



JFKL SMALL GRANT PROGRAMME

PROGRAMME GUIDELINES

(As of 1 March 2024)

Fiscal Year 2024

(1 April 2024 to 31 March 2025)

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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.

1. OUTLINE AND PROJECT TYPES

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

1.1. Category A – Projects Concerning Japan in the Field of Japanese Arts and Cultural Exchange

1.1.1. Project types:

Projects which introduce, promote, deepen and enhance understanding of Japan and Japanese culture through cultural events such as performance, art exhibition and film screening.

1.1.2. Grant amount:

Up to RM15,000.00 (fifteen thousand ringgit) to cover specified items.

1.1.3. Example of possible projects:

Inviting Japanese artists from Japan to conduct a Japanese culture-related project such as performance, art exhibition, artist-in-residence and film screening. Projects related to Japanese art or works are acceptable.

1.2. Category B – Projects Concerning Japanese Studies and Global Partnerships

1.2.1. Project types:

Projects that aim to enhance Japanese Studies in the fields of Social Science and Humanities, as well as contribute to building relationships with institutions or individuals who can serve as important counterparts in promoting dialogue and collaboration in the future. Projects that will lead to the development of the next generation of human resources in Japan and other countries and is able to serve as a model for the horizontal development in other countries and regions are highly encouraged.

1.2.2. Grant amount:

Up to RM15,000.00 (fifteen thousand ringgit) to cover specified items.

1.2.3. Example of possible projects:

Organising a conference, symposium, seminar and workshop by inviting scholars, academicians or experts from Japan as speakers or panellists in the project who can serve as the core of exchange. 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.

1.3. Category C – Projects Concerning Japanese Language Education

1.3.1. Project types:

Projects which are considered beneficial to the development of Japanese language education in Malaysia through networking and co-operation among institutions and/or groups.

1.3.2. Grant amount:

Up to *RM5,000.00 (five thousand ringgit) to cover specified items.

**For SAKURA network members, a different amount will apply.*

1.3.3. Example of possible projects:

(a) Conference on Japanese language education:

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

(b) Japanese language teacher training:

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

2. ELIGIBILITY AND DUTIES OF THE APPLICANT

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

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

2.3. The applicant must be an organisation that has registered status in the eligible countries. Eligible organisations include schools and educational 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.

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

2.5. Upon the execution of the Grant Project, the Grantee shall note that the Grant is from taxes collected from Japanese citizens and/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.

- 2.6. 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 to cover a minimum of 20% of the total project budget, such as sponsors, grants, donations, revenue generation (e.g., ticket sales) and participation fees, as well as the applicant's own funding.
- 2.7. It is necessary to apply for 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.
- 2.8. Applicants must inform JFKL if they are also applying or receiving support from other Japanese governmental organisations or agencies, including any Japanese Ministries, 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.
- 2.9. 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 and local grants from other Japan Foundation overseas offices.
- 2.10. Any recurring application from the same applicant in the same fiscal year will not be considered.
- 2.11. For Category A and B, grants will not be provided to organisations that have received support as part of the same project for three consecutive fiscal years for its fourth consecutive fiscal year, unless JFKL assesses that there is strong justification for the continuation of the project. This measure has been put in place to prevent the immobilisation of beneficiaries, as well as to create opportunities for more organisations to obtain support. While it is possible to apply for support for the fourth consecutive year, low priority is typically given to such projects.

3. INELIGIBILITY

The following projects are ineligible:

- 3.1. Projects which are scientific in nature, such as medical, technical and natural science projects. This grant supports projects related to Arts & Culture, Social Science and Humanities field only.
- 3.2. 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.
- 3.3. Projects whose effect is restricted to exchanges between specific groups/individuals.
- 3.4. Applicants who have already received funding from other Japan Foundation grants for the same project.
- 3.5. Being used for creation of scholarships or fellowships.
- 3.6. Projects related to political activities, religious activities, social welfare activities, fundraising and/or charity activities, and commercial activities.

- 3.7. Projects or activities used solely for research purposes.
- 3.8. Projects or activities to visit/travel to Japan and other countries.
- 3.9. Projects or activities that do not have any specific relation to Japan in terms of theme or guest.

