

2018 Japan Foundation, Toronto Local Grant Program - Program Guidelines Arts & Culture and Japanese Studies and Intellectual Exchange

Overview

This program is intended to promote Japanese arts and culture and Japanese studies in Canada by providing support to a wide range of activities that contribute to cultural exchange such as performances, exhibitions, conferences, and symposia.

The Local Grant Program is currently accepting applications for eligible projects that will be conducted between April 1, 2018 and March 31, 2019.

Program Description

Applying organizations should select from the programs listed below and indicate the category of grant they are applying for by checking the appropriate box on the application form.

Category	Description
Visual and Performing Arts	This grant covers some of the costs of holding curatorial or live performance events such as art exhibitions, dance performances, and concerts.
Film and Audiovisual	This grant covers some of the costs of holding film related programs such as screenings or film festivals.
Japanese Studies and Intellectual Exchange	This grant covers some of the costs of holding an academic event such as a lecture or conference.
Other Original Proposals	This grant pays part of the cost of carrying out projects that promote Japanese arts and culture or Japanese studies not covered above.

Eligible Applicants

- 1) Must be registered in Canada as a non-profit legal entity.
- 2) Must be an academic or cultural institution engaged in international exchange. Individuals are ineligible.
- 3) In principle, the Japan Foundation does not provide grants for:
 - a. Governmental organizations, including their administrative organs such as ministries, embassies and consulates (excluding academic, cultural, or research institutes such as universities and museums)
 - b. International organizations to which the Japanese government makes a financial contribution.
- 4) Applying institutions must be legally permitted to receive a grant. Receipt of grants or benefits from the Japan Foundation must not violate any laws or ordinances, etc. (Please confirm this before applying.)
- 5) Must be capable of accepting payment by cheque from the Japan Foundation.
- 6) Must be capable of carrying out the project proposed and submitting the required documents before the deadlines.

Eligible Projects

- 1) Projects which help promote Japanese Studies or Japanese Arts and Culture in Canada
- 2) Projects which help promote mutual understanding between Canada and Japan
- 3) Projects which help the cultural infrastructure in Canada
- 4) Projects which have an appropriate plan and method of implementation in place, with reasonable, well-supported expectations that the project will yield good results
- 5) Projects which are not for profit

Grant Amount and Coverage

The average grant amount is \$1,500CAD, with a maximum amount of \$5,000CAD. Items eligible for grant coverage include:

- Honoraria and per diem
- Transportation
- Accommodation
- Other expenses, e.g. production of proceedings, rental fees for venue and equipment, interpreter, etc.(subject to approval)

Ineligible for Local Grant Funding

- 1) Programs used for religious or political purposes
- 2) Commercial activities that would be considered as for-profit

The following expenses are not eligible for Grant funding:

- Indirect costs: expenses that are not essential to carrying out the application's specific project
- Office management expenses
- Regular operating costs of programs and salaries of current staff
- Business meetings such as general meetings and board meetings held regularly by the applicants
- Cost to purchase tools that may be used on a permanent, ongoing basis, such as computers, PC supplies, office supplies (e.g. photocopiers, electric appliances), or furniture (e.g. desks, chairs, racks), etc.
- Cost of buying real estate and cost of construction work
- Rental fee for facilities that would be used long-term
- Rental fee for halls owned by the applying organization or group
- International airfare exceeding the estimated fare for the shortest route from the city of boarding to the destination using economy class, IATA Special Excursion Fares (PEX discount fare)
- Banquet and entertainment costs

Selection Method

Applications will be reviewed from the following perspectives and a decision will be made based on:

- Demonstration of a strong need of a grant from JFT
- Contents of the project: Past achievement of organization, artistic or academic quality, pioneering approach, future potential, sustainability and development of plan, etc.

- System for project implementation: Feasibility of plan, status of preparations, cost-benefit of a performance, exhibition, conference, etc.
- Role of grantee organization and impact on promotion of Japanese arts and culture or Japanese studies in the country and region
- Specific outcome expected
- Coalition with other organizations and groups
- Ability to raise funds from sources other than the Japan Foundation, including the organization's own funds

Projects that fall under the following criteria will be given lower priority:

- Projects from applicants who have received grants from JF Head Office or JFT in the same fiscal year
- Projects whose effects are limited to exchanges between specific groups/individuals
- Projects with an extremely low number of participants and attendees

JF policy limiting support to organizations for a maximum of three consecutive years:

This is a measure to avoid providing ongoing support to the same applicant, and to distribute grants to as many applicants as possible. Unless the Japan Foundation believes that there is a compelling reason to continue with support, organizations that have continuously received funds from the same grant program for the past three fiscal years will not be provided with funds for the fourth fiscal year. Applicants may apply for a fourth round of support, but should be aware that lower priority will be placed on their application.

