Japanese gardens, and organizations that promote grassroots cultural exchange between the U.S. and Japan.

Organizations must have 501(c)(3) status under the Internal Revenue Code.

The following organizations are not eligible:

- Current JOI host sites; Year 19 (2021-2023) and Year 20 (2022 - 2024)
- Japan America Societies/ Japan Societies

JF will not consider proposals for the following:

- Commercial activities;
- Political activities, election campaigns, or religious activities;
- Activities in support of specific doctrines or claims;
- Language education programs.

\*For Japanese Language education grants, please contact the JFLA office.

### V. Grant Coverage

The maximum grant coverage is up to **\$32,000** for up to 12 months. The JF grant funds can be applied to the following costs directly related to the proposed project:

- Personnel costs: up to \$30,000; for the staff member who will be in charge of programming of the proposed project.
- Activity costs/honorarium: up to \$2,000; for materials needed for outreach activities, including honorarium for guest speaker(s).

A minimum of twenty percent (20%) of the total project budget must be secured from non-JF sources such as the applying institution, a collaborating institution, and/or other sources.

## **VI. Application and Review Process**

This grant is administered through The Japan Foundation, New York Global Partnerships Program.

Full proposals must be submitted by 5:00 p.m. Wednesday, January 11, 2023 (EST) through JFNY website.

JFNY Website: <https://www.jfny.org/grants/grants-for-global-partnerships/>

For the application submission process, please see the instructions below.

If you have any questions, please contact [GEEprogram@cgp.org](mailto:GEEprogram@cgp.org)

All applicants will be notified the review result around March, 2023.

## **VII. Grant Application Instructions**

Grant Applications must be submitted through our online application portal. Complete the form and upload the required attachments.

### **Grant Application Form**

#### **(1) Applicant Information**

- **Name of Submitting Institution**
- **Legal Status:** Submissions will only be accepted from higher education institutions in the United States with Japanese Studies and/or Japanese language departments, Japanese gardens, and organizations that promote grassroots cultural exchange between the U.S. and Japan with 501(c)(3) status under the Internal Revenue Code.
- **Official Website of Submitting Institution**

- **Authorized Representative:** The authorized representative is the individual within the applying institution who is legally responsible for administering grant funds.
- **Project Director:** The project director is the individual responsible for the content and status of the project.

\* The Authorized Representative and Project Director cannot be the same individual.

## (2) Project Information

- **Title of Project**
- **Project Description:** Please provide a concise summary of the project.
- **Collaborating or Participating Organizations and Individuals**
- **Proposed Grant Period:** Please keep in mind that JF grant funds must be expended during the grant duration, which includes preparation through implementation. The Grant Period can be up to 12 months.
- **Project Cost:** Indicate the Total Project Cost (including in-kind contributions and the Amount Requested from JFNY), as well as the date by when funds are required.
- **Previous JFNY, JFLA, or Japan Foundation Center for Global Partnership Grants:** Include the name of the project(s), the project reference number(s), the amount of the award(s), and the date(s) received. If you haven't received any grants from these entities before, please write "N/A"

## Attachments

- A. Narrative Description of the Project**
- B. Detailed Budget (use JF excel template)**
- C. Curricula Vitae for the Project Director and the JF supported staff member**
- D. Organization Information Form**
- E. Proof of 501(c)(3) status**
- F. Institutional Information**

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

**A. Narrative Description of the Project:** The following must be included:

**1. Project Objectives:** Please describe the goals and significance of the proposed project. In addition, please describe the organization's needs, the role of the JF supported staff member and how this grant would help meet these needs.

**2. Project Methodology:** Please be as specific as possible when describing project methodology.

For a new staff position, please describe the hiring and onboarding process and timeline, and include drafted job listing.

For project events, please provide a list of the 20 events (minimum) and each event summary planned for the project period including information on the type of event, when the event will be taking place, participants, intended audience, and expected audience size.

**3. Participating Organizations and Individuals:** Please specify the names, affiliations, and titles of all proposed participants. Please explain the role of each individual involved in the project as well as the rationale for including these individuals.

**4. Dissemination Plan:** Please describe publicity plan for outreach activities which includes the method of dissemination (for example, specific social media platforms).

**5. Anticipated Outcomes:** Please explain the materials to be produced as a result of the project. Additionally, please describe viable sustainability plan after JF support concludes.

**6. Status of Preparation:** Please explain any research and/or work done in preparation for the project prior to proposal submission.

