



The Japan Foundation
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Grant Application Guidelines for U.S. Applicants

Effective April 2006

MISSION

- To promote collaboration between Japan and the United States with the goal of fulfilling shared global responsibilities and contributing to improvements in the world's welfare.
- To enhance dialogue and interchange between Japanese and US citizens on a wide range of issues, thereby improving bilateral relations.

OVERVIEW

- The Center for Global Partnership (CGP) was established within the Japan Foundation in April 1991 with offices in both Tokyo and New York.
- To carry out its mission, CGP operates grant programs in three areas – intellectual exchange, grassroots exchange, and education – as well as self-initiated projects and fellowships. We support an array of institutions and individuals, including nonprofit organizations, universities, policymakers, scholars and educators, and believe in the power of broad-based, multi-channel approaches to effect positive change.

I. PROGRAM AREAS

1. Intellectual Exchange Program

CGP's Intellectual Exchange Program supports US-Japan collaborative projects from universities and research institutions that encourage policy-oriented research and dialogue on global issues of common concern. Particular consideration is given to projects that bring together scholars, practitioners, and policymakers from the US and Japan, in addition to their counterparts from other countries. Through these activities, CGP support aims to create new networks and provide opportunities for advancing research and candid discussion that lead to a more informed society.

The Program seeks projects focusing on contemporary social issues, including international economic relations, international security, sustainable development, civil society, and health care and aging.

A list of projects that have recently secured CGP funding can be found at the Grant Listings section of our website, at www.cgp.org.

Projects are required to have the following elements:

- Japan-based collaborative partner
- Current topics that are policy-relevant to the United States and Japan
- Clear and concrete designs that articulate the ideas, participants and goals of the project
- Ideas or participants that comprise a breadth of viewpoints
- Event, such as a symposium, conference or workshop – a minimum of one
- Dissemination plans, such as a publication or academic paper

Priority is given to projects with:

- Results that are shared and widely disseminated, and that contribute effectively to the existing body of knowledge and/or shape policy
- Long-term commitment to the issues
- Innovative concepts or approaches to engaging the project topic
- Participants that reflect diversity in ethnicity, gender, and geography

Projects centered on annual or ongoing events are given low priority.

Please see the eligibility page for a list of the types of programs that CGP will not consider.

CGP encourages prospective applicants to contact us early in the process and send in concept papers of 2-3 pages prior to the submission of a formal application. We are always interested in meeting prospective grantees to discuss these ideas and provide feedback. Finally, proposals should be as specific and detailed as possible, including budgetary information.

For more information, please visit our website at www.cgp.org or contact the intellectual exchange program staff at (212) 489-1255.

2. Grassroots Exchange Program

CGP supports the exploration of common social issues through exchange of expertise and collaborative action among practitioners, researchers, and committed members of the general public in the United States and Japan.

Through the US-Japan grassroots exchange projects, CGP envisions project participants to bring about positive changes in the activities of their organizations and beyond, to further develop and strengthen their networks, and to enhance understanding between citizens of both countries.

Projects are required to have following elements:

- Japan-based collaborative partner
- Concrete outcomes that benefit the citizens of both the US and Japan;
- Event, such as a symposium, conference or workshop – a minimum of one

Priority is given to projects with:

- Innovative concepts or approaches
- Clear and concrete designs that articulate the ideas, participants and goals
- Strong and balanced US-Japan collaboration
- Long-term perspectives
- High potential for impact
- Results that are shared and widely disseminated
- Diversity in expertise and viewpoints

Projects centered on annual or ongoing events are given low priority.

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3. Education Program

CGP supports activities that foster understanding and awareness of Japan in the United States and of the United States in Japan at the K-12 level. By targeting the student and teacher community, CGP hopes to provide a foundation for deeper mutual understanding, to build a stronger US-Japan relationship, and to nurture a global outlook and active interest in world affairs.

Education projects may pursue various objectives, such as developing teaching materials, enhancing teachers' content knowledge about Japan, and creating innovative learning opportunities for students.

Projects are required to have following elements:

- Specialists from pertinent fields for consultation and collaboration
- Event, such as a symposium, conference or workshop – a minimum of one

Priority is given to projects with:

- Clear and concrete designs that articulate the ideas, participants and goals
- Broad audiences representing a variety of schools and/or institutions
- Consideration of contemporary issues to both US and Japan;
- A focus on US regions and student population that lack exposure to Japan
- Innovative concepts or approaches

Projects centered on annual or ongoing events are given low priority.

