

## Local Project Support Programme (Arts and Culture) 2016-2017 General Information/Instruction

### ***Description of the Programme***

This programme is designed to give limited grant assistance to those Japan related arts and culture projects/events in the UK which take place during the financial year 2016-2017.

### ***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 relating to **Arts and Culture** that help to promote a greater awareness of Japan in the UK (e.g. exhibitions, performing arts), benefitting the wider general public, 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.

### ***This grant programme does not support the following projects:***

- Projects in the initial preparation stage that do not have confirmed participants, dates, or venues.
- Projects where the main aim is to raise funds for charitable activities, instead of to promote Japanese culture.
- Completed projects, or those that have already commenced.
- Projects that only reach a very limited number of audiences, such as activities part of a school or university curriculum, or professional schooling.
- Projects that present works by students or amateurs.
- Film screenings if it comprises the main part of your project. (There is a separate grant programme for film screening projects.)
- The process of film productions or the publication of Japan-related books.

### ***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 the stage of the preliminary project research or development, or contribute towards reception related costs. 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 an application form please contact the Japan Foundation, London Office (contact details below). Please talk through the project and your eligibility with a member of staff before making a formal application. We cannot accept applications by email, please post applications to the address below.

***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. We will try to give you our answer within 6 weeks after receiving your application although please note that it may take longer to get back to you.

***What other information/documents are needed?***

Together with the application, the information of the applicant as well as the Japanese artists you wish to include and detailed plan of your project can be helpful. If your Japan related project is only part of your large project, you can spell out the Japan related budget in your application but attach a summary of the entire project budget plan with the application.

***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 2017, the Final Report must be submitted by mid-March 2017

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 an application form, please contact:***

*The Japan Foundation, Tel: 020 3102 5020 Fax: 020 3102 5022 Email: [info@jpf.org.uk](mailto:info@jpf.org.uk)*

***All applications must be posted to:***

*FAO: Arts and Culture Department  
Japan Foundation London  
Lion Court, 25 Procter Street  
London, WC1V 6NY*