

Fiscal Year 2021
(April 1, 2021 to March 31, 2022)

The Japan Foundation, Kuala Lumpur
Small Grant Programme

PROGRAMME GUIDELINES

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1. INTRODUCTION

The Japan Foundation, Kuala Lumpur (JFKL) offers grants to support activities which promote, introduce, and deepen understanding of Japan, its language and culture, as well as projects that encourage, in principle, bilateral cultural exchange between Japan and the countries of Malaysia, Singapore, and Brunei.

2. OUTLINE AND PROJECT TYPES

This grant programme covers partial expenses on a cost-sharing basis to implement the following types of projects:

2.1 Category A - Projects concerning Japan in the field of Japanese Arts and Culture / Japanese Studies and Intellectual Exchange

2.1.1

- (a) Projects which introduce, promote, deepen and enhance understanding of Japan and Japanese culture through international cultural events such as art performance, art exhibition and film screening.
- (b) Projects to enhance Japanese Studies in the fields of Social Science and Humanities, or to promote international intellectual collaborative dialogues.

2.1.2 The amount of the grant is up to RM14,000.00 (fourteen thousand ringgit) to cover specified items.

2.1.3 Examples of possible projects:-

- (a) Inviting Japanese artists from Japan to conduct a Japanese culture-related project such as art performance, art exhibition, artist-in-residence and film screening.
- (b) Organizing conference, symposium, seminar and workshop by inviting scholars, academicians or experts from Japan as speakers or panellists in the project. For intellectual exchange, some examples of eligible themes are aging population and low birth rate; environment and energy; influence of science and technology on society; cultural diversity and multiculturalism; democracy and governance; and role of culture in diplomacy and international relations.

2.1.4 Ineligible projects:-

- (a) Activities to visit/travel to Japan and other countries.
- (b) Activities that do not have any specific relation to Japan in terms of theme or guest.

2.2 Category B – Projects concerning Cultural Collaboration

2.2.1 Collaborative projects in Malaysia, Singapore and Brunei to expand the base of exchange, to promote mutual understanding and friendship among people in this region and Japan.

2.2.2 The amount of the grant is up to RM30,000.00 (thirty thousand ringgit) to cover specified items.

2.2.3 Possible project examples are collaborative art performance, art exhibition, film screening with workshop or sharing session.

2.2.4 Ineligible projects are those without any element of collaboration and exchange.

2.3 Category C - Projects concerning Japanese Language Education

2.3.1 The grant aims to support projects which are considered beneficial to the development of Japanese-language education in Malaysia through networking and co-operation among institutions and/or groups.

2.3.2 The amount of the grant is up to RM8,000.00 (eight thousand ringgit) to cover specified items. For SAKURA network members, a different amount will apply. Please consult with JFKL for more details.

2.3.3 Examples of possible project:-

(a) Conference on Japanese Language Education

To subsidize the applicant's cost to organise a symposium or conferences for Japanese language teachers.

(b) Japanese Language Teacher Training

To subsidize the applicant's cost to organise a single or multiple seminars or workshops to enhance the expertise of Japanese language teachers.

(c) Development and Publication of Japanese-language Teaching Resources

To subsidize the applicant's cost to develop and/or publish Japanese language teaching/learning resources such as textbooks, online learning materials, etc. provided that these materials are also made available to the general public.

(d) Acquisition of Japanese language materials for Library or Resource Centre

To subsidize the applicant's cost to purchase Japanese language teaching/learning materials for its library or resource centre, provided that these materials are made accessible to the general public.

(e) Others

To subsidize the applicant's cost to organise special projects, events or activities deemed beneficial to the development of the Japanese language education in Malaysia.

3. ELIGIBILITY AND DUTIES OF THE APPLICANT

3.1 For Category A and B, applicants must be based in Malaysia, Singapore or Brunei.

3.2 For Category C, only institutions providing Japanese-language education in Malaysia are eligible.

3.3 The applicant must be an organisation that has registered status in the eligible countries. Eligible organisations include schools and academic institutions, research institutions, libraries, arts and culture related registered organisations or companies, registered NGOs and NPOs, galleries and museums. Grants will NOT be given to individuals.

3.4 The applicant must provide a bank account in the name of the organisation. Personal bank accounts will not be accepted.

3.5 Upon the execution of a Grant Project, the Grantee shall note that the Grant is from taxes collected from Japanese citizens or other valuable revenue sources and shall strive to perform the Grant Project in good faith in accordance with the purpose of the provision of the Grant.

3.6 The grant will only cover partial costs of the project; and will NOT cover 100% of the cost. Projects must be based on cost sharing, and applicants are encouraged to find other resources in addition to this grant, such as sponsors, grants, donations, revenue generation (e.g. ticket sales) and participation fees, as well as the applicant's own funding.

