

## **CGP Relief Grant for U.S.-Japan Grassroots Exchanges under COVID-19 Challenges GUIDELINES**

### **I. Description**

Our mission is to provide organizations committed to strengthening and fostering mutual understanding between the U.S. and Japan with opportunities to sustain and develop activities. U.S.-Japan-related nonprofit organizations have been struggling to maintain regular programming and outreach as a result of the COVID-19 pandemic. In particular, small and mid-sized organizations that operate on a grassroots level are facing financial difficulties and uncertain futures.

Considering these challenges, CGP is launching this relief grant program for those organizations that need immediate assistance in these tumultuous times. The purpose of this grant program is to provide short-term assistance with operational costs as well as support for the development of new forms of programming that will help sustain the organization in the long-term. Successful applicants will be awarded grants of up to \$10,000, and projects must be completed by December 31, 2020.

CGP remains dedicated to supporting the U.S.-Japan community in this unprecedented period. We hope these grants will strengthen the resilience of our community.

### **II. Requirements**

Projects are required to include the following elements:

1. Clear and concrete articulation of immediate needs;
2. At least one (1) tangible output\* that will lead to long-term outcomes and sustained impact such as:
  - Online and/or digital projects that are interactive in nature, as gatherings of people may not be feasible for the foreseeable future
  - Strategic planning that focuses on future activities that can be implemented in a society changed by COVID-19. A report of the outcomes must be created.
3. Projects must conclude by December 31, 2020; grant funds must also be expended by December 31, 2020

\*Outputs may be publicized by CGP as examples of good practices.

### III. Priorities

Priority will be given to the following:

1. Small and mid-sized organizations (less than 10 full-time staff)
2. Organizations with immediate needs (e.g. shortage of cash reserves)

### IV. Eligibility

U.S. nonprofit organizations, with 501(c)(3) status under the Internal Revenue Code. In particular, organizations promoting grassroots cultural exchange between the two countries, including, but not limited to, Japan-America Societies, Japanese Gardens, and Museums that perform outreach to local communities through their Japanese collections.

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;
- 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

The grant amount is up to \$10,000 inclusive of indirect costs; amounts will be decided after reviewing each project in terms of scale and necessity. CGP Grant funds can be applied to the following costs directly related to the proposed project:

- 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 Services (software purchase, web hosting, etc.)

Rent and other administrative costs are considered indirect costs by CGP. CGP will support indirect costs up to **thirty percent (30%)** 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.

## **VI. Application and Review Process**

Full proposals must be received by 6:00 p.m. (EDT), **August 31, 2020**.

Applications are accepted on a rolling basis and we encourage early submission.

Proposals must be submitted via email, with e-signatures. Please email all application materials to:

**Mr. YOSHIDA Takeshi**  
Program Director of Grassroots Exchange and Education  
takeshi\_yoshida@jfny.org

Proposals will be reviewed and applicants will be notified approximately 1 month after initial application submission.

## **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 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.

- 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 conclude by December 31, 2020. (e.g. July 1 – December 31).

**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, the portion of the budget for which CGP funding is requested, and the date when funds are required.

**7. 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.

**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 immediate 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 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.

**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.

**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. Also, please include the following information:

1. Number of full-time staff
2. Support received under the CARES Act\* (Paycheck Protection Program and Economic Injury Disaster Loan, respectively)

\*The CARES Act: <https://home.treasury.gov/policy-issues/cares>

**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:

<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.