



## Japanese Language Local Project Support Programme 2024-2025

### General Information

#### ➤ What is the Japanese Language Local Project Support Programme?

The Japan Foundation, London has an interest in promoting **Japanese language education** in the UK.

One way we wish to achieve this is to offer **funding to not-for-profit organisations in the UK to carry out non-profit projects** in the UK that contribute to these aims.

Organisations can apply for funding for up to **three consecutive years**.

#### ➤ What kinds of projects are prioritised?

##### 1. Newly 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**. Particularly, if schools/organisations 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 organisations 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 costs of Japanese language books. Projects may take place online or offline.

##### 3. New 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, some costs for items contributing to Japanese language learning, such as origami and calligraphy materials. Clubs may take place online or offline.

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

**Up to £3,000** for projects that **strengthen connections between secondary institutions and institutions of higher education and create and/or strengthen networks among pupils, students, and teachers for the purpose of helping to promote Japanese language education in the UK. Outreach programmes from higher education to primary/secondary institutions are also welcome**. These projects can be aimed at both potential learners of Japanese and people who already are learning Japanese. These projects may take place online or offline.

#### ➤ Other projects that may be eligible for funding.

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: [info.language@jpf.go.jp](mailto:info.language@jpf.go.jp)

➤ **Amount of grant awarded.**

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

➤ **Cultural 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](#) or the [Great Britain Sasakawa Foundation](#).

➤ **Eligibility**

**The following are not eligible to apply:**

- Individuals.
- For-profit organisations.
- Organisations that have received the grant in the past three consecutive years. (In principle, we do not fund the same organization for four consecutive years).
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➤ **Lower-priority applications**

Those organisations which have received our grant in the past two consecutive years are given lower priority in the third year. 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**.

**[Important information to read before submitting application.](#)**

It is imperative to read this information when you are considering submitting an application. **If you have any questions that you are still unclear about** after reading this document, please contact us at: [info.language@jpf.go.jp](mailto:info.language@jpf.go.jp)

➤ **Application Deadlines**

In fiscal year 2024-2025 there will be TWO application cycles.

**Spring Applications: 23<sup>rd</sup> May 2024 (Thur), 23:59**

**Autumn Applications: 2<sup>nd</sup> October 2024 (Wed), 23:59**

➤ **Project period.**

In essence, the projects/events must occur during the periods of September 2024 – March 2025.

All payments for your project must be made within this period. Therefore, you need to set your project period to cover all of your project events (classes, events and so on) and payments.

If you already know that your project continues into March 2025 (i.e. if you are applying for funding for classes), please let the Japan Foundation know in advance when you submit your application. If you are applying for a project that finishes beyond March 2025, you will be required to submit two final reports (one in February 2025 for funds used up until 28th February and one following the completion of your project for all remaining funds).

➤ **Application and reimbursement procedures.**

Please review the **“Grant Procedures – Flowchart”** document which can be downloaded from our Funding page.

➤ **Reimbursement.**

- **LPSP funding is paid upon completion of the project and completion of project payments.**
- This means, applicants must be able to pay for the project and then **apply for reimbursement once it is completed.**
- To apply for reimbursement, upon the completion of their project, applicants must submit a **“Payment Request and Final Report” along with payment evidence.** Please be aware that we cannot reimburse for items that have not already been paid for by the organisation.
- Reimbursement is provided on the condition that payment evidence for each item has been submitted to and approved by the Japan Foundation, London.
- **We cannot pay for projects in advance.** Please plan accordingly.

➤ **Time period for final report and reimbursement**

The Japan Foundation, London, must complete all finances by the end of the Japanese Fiscal Year (the end of March). This means that all successful applicants **will be required to finish payment for their project and submit a Payment Request and Final Report by a deadline set by the Japan Foundation, London (usually in February).**

**If your project goes beyond the end of the Japanese Fiscal Year** (i.e., it does not end by the deadline for the Final Report and Payment Request submission), **you are also required to submit a final report with payment evidence for reimbursement of the cost incurred until February. And you have to submit the second final report when your project completely ends.** The first payment will cover expenses incurred and paid for during the first period of the project until the end of February, and the second payment will cover the payments made from March until the completion of the project.

