

2021 CGP Relief Grant for Japan America Societies and Japanese Gardens GUIDELINES

I. Description

CGP recognizes the value of Japan America Societies and Japanese gardens in promoting positive U.S.-Japan relations and serving their regional communities. However, like many other non-profit organizations, Japan America Societies and Japanese Gardens have been struggling to maintain organizational stability and regular programming as a result of the COVID-19 pandemic.

In order to help these organizations survive this difficult period, CGP will support an organizational sustainability project or provide salary assistance that will lead to long-term operational stability. Depending on project goals, successful applicants will be awarded grants of up to \$20,000 or \$30,000 for up to 12 months. An organization must choose one category and may only apply once.

This grant program will be open for two rounds in 2021:

- Round 1 deadline is July 30, 2021 (for projects beginning before November 30, 2021)
- Round 2 deadline is November 30, 2021 (for projects beginning before March 31, 2022)

II. Project Categories

CGP welcomes proposed projects that fall under A or B. Please indicate which category you are applying for on the Application Cover Sheet.

A. Organizational Sustainability Project (up to \$20,000)

Improve organizational stability in the short term while creating practices that lead to long-term sustainability. Project examples:

- a) **Fundraising.** Research and implement income generation plans to ensure sustainability and growth of the Society/Garden.
- b) **Strategic planning.** Develop a strategic plan to ensure organizational leaders and staff have a clear and unified understanding of the Society's/Garden's long-term goals and priorities in the post-Covid era.
- c) **Communications Planning.** Research and implement viable web-based marketing strategies and internal communications structures.

B. Salary Assistance (up to \$30,000)

Strengthen organizational capacity by hiring a new staff member to fill a new position or a position vacant due to the pandemic. Cannot be used to support current staff. Project examples:

- a) **Management.** Plan and lead the organization's strategic plan and coordinate staff to accomplish these objectives.
- b) **Program Development.** Create and implement innovative programming to reach target populations and contribute to overall organizational sustainability.
- c) **Membership.** Enhance networking ability of the Society/Garden to reach local businesses, Japan-related organizations, young professionals, and other interest groups with the goal of increasing membership.
- d) **Public Relations.** Plan and conduct public-facing communication that builds mutually beneficial relationships between the Society/Garden and their communities.

III. Requirements

- Clear and concrete articulation of immediate needs and feasibility of the project;
 - 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 can be implemented in a Society/Garden changed by COVID-19.
 - Event (virtual or in-person: symposium, conference, workshop, etc.)
 - Project must begin by the following date;
 - Round 1 projects (deadline July 30, 2021) must begin before November 30, 2021
 - Round 2 projects (deadline November 30, 2021) must begin before March 31, 2022
- *Preparatory activities that are regarded as sufficient can mark the beginning of the grant period.
- An organization must choose one category and may only apply once.

IV. Priorities

Priority will be given to proposals that demonstrate not only the needs and feasibility of their projects, but also show readiness to implement the proposed project. Additionally, the following criteria will be taken into consideration:

- Organizations with immediate needs (e.g. shortage of cash reserves);
- NAJAS or NAJGA members;
- Lower priority will be given to projects that can be supported by the Grassroots Exchange Discretionary (http://www.cgp.org/grassroots_exchange_discretionary_grants) or Education Grant Programs (http://www.cgp.org/education_grants).

V. Eligibility

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

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;
- Organization of or participation in sporting events;
- Language education programs;
- Social welfare or international development direct service projects;
- Goodwill exchanges;
- Tourist-oriented programs.

VI. Grant Coverage

The grant amounts are up to \$20,000 (category A) or \$30,000 (category B) and inclusive of indirect costs. Amounts will be decided after reviewing each project in terms of scale and necessity. Grant coverage is for up to 12 months.

CGP grant funds can be applied to the following costs directly related to the proposed project (**A** **or** **B**). Please be sure to submit your application using the correct Budget Template.

A. Organizational Sustainability Project (up to \$20,000 including indirect costs)

- Personnel & Honoraria (web developer, consultant, etc.)
- Travel (transportation costs)
- Per Diem (hotels and meals)
- Conference Costs (room rental, interpretation fees, etc.)
- Report & Publication Costs (editing, translating, printing costs, etc.)
- Web-related Costs (software purchase, web hosting, etc.)

B. Salary Assistance (up to \$30,000 including indirect costs)

- Personnel

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

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.

VII. Application and Review Process

Full proposals must be received by 6:00 p.m. **July 30, 2021 (EDT) or November 30, 2021 (EST)**. Proposals must be submitted 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**

Proposals will be reviewed and applicants will be notified approximately 7 weeks after the proposal deadline.

VIII. Grant Application Instructions

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

1. CGP Grant Application Cover Sheet – with e-signatures
2. Narrative description of the project
3. Detailed project budget using the CGP Budget Template (A or B)
4. Curricula vitae for all collaborators and key participants
5. Organization Information Form
6. Proof of 501(c)(3) status

1. CGP Relief 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) Project Category: Select either A. Organizational Sustainability Project or B. Salary Assistance.

(3) Applicant Information: Submissions will only be accepted from one U.S.-based nonprofit organization 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.*

(4) Project Description: This should be a brief but concise summary of the project.

(5) 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*. Grant period can be up to 12 months.

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

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

(8) Previous CGP or 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.

2. Narrative Description of the Project: Please see the specific required narrative details for each category below.

Category A: Organizational Sustainability Projects

(1) Project Objectives: Please describe the goals and significance of the proposed project. In addition, please describe the organization's immediate needs and how this grant would help meet these needs.

(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 such an approach.

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

(3) Anticipated Outcomes: Please explain the materials to be produced as a result of the project. Projects that emphasize cooperation within the NAJAS or NAJGA network, replicability, and/or provide positive outcomes for multiple organizations are encouraged. Please also describe the dissemination plans.

(4) 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. Collaboration with the organization's larger community (universities, museums, businesses, etc.) could increase the potential impact of the project. Demonstrated alignment between the board members and organizational staff is a key component of a successful project.

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

(6) 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 contribute to sustainability of the organization.

Category B: Salary Assistance

(1) Project Objectives: Please describe the goals and significance of the proposed project. In addition, please describe the organization's immediate needs, especially in terms of paid staff and how this grant would help meet these needs. Clearly explain the role of the new position or the position vacant due to the pandemic and how critical this role is for the organization. If the position is currently vacant, please describe the reason why.

(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 such an approach.

Please describe the hiring process for the new staff hire and include the drafted job listing. In addition, attach the organization's salary scale or written justification for salary and benefits.

(3) Anticipated Outcomes: Please explain the materials and other measurable outcomes to be produced as a result of the project.

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

(5) 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 contribute to sustainability of the organization.

3. Detailed Project Budget: Please use the excel CGP Budget Template (A or B) to detail the expected expenditures and income for the project. Costs should be explained in the project narrative. Please include in-kind donations and funds from other sources, including those from the applying institution.

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

5. 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 2019 and 2020 or other pertinent information about the applying institution should be attached.

6. 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:

<http://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;
- Abide by all local and national health guidelines for holding in-person events (if any).