

# Japanese Language Local Project Support Programme

# Grant Procedures Flowchart

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| Applicant submits **Application Form**. |
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| Application assessment by The Japan Foundation, London. |
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| The Japan Foundation, London notifies organisation of the results of their application. |
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| Within fourteen days of receiving a successful application result (**Notice of Grant Approval**), the applicant must read the documents sent by us carefully and send a signed “Letter of Grant Acceptance” form to The Japan Foundation, London.  **Applicants must read and acknowledge the items and costs that the Japan Foundation, London is able to cover.** |
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| Project is carried out. |
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| Within two months of the date of the completion of the project or by 29th February 2024 (whichever comes first), the applicant must send a **Final Report, Proof of Payments, and Payment Request** to The Japan Foundation, London. Please ensure to submit your Final Report PROMPTLY. |
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| The Japan Foundation, London checks the content of the Final Report, Proof of Payments, and Payment Request. |
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| If the Japan Foundation, London is happy with the Final Report, Proof of Payments, and Payment Request (as per Terms and Conditions of Grant), the grant will be paid, and a **Notification of Payment** will be sent to the organisation. |

* **If you have any questions about the above procedure, please contact us at:** [**info.language@jpf.go.jp**](mailto:info.language@jpf.go.jp)