

**JFM Arts & Culture Grant 2023
CALL FOR PROPOSALS**

Contents

INTRODUCTION	PAGES
I. OUTLINE	1
II. ELIGIBILITY AND DUTIES OF THE APPLICANT	2
III. PROJECT TYPE	3
IV. GRANT COVERAGE	3
V. DEADLINE	3
VI. APPLICATION PROCEDURE	4
VII. OBLIGATIONS	4 - 7
VIII. DISCLOSURE OF INFORMATION	7
IX. HANDLING OF PERSONAL INFORMATION	7
X. CONTACT INFORMATION	8

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 three areas: 1. Arts and Cultural Exchange, 2. Japanese-Language Education, and, 3. Japanese Studies and Global Partnerships, 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.

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

JFM Arts & Culture Grant Programs: Introducing and deepening understanding of Japan in the Philippines

Projects concerning Japan (Japanese Arts and Culture / Japanese Studies and Global Partnerships). 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.

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.

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 organizations 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, and local grants from other Japan Foundation country offices.
- 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

- 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 between **June 1, 2023 - December 31, 2023**.
- 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, master-class by inviting the Japanese scholar or academician from Japan.
- Ineligible Projects:
 - Activities which do not have any specific relation to Japan in terms of theme or guest.
 - Japanese cultural day without guests from Japan.

IV. GRANT COVERAGE

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

- Honorarium/artist fee
- Production of proceedings and reports
- Cost of hosting a conference (e.g. rental of venue and equipment, interpreter, etc.)
- Publicity or Public relations expenses
- Publication
- Purchase of teaching/learning materials
- Other costs agreed by JFM

V. DEADLINE

JFM will accept complete application requirements from April 11, 2023 to October 31, 2023 via email at jfmanila.ac@gmail.com. The result of application will be released within 10 working days.

VI. APPLICATION PROCEDURE

Please access the [JFM Arts & Culture Grant Application Form](#) here.

Submission

- The Application Form, along with supporting documents, shall be submitted starting on **April 11, 2023**. Applications can **ONLY** be submitted by email. Completed Application Form 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 a Japanese guest/collaborator (artist, researcher, collaborating institution, etc.)
 - Proof of communication or an agreement with the Japanese 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 within 10 working days after submission
- 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 (90% of the total amount of grant) will be made about 30 days after the submission of Notice Of Acceptance and Report For Payment. The second payment (10% of the total amount of grant) 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.

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.

Before the implementation of approved project

1. If the grantee wishes to change any of the following:
 - a) project design and line-up of invited guests (esp. Japanese resource speakers / artists);
 - b) distribution of funds within the overall budget covered by the grant (limited to those expenses covered by grant);
 - c) implementation schedule (postponement or cancelation);
 - d) change of venue, etc.

the grantee shall promptly coordinate with the assigned JFM staff. A written approval from JFM must be obtained first before the grantee will make any changes to the approved project.

2. The grantee shall faithfully observe the Japan Foundation Basic Policy for Providing Grants (hereinafter referred to as the “Basic Policy”) and the Foundation’s Enforcement Procedures for Obtaining a Grant and Implementation of Subsidized Projects in Overseas Offices (hereinafter referred to as the “Enforcement Procedures for Overseas Offices”). Grantees must carry out grant projects under the guidance of the good offices of the persons in charge and the grant must not be used for any purpose other than that for which it was awarded.

During the implementation of approved project:

1. Any material that is created pertaining to the subsidized project shall clearly indicate that it was subsidized by the Japan Foundation. The Grantee shall acknowledge JFM’s financial support by using the JFM logo mark in its publicity document or exercise. Kindly refer to the [JFM’s Logo Usage Guide](#)
2. The Grantee is encouraged to show [JFM’s promotional video](#) before or during the event proper.
3. The Grantee shall conduct a [survey](#) (online/onsite/hybrid) to at least thirty percent 30% of the total number of audience/participants. JFM will provide a survey template.
4. JFM has the right to demand a progress report from the grantee regarding the subsidized project during the implementation of the project from the grantee if such a report is considered necessary.
5. If JFM recognizes, from the report submitted by the grantee in accordance with the paragraph above or from any other evidence, that the subsidized project is not being carried out in accordance with the content of the decision to award a grant or the conditions attached thereto, the Foundation has the right to instruct the grantee to carry out the project strictly in accordance with such conditions.
6. If the grantee contravenes the instructions mentioned in the paragraph above, the Foundation shall impose a temporary suspension of the subsidized project.

Upon the completion of approved project

Within thirty (30) days after the project is completed, the Grantee will be required to submit a [Project Report](#), including:

a) A **Financial Report** to JFM with complete copies of receipts. If the amount of grant is Fifty Thousand Pesos (Php50,000.00) or higher, the financial report must be reviewed and signed by a Certified Public Accountant (CPA).

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.

b) A **Survey Result** to at least thirty percent (30%) of the total number of audience/participants.

c) Copies of links to access video documentation or video outputs. The links must be incorporated in the narrative report.

d) Public relations materials.

e) Press coverage / articles (if any)

When JFM has received a report relating to the completion of the subsidized project, JFM shall examine, by reading the report and through other means, and, if necessary, by conducting on-site investigations and other activities, whether the results of the subsidized project conform to the content of the decision to award a grant and the conditions attached. When JFM recognizes that the results are in due conformity, JFM shall confirm the amount of the grant to be awarded and inform the grantee of the amount by delivering a Confirmation of Grant Payment document to the grantee.

When the amount of grant has been confirmed in accordance with the provisions in the above paragraph, a comparison will be made between the real expenditures that are covered by the grant and the amount of grant that has been decided shall be awarded, and whichever is the lower figure will be the amount of grant that is awarded.

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>
- 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 this information is released to the Ministry of Foreign Affairs of Japan.

X. CONTACT INFORMATION

For further inquiries please contact:

The Japan Foundation, Manila
23/F Pacific Star Building, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City, 1226
Philippines
Telephone No: +632.8811.6154

Email: jfmanila.ac@gmail.com