Please see the eligibility page for a list of the types of programs that CGP will not consider.

CGP encourages prospective applicants to contact us early in the process and send in concept papers of 2-3 pages prior to the submission of a formal application. We are always interested in meeting prospective grantees to discuss these ideas and provide feedback. Finally, proposals should be as specific and detailed as possible, including budgetary information.

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II. ELIGIBILITY

Proposals are accepted from nonprofit organizations (NPOs) in either the United States or Japan. US organizations must have 501(c)(3) status.

CGP supports projects that are run collaboratively between the United States and Japan. (Applications for Education Program are exempt from this requirement in certain cases.) However, only one of the collaborating parties should serve as the applicant. Projects incorporating additional countries or regions will be considered, as long as United States and Japanese participants play a central role.

CGP will not consider proposals for the following:

- Commercial activities
- Political activities or election campaigns, religious activities
- Activities in support of specific doctrines or claims
- Medical, technical, or scientific projects that do not focus on policy issues
- Development of university courses, creation of university chairs
- Organization of, or participation in, sporting events
- Creation or support of scholarships or fellowships
- Language education programs
- Social welfare or international development direct service projects
- Arts exchanges - relevant grant program information is available at the Japan Foundation New York Office website (www.jfny.org)
- Goodwill exchanges
- Tourist-oriented programs

CGP will not consider resubmissions of projects previously reviewed, unless explicitly requested.

CGP normally considers projects with grant durations of one year but will consider multi-year projects if the length is justified by the content of the work proposed. However, CGP cannot support projects with grant durations over three years. Projects centered on annual or ongoing events are given low priority.

III. GRANT COVERAGE

The grant amount will be decided upon consideration of each project's scale and necessity. Grants made in recent years can be found on our website at www.cgp.org.

CGP grants can be applied to any reasonable project costs directly related to the proposed project.

Here are some examples of direct costs:

- Salary and honoraria
- Travel costs (domestic and international transportation, hotels, meals, etc.)
- Publication (printing, bookbinding, translation, etc.)
- Conference room rental fees, etc.

Rent and other administrative costs not directly related to the project must be included under the category of indirect costs. CGP will support indirect costs totaling no more than 10% of the direct costs CGP supports.

CGP will not consider the following items.

- Capital fund and endowment drives, debt reduction, public relations campaigns, advertising, or 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 or purchase of land

IV. APPLICATION PROCESS

1. Concept Papers

CGP requests concept papers of two to three pages from prospective applicants at least a month prior to the submission of a formal proposal to determine whether the project falls within CGP's program guidelines and priorities. All prospective applicants are encouraged to contact program staff well before the submission of concept papers.

2. Deadlines for Full Proposals

Deadlines are July 1 (for projects beginning between October 1 of the same year and March 31 of the next year) and December 1 (for projects beginning after April 1 of the next year). If the deadline falls on a weekend, proposals will be accepted through the following business day.

3. Review Process

Proposals are reviewed with the assistance of outside specialists. The identity of those specialists, as well as their evaluation of specific projects, shall remain confidential. Applicants will be notified of the results of the review process approximately four months after the proposal deadline.

V. GRANT APPLICATION INSTRUCTIONS

Applicants in the US should submit their proposals to the New York office, and applicants in Japan should submit their proposals to the Tokyo office.

Proposals must include the following sections, arranged in this order:

- A) Application cover sheet
- B) Narrative description of the project
- C) Letters from key collaborating or participating organizations/individuals
- D) Detailed project budget
- E) Project timetable
- F) Curricula vitae for key participants
- G) Institutional information (annual report, etc.)
- H) Proof of tax status

Applicants should send CGP eight (8) copies of the proposal and six (6) copies of institutional information

When submitting, please do not bind proposals, use notebooks, or plastic packaging.

Please note that we cannot return any materials submitted to CGP.

A) Application Cover Sheet

The grant application cover sheet is a summary of the proposal and must be completed in full. It is available for download at www.cgp.org.

The following list details the items required on the application cover sheet:

1. Name of Project

This should be the official project name. All further documentation should refer to this project name.

2. Applicant Information

The submitting institution must be from one nonprofit organization. Any other institutions involved in the project must be listed under collaborating or participating organizations/individuals.

