The 2021 JFM Arts & Culture Grant
CALL FOR PROPOSALS

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INTRODUCTION

The Japan Foundation invites individuals and organizations that are planning international and cultural exchange projects to participate in our grant programs. Successful applicants are provided with grants, research scholarships or other types of support. Our grant programs provide support in Arts and Cultural Exchange, Japanese-Language Education, Japanese Studies and Intellectual Exchange, as well as Strengthening Cultural Exchange in Asia, each with its own stipulated conditions. Any individual or organization satisfying eligibility requirements and meeting program objectives is welcome to apply to our grant programs outlined below:

The Japan Foundation, Manila Arts & Culture Grant Programs

The Japan Foundation, Manila locally offers grants to support activities which promote, introduce and deepen understanding of Japan, its language and culture, as well as to support projects which encourage multilateral cultural exchange between the Philippines and Japan.

I. OUTLINE

This program provides grants to cover partial expenses on a cost-sharing basis to implement the following types of projects. The proposed amount by the applicant will be screened and may be reduced.

CATEGORY A – JFM Arts & Culture Grant Program: Introducing and deepening understanding of Japan in the Philippines

Projects concerning Japan (Japanese Arts and Culture / Japanese Studies and Intellectual Exchange). The grant aims to deepen and enhance mutual understanding of Japan and Japanese culture through cultural events. This category also includes projects to enhance Japanese Studies such as conferences, seminars, and workshops.

CATEGORY B – Asia Center Arts & Culture Grant Program: Promoting Cultural Collaboration in Asia / Enhancing and Encouraging People-to-People Exchange in Asia

The grant aims to expand the base of exchange, to promote mutual understanding and friendship, and to foster an awareness of empathy and co-existence among the people of the Philippines and Japan through collaboration in each field.

The grant aims to support organizations by providing grants to partially cover expenses of implementing exchange projects at grassroots or regional levels, aiming to expand the base of exchange and to promote understanding and friendship among the Philippines and Japan.
II. ELIGIBILITY AND DUTIES OF THE APPLICANT

- Applicants must be based in the Philippines.
- The project proposed for the grants must NOT:
  - Be a Pure science-related program. This grant supports programs related to the Social Science and Humanities fields only
  - Be profit-oriented
  - Benefit only the applicant or certain people
  - Be used for creation of scholarships or fellowships
  - Be used to spread certain policies or opinions and/or project with political or religious purposes
  - Be used for personal research expenses purposes (this is an event grant, not a research grant)

Applicants must be able to run the project with full respect to the local laws and regulations, as well as to fulfill the responsibility that comes from receiving support from governmental funding. It is the applicant’s duty to conduct clear accounting, publicity, and reporting.

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

- If it is necessary to apply for a visa for the foreign artist, such as performance or shooting visas, the applicant must fulfill the duty of obtaining it for the foreign artist as well as permits from the local authorities for hosting the event, wherever applicable.

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

- Applicants must NOT be receiving any support from other Japan Foundation resources for the same project, including grants from the Japan Foundation headquarters’ grant in Tokyo, local grants from other Japan Foundation country offices, Centre for Global Partnership, China Centre and Asia Centre headquarters’ grants in Tokyo.

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

- Application received from the same applicant for three (3) consecutive years will not be considered.
III. PROJECT TYPE

CATEGORY A

- Projects which promote/introduce/deepen understanding of Japan or contribute to the development of Japanese culture, Japanese Studies and intellectual exchanges with Japanese academicians, researchers or scholars or themes related to Japan.
- Place of Project Implementation – the Philippines or Japan.
- Projects should be implemented before December 1, 2021.
- Possible Project Example:
  - Inviting guests from Japan, conducting Japan themed and Japanese culture related projects such as performance, exhibition, film screening/conference.
  - For film screening, applicants must obtain prior approval from the censorship board before applying for the grant.
  - Activities related to Japanese Studies and Intellectual exchange projects such as conference, seminar, workshop, lecture, masterclass by inviting the Japanese scholar or academician from Japan.

- Ineligible Projects:
  - Activities to visit/travel to Japan and other countries.
  - Activities which do not have any specific relation to Japan in terms of theme or guest.
  - Japanese cultural day without guests from Japan.

