

# CGP

The Japan Foundation  
Center for Global Partnership  
国際交流基金日米センター

**2022 CGP**

**GRANT PROGRAM: JAPAN-U.S. GLOBAL PARTNERSHIP**

**U.S. APPLICATION GUIDELINES**

AS OF SEPTEMBER 2021

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## I. OVERVIEW

The Center for Global Partnership (CGP) was established within the Japan Foundation in April 1991 with offices in Tokyo and New York. The mission is (i) To promote collaboration between Japan and the United States with the goal of fulfilling shared global responsibilities and contributing to improvements in the global welfare and (ii) To enhance dialogue and interchange between Japanese and U.S. citizens on a wide range of issues to strengthen bilateral relations. To carry out this mission, CGP operates grant programs as well as self-initiated projects and fellowships. In the 30 years since CGP's establishment, the international situation has become more complex, requiring partnerships across traditional academic fields and geographic regions to face current issues. In particular, COVID-19 has revealed issues that require attention to social structures and cultural backgrounds with a long-term perspective to resolve. Based on the work and experiences in the 30 years since our establishment, CGP has set three themes as new targets from 2022 with the aim of meeting needs in a post-COVID-19 world.

Themes:

(1) Building a resilient society

Efforts to meet global threats such as natural disasters, pandemics, and environmental pollution

Examples: Disaster prevention, Post-disaster reconstruction, Pandemic and infectious disease control, Public health, Economic recovery, Environmental issues, Community development, etc.

(2) Developing an inclusive society

Efforts to develop a more prosperous and vibrant society; efforts to overcome societal divisions

Examples: Revitalization of local communities, Urban issues, Low birthrate and aging population, Women's empowerment, Access for individuals, children, and families, Mental health, Art's impact on social issues, etc.

(3) Creating a society enriched by science and technology

Efforts to better understand and meet cultural and social needs resulting from advances in science and technology

Examples: Artificial Intelligence (AI), Robotics, Bioethics, Non-traditional Media, New communication methods, Effects of technology on work and life, Education, etc.

The "Grant Program: Japan-U.S. Global Partnership" is a new grant program that supports projects containing one or more of the above three themes. The goals of this grant program are to support projects that help resolve global issues through U.S.-Japan collaborative efforts, and to support the individuals behind such projects. In addition to funding, CGP can provide advice and guidance based on our experience and network; please feel free to contact staff to discuss potential project ideas. U.S.-based applicants can contact our New York office at [info@cgp.org](mailto:info@cgp.org).

## II. ELIGIBLE PROJECTS

(1) Projects are required to have the following elements:

- Projects must begin between April 1, 2022 and March 31, 2023;
- Projects with a symposium, conference, workshop to support dialogue and networking (virtual events and projects with a combination of these elements are all acceptable);
- Projects that fit within one or more of the three themes (“Building a resilient society”, “Developing an inclusive society”, and “Creating a society enriched by science and technology”);
- Projects must be U.S.-Japan collaborations (for U.S.-based applicants, inclusion of Japanese perspective is critical and conversely, for Japan-based applicants, inclusion of U.S. perspective is critical);
- A minimum of 20% of the total project budget each year must be secured from non-CGP sources such as the applying institution, the collaborating institution, and/or other sources.

(2) Projects with one or more of the following qualities will be prioritized:

- Ideas and/or participants that comprise a broad range of viewpoints (e.g. collaborative project involving both academics and practitioners);
- Inclusion of a broad spectrum of participants including ethnicity, gender, geography, and fields of expertise relevant to the project;
- Participation from countries other than the U.S. and Japan that are relevant to the issue;
- Participation and/or participants from outside of major metropolitan areas;
- Demonstration of outcomes, impact on society (including support of people important for addressing global issues/project theme(s)).

(3) CGP will not consider proposals for the following:

- Projects focused on academic research in medical, technical or natural sciences;
- Commercial activities;
- Projects that can be utilized for goals that are religious and/or political in nature;
- Projects in direct support of specific doctrines or claims.

## III. ELIGIBILITY

**Proposals are accepted by CGP New York from U.S. non-profit organizations with 501(c)(3) status under the Internal Revenue Code.**

## IV. GRANT PERIOD

For the Fiscal Year 2022 round, projects must begin between April 1, 2022 and March 31, 2023.

Multi-year projects (up to 3 consecutive years) can be considered based on necessity and project goals stated in

applications; grants for multi-year projects will be in one-year increments.

## V. GRANT COVERAGE

The grant amount will be decided based upon scale and necessity for each project. CGP is able to consider support for the following items:

- Travel (international and domestic transportation costs, accommodation costs, and meal costs)
- Personnel & Honoraria (honoraria for lecturers, researchers, collaborators, interpreters and staff salary, etc.)
- Conference Costs (room rental, audio and visual equipment rental, event advertising costs, etc.)
- Report & Publication Costs (editing, website creation, translation, printing costs, etc.)
- Other direct project (costs for reference materials, etc.)

For requests that are unusual or new to CGP, estimates for the relevant line items may be needed.

CGP will support indirect costs totaling no more than ten percent (10%) of the actual direct costs CGP supports. Rent and other administrative costs are not to be included as direct costs; CGP considers these costs to be included within the category of indirect costs.