**7. Benchmarks:** Please include clear benchmarks and plans for evaluating the project.

**B. Detailed Project Budget:** Please use the JF budget template to detail the expected expenditures and income for the project. Please include in-kind donations and funds from other sources including those from the applying institution. A minimum of 20% of project costs must come from other sources.

**C. Curricula Vitae:** Curricula vitae for the project director and the JF-supported staff member (if the JF-supported staff is a new hire, this may be submitted when employment begins).

**D. Organization Information Form:** Please fill out the JF form to provide details about your organization's Board Members, Staff, Membership, Financial Information, and Regular Programming. Annual reports of 2020 and 2021 or other pertinent information about the applying institution should be attached.

**E. Proof of 501(c)(3) Status:** A copy of the official IRS determination letter stating the submitting institution has 501(c)(3) status must be included.

**F. Institutional Information:** Please submit annual reports from 2020 and 2021 or other pertinent information about the applying institution.

## **Additional Grant Information**

### **■ Regulations and Laws**

Grant programs of JF are operated in accordance with the relevant regulations and laws of the Japan Foundation.

JF is intolerant of any fraudulent activity from the application process through the grant duration. Once a grant has been provided, committing any form of fraud with regard to JF grant funds could result in penalty measures such as revocation of decision to provide a grant in whole or in part, request return of rescinded portions of the grant including late payment charges, suspension of the application for a certain period of time, and/or other legal actions (Ref. “Act on Regulation of Execution of Budget Pertaining to Subsidies, etc.” (Act No. 179 of 1955)).

### **■ Obligations**

The Grantee shall acknowledge JF’s financial support when the Grantee produces any materials related to the Grant Project such as publicity materials (e.g. websites, catalogs, posters, flyers, etc.), conference materials, books, videos, etc.

The Grantee shall include the designated quantity of publicity materials and deliverables to JF with the Final Report.

The Grantee shall submit the Final Project Report and Financial Report, when the project has been completed.

### **■ Disclosure of Information**

When a request for information, based on the “Act on Access to Information Held by Independent Administrative Agencies” (Act No. 140 of 2001) is received, materials such as submitted application forms will be disclosed (unless stipulated by law as not to be disclosed). Japanese law requires that all material submitted to JF be subject to public disclosure after the screening process is completed, with the exception of personal information.

Information concerning projects that we support, such as the name of the grantees and project descriptions, will be made public in the Annual Report, on the website, and in other public relations materials of the Japan Foundation.

## ■ Access to Personal Information

JF handles personal information appropriately in accordance with the "Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc." (Act No. 59 of 2003) (the "Law") and other applicable laws. Details of the Japan Foundation's privacy policy can be reviewed at the following website:

<http://www.jpff.go.jp/e/privacy>

JF provides the information (including the personal information) given by the applicants on the application form, attached documents, project reports and deliverables (including without limitation, photographs taken during or prior to this program) (the "Information") to outside consultants in the screening process and the projects evaluation.

For projects that we support, details of the personal information such as the names of the authorized representative, project director and other key participating individuals will be made public along with the project information in the Annual Report, on the website, and in other public relations materials of the Japan Foundation.

There may be other cases in which JF uses the personal information written on the application form:

- To send public relations materials of other Japan Foundation activities.
- To send questionnaires after the project has ended.
- To seek professional comments on the relevant fields.

The Information may be used or provided for purposes other than those listed in items above, in the cases provided under Article 9, Paragraph 2 of the Act, such as cases where such Information is provided to a government agency, an independent administrative institution, a local government or a local independent administrative institution (the "Government Agency, etc.") which uses such Information to the extent necessary for executing its duty or business stipulated by the laws and regulations and where there are reasonable grounds for using the Information.

Applicants are requested to inform all individuals whose personal information appears on the application materials that the above-mentioned policy shall also apply to those individual's personal information.



By applying to this program, participants agree to the use of personal information for the above-mentioned policy.

■ **Response to the Spread of the COVID-19**

Depending on the impacts of widespread novel coronavirus, appropriate measures may be required when implementing the project in accordance with the regulations and instructions of the relevant authorities. Please understand that the Japan Foundation may unavoidably change the substance of its grant or the conditions attached as a result of changes in circumstances that have occurred after the decision to provide the grant.

■ **Ensuring the Necessary Safety and Security of Projects**

Considering the recent instability in global security, with the increase of terrorist attacks in particular, the Japan Foundation highly recommends that you take the necessary security measures to ensure safety when you conduct your projects, such as the following:

Check if there are any security alerts issued in the countries and/or cities where your project is to be conducted;

Provide information on security and safety issues for your international guests (if any).