

2021 CGP Salary Assistance Grant for U.S.-Japan Community Grassroots Exchange Program Guidelines

I. Description

In the ongoing COVID-19 pandemic, CGP recognizes the importance of maintaining community connections, where the effects of the pandemic are especially felt. This program primarily aims to support the creation of a new staff position that will focus on designing and implementing innovative, virtual and/or in-person Japan-related outreach that is focused on the organization's local community and will be sustainable in the new post-COVID-19 lifestyle. This program can also support current staff; however, these projects will be given lower priority. Projects with support for current staff must have an emphasis on expanding the staff member's role and responsibilities for cultural programming.

Outreach activities must be related to Japanese culture, and Japanese Studies and Japanese language departments at U.S. universities, Japan-America Societies, Japanese gardens and organizations that promote grassroots cultural exchange are welcome to apply. Through the support of dedicated staff, CGP hopes to promote a deeper understanding of Japan in the U.S. and nurture the next generation to lead U.S.-Japan relations.

II. Requirements

Projects are required to include the following elements:

- Plan for the staff position that will be dedicated to conducting outreach activities related to Japanese culture;
- Clear and concrete articulation of project design including methodology, participants, events, goals of the project, and outcomes;
- Viable sustainability plan that is clearly articulated and 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 between March 1-31, 2022. Preparations for the events (e.g. staff recruitment) may be included in the grant period;
- An Interim Report will be required after 6 months.

III. Priorities

Priority will be given to the following:

- Demonstration of regional impact and tangible outcomes;
- Innovative, creative, and new approaches that ensure 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;
- Projects that support salary of current staff will be given lower 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.

Organizations must have 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;
- Language education programs;

The following organizations are not eligible.

- Current JOI host sites
- Recipients of CGP 2021 Relief Grant for Japan America Societies and Japanese Gardens.

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 the staff member
- 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-CGP sources such as the applying institution, a collaborating institution, and/or other sources.

VI. Application and Review Process

Full proposals must be received by **6:00 p.m. (EST), January 24, 2022** via email, with e-signatures. Please email all application materials to:

**The Japan Foundation Center for Global Partnership, New York
Grassroots Exchange and Education Program Team
GEEprogram@cgp.org**

Applicants will be notified of the results approximately 6 weeks 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 the project director
- E. Organization Information Form
- 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 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. Other institutions involved in the project must be listed under 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 between March 1 to 31 in 2022 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, the role of the CGP 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 and the rationale for using such an approach to realize project goals.

For a new staff position, 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. Curricula Vitae for the CGP supported staff member (may be submitted when employment begins).

E. Organization Information Form: Please fill out the CGP 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.

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.

CGP 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 CGP 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 CGP’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 CGP 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 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 "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>

CGP 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/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.

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).