3.7 It is necessary to apply for a visa for the foreign artist, such as performance or shooting visa (i.e. PUSPAL). The applicant must fulfil the duty of obtaining the visa for the foreign artist as well as permits from relevant authorities to host the event (e.g. local authority such as DBKL, Film Censorship Board for screening event, etc.), wherever applicable.

3.8 Applicants must inform JFKL if they are also applying or receiving support from other Japanese governmental organisations or agencies, including any Japanese Ministries, the Embassy of Japan, Agency of Cultural Affairs (*Bunkacho*), JICA, JETRO, JNTO, Japanese local government, and any other entities established by national/local governments of Japan.

3.9 Applicants must NOT be receiving any support from other Japan Foundation resources for the same project, including grants from the Japan Foundation Headquarters in Tokyo, local grants from other Japan Foundation overseas offices, Center for Global Partnership, China Center.

3.10 Any recurring application from the same applicant in the same fiscal year will not be considered.

3.11 For individuals or organisations that have continually received support under Categories A and B for the past three consecutive years, the policy is to refrain from providing grants for a fourth fiscal year (unless the Japan Foundation believes there is a compelling reason to continue receiving ongoing support). The aim is to avoid giving the same applicants ongoing support, and to distribute grants to as many applicants as possible. Applicants can apply for the same program for a fourth consecutive fiscal year, but should be aware that the Japan Foundation places a lower priority on such applications.

4. INELIGIBILITY

4.1 Projects which are scientific in nature, such as Medical, Technical and Science projects. This grant supports projects related to Arts & Culture, Social Science and Humanities field only.

4.2 Profit-oriented projects. However, considering the number of registered non-profit organisations in Malaysia, Singapore and Brunei, the applicant's organisation may take the form of a for-profit company or corporation in Malaysia, Singapore and Brunei as long as the project itself is not-for-profit.

4.3 Projects whose effect is restricted to exchanges between specific groups/individuals.

4.4 Applicants who have already received funding from other Japan Foundation grants for the same project.

4.5 Being used for creation of scholarships or fellowships.

4.6 Projects related to political activities, religious activities, social welfare activities, fundraising and charity activities, and commercial activities are not eligible.

4.7 This is not an academic research grant.

5. GRANT COVERAGE:

In principle, the grant shall cover the cost of the specified items as below:

5.1 Honorarium/artist fee for artists and lecturers (including interpreter and translator)

5.2 Per Diem allowances to cover daily food and minor transportation costs (e.g. taxi, bus, etc.) and telecommunication costs

5.3 Major transportation costs including international and domestic flight, hired coach or van

5.4 Freight costs for transporting necessary items (e.g. artworks and musical instruments) for the project

5.5 Accommodation

5.6 Rental fees for venue and equipment

5.7 Publicity or public relations expenses (including advertisement fees)

5.8 Fees for visa and permit application

5.9 Purchase of teaching/learning materials (for type C only and subject to the conditions set in 2.3.3(d))

5.10 Other costs agreed by JFKL

6. DEADLINE

Interested applicants are strongly advised to have a prior-consultation with the officer-in charge to ensure that their application is given a favourable consideration.

6.1 For Category A and B:

(a) Physical event / Hybrid event (Physical & Online)

Applications are accepted on a rolling basis and must be received by JFKL at least 3 months prior to the project start date.

(b) Online event

Applications are accepted on a rolling basis and must be received by JFKL at least 1 month prior to the project start date.

6.2 For Category C:

Applications are accepted on a rolling basis and must be received by JFKL at least 1 month prior to the project start date.

**For those who are planning an event in April, May and June 2021, please consult the officer-in-charge of this program by sending an email to:*

Category A and B : culture_grant@ifkl.org.my

Category C : nihongo@ifkl.org.my

7. APPLICATION PROCEDURE

7.1 Program Guideline and Eligibility Check Sheet

Interested applicants are required to download and read the Program Guideline carefully and check organisation's status using the Eligibility Check Sheet. If the project fulfils the eligibility requirements, proceed to download the Application Form. Both forms are available on the website.

7.2 Submission

7.2.1 The Application Form, along with all supporting documents, must be submitted BEFORE the deadline. Applications can be submitted by mail, email, or appointment-based visit to the JFKL office. For email submissions the applicant must subsequently submit the original Form with signature (hardcopy) to the JFKL office.

