



CGP GRANT PROGRAM APPLICATION GUIDELINES

Effective: August 2011

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I. MISSION

To promote collaboration between Japan and the United States with the goal of fulfilling shared global responsibilities and contributing to improvements in the world's welfare.

To enhance dialogue and interchange between Japanese and U.S. citizens on a wide range of issues, thereby improving bilateral relations.

The Center for Global Partnership (CGP) was established within the Japan Foundation in April 1991 with offices in both Tokyo and New York. To carry out its mission, CGP operates grant programs as well as self-initiated projects and fellowships.

II. REORGANIZATION OF CGP ACTIVITIES

The Japan Foundation Center for Global Partnership (CGP) is dedicated to both strengthening the global U.S.–Japan partnership and cultivating the next-generation of public intellectuals necessary to sustain this partnership. In order to accomplish these tasks in a more efficient and effective manner and to better respond to the changing needs of the time, in 2010, CGP reorganized our various activities, including the CGP Grant Program, under the following framework:

1. Building Global Partnerships

CGP Grant Program and CGP organized projects provide opportunities for a broad spectrum of individuals from the United States and Japan to collaborate and build partnerships in order to find solutions to create a more peaceful, stable, and equitable global order as well as to overcome challenges such as the widening gap in social disparity and economic stagnation faced by many around the world. To further strengthen these endeavors, CGP gives priority to projects that also include the participation of individuals from other countries, especially Asian countries, who are important to the process of resolving these global challenges.

2. Cultivation of Individuals in the U.S. and Japan to Sustain Global Partnerships

Through activities such as the Abe Fellowship and short-term invitation programs for future young leaders, CGP seeks to cultivate and support future generations of U.S. and Japanese individuals who are expected to hold positions of responsibility in a wide variety of fields as well as to build global partnerships in the years to come. Moreover, CGP also places an emphasis on encouraging networking amongst these diverse individuals from both countries.

3. Expanding and Deepening the Understanding of Japan in the U.S.

With the overarching goal of strengthening U.S.-Japan bilateral relations on various levels, CGP seeks to expand and deepen interchange between citizens of the United States and Japan through a variety of programs such as support to Japan-America Societies and other institutions involved with U.S.-Japan exchanges as well as programs that place grassroots exchange coordinators throughout the U.S. in targeted areas where there have been relatively few opportunities for exchanges.

III. TARGET AREAS FOR CGP GRANT PROGRAMS

As globalization proceeds at an unprecedented rate, efforts to incorporate a multiplicity of stakeholders to find convergence among diverse viewpoints, thereby establishing common norms and rules, are becoming even more necessary to the resolution of global challenges. Additionally, the increased specialization of scholarship and expertise also necessitates sustained exchange and dialogue amongst individuals from diverse backgrounds in order to develop comprehensive solutions to resolve these complex contemporary issues.

Moreover, communities worldwide are simultaneously facing more and diverse challenges due to the direct and indirect effects of globalization. In an effort to resolve these common challenges, communities worldwide, by necessity, are increasingly reaching out to engage a broader variety of societal actors, both domestic and international, in the quest to find solutions.

Bearing this in mind, the CGP Grant Program supports U.S.-Japan collaborative projects conducted by universities, think-tanks, and other non-profit organizations¹ which incorporate one or both of the following formats:

- Fostering dialogues among diverse stakeholders to formulate solutions for a more peaceful, stable, and equitable global order
- Promoting partnerships amongst a broad variety of societal actors, both domestic and international, with the aim to overcome the challenges of globalization for communities worldwide

CGP places priority on projects that have a strong dissemination component as we consider it especially important for project outcomes, both ideas and knowledge, to be widely shared among domestic and international communities. Moreover, within the mandate of enhancing Japan-U.S. collaboration, CGP gives priority to projects that include the participation of individuals from countries other than the U.S. and Japan, especially Asian countries, who are important to the process of resolving global challenges.

¹ Projects implemented by an organization in a country other than the US or Japan may be eligible for support under this program as long as Japan and the US play a prominent role in the project. For further details, see V. Eligibility.

For illustrative purposes, CGP would like to provide some samples of dialogue and partnership topics; however, we welcome proposals with a wide range of creative approaches that are in line with the above-mentioned formats.

[Sample topics]

- Exploration of critical issues emanating from the Japan's March 11th disasters such as disaster recovery and prevention, etc. For more details, please see page 6.
- Operationalizing "human security" for individuals and communities in crisis as a result of conflict, man-made and natural disasters, infectious diseases, etc.;
- "Fairness" in the reform of the international financial order;
- Exploring the issues of corporate social responsibility (CSR) on the part of global corporations within the context of the international community and comparative studies of the degree to which CSR is taking place worldwide;
- Creative regional development and urban regeneration issues which incorporate the concepts of culture and the performing arts;
- Transnational movements of individuals and the resulting impact on local communities, the role of the various stakeholders, and their impact on policies both at home and abroad;
- Changing demographics, such as falling birthrates and aging populations, and the resulting impact on local communities, the role of the various stakeholders, and their impact on policies both at home and abroad.

