

Application Guidelines of Logo Support Programme

The Japan Foundation, Kuala Lumpur (JFKL) supports cultural projects that contribute to the promotion of international cultural exchange by granting the use of its name as a supporter.

- 1. Category of Projects: An eligible project falls into one of the following categories:**
 - a. Performances, exhibitions, film screenings, conferences, seminars, competitions, and lectures
 - b. Invitation or dispatch of people for the purpose of international cultural exchange
 - c. Support for Japanese Studies
 - d. Promotion of Japanese language education
 - e. Other

- 2. Eligibility of Projects: The project should meet the following requirements:**
 - a. Registered organisation in Malaysia, Singapore and Brunei
 - b. The project should be contributing to international mutual understanding or friendship and appropriate for JFKL's activities
 - c. The project should be feasibly and appropriately planned
 - d. The project should be not-for-profit
 - e. The project should not have any religious or political intentions
 - f. The project should not disturb public order

- 3. Eligibility of Applicants (Type of Applicant): The applicant should fall into one of the following categories:**
 - a. Organizations affiliated with national or regional governments
 - b. Foreign diplomatic missions in Japan
 - c. Public corporations or charitable corporations
 - d. Registered organisations of impeccable social and financial standings with sufficient ability to implement projects

- 4. Types of Support:**
 - a. Support
 - b. Cooperation
 - c. Others

- 5. Responsibilities of Approved Applicant:**

After obtaining approval from JFKL to use its name as a supporter, the applicant is responsible for:

 - a. Presenting the approved name properly in advertisements
 - b. Submitting a concise report to JFKL 1 month after the completion of the project
 - c. Informing JFKL of any major changes made to the project proposal or cancellation of the project in a timely manner

6. Application Procedures:

- a. Applicants should fill in “Application Form for the Granting the Use of the Name of the Japan Foundation as a Supporter” and e-mail the form with attached documents to [grant\[at\]jfkf\[dot\]org\[dot\]my](mailto:grant@jfkf.org.my).
- b. Applications should be submitted at least 2 weeks and considerable time required by applicant before the date of the project.
- c. Depending on the project proposal, JFKL may request the applicant to submit additional materials.
- d. The designated section of JFKL notifies the applicant whether or not the use of the name of JFKL as a supporter is approved. Data of the logo and other materials will be sent to the approved applicants.

For further inquiries, 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
Tel: 03-2284 6228/7228 Fax: 03-2287 5859

Homepage: <http://www.jfkl.org.my>
E-mail: grant@jfkl.org.my