7.2.2 Completed Application Form (to be typewritten) must be submitted together with the following supporting documents:

- (a) Eligibility Check Sheet
- (b) Detailed project proposal (including a report of past similar project, if any)
- (c) Information on the applicant's organisation
- (d) Organisation registration certificate
- (e) Profile or biography of guest/collaborator (artist, researcher, collaborating institution, etc.)
- (f) Agreement with the guest/collaborator (in the form of letter, email or contract)

(g) Quotations as per request in the budget proposal

7.2.3 Incomplete Application Forms will be rejected (eg. company stamp/ Project Director/Bursar signatures are missing). Incomplete supporting documents will also be rejected.

7.3 Notification of Result

7.3.1

(a) Applicants of Category A & B for physical and hybrid event and Category C will be notified of the screening results within 30 days from the submission of completed application documents.

(b) Applicants of Category A & B for online event will be notified of the screening results within 14 days from the submission of completed application documents.

7.3.2 Enquiries regarding the screening procedure and decision will not be entertained.

7.4 Terms & Conditions

The applicant will be required to agree to the Grant Terms and Conditions before receiving the grant.

7.5 Grant Payment

7.5.1 In principle, successful applicant (Grantee) of Category A or B, will receive the first payment which is 50% of the whole grant amount, within 30 days after the submission of Notice Of Acceptance and Request For Payment Form. The second payment will be made after JFKL receives and confirms the content of the Project Report, Financial Report and other supporting documents. If the actual total expenditure is less than the forecasted amount, JFKL will pay the balance only.

7.5.2 For projects under Category C, full payment will be made after JFKL has received and confirmed the content of the Project Report and Financial Report upon the project's completion. However, exception is made for those projects which JFKL confirmed that an advanced payment was necessary at the time of approving the full grant amount.

7.6 Report

7.6.1 The Grantees are required to submit the following documents within 30 days after the project is completed:

- (a) Final Report (JFKL format)
- (b) Financial Report (JFKL format)
- (c) Receipts of all expenses that are covered by the grant (copies are acceptable)
- (d) Publicity materials (press release, articles etc)
- (e) Other necessary documents designated in the Grant Terms and Conditions

7.6.2 If the Financial Report, receipts and other supporting document are not in accordance with the application, or violates the Grant Terms and Conditions, the grant may be revoked and the applicants may be requested to return the provisional amount.

7.6.3 This grant should NOT be used to cover costs which were not proposed in the original application.

7.6.4 In principle, expenditures for items other than the approved amount or significant changes in the allocation of grant among approved item(s) are NOT possible.

7.6.5 Grantees are required to return any unspent grant if the expenses are lesser than the awarded grant.

8. OBLIGATIONS

8.1 This grant project is governed under the regulations of the Japan Foundation including “*Law for the Proper Execution of a Budget Relating to Subsidies*” (Law No. 179 of 1955) as well as relevant Malaysian laws.

8.2 The Grantee shall acknowledge JFKL’s financial support by using the JFKL logo mark in its publicity document or exercise.

8.3 Upon the completion of the project, the Grantee has to submit the Project Report, including the Financial Report to JFKL.

8.4 JFKL reserves the right to take the following penalty measures, should the Grantee commit any fraud using the grant provided:-

- (a) Full or partial withdrawal of the grant
- (b) Return of any monies disbursed under the grant, as well as any charges or fees arising
- (c) Suspension of the grant for a certain period of time under JFKL’s discretion; and/or
- (d) Proceed with legal action(s)

9. DISCLOSURE OF INFORMATION

9.1 Details of the projects under this grant project (e.g. the name of the Grantee, project descriptions) will be made public in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), on JFKL's website, and in other public-relations materials.

9.2 Unless prevented by law, materials such as the submitted application forms will be disclosed when a request for information based on the “*Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc.*” (Law No. 140 of December 5, 2001), is received.

10. HANDLING OF PERSONAL INFORMATION

10.1 Personal information is handled in accordance with the "*Law Concerning Access to Personal Information Held by Independent Administrative Institutions*" (Law No. 59 of 2003). Details of Japan Foundation's personal information protection policy can be reviewed at the following website:

<http://www.jpfi.go.jp/e/privacy>

10.2 Personal information in the application form is used for screening, implementation, and evaluation procedures of the project. They may also be used for the following purposes: -

(a) Details of the Grantee, such as names, gender, job and position, affiliation, project duration, and project description, etc. are published in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), on JFKL's website and in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.

(b) There may be cases, in which, these information are released to the Ministry of Foreign Affairs of Japan.

11. CONTACT INFORMATION

For further enquiries please contact the following:-

The Japan Foundation, Kuala Lumpur

18th Floor, Northpoint, Block B, Mid Valley City,

No.1, Medan Syed Putra, 59200 Kuala Lumpur

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