Exploration of Critical Issues Emanating from Japan's March 11th Disasters

As a result of the tragic events surrounding the Great East Japan Earthquake, there has been a rethinking of critical issues and global challenges. Some of these issues include energy security issues and the safety of nuclear power as an alternative to fossil fuels; the diversification of the global supply chain; the role and responsibility of local and international media to accurately report on disasters; physical reconstruction efforts; and the mental recovery of citizens.

CGP will place priority on projects with a focus on disaster recovery and prevention in addition to the Target Areas described in pages 4-5.

CGP will support US-Japan collaborative projects focused not only on seeking solutions to current challenges faced by those in Japan, but also on sharing lessons learned more broadly with citizens around the world.

Potential Project Ideas:

- Global economic viability in the face of disasters and local revitalization efforts
- Civil-Military cooperation and coordination both in a national and international context
- Civil society resilience and governance
- Psychological impact and recovery
- Archiving and documenting disaster-related materials for future research
- Exchange programs focused on seeking solutions to pre- and post-disaster challenges
- Energy issues and environmental concerns

IV. PROJECT REQUIREMENTS AND PRIORITIES

Projects are required to have the following elements:

- U.S. applicants must secure Japan-based collaborative partners; Japanese applicants must secure U.S.-based collaborative partners;
- Current topics that are policy-relevant to both the United States and Japan;
- Clear and concrete designs that articulate the ideas, participants, and goals of the project;
- Ideas and/or participants that include a broad spectrum of viewpoints;
- Event, such as a symposium, conference, or workshop – a minimum of one;
- Budget wherein a minimum of 20% of the total project budget is secured from non-CGP sources such as the applying institution or other foundations;
- Tangible project outcomes such as a publication or academic paper;
- Dissemination plan which includes the method of dissemination, target audience, and materials to be produced and distributed.

Priority is given to projects that exhibit the following qualities:

- Inclusion of a broad spectrum of participants, including race, gender, geography, and fields of expertise, key to resolving global issues; in particular, the participation of individuals from Asia is highly recommended;
- Long-term commitment to the issues;
- Innovative concepts or approaches;
- Results that contribute effectively to the existing body of knowledge and/or shape policy and are widely shared and disseminated;

Please see the eligibility page for a list of the types of programs that CGP will not consider. A list of projects that have recently secured CGP funding (based on the former guidelines) can be found at the Grant Listings section of our website at www.cgp.org.

For more information, please visit our website at www.cgp.org or contact the CGPNY program staff at (212) 489-1255.

V. ELIGIBILITY

Proposals are accepted from nonprofit organizations in the United States that have 501(c)(3) status.

CGP supports projects that are collaborative endeavors between the United States and Japan. However, only one of the collaborating parties can serve as the applicant. Multinational exchange projects will be considered as long as U.S. and Japanese participants play a central role.

Please note that CGP may accept applications from nonprofit organizations other than those based in the United States and Japan if such projects are structured with strong participation from both the United States and Japan. Potential applicants that fall under this categorization are required to contact the Japan Foundation Center for Global Partnership in Tokyo before taking any action such as the submission of a concept paper.

(Please also refer to “VII. APPLICATION PROCESS” on page 11.)

The Japan Foundation Center for Global Partnership (Tokyo Office)
4-4-1 Yotsuya, Shinjuku-ku, Tokyo 160-0004
Email: cgpinfo@jpf.go.jp

CGP will not consider proposals for the following:

- Commercial activities;
- Political activities, election campaigns, or religious activities;
- Activities in support of specific doctrines or claims;
- Medical, technical, or scientific projects that do not focus on policy issues;
- Development of university courses or creation of university chairs;
- Organization of or participation in sporting events;
- Creation or support of scholarships or fellowships;
- Language education programs;
- Social welfare or international development direct service projects;
- Arts exchanges – relevant grant program information is available on the Japan Foundation New York office website at www.jfny.org;
- Goodwill exchanges;
- Tourist-oriented programs.

CGP normally considers projects with grant durations of one year but will consider multi-year projects if the length is justified by the content of the work proposed. However, CGP cannot support projects with grant durations of more than three years. Projects centered on annual or ongoing events are given low priority.

VI. GRANT COVERAGE

The grant amount will be decided based upon scale and necessity for each project. CGP grant funds can be applied to the following project costs directly related to the proposed project:

- Personnel & Honoraria (salary and honoraria costs)
- Travel (domestic and international transportation costs)
- Per Diem (hotels and meals)
- Conference Costs (room rental, interpretation fees, etc.)
- Report & Publication Costs (editing, translating, printing costs, etc.)