CATEGORY B

- Professional collaboration projects related to Japan and Japanese culture. People-to-People Exchange in Asia, especially between the Philippines and Japan.
- Place of Project Implementation – the Philippines.
- Projects should be implemented before December 1, 2021.
- Possible Project Example:
  - Activities related to Japanese culture such as art performances, exhibition, film screening forum and sharing session.
  - Japanese sports related workshop.
    (People-to-People Exchange in Asia, especially between the Philippines and Japan)
  - Inviting students from ASEAN to participate in collaborative research.
  - A music concert project involving civic musicians in the ASEAN region.
- Ineligible Projects – Projects without any element of exchange or collaboration (e.g. Concert by Japanese singer, Study tour to/from Japan)

IV. GRANT COVERAGE

In principle, the grant shall cover the cost of the specified items as below:
- Honorarium/artist fee
- Per diem allowances to cover daily food and minor transportation costs (e.g. taxi, bus, etc.) and telecommunication costs
- Major transportation costs including international and domestic flight, hired coach or van
- Freight costs for transporting necessary items (e.g. artworks and musical instruments) for the project
- Accommodation
- Production of proceedings and reports
- Costing of hosting a conference (e.g. rental of venue and equipment, interpreter, etc.)
- Publicity or Public relations expenses
- Publication
- Purchase of teaching/learning materials
- Fee for visa and permit application
- Other costs agreed by JFM

V. DEADLINE

The complete application forms must be submitted to JFM on or before May 30, 2021.

VI. APPLICATION PROCEDURE

Please access the JFM Arts & Culture Grants Program here.

Submission

- The Application Form, along with supporting documents, shall be submitted before the deadline. Applications can be submitted by mail, email, and appointment-based visit to the JFM office. The applicant is required to submit the original form with signature (hardcopy) thereafter for any submission by email.
- Completed Application Form (to be typewritten) must be submitted, together with:
  - Detailed Project Proposal (including a report of past similar project, if any)
  - Information on the applicant’s organization
  - Profile or biography of guest/collaborator (artist, researcher, collaborating institution, etc.)
  - Agreement with the guest/collaborator (in the form of letter, email or contract
  - Quotations as per request in the budget proposal
  - Incomplete documents will not be endorsed for screening.

Screening

Complete application will be screened by the JFM Screening Board.
Notification of Results
- The applicant will be notified of the result before June 15, 2021.
- Inquiry on the screening procedure and decision will not be entertained.

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

Grant Payment
- For the successful applicant’s (Grantee) project, the first payment (80%) will be made about 30 days after the submission of Notice Of Acceptance and Report For Payment. The second payment (20%) will be made when JFM has received and confirmed the content of Project Report and Financial Report upon the project’s completion.
- When JFM has received the request mentioned in the paragraph above, the application shall be examined and upon confirmation that its content is valid, JFM will make provisional payment.

Report
The Grantee will be required to send a Project Report, including the Financial Report within 30 days after the project is completed. If the Financial Report, receipts and other supporting documents are not in accordance with the application, or violates Grant Terms and Conditions, the decision may be revoked and the applicants may be requested to return the provisional amount. This grant will NOT cover the cost which was not proposed in the application. In principle, expenditures for items other than the approved applied amount or significant changes in allocation of grant among approved applied item(s) are NOT possible.

VII. OBLIGATIONS
- 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 Philippine laws.
- The Grantee shall acknowledge JFM’s financial support by using the JFM logo mark in its publicity document or exercise.
- Upon the completion of the project, the Grantee has to submit a Project Report, including the Financial Report to JFM.
- JFM reserves the right to take the following penalty measures, should the Grantee commit any fraudulent under the grant given:
  - Full or partial withdrawal of the grant;
  - The return of any monies disbursed under the grant, with any arising charges or fees;
  - Suspension of the grant for a certain period of time at its own discretion; and/or
  - Proceed with legal action(s).
VIII. DISCLOSURE OF INFORMATION

- 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), and in other public-relations materials.
- Unless prevented by law, materials such as 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.

IX. HANDLING OF PERSONAL INFORMATION

- 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 the Japan Foundation’s personal information protection policy can be reviewed at the following website: [http://www.jpf.go.jp/e/privacy](http://www.jpf.go.jp/e/privacy)

- 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:
  - 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 JFM’s website and in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
  - There may be cases in which these information are released to the Ministry of Foreign Affairs of Japan.

X. CONTACT INFORMATION

For further inquiries please contact:

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