

**Japan Foundation London Grant Programme (Japanese Studies and Intellectual Exchange)**  
**Guidelines 2018-2019**

***Programme description***

This programme is designed to provide grant assistance to projects (e.g. lectures, workshops, conferences) in any discipline of the humanities and social sciences that have a significant Japan element, or involve collaboration with Japanese researchers/practitioners. Projects must take place in the UK to be eligible for support.

***Who is eligible to apply?***

Applications must be from not-for-profit organisations in the UK (e.g. universities, think tanks, research institutes). Individuals are not eligible to apply. In principle those organisations which have received our grant three times in the past three consecutive years are not qualified to apply this year.

***What kind of project is eligible?***

Projects (e.g. lectures, workshops, conferences) in any discipline of the humanities and social sciences that have a significant Japan element, or involve collaboration with Japanese researchers/practitioners. Projects must take place in the UK to be eligible for support.

***What kinds of projects are prioritised?***

Priority will be given to projects that fall under one or more of the following descriptions:

- 1. Projects that will bring together researchers/ practitioners from a variety of disciplines and sectors that are relevant to Japan**
- 2. Projects organised by, and/or involving core participation by, early career researchers/ practitioners**
- 3. Projects that will nurture diverse interests in Japan among future generations in the UK**

Applications for preliminary project development will be considered as long as such projects have some of the above elements.

***What is the size of the grant?***

The amount allocated will depend on the size and potential impact of the individual project. Successful applicants may be granted up to **£3000**. As successful applicants will not necessarily be granted the full requested amount, applicants are strongly encouraged to secure additional funding from their own organisation and elsewhere.

***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. 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 (contact details below). 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. We will try to give you our answer by post 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?***

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. The application form must also be authorised with the signature of a senior member of staff at your organisation (e.g. Head of Department at a university). A CV must be provided for the Project Organiser, in addition to CVs for any participants whose participation expenses form part of the grant request. A detailed itinerary for any events or project elements covered by the grant request should also be submitted.

### ***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 to submit their Final Report within **one month** of the completion of the project. However, for projects held in late February or early March 2019, the Final Report must be submitted by mid-March 2019.

In addition successful applicants may be asked to complete a short publicity report to be published on our website.

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 and further information please contact the Japan Foundation London:***

**Tel:** 020 3102 5021 **Fax:** 020 3102 5022 **Email:** [info@jpf.org.uk](mailto:info@jpf.org.uk)

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