Rent and other administrative costs are not to be included as direct costs; CGP considers these costs to be included within the category of indirect costs. CGP will support indirect costs totaling no more than ten percent (10%) of the actual direct costs CGP supports.

A minimum of twenty percent (20%) of the total project budget must be secured from non-CGP sources such as the applying institution or other foundations.

CGP will not consider the following items:

- Capital fund and endowment drives, debt reduction, public relations campaigns, advertising, or the creation or support of awards or grants;
- Operating costs unrelated to the project being supported;
- Design, construction, or maintenance of buildings or monuments;
- Procurement of equipment or purchase of land.

VII. APPLICATION PROCESS

1. CONCEPT PAPERS

CGP requests concept papers of two to three pages from prospective applicants prior to the submission of a formal proposal, and no later than 1 October 2011, to determine whether the project falls within CGP program guidelines and priorities. Should CGP decide to invite the perspective grantee to submit a full proposal, CGP will provide the appropriate documentation to be included in the submission of the application at this time. All prospective applicants are encouraged to contact program staff well before the submission of concept papers.

Concept papers should be submitted to the CGP New York office listed below.

Contact Information

The Japan Foundation Center for Global Partnership, New York

152 West 57th Street, 17th Floor, New York, NY 10019 USA

Tel: (212) 489-1255 Fax: (212) 489-1344

<http://www.cgp.org/>

Potential applicants outside of the United States and Japan (please also refer to “V. ELIGIBILITY” on page 8) should contact the CGP Tokyo office first before taking any action such as submission of concept papers.

The Japan Foundation Center for Global Partnership
4-4-1 Yotsuya, Shinjuku-ku, Tokyo 160-0004
Email: cgpinfo@jpf.go.jp

2. DEADLINES FOR INVITED FULL PROPOSALS

Invited full proposals must be **received** by Thursday, **December 1, 2011** for projects beginning between April 2012 and March 2013.

Full proposals should be submitted by mail or other postal delivery services. Applications via e-mail cannot be accepted. Proposals from applicants in Japan should be submitted to the CGP Tokyo office.

Additional solicitations of project applications may be carried out within the fiscal year

depending on the status of CGP programs. In this event, CGP will make every effort to notify prospective grantees in a timely fashion of application deadlines and other schedules separately via the CGP website.

3. REVIEW PROCESS

Proposals are reviewed with the assistance of outside specialists. The identity of those specialists, as well as their evaluation of specific projects, shall remain confidential. Applicants will be notified of the results of the review process approximately four months after the proposal deadline.

VIII. GRANT APPLICATION INSTRUCTIONS

Applicants in the United States should submit their proposals to the New York office (CGPNY). Applicants in Japan should submit their proposals to the Tokyo office.

Proposals must include the following sections, arranged in this order:

- A) Application cover sheet**
- B) Narrative description of the project**
- C) Letters from key collaborating or participating organizations/individuals**
- D) Detailed project budget**
- E) Project timetable**
- F) Curricula vitae for key participants**
- G) Institutional information (annual report, etc.)**
- H) Proof of tax status**

Applicants should send CGP **eight (8) copies** of the proposal and **six (6) copies** of institutional information

When submitting, please do not bind proposals, use notebooks, or plastic packaging.

Please note that we cannot return any materials submitted to CGP.

A. Grant Application Cover Sheet

The grant application cover sheet is a summary of the proposal and must be completed in full. It is available by contacting the CGPNY program staff at (212) 489-1255.

The following list details the items required on the application cover sheet:

1. Title of Project

This should be the official project title. All further documentation should refer to this project title.

2. Applicant Information

The submitting institution must be from one non-profit organization. Any other institutions

involved in the project must be listed under collaborating or participating organizations/individuals.

The authorized representative should be the individual within the submitting institution who is legally responsible for administering grant funds. The project director should be the individual responsible for communication regarding the contents and status of the project. The authorized representative and project director cannot be the same individual.

3. Proposed Time Frame of Project

CGP normally considers projects with grant durations of one year but will consider multi-year projects if project length is justified by the content of the work proposed. However, CGP cannot support projects with grant durations of more than three years.

4. Project Site(s)

Indicate the major site(s) where the project will take place.

5. Project Objective

Explain what you intend to achieve by carrying out the proposed project. This should describe the goal of the project and not the activities themselves.

6. Project Cost

Indicate the total project cost, the portion of the budget for which you are requesting CGP support, and the date when funds are required.

7. Project Description

The description should be a brief summary of the overall project and activities. This should be a succinct explanation of the basic project concept.

8. Collaborating or Participating Organizations/Individuals

Any organization or individual who is actively involved in the planning or execution of the project, other than those within the submitting institution, should be listed, along with their affiliation, title, and country. Applicants from the United States are requested to list Japanese collaborators first.

9. Previous CGP or Japan Foundation Grants

Please indicate whether the submitting institution has received any previous grants from CGP or the Japