

Japanese Language Local Project Support Programme 2020-2021 General Information

Aim of the Programme

This grant programme aims to promote **Japanese language education** in the UK by offering funding for organisations to carry out projects in the UK that contribute to such aims. The primary aim of this grant is to promote Japanese language specifically, and so projects involving the teaching of Japanese are ideal.

Who is eligible to apply?

Applications must be from **not-for-profit organisations in the UK** only. Individuals are not eligible to apply. Those organisations which have received our grant in the past two consecutive years are given lower priority in the third year. In principle, we do not fund the same organisation for four consecutive years. We will give advice and guidance to institutions who wish to continue Japanese activities in the future without our grant, but it is not possible to provide the same organisation with grants indefinitely.

Considering Covid-19, will the Japan Foundation, London be able to cover online projects?

We understand the great degree of pressure placed on schools and other institutions due to Covid-19, and the need to move various classes, lectures and so on online in order to protect staff, pupils, students etc. We can cover online projects, such as online clubs. However, we would like to ask that you pay close attention to what we cannot cover (such as subscriptions to online services), as explained in detail in our FAQ.

What kinds of projects are prioritised?

We prioritise projects that fit into one of the four following categories:

1. Introducing Japanese into the curriculum

Up to £3,000 for projects that promote the introduction of Japanese into the curriculum (or onto the main school timetable) at primary and secondary schools. This grant covers staff costs and the cost of Japanese language books. Projects may take place online or offline.

2. Supporting GCSE or A-level courses

Up to £3,000 for projects that support GCSE or A-level courses in secondary schools. In particular, if schools require support to ensure a large number of candidates are able to take formal qualifications in Japanese, they will be able to maintain their project by re-applying the following year. This means Secondary schools will be able to **apply for up to a total of £6,000 over two years**. (Please note that we do not supplement the salary of teacher(s) already hired by the applying organisation.) Covers staff costs and cost of Japanese language books. Projects may take place online or offline.

3. Japanese clubs

Up to £2,000 for organisations that **newly** introduce Japanese as an extracurricular activity or enrichment subject. In the case of schools, this is even if this is not within the school timetable. Covers staff cost, Japanese language book cost, origami cost and calligraphy cost. Clubs may take place online or offline.

4. Projects that enable links between secondary institutions and institutions of higher education

Up to £3,000 for that strengthen connections between secondary institutions and institutions of higher education for the purpose of helping to promote Japanese language education in the UK. This is a new category added this year, and so please contact us if you have any questions or would like to apply but are unsure as to whether your project is suitable. These projects may take place online or offline.

Please contact us if you are thinking of a project related to Japanese Language Education outside these prioritised categories, as we may still be able to support you. If you are unsure whether your proposed project is suitable for our grant, please get in contact us, or you can also refer to our [list of past funding recipients](#).

Please note that the amount of grant awarded will depend on the size and scale of the project and be smaller than requested.

Is there an application deadline?

This year there is only one deadline for the Local Project Support Programme. This is because due to the Covid-19 outbreak, applications did not open in spring as they do in regular years. We ask for your understanding and would like to alert you to the fact that **projects covered by this grant can go back to April 2020.**

Application Deadline	For projects/events occurring during the period:	Expected notification of grant application result. (Please note this may vary.)
25 th September 2020	April 2020 – March 2021	12 th October 2020

How do I apply?

You can download an application form from www.jpff.org.uk/language/funding.php.

Once you have completed and signed this form, please send a data copy via e-mail to info.language@jpff.org.uk **as well as** a hard copy by post it to the address below, to arrive by the application deadline.

Due to Covid-19, our in-office hours are limited. Therefore, to ensure we can view your application as soon as possible, this year we require a digital copy of the application form e-mailed to us as well as a posted hard copy. We thank you for your understanding.

We highly recommend that you talk through the project and your eligibility with a member of staff before making a formal application.

What expenditure items does the grant cover?

The grant may be used to cover specific costs, such as project staffing, honoraria, Japanese teaching materials, etc. **We cannot fund: reception fees such as food and drink, in-house printing/photocopying costs, exam fees, hardware (computers, iPads etc), online software accounts for software such as Zoom, consumables such as general use paper/stationary, exam fees, subscription fees etc, or the costs of school trips abroad.** See further information about this in the FAQ below.

When will I hear the result of my application?

We will aim to tell you the result of your application within one month of the application deadline. We will aim to let you know the result by 12th October 2020.

What other information/documents are needed?

You will be asked to provide a full budget proposal together with your application form and information about your organisation. We may also ask you to provide further information or documents, depending on your project. **All successful grant awardees must complete and submit the official Final Report (including a Financial Report, a Project Report, and proof of payment or receipts for all relevant expenses) by 26th February 2021.**

When and how is the grant paid?

The grant is paid by cheque to applying organisation's bank account in the UK, only upon project completion and upon receipt and approval by the Japan Foundation of a Final Report, (this should include a Financial Report, and a Project Report) along with proof of payments (such as receipts with name or signature of receiver on it, or bank statements) for expenditure covered by the Japan Foundation grant.

Are there any other conditions attached to the grant?

Full Terms and Conditions are sent to successful applicants. An essential condition of the grant is that Japan Foundation support must be acknowledged in all project publicity or dissemination materials, with our logo or name printed or otherwise. You can download our logo from <http://www.jpff.go.jp/e/about/logo/logo.html>. You may also be asked to write and/or report through the Japan Foundation's media facilities.

Final Reports and all documents (including Financial Reports, Project Reports and proof of payments) should be submitted by 26th February 2021. The projects/events must occur during the periods of April 2020 – March 2021. **If your project continues into March 2021, please let the Japan Foundation know in advance of your submission of the Final Report.**

Whose signature is needed on the application form?

The application must be signed by a senior member of staff at your organisation, such as a Headteacher, Bursar, or Head of Department in the case of universities. The person who submits the application must belong to the organisation that is applying.

Contact details:

Miriam Starling info.language@jpf.org.uk

Post application forms to:

The Japan Foundation, London, 101-111 Kensington High Street, London, W8 5SA

Frequently Asked Questions:

What sort of project staff costs / honoraria can you cover?

This could include: Payment for a Japanese teacher (provided this is in addition to any salary they are already receiving at the organisation); cover for project staff if they need to travel for CPD/training in Japanese; honoraria for speakers at a Japan-related event. Other staff costs may also be possible; please ask if unsure.

Under “Cost of Japanese teaching materials” in the application form, how specific do I need to be and what items can be covered?

You should try to be as detailed as possible. For example, if you would like to purchase textbooks, try to include information such as what textbooks they are, how many are needed, and where you will buy them. The Japan Foundation can help advise on what sort of textbooks might be suitable for your project, and you can also find lists of resources on our website here: http://www.jpf.org.uk/language/teaching_resources.php.

You can also apply for items for teaching about Japanese culture, such as origami paper, calligraphy sets etc. Again, please try to be specific and let us know where the items will be purchased if possible. Additionally, please try to be economical; it is easier for us to fund large quantities of cheaper items than small quantities of expensive items.

I want to buy ingredients for making sushi with my pupils. Can you cover this?

No. Japan Foundation is unable to provide funding for any food or drink.

What else is the Japan Foundation unable to fund?

We cannot fund: reception fees such as food and drink, in-house printing/photocopying costs, exam fees, hardware (computers, iPads etc), online software accounts for software such as Zoom, consumables such as general use paper/stationery, exam fees, subscription fees etc, or the costs of school trips (abroad and domestic). Although we can provide items such as origami paper, we would also like to encourage applicants to consider applying for items that can be used in the future rather than just once (for example, instead of buying ink for calligraphy practice, “magic” water paper can be used multiple times to practise calligraphy).

My project is going to last for 1 year, but I’m applying in September, which means I can only claim for money spent up until March the following year. Do you have any advice?

In this case, you can apply using one application for a project covering two fiscal years. The Japanese fiscal year starts on April 1st. If you are applying in September, we will require you to send a Final Report by 26th February detailing all expenses made from September – February. We will then require a second Final Report upon the completion of the project detailing the remainder of the payments made until the end of the project. Please note

that the funding requested in this application must not exceed a total of £3,000 (£2,000 in the case of schools applying for extra-curricular Japanese).

I want to apply as an individual, not part of an organisation. Is this possible?

This is not possible for this programme.

Do I need to post a hard copy of my application, or will email be acceptable?

You need to post a hard copy of your application because it needs to be signed by senior member of staff at your institution.

Once you have completed and signed the form, please send a data copy via e-mail to info.language@jpf.org.uk as well as a hard copy by post it to the address below, to arrive by the application deadline. This is because due to Covid-19, our in-office hours have been reduced and we want to ensure we confirm receipt as soon as we can. We thank you for your understanding.

What proof of payment will I need to provide with the final report?

The proof of payment should be objective; for example receipts, a copy of a grantee's bank statement which shows the payment was made, or remittance advice from the grantee's trading bank. **Please note, we cannot accept invoices alone as proof of payment.**

- If you have purchased teaching materials (e.g. from JP books, Amazon etc.) please keep the delivery note. We can accept the following:

- Invoice + delivery note
- Invoice+ school bank statement to show the amount has been paid
- Receipt (if you log into Amazon after all purchases have been dispatched you can print a receipt OR if you ask JP books, they will send one.)

- If you need to pay for teaching staff costs you can send us something like:

- A copy of the invoice + a photocopy of the cheque
- A copy of the invoice that is signed by the teacher to confirm they have received the funds
- A signed note from the teacher addressed to your school to say "This is to confirm I have received £xx for xx hours teaching Japanese at xx school"
- School bank statement or payslips showing the amount that has been paid to the teacher. Please feel free to blank out any confidential information.

Where else can I apply for funding for Japan-related projects?

It is very unlikely that we will be able to support small-scale, one-off events or projects where the main costs do not relate directly to Japanese language teaching. However, you may be able to apply to other funding bodies for help with these kinds of projects, for example the [Daiwa Foundation](#), the [Great Britain Sasakawa Foundation](#) or the [Japan Society](#).

What projects have you supported so far?

This programme started in April 2010. You can find a list of successful grant recipients on our website:

www.jpf.org.uk/language/funding.php

Do you offer funding for projects relating to Japanese Arts and Culture or Japanese Studies and intellectual exchange?

Yes, we offer separate funding programmes for projects in these areas. Please see

<http://www.jpf.org.uk/funding.php> for more details.