

# Japan America Societies (JAS/JS) Capacity Building Grant Program GUIDELINES

## I. Description

Recognizing the importance of Japan America Societies (JAS/JS) in fostering mutual understanding between the U.S. and Japan on a grassroots level, Japan Foundation (JF) New York aims to support the JAS in its work during and beyond the pandemic with the Capacity Building Grant Program. In order to further strengthen JAS in the NAJAS network and to enhance their effectiveness in carrying out their mission, this program supports capacity building projects that demonstrate feasibility and organizational sustainability and will lead to organizational growth.

Successful applicants will be awarded grants of up to \$30,000 for up to 12 months.

## II. Project Categories

JF welcomes proposed projects that fall under (but not limited to) one or more of the categories below.

- a) **Fundraising.** Research and implement income generation plans that ensure sustainability and growth of the Society.
- b) **Strategic Planning.** Develop a strategic plan/ Strategize and develop a plan that aims to build organizational capacity and ensures organizational leaders, board members and staff have a clear and unified understanding of the Society's long-term goals and priorities beyond the pandemic.
- c) **Public Relations Development.** Create and implement PR and marketing strategies that raise the visibility of the Society and lead to increased engagement with the community.
- d) **Program Development.** Create and implement innovative programming that will contribute to overall organizational sustainability by reaching new and wider audiences
- e) **Membership Development.** Create and implement a plan to increase membership and to strengthen the networking ability of the Society, expanding reach to other interest groups such as local businesses, Japan-related organizations, and young professionals.
- f) **Professional Development.** Professional development programs for the Society's leadership, staff, and volunteers that will enhance individual and/or group skill sets relevant to organizational growth and sustainability.

## III. Requirements

- At least one (1) tangible output that will lead to long-term outcomes and sustained positive impact in the organization and community such as:
  - Strategic planning report that focuses on changes that will be implemented in the Society
  - Event (virtual or in-person: symposium, conference, workshop, etc.)
- Project must begin sometime between February 1, 2023 and March 31, 2023

\*Preparatory activities that are relevant to the project can mark the beginning of the grant period.

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

#### **IV. Priorities**

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

- Organizations with immediate needs (e.g. shortage of cash reserves).
- Resource-sharing with the greater Japan America Societies community. Collaborative projects by multiple Japan America Societies are welcomed. Projects that emphasize cooperation within the JAS network, replicability and/or positive outcomes for multiple Japan America Societies are also encouraged.
- Board Commitment. Demonstrated alignment between the board members and organizational staff on the proposed project.
- Community Collaboration. Project that demonstrates collaboration with the Society's larger community (K-12, universities, museums, businesses, Japan related organization in the region etc.).
- Demonstration of a fresh and innovative approach to accomplish project goals.

Lower priority will be given to projects that can be supported by the Global Partnerships Small Grant Program or Education Grant Program.

Proposals that are the same or very similar to previously supported projects are also a lower priority. JF encourages applicants to demonstrate innovation and/or lessons learned if a proposal similar to a project that has received funding from JF in the past is submitted.

#### **V. Eligibility**

Japan America Societies/Japan Societies which are nonprofit organizations in the U.S. with 501(c)(3) status under the Internal Revenue Code. Organizations that are currently receiving a Japan Foundation grant are eligible to apply as long as project activities and costs are completely separate from the current project.

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;
- Tourist-oriented programs.

#### **VI. Grant Coverage**

The grant amount is up to \$30,000 and inclusive of indirect costs. Amounts will be decided after reviewing the project in terms of scale and necessity. Grant coverage is for up to 12 months.

- Personnel (staff salary) & Honoraria (web developer, consultant, speaker etc.)
- Travel (transportation costs) and Per Diem (hotels and meals)
- Conference Costs (room rental, interpretation fees, AV equipment rental etc.)
- Report & Publication Costs (editing, translating, printing costs, etc.)

JF will support indirect costs of up to ten percent (10%) of the actual direct costs JF supports. Rent and other administrative costs are considered indirect costs by JF.

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

JF will not consider the following items for support:

- Capital fund and endowment drives, debt reduction, or the creation or support of awards or grants;
- Operating costs unrelated to the project being supported;
- Design, construction, or maintenance of buildings or monuments;
- Procurement of equipment (including software) or purchase of land.

## **VII. 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. November 16, 2022 (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**

All applicants will be notified of the review result around February 2023.

## **VIII. Grant Application Instructions**

**Grant Applications must be submitted through JFNY 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 a Japan America Society / Japan Society with 501(c)(3) status.
- **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**

- 1. Narrative Description of the Project**
- 2. Detailed Budget** (use JF excel template)
- 3. Curriculum Vitae** for the Project Director and **Biography** of all key participants
- 4. Organization Information Form**
- 5. Proof of 501(c)(3) status**
- 6. 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.

**1. Narrative Description of the Project:**

**(1) Project Objectives:** Please describe the background, needs, significance, and goals of the proposed project.

**(2) Project Methodology:** Please be as specific as possible when describing the steps that will be taken to achieve project goals and the rationale for using the approach. Analyze the present situation and challenges, and how the project will solve these. Include concrete descriptions of the intended target audiences, anticipated impact for both participants and the Society, and the plan for sustainability after the grant period ends. Please also describe the dissemination plans.

For project events, please describe the type of events, agendas, and when the events will be taking place, participants, intended audience, and expected audience size.

**(3) Project Timeline:** Indicate the type of event(s) and in the chronological order that they will take place.

**(4) Anticipated Outcomes:** Please explain the materials to be produced as a result of the project, bearing in mind that a minimum of one tangible output is a requirement for this grant.

**(5) Collaborating or 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.

Additionally, please describe board commitment to the proposed project in this section. As indicated in “(IV) Priorities” board and staff alignment on the proposed project is a factor in the evaluation of the proposal.

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

**(7) Overall Goals:** Describe the mid- and long-term vision for the organization, and how the proposed project aligns with the organization’s mission. Please also include how the project goals will be sustained and contribute to the growth of the organization.

**2. Detailed Budget:** Please use the excel JF Budget Template to detail the expected expenditures and income for the project.

- Please download the JF Budget Template from JFNY website fill out the “Applicant Budget” tab.
- Please include in-kind donations and funds from other sources, including those from the applying institution, bearing in mind that a minimum of 20% project cost-share must come from sources other than JF, such as the applying institution, collaborating institution, in-kind donations and/or other sources.
- Please provide a detailed breakdown for each line item (ex: \$X \* Xpp \* X days). The breakdown should correspond to the **Amount Requested from JF**.
- Amounts must be rounded down to the nearest cent.
- Budget requests should be explained in the “Budget Justification” column.

- 3. Curriculum Vitae and Biography:** Curriculum vitae for the Project Director, biography of all key participants, and individuals receiving personnel or honoraria costs should be submitted.
  
- 4. Organization Information Form:** Please fill out the JFNY form to provide details about your organization's Board Members, Staff, Membership, Financial Information, and Regular Programming.
  
- 5. Proof of 501(c)(3) Status:** Please include a copy of the official IRS determination letter stating the submitting institution has 501(c)(3) status.
  
- 6. 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.

### **■ RECEIVING OF GRANTS**

Applicants who have received support for the past three consecutive years will be ineligible to receive support for a fourth year under the same program. This measure enables JF to extend its support to as many applicants as possible by de-emphasizing repeated long-term funding to the same recipients. However, there may be exceptions for projects that JF finds significant reason to continue supporting. Applicants subject to this principle and not accepted are eligible to apply for the next fiscal year, and applications will be screened accordingly.

### **■ 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.jpf.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).