The authorized representative should be the individual within the submitting institution who is legally responsible for administering grant funds. The project director should be the individual responsible for communication regarding the contents and status of the project.

3. Proposed Time Frame of Project

CGP normally considers projects with grant durations of one year but will consider multi-year projects if project length is justified by the content of the work proposed. However, CGP cannot support projects with grant durations over three years.

4. Project Site(s)

Indicate the major site(s) where the project will take place.

5. Project Objective

Explain what you intend to achieve by carrying out the proposed project. This should describe the goal of the project and not the activities themselves.

6. Project Cost

Indicate the total project cost, the portion of the budget for which you are requesting CGP support, and the date when funds are required.

7. Project Description

The description should be a brief summary of the overall project and activities. This should be a succinct explanation of the basic project concept.

8. Collaborating or Participating Organizations/Individuals

Any organization or individual who is actively involved in the planning or execution of the project, other than those within the submitting institution, should be listed, along with their affiliation, title, and country. Applicants from the United States are requested to list Japanese collaborators first.

9. Previous CGP or Japan Foundation Grants

Please indicate whether the submitting institution has received any previous grants from CGP or the Japan Foundation. Include the name of the project, the project reference number, the amount of the award, and the date(s) that the grant was received.

B) Narrative Description of the Project

The narrative description should explain the importance and relevance of the proposed project in the United States and Japan, taking into account existing work in the field. It should provide concrete details about project objectives, significance, and background work.

The following must be included:

1. Project Methodology

Please be as specific as possible when describing project methodology and the rationale for using such an approach to realize project goals. For project events, include site details, agenda, target audience, expected audience size, and publicity methods. For policy-oriented research and dialogue projects, include an annotated bibliography that indicates how the project builds upon existing work in the field and how it will contribute to new knowledge or innovative approaches.

2. Participating Organizations and Individuals

Please specify the names, affiliations, and titles of all proposed participants, as well as rationale for selection and information on past collaborative work, as appropriate. Explain how labor will be divided among primary project participants.

3. Dissemination

For all projects, explain methods of dissemination, including target audience, anticipated size of audience, and materials to be produced and distributed.

4. Status of Preparation

Please explain any research and/or work done in preparation for the project prior to proposal submission.

5. Benchmarks

Please include clear benchmarks and specific plans for evaluating the project by both the applicant and third parties to measure the success of the project.

C) Letters from Key Collaborating or Participating Organizations/Individuals

Letters should clearly indicate commitment to participation in the proposed project and the form that the participation will take. If a commitment has not yet been secured, the applicant should explain the status of their discussions with potential counterparts or participants. Letters should be submitted with the full proposal but, in certain circumstances, will be accepted for up to one week after the proposal deadline. Copies of letters are acceptable.

D) Detailed Project Budget

The project budget should include a list of expenditures and income. Expenditures include the anticipated budget for the entire project as well as anticipated yearly budgets, specific line items and amounts for which CGP funds are requested, and budget explanations for each line item's calculation. Income includes the amount requested from CGP, project revenue, and grants requested or received from other funding sources, including your own institution's financial cooperation.

A [budget template](http://www.cgp.org) is available for download at www.cgp.org.

Please keep in mind:

- CGP can support indirect costs totaling no more than ten percent (10%) of the direct costs it supports.
- CGP rarely provides full support for project costs; therefore, applicants are encouraged to defray remaining costs by themselves, and/or secure other sources of funding. Please update CGP on the status of any grant proposals submitted to other organizations.

E) Project Timetable

Please include a detailed timetable, showing when each aspect of the project, from the planning stage through the dissemination stage, will be carried out.

F) Curricula Vitae

Curricula vitae for the project director and all key participants should be submitted.

G) Institutional Information

Six copies each of annual reports and other pertinent information for the submitting institution should be included.

H) Proof of Tax Status

A copy of the official IRS determination letter that states the tax status of the submitting institution should be included.

Laws and Regulations

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

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 CGP 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 CGP 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 "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No. 140 of December 5, 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 CGP 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/CGP.

Access to Personal Information

CGP handles personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Law No. 59 of 2003).

CGP provides the information (including the personal information) given by the applicants on the application form and attached documents 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 projects information in the Annual Report, on the website, and in other public relations materials of the Japan Foundation/CGP.

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

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