4. GRANT COVERAGE

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

- 4.1. Honorarium/artist fee for artists and lecturers (including interpreter and translator).
- 4.2. Per diem allowances to cover daily food and minor transportation costs (e.g., taxi, bus, etc.) and telecommunication costs.
- 4.3. Major transportation costs including international and domestic flight, hired coach or van.
- 4.4. Freight costs for transporting necessary items (e.g., artworks and musical instruments) for the project.
- 4.5. Accommodation.
- 4.6. Rental fees for venue and equipment.
- 4.7. Publicity or public relations expenses (including advertisement fees).
- 4.8. Fees for visa and permit application.
- 4.9. Purchase of teaching/learning materials (only applicable for Category C and subject to the conditions set in Clause 1.3.3.(d)).
- 4.10. Other costs agreed by JFKL.

5. 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.

5.1. For Category A and B:

5.1.1. 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.

5.1.2. 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.

5.2. 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 2024, please consult the officer-in-charge by sending an email to:*

Category A and B : kl_culture_grant@jpf.go.jp

Category C : kl_nihongo@jpf.go.jp

6. APPLICATION PROCEDURE

6.1. Programme Guidelines and Eligibility Check Sheet

Interested applicants are required to download and read this Programme Guideline carefully and check the 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.

6.2. Submission

6.2.1. The Application Form, along with all supporting documents, must be submitted BEFORE the deadline. Applications can be submitted by mail, e-mail, or appointment-based visit to the JFKL office. Digital signature/stamp is also acceptable.

6.2.2. Completed Application Forms (to be typewritten) must be submitted together with the following supporting documents:

- (a) Completed Eligibility Check Sheet
- (b) Organisation's registration certificate, recent audited financial report
- (c) Information on the applicant's organisation
- (d) Detailed project proposal (including a report of past similar project, if any)
- (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, proforma invoice or any written forms to prove the cost as per request in the budget proposal for all cost stated in 4.1. to 4.10. above.

6.2.3. Incomplete Application Form will be rejected (e.g., company stamp/ Project Director/Bursar signatures are missing). Incomplete supporting documents will also be rejected.

6.3. Notification of Result

6.3.1. Category A and B:

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

Applicants will be notified of the screening results within 30 days from the submission of completed application documents.

- (b) Online event

Applicants will be notified of the screening results within 14 days from the submission of completed application documents.

6.3.2. Category C:

Applicants will be notified of the screening results within 14 days from the submission of completed application documents.

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

6.4. Terms & Conditions

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

6.5. Grant Payment

6.5.1. For Category A and B:

Successful applicant (Grantee) 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.

6.5.2. For Category C:

Full payment will be made after JFKL has received and confirmed the content of the Project Report, Financial Report and other supporting documents upon the project's completion. However, exception is made for those projects which JFKL confirms that an advanced payment is necessary at the time of approving the full grant amount.

6.6. Report

6.6.1. 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

6.6.2. If the financial report, receipts and other supporting documents are not in accordance with the application, or violated the Terms and Conditions, the grant may be revoked, and the applicants may be requested to return the provisional amount.

6.6.3. Grantees are required to return any unspent grant if the expenses are lesser than the awarded grant and/or if the grant is used to cover cost which were not approved in the original application unless the Grantee has submitted Notification of Change and consulted with JFKL beforehand especially for significant changes as stated in the Grant Terms and Conditions. This also applies to the cost which were approved in the original application under a specific item and was later shifted to another item without prior consultation with JFKL.

7. OBLIGATIONS

7.1. This grant project is governed under the regulations of the Japan Foundation including “Act on Regulation of Execution of the Budget Pertaining to Subsidies” (Law No. 179 of 1955) as well as relevant Malaysian laws.

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

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

7.3.1. Full or partial withdrawal of the grant;

- 7.3.2. Return of any monies disbursed under the grant, as well as any additional charges or fees incurred due to penalty or such;
- 7.3.3. Suspension of the grant for a certain period under JFKL's discretion; and/or
- 7.3.4. Proceed with legal action(s).

8. DISCLOSURE OF INFORMATION

- 8.1. 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 website, and in other public-relation materials.
- 8.2. 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.

9. HANDLING OF PERSONAL INFORMATION

- 9.1. 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.jpff.go.jp/e/privacy>.
- 9.2. 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:
 - 9.2.1. 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-relation materials. They are also used in compiling statistics and released to the press for publicity purposes.
 - 9.2.2. There may be cases, in which, the aforementioned information is released to the Ministry of Foreign Affairs of Japan.

10. CONTACT INFORMATION

For further enquiries, please contact:

The Japan Foundation, Kuala Lumpur

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No.1, Medan Syed Putra, 59200 Kuala Lumpur

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