

QS-GG-1

Grant Program for
Cultural Exchange among Citizen and Youth
for Applicants from the United States

For fiscal
2010-2011

1. Object

This program is designed to support overseas citizen/youth groups conducting international exchange projects through visits to Japan, with the intention to promote mutual understanding at the civic/local level and to nurture the leaders of citizen/youth cultural exchange through international cultural exchange between Japan and the world.

2. Eligibility of Applicants

- (1) Applications will be considered from non-profit organizations abroad that conduct cultural activities at the civic/local level, especially those that aim to nurture the leaders for the next generation. The applicant should be eligible to receive a grant from the Japan Foundation. In principle, the Japan Foundation does not provide grants to:
 - (i) foreign governments, including their administrative organs and their embassies and consulates-general in Japan, but excluding academic, cultural, or educational institutions such as universities; and
 - (ii) international organizations to which the Japanese government makes a financial contribution.
- (2) Applicant organizations must have formal organizational and responsibility systems established in the statutes of the organization or an equivalent document and have defined representatives and administrators.

(If the representative of the applying institution is under 20 years old, a legal guardian must sign the Permission Form (included in the application form). The representative of the applying institution may be requested to submit a copy of identification document to confirm his/her age.)

3. Project Eligibility Criteria

- (1) Projects are to be held between April 1, 2010, and March 31, 2011
- (2) Projects deemed necessary for the applicant's country, and that also entail visits to Japan for about 10 to 14 days. Those projects are expected to contribute to nurture the future leaders for international exchange at civic or youth level as well as to be developed further for promoting mutual understanding among citizens and youths through shared experiences (e.g. volunteer activities, communal life, sports, etc.), initiated by citizen/youth groups in the US.

In principle, the main component of the project should be a group visit to Japan from the US. Those projects that are held in the US without visiting Japan and those that invite specialists from Japan are not eligible.
- (3) At the time of submitting applications, either a host organization or collaborators in Japan must have been secured.
- (4) Projects that relate to major commemorative cultural exchange events will be given higher priority. The main events scheduled for fiscal 2010-2011 are "Japan Year 2010 in Turkey" (Target country: Turkey) and "Super Festival: Japan-Mexico 400" (Target country: Mexico) for 2010.
- (5) Grants are (in principle) not made for the following types of projects:

- that are profit-making, religious, or political activities in nature
- whose themes are mainly in the fields of the natural sciences, or Japanese-language education
- in which achievements will be credited only to specific groups / circles
- that mainly involve tourism
- Arts exchange projects such as exhibitions, performances, films, etc. in Japan

4. Grant Coverage

Each approved project will receive up to 2 million yen as a subsidy in order to cover:

- international transportation (air/sea) from the airport/port closest to the residence of the participants to the location of project implementation, including airport tax if it is incorporated into the cost of the air tickets
*international airfares are limited to IATA Pex class.
- accommodation expenses

5. Application Procedures

When you apply, please make sure that the program requirements are satisfied by your project. If you have any questions, please consult our overseas offices (see Article 11).

(1) Documents to be submitted

Completed official Application Form and the following documents should be sent to the Japan Foundation overseas offices. (For further information, please see Article 11.) Please make 1 copy of the completed application and necessary documents, and submit them with the original.

Incomplete applications will not be considered. Submitted applications and other attached materials will not be returned. Therefore, be sure to make copies of all submitted documents for your own records.

- A copy of the statutes of the organization or the equivalent
- Applicant's organizational information (background and aims, organizational chart, historical overview, past activities, financial status, articles of association, brochures, and annual reports)
- Copies of the proper estimates of the items that the Japan Foundation grant will cover (they must be copies of original estimates from third party companies), excluding accommodation expenses
- An acceptance letter from the host organization or collaborators in Japan (The format for the letter is included in the official Application Form)

(2) Deadline for Application

Applications and supporting documents must be sent to the Japan Foundation overseas offices no later than following date:

- First round: December 1, 2009
(for projects to be implemented from April 2010 to March 2011)
- Second round: May 6, 2010
(for projects to be implemented from August 2010 to March 2011)
- Third round: September 1, 2010
(for projects to be implemented from December 2010 to March 2011)

Note: The Japan Foundation does not accept applications by hand, FAX, or e-mail. Submission by registered mail or courier service is recommended, as this provides proof that the application was mailed.

6. Screening and Notification of Results

Based on the submitted applications, screening will be carried out under the following criteria. Note that the Foundation cannot make any comment on the deliberations in the screening process.

- Are the aims of the project congruent with the primary objectives and current program priorities of the Japan Foundation?
- Is the project based on the current needs and situation of the applicant's country, and efficient both for the country and for Japan?
- Can the project plan be translated into a concrete reality (subject, preparation status, planned

schedule and budget)?

- Does the applicant have prior experience that would indicate that it is able to carry out the proposed project?
- Is the applicant trying to raise funds from other donor institutions?

In principle, decisions will be announced to applicants according to the following schedule.

First round: Early April, 2010

Second round: Early July, 2010

Third round: Early November, 2010

The Foundation will not notify the applicants' host organizations/cooperators in Japan.

7. Evaluation of the Project

Clear benchmarks and specific plans for evaluating the project to measure the success of the project should be included. Upon completion of the grant projects, grantees are requested to submit self-evaluations and evaluations by third parties according to the benchmarks in the final report.

8. Obligations of the Recipient

The recipient must mention that the Japan Foundation is supporting the project on its public-relations materials.

Grant programs of the Japan Foundation are operated in accordance with the relevant laws and regulations of the Japan Foundation. The recipient must meet the terms and conditions described in "Terms and Conditions of the Grant" and take the necessary procedures described in "Grant Procedures."

9. Disclosure of Information

- (1) For projects that we support, information such as the names of projects and applicants, contact information, project descriptions, and the websites of the applicants/projects will be published on the Japan Foundation's website, as well as in the annual reports of the Japan Foundation's activities and other public-relations materials. If you prefer that your contact information not be made public, please let us know by letter, describing the reason.
- (2) When the Japan Foundation receives a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No. 140 of 2001), submitted application forms and related materials will be disclosed, except for information stipulated by the law as private.

10. Use of Personal Information

- (1) The Japan Foundation handles personal information appropriately in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003).
- (2) The Japan Foundation uses personal information of the representative, person in charge, artists and curators on the application materials, such as their names and other information in their curriculum vitae, for screening, implementation, and evaluation procedures of the project. For projects that we support, there may also be cases in which the personal information is published on the Japan Foundation's website, as well as in the annual reports of the Japan Foundation's activities and other public-relations materials.
- (3) Copies of applications, including attached documents, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects.
- (4) There may also be cases in which the Japan Foundation uses the contact information written on the application form to provide information regarding other Japan Foundation activities or to send public-relation materials.
- (5) For projects that we support, there may also be cases in which the Japan Foundation uses the information written on the application form to send a questionnaire as a follow-up to the project.
- (6) Applicants are requested to inform the individuals whose personal information is included on the application materials of the above-mentioned policy.

11. Inquiries and Applications should be sent to:

The Japan Foundation New York
152 West 57th Street, 17th Floor, New York, NY 10019
TEL: 212-489-0299 FAX: 212-489-0409