

Local Project Support Programme 2014-2015 General Information

Description of the Programme

This programme is designed to give limited grant assistance to those Japan related projects/events in the UK which take place during the financial year 2014-2015.

Who is eligible to apply?

Applications must be from organisations in the UK only; individuals are not eligible to apply. In principal those organisations which have received our grant through this Local Project Support Programme three times in the past three consecutive years are not qualified to apply this year.

What kind of project/event is eligible?

Non profit-making projects/events in the **Arts** that help to promote a greater awareness of Japan in the UK (e.g. exhibitions, performing arts) and that are deemed to be difficult to carry out without funding support from the Japan Foundation. The content of the project/event must be wholly, or for the most part, related to Japan. Please note this grant does not cover film screenings as there is a separate grant programme for film screening projects.

Or, non profit-making projects in **Japanese studies and Intellectual Exchange** - those activities which deepen Japan's relationship with other countries while promoting global intellectual exchange (e.g. lectures, research projects, library resources development).

This grant cannot be used to support completed projects or those that have already commenced.

What is the size of the grant?

The amount allocated will depend on the size and potential impact of the individual project. The maximum grant can be no more than £1,500.

What expenditure items does the grant cover?

Only specific items such as travel expenses, honoraria, venue hire costs, printing/publicity costs etc. which are deemed to be essential in order to carry out the project. We cannot fund preliminary project research or development. Please contact a member of staff to discuss what items our grant can cover before you apply.

Is there an application form?

Yes. To request a form please contact the Japan Foundation, London Office (contact details overleaf). Please talk through the project and your eligibility with a member of staff before making a formal application.

Is there an application deadline?

No, but applications must reach this office at least two months before the start of the project to enable us to assess the application in good time.

What other information/documents are needed?

You will be asked to provide a full budget proposal at the time of application and you may be required to provide information about your organisation.

When and how is the grant paid?

The grant is paid by cheque to the applying organisation's bank account in the UK, only upon project completion and upon receipt by the Japan Foundation of an acceptable Final Report, (this should include a Financial Report, and a Project Report) along with proof of payment for the cost of each item covered by the Japan Foundation grant.

Are there any other conditions attached to the grant?

Successful applicants are required submit their Final Report within **one month** of the completion of the project. However, for projects held in late February or early March 2015, the Final Report must be submitted by mid-March 2015.

A further essential condition of the grant is that Japan Foundation support must be acknowledged in all project publicity and printed materials.

Full Terms and Conditions are sent to successful applicants.

For application forms please contact:

The Japan Foundation, Tel: 020 7436 6695 Fax: 020 7323 4888 Email: info@jpf.org.uk