Application Procedures and Deadlines

1. During the current application period, the Japan Foundation will accept applications for projects that would be implemented during the Japanese fiscal year of 2018 (April 1, 2018 – March 31, 2019).
2. Please contact a program officer in the appropriate department to indicate your intention to apply and to verify your eligibility. After determining eligibility, you may request an application form.
3. Applications should be submitted to the Japan Foundation, Toronto by mail or courier.
4. Applications will be accepted on a rolling basis.
5. Applications should be received by the Japan Foundation, Toronto at least three months before the start of the proposed project.
6. Applicants will be notified of the screening results by email and/or mail within one month of the receipt of the application.
7. If the application is approved, you will receive a Grant Acceptance Letter and Form. The Grant Acceptance Form should be completed by the applicant and returned to JFT within 30 days of receiving the package.
8. Upon receiving the Grant Acceptance Form, JFT will send a cheque by mail to the applicant.
9. After the project has been completed, a final report, including financial report should be submitted to JFT within 60 days. The reporting formats will be provided.

Disclosure of Information

1. Information on supported projects such as the name of the applicant and project descriptions will be made public on *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation Activities), the *Annual Report*, on the Japan Foundation’s website, and other public relations materials.
2. When we receive a request for information based on the “Law Concerning the Disclosure of Information Held by Independent Administrative Organizations, etc.” (Law No. 140 of 2001), as a general rule, submitted application forms and related materials will be disclosed, except for information stipulated by the law as something not to be disclosed.

Access to Personal Information

The Japan Foundation collects, uses, and manages personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Organizations (Law No. 59 of 2003). Applying organizations and groups should inform those they intend to invite to participate (hereafter, “participants”) of these uses of personal information.

- The Japan Foundation uses information such as the names of the accepted party and the participants, job and position, affiliation, project duration, and project description in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation Activities), the *Annual Report*, on the Japan Foundation’s website, and in other public-relations materials. This information is also used to prepare statistical materials included in the *Annual Report*.
- The Japan Foundation may provide information such as the names of the accepted party and the participants, job and position, affiliation, project duration, and project description to the media and other groups for publicity purposes.
- The Japan Foundation may use the information given on the application form to contact you to inform you of other Japan Foundation activities (such as requests for other projects) or to send information on the Japan Foundation.
- The application, attached materials and project report and deliverables may be provided to evaluators, such as outside experts, for screening and post-evaluations. When such information is provided, the evaluator will take steps to ensure the safety of personal information.
- The Japan Foundation may send questionnaires to the addresses given on the application form after the project has ended.
- The Japan Foundation may release project reports and deliverables that it has received for public relations purposes.
- Applications and attached materials submitted to the Japan Foundation will not be returned.

Compliance with Relevant Laws and Obligation of Subsidy Recipients

The Japan Foundation’s grant programs are operated in compliance with relevant laws and the Japan Foundation’s regulations.

Submission

Please contact the appropriate Program Officer in order to discuss eligibility and to request an application form. Applicants are encouraged to submit a brief outline of their project prior to discussing the project and grant with a JF Program Officer.

Please address inquiries and applications to the appropriate Program Officer:

Visual and Performing Arts: Toshi Aoyagi – taoyagi@jftor.org, 416-966-1600 x229

Film and Audiovisual: Nobi Nakamura – nnakamura@jftor.org, 416-966-1600 x223

Japanese Studies and Intellectual Exchange: Jess Mantell – jmantell@jftor.org, 416-966-1600 x225

Other Original Projects: Jess Mantell – jmantell@jftor.org, 416-966-1600 x225

The Japan Foundation, Toronto

Address: 2 Bloor Street East, Suite 300, P.O. Box 130, Toronto, Ontario, Canada M4W 1A8

Web site: <http://www.jftor.org>

