

# Salary Assistance Grant for U.S.-Japan Community Grassroots Exchange Program Guidelines

## I. Description

In response to COVID-19, many institutions and organizations have made the decision to shift programming online, which can result in a world-wide audience even as next-door neighbors feel distant. CGP recognizes the importance of maintaining community connections, where the effects of the pandemic are especially felt, and would like to support innovative, virtual Japan-related outreach that is focused on local communities and will be sustainable in the new post-COVID-19 lifestyle.

The objective of this program is to support outreach activities related to Japanese culture in Japanese Studies and Japanese language departments at U.S. universities, Japan-America Societies, Japanese gardens and organizations that promote grassroots cultural exchange, through the hiring of dedicated staff to promote a deeper understanding of Japan in the U.S. and nurture the next generation to lead U.S.-Japan relations. The newly hired staff will carry out outreach activities in the form of online seminars and workshops about Japanese culture for the applicant's local community.

## II. Requirements

Projects are required to include the following elements:

- Plan for new staff hire dedicated to conducting outreach activities related to Japanese culture;
- Clear and concrete articulation of project design including methodology, participants, events and structures, goals of the project, and outcomes;
- Viable sustainability plan that is clearly articulated and has a mid/long-term vision that extends well after CGP support;
- Minimum of 20 events total, preferably held weekly, such as lectures, seminars, workshops, or cultural activities to support dialogue and networking;
- Clear publicity plan for outreach which includes the method of dissemination (for example SNS);
- Project length can be no longer than twelve (12) months;
- Projects must begin by the end of March, 2021. Preparations for the events (e.g. staff recruitment) may be included in the grant period;
- Project progress reports will be required every three (3) months during the grant period.

### **III. Priorities**

Priority will be given to the following:

- Demonstration of regional tangible outcomes and impact;
- Innovative, creative, and new approaches that ensures secured and high-quality contents;
- 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;
- Current grantees will be given low priority.

### **IV. Eligibility**

Proposals are accepted by CGP New York from higher education institutions in the United States with Japanese Studies and/or Japanese language departments, Japan-America Societies, 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.

CGP will not consider proposals for the following:

- Commercial activities;
- Political activities, election campaigns, or 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 or creation of university chairs;
- Dissertation research;
- Organization of or participation in sporting events;
- Creation or support of scholarships or fellowships;
- Social welfare or international development direct service projects;
- Goodwill exchanges;
- Tourist-oriented programs.

## V. Grant Coverage

Grants will be capped at **\$32,000**. CGP Grant funds can be applied to the following costs directly related to the proposed project:

- Personnel costs: up to \$30,000; for newly hired staff
- Activity costs/honorarium: up to \$2,000; for materials needed for outreach activities, including honorarium for guest speaker(s).

CGP will not consider the following items for support:

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

## VI. Application and Review Process

Full proposals must be received by **6:00 p.m. (EST), February 4, 2021** via email, with e-signatures. Please email all application materials to:

**Mr. Takeshi YOSHIDA**

Program Director of Grassroots Exchange and Education

[takeshi\\_yoshida@jfn.org](mailto:takeshi_yoshida@jfn.org)

Applicants will be notified of the results approximately 1 month after the deadline.

## VII. Grant Application Instructions

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

- A. CGP Grant Application Cover Sheet – with e-signatures
- B. Narrative description of the project
- C. Detailed project budget using the CGP Budget Template
- D. Curricula vitae for all collaborators and key participants
- E. Institutional information
- F. Proof of 501(c)(3) status

**A. CGP Grant Application Cover Sheet:** This is a summary of the proposal and must be completed in full. The following list details the items required on the application cover sheet:

**1. Title of Project:** The official project title.

**2. Applicant Information:** Submissions will only be accepted from higher education institutions in the United States with 501(c)(3) status. Other institutions involved in the project must be listed under collaborating or participating organizations/individuals.

The authorized representative should be the individual within the applying institution who is legally responsible for administering grant funds. The project director should be the individual responsible for the content and status of the project. The authorized representative and project director cannot be the same individual.

**3. Project Description:** This should be a succinct explanation of the basic project concept including a brief summary of the project and activities, as well as objectives, methodology, anticipated outcomes, intended audience, and the overall goals.

**4. Proposed Project Duration:** When determining the project duration, please keep in mind that CGP grant funds must be expended during the project duration, which includes preparation through implementation. Projects must begin by March 31, 2021 and last no longer than 12 months.

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

**6. Project Cost:** Indicate the total project cost, including in-kind contributions if any, the portion of the budget for which CGP funding is requested, and the date when funds are required.

**7. Previous CGP or the Japan Foundation Grants:** Include the name of the project(s), the project reference number(s), the amount of the award(s), and the date(s) received.

**B. 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 and how this grant would help meet these needs.

**2. 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 new staff hire, please describe the hiring process and include drafted job listing.

For project events, include the type of events and when the events will be taking place, agendas, 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. Anticipated Outcomes:** Please explain the materials to be produced as a result of the project.

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

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

**C. Detailed Project Budget:** Please use the CGP 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, if any.

**D. Curricula Vitae:** Curricula vitae for the project director and all collaborators and key participants should be submitted.

**E. Institutional Information:** Annual report or other pertinent information about the applying institution should be included.

**F. 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.

## **Additional Grant Information**

### **■ REGULATIONS AND LAWS**

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

### **■ DISCLOSURE OF INFORMATION**

When a request for information, based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Japanese 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 (Japanese Law No. 59 of 2003) and other applicable laws. Details of the Japan Foundation's privacy policy can be reviewed at the following website:

<https://www.jpf.go.jp/e/privacy>

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 project 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 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.

Applicants are requested to inform all individuals whose personal information appears on the application materials of the above mentioned policy.

#### ■ ENSURING THE NECESSARY SAFETY AND SECURITY OF PROJECTS

Considering the recent instability in global security, with the increase of terrorist attacks, pandemic, and cybersecurity attacks, the Japan Foundation strongly recommends that you take the necessary measures to ensure safety when you conduct your projects, including the following:

Check if there are any security alerts issued in the countries or cities where your project is taking place;

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

Take measures to prevent cyber security attacks such as hacking and phishing that could cause personal information leakage and other harm.