CGP will not consider the following items:

- Capital fund and endowment drives, debt reduction;
- Operating costs unrelated to the project being supported;
- Design, construction, or maintenance of buildings or monuments;
- Procurement of equipment or other durable goods or purchase of land.

The grant amount will be decided based upon scale and necessity for each project by CGP. A minimum of twenty percent (20%) of the total project budget each year must be secured from non-CGP sources such as the applying institution, the collaborating institution, and/or other sources.

## VI. APPLICATION PROCESS

Proposals must be **received by 6:00 p.m. (EST), Wednesday December 1, 2021.**

Proposals should be submitted by mail or other postal delivery services. Applications via email can be accepted if proposals cannot be submitted by mail due to COVID-19; if such a situation arises, please contact us at [info@cgp.org](mailto:info@cgp.org) in advance.

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<http://www.cgp.org/>

CGP welcomes inquiries on projects from applicants prior to its application; please contact us via email at [info@cgp.org](mailto:info@cgp.org). If you would like to receive feedback on a project idea, please submit a concept note or a draft application with objective, method, overview of projects no later than November 1, 2021. Submitting a concept note is not a requirement and does not guarantee that a grant will be awarded.

Applications will be selected by a comprehensive assessment of the project proposal, including topic, purpose, participants, methods, dissemination of outcome(s), etc.

Relevant area experts may be consulted during the review process as necessary.

Applicants will be notified of the results in April 2022.

**VII. GRANT APPLICATION INSTRUCTIONS**

Applicants should submit their proposals to the CGP New York office. Proposals must include the following sections, arranged in this order:

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

When submitting, **please do not bind proposals, use notebooks, or plastic packaging**. Please use letter-sized paper. Double-sided copies are preferred.

Please note that we cannot return any materials submitted to CGP.

**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 non-profit 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 submitting 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. Collaborating or Participating Organizations and Individuals:** Any organizations or individuals actively involved in the planning or execution of the project, other than those within the submitting institution, should be listed, along with their affiliation, title, and country. Please include those already committed and those to be decided. Please list Japanese collaborators first.

**4. 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, why this issue is important, methodology, preparation status, anticipated outcomes, dissemination, and the overall goals.

**5. Relevant theme(s):**

Please mark all appropriate box(es) among the three themes relevant to the project.

**6. 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 dissemination. Please base each one-year period on a 12-month cycle (e.g. June 1 – May 31).

**7. Project Timetable:** Indicate the type of the event(s), timing, and location(s) in chronological order that will take place. Please include necessity and rationale if project requires multi-years (to be completed)

**8. 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. Please base the one-year period on a 12-month cycle (e.g. June 1 – May 31).

**9. 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 narrative should be a detailed explanation of the project and activities, as well as the issue(s) that will be addressed by this project. Please include: objectives, why this issue needs to be addressed, rationale for why U.S.-Japan collaborative efforts are essential to the project, methodology, status of preparation, anticipated outcomes and dissemination plan, roles of each participant involved in the project.

Please be specific and concrete to the extent possible; explanations for any technical or field-specific terminology in the context of the project would be appreciated. While we encourage you to use your discretion, a narrative of approximately 10 pages including project timeline is a reasonable ballpark.

**C. Detailed Project Budget:** Please use the CGP budget template to detail the expected expenditures and income for the project. Please indicate such information as: specification of conference halls; nature of books or materials to be acquired in the breakdown. Use additional sheets if necessary. Please include in-kind donations and funds from other sources including those from the applying institution. For multi-year projects, a budget is required for each year. Please base each one-year period on a 12-month cycle (e.g. June 1 – May 31). If submitting a hard copy of the proposal, please include a hard copy of the budget with the proposal and send the excel file of the budget to CGP. Lastly, please include information on the status of funding requests from other sources for the project.

Please refer to the grant coverage section, section V. on page 4 for additional information.

**D. Project Timetable:** Please include a timetable which indicates when each aspect of the project, from the planning stage through the dissemination stage, will be carried out.

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

**F. Institutional Information:** Annual reports and other pertinent information (e.g. project relevant staff information, history, past activities, financial information from the past 3 years), for the submitting institution should be included.

**G. 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.



## VIII. 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.

### ■ RECEIVING OF GRANTS

Applicants who have received support for the past three consecutive years will be ineligible to receive support for a fourth year under the same program. This measure enables CGP to extend its support to as many applicants as possible by de-emphasizing repeated long-term funding to the same recipients. However, there may be exceptions for projects that CGP finds significant reason to continue supporting. Applicants subject to this principle and not accepted are eligible to apply for the next fiscal year, and applications will be screened accordingly.

### ■ 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 revoke its grant decision, or 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. Please also understand that the Japan Foundation may set certain conditions for overseas dispatch programs, depending on the epidemic situation.

**■ 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).

## **IX. OTHER PROGRAMS OFFERED BY THE JAPAN FOUNDATION**

Established in 1972 by special legislation of the Japanese Diet, the Japan Foundation became an Independent Administrative Institution in October 2003. The mission of the Japan Foundation is to promote international cultural exchange and mutual understanding between Japan and other countries.

Institutions and individuals cannot receive funding from CGP and other Japan Foundation programs for the same project. Please note that application procedures and proposal deadlines for CGP and other Japan Foundation programs differ.

### **New York**

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### **Los Angeles**

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**X. CGP GRANT PROGRAM FLOW CHART**

