

# Japan Foundation, London

## Grant Programme for Japanese Studies and Intellectual Exchange

### Application Instructions



JAPAN FOUNDATION  
国際交流基金

**For Fiscal Year 2025-2026: First Call for Applications (Deadline: 17 April 2025)**

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#### 1. Objective

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.

#### 2. Eligible Projects

- (1) 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 be implemented in the UK and take place between 1<sup>st</sup> May 2025 and early March 2026. Priority will be given to projects that fall under one or more of the following descriptions:
  - a. Projects that will bring together researchers/ practitioners from a variety of disciplines and sectors that are relevant to Japan
  - b. Projects organised by, and/or involving core participation by, early career researchers/practitioners
  - c. Projects that will nurture diverse interests in Japan among future generations in the UK
- (2) Projects must fulfill the following requirements:
  - a. It must be impossible or difficult for the applicants to achieve the purpose of the project without funding from the Japan Foundation.
  - b. The plan and implementation method must be appropriate and there must be sufficient expectation that the project will yield positive results.
- (3) Projects that fall under any of the below are not eligible:
  - a. Projects for religious or political purposes;
  - b. Projects that include commercial activities;
  - c. Projects with the direct purpose of disseminating specific doctrines, claims, or political measures;
  - d. Projects in the field of medicine, technology, or the natural sciences;
  - e. Projects for the organisation of or participation in sporting events and training;
  - f. Art and cultural activities;
  - g. Projects with the main purpose of goodwill exchanges;
  - h. Projects that directly implement social welfare activities or international cooperation activities;
  - i. Tourism-oriented projects;
  - j. Language education projects.

### 3. Eligible Applicants

- (1) 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 organisations who have received our grant three times in the past three consecutive years are not qualified to apply this year. For further details, see point 3 below.
- (2) The Japan Foundation does not provide grants for:
  - a. Foreign governments (including their administrative organs, embassies, and consulates in general, but excluding educational, cultural, or research institutes, such as universities or museums);
  - b. Japanese national government organs, local governments, incorporated administrative agencies, and local incorporated administrative agencies, as well as education and research institutions and other organisations, institutions, and facilities attached to or established by these (excluding organisations with their own legal personalities, such as incorporated associations or incorporated foundations).
- (3) Points to note
  - Organisations that have continually received support from this programme for the past three fiscal years will not be provided with grants unless the Japan Foundation judges there is a compelling reason for them to continue receiving such support. This is a measure to avoid giving ongoing support to the same applicants, and to distribute grants to as many applicants as possible. If one does apply for a fourth consecutive fiscal year, the application will be given low priority.

### 4. Grant Coverage

- (1) Assistance will take the form of a grant covering part of the following direct expenses incurred and paid during FY2025 (from 1<sup>st</sup> May 2025 to early March 2026):
  - a. Travel expenses (for international and domestic airfare, other transportation, accommodation and per diem, etc.);
  - b. Meeting expenses (for preparing materials, venues, equipment, public relations, etc.);
  - c. Honorariums (for lecturers, collaborators, interpreters, assistants, etc.);
  - d. Other direct expenses (for purchasing materials, etc.).
- (2) The following are not supported by the Japan Foundation:
  - a. Indirect expenses;
  - b. Administrative expenses of the institution (as well as salary for administrative staff);
  - c. Costs to purchase goods that may remain for a long time;
  - d. Expenses related to land and buildings (excluding rental fees for facilities for a specific project event).
- (3) Points to note
  - The grant amount will be decided upon consideration of each project's scale and necessity.
  - The maximum grant amount is GBP 1,500, but the actual grant awarded may be lower than this amount.

- The Japan Foundation London Grant Programme for Japanese Studies and Intellectual Exchange will only be provided retrospectively, after receiving the final report on the project. Therefore, grantees will have to make payments before being reimbursed for agreed costs when our grant is paid.

## 5. Selection Policy

- (1) Projects will be selected by comprehensively considering applications, including their contents, viability, relevance and efficiency.
- (2) Lower priority is given to:
  - a. Projects wherein the total cost is sought exclusively from the Japan Foundation; and
  - b. Projects based on existing partnerships, such as agreements between organisations and sister institution relationships.
- (3) A proposed project shall not be awarded multiple Japan Foundation grants.

## 6. Application Procedures

- (1) Application deadline  
**1:00p.m., 17<sup>th</sup> April 2025**
- (2) How to apply
  - a. Please send an email to the address listed in Section 9. (P.4), including the project implementation period and an overview, to request the application form. If your project is deemed eligible, you will receive the application form and guidelines.
  - b. Complete your application documents, following the Application Documents Completion Guide.
  - c. Please submit the completed application form to the email address listed in Section 9 (P.4), by the deadline.
- (3) Notification of results by the end of April 2025**
- (4) Points to note
  - a. During the screening process, Japan Foundation staff may ask the applying institution questions as the need arises.
  - b. The Japan Foundation does not make specific comments about the screening process or provide reasons for not selecting a specific application.

## 8. Terms of Agreement

By applying to our programme, the applicant will be deemed to have agreed to this statement:

- (1) Obligations
  - a. The Grantee shall acknowledge the Japan Foundation's financial support when the Grantee produces any materials related to the Grant Project such as publicity materials (e.g. websites, catalogs, posters, flyers, etc.), conference materials, books, videos, etc.
  - b. The Grantee shall submit the Final Project and Financial Reports about activities and expenditures upon completion within one month of the completion of the project. However, for projects held in late February or early March 2026, the Final Report must be submitted by mid-March 2026. In addition, the

Grantee shall donate the designated quantity of publicity materials and deliverables to the Japan Foundation. The Grantee may be asked to complete a short publicity report to be published on our website.

c. The final report must be typed (all forms are available in an electronic format upon request) and should be accompanied by evidence of payment, proving that the relevant cost items which the Japan Foundation has agreed to cover with our grant have been paid. The proof of payment should be objective such as receipts, a copy of the grantee's bank statement which shows the payment was made, or remittance advice from the grantee's trading bank. If some project expenses were paid in a foreign currency, please convert them into GBP (or the specified currency) in the financial report. Also, please submit supporting documents, such as receipts and exchange rate tables for the payment date, to verify the rate used.

d. The Japan Foundation is intolerant of any fraudulent activity by applicants during the application process and throughout the grant period. Once a grant has been provided, committing any form of fraud with regard to Japan Foundation grant funds could result in penalty measures such as a revocation of the decision to provide a grant in whole or in part, the required return of the rescinded portions of the grant including additional charges, late payment charges, suspension of the applicant's eligibility to apply for a grant for a certain period of time, and/or other legal actions.

(2) Disclosure of information on the project

a. If the project is selected, the information such as the name of the applicant/organisation and the outline of the project will be made public on the Japan Foundation's website and in other public relations materials.

b. When the Japan Foundation receives a request for disclosure of information in accordance with the "Act on Access to Information Held by Incorporated Administrative Agencies" (Act No. 140 of 2001), application forms submitted to the Japan Foundation, except for nondisclosure information stipulated in such act, will be disclosed.

(3) Handling of personal information and other data

Please refer to the following link for our data handling policy.

[https://www.jpf.org.uk/download/privacy\\_policy\\_2024.pdf](https://www.jpf.org.uk/download/privacy_policy_2024.pdf)

## 9. Contact

Email: **LO\_JapaneseStudies@jpf.go.jp**

(Please CC: **Natsumi\_Abe@jpf.go.jp** (Manager for Japanese studies) and **Iona\_Vos@jpf.go.jp** (Assistant Programme Officer for Japanese Studies) )

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