It is **therefore extremely important that you consider the timeline of your potential project** when you submit your application. Please consider when all payments will be completed for the project when you are choosing your project start and end dates in your application.

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➤ **Payment evidence.**

Reimbursement for items can only be made following the receipt of payment evidence along with requested documentation. **It is important that you ensure you have correct forms of evidence for every payment made as part of the project.**

**Payment evidence must be objective.** Invoices alone, for example, do not constitute objective proof payments have been made. Examples of objective evidence are as follows:

- Payment receipts (if purchasing from Amazon, you can print one upon dispatch)
- Copies of bank statements which show payments have been made with accompanying invoices.
- Invoice and remittance advice from trading banks.
- Invoice for staff costs plus photocopy of the cheque.
- Invoice for staff costs signed by the payee confirming funds received.
- Signed letter from payee confirming they have been paid and the amount they have been paid.

It is helpful to us if you send us as much evidence as possible (i.e. invoices along with bank statements, receipts etc)

If you are unable to procure the above pieces of evidence, please contact The Japan Foundation, London as soon as possible.

#### ➤ **What items are eligible for funding?**

- Project staffing. (Please be aware that for projects supporting GCSE or A-Level, we cannot supplement the salary of teacher(s) already hired by the applying organisation).
- Honoraria.
- Textbooks.
- Teaching materials that are NOT single-use stationery items or food.
- External printing costs.
- Please contact us if there is an item you think we should fund but is not included here: [info.language@jpf.go.jp](mailto:info.language@jpf.go.jp)

#### ➤ **What items are not eligible for funding?**

- In-house photocopying and printing expenses.
- Consumables such as food and drink.
- General-use stationery (exceptions can be made for specialist stationery, such as calligraphy paper or origami paper).
- Exam fees.
- Subscription fees.
- School trips abroad.
- Prizes for competitions.

#### ➤ **Why can the Japan Foundation, London not fund single-use consumables?**

The Japan Foundation, London cannot fund organisations indefinitely. Therefore, **we prioritise materials that can be used by many pupils over several years**, such as textbooks.

**(Please turn to page 5)**

#### ➤ **What happens if your application is successful, but includes items that the Japan Foundation cannot cover?**

If you are successful in applying for a grant, we will send you a Notification of Grant Results. This letter is sent via email and outlines what items you can and cannot claim, and a breakdown of these costs. **It is extremely important that you read this information carefully.**

➤ **Change of grant content.**

If your application is successful, but you wish to request a change of content (such as cost breakdown, items to be covered, project period and so on), **you must submit a “change of grant content” letter that has been signed by a senior representative of your organisation in advance.** So when you find your project has to be changed please let us know. The Japan Foundation, London, will notify you if your change request has been approved. Please note that it's possible that your change request is not approved.

We strongly recommend that you contact us via e-mail first: [info.language@jpf.go.jp](mailto:info.language@jpf.go.jp)

➤ **Covid-19.**

We cannot support any project which involves invited guests travelling from foreign countries that goes against the travel advice and regulations set out by the Japanese government. If your project involves guest travel from abroad, please be advised that we will review our decision two months before the commencement of your project, taking into account the most up-to-date travel advice issued by the Japanese government, and subsequently we might withdraw our funding depending on the guidelines in place at the time.

In line with the current circumstances surrounding Covid-19, the Japan Foundation, London will accept applications of Japanese-related projects which will take place online.

➤ **Information regarding content of projects.**

The Japan Foundation retains the right to refuse our support if the project is found to differ from the contents of the application and/or the screenings we gave support for are identified as illegally conducted.

➤ **Questions regarding the application form.**

If you are concerned about your application form, or have any questions, we recommend that you contact us and send us a draft of the form so we can work on it with you together. Please contact:

[info.language@jpf.go.jp](mailto:info.language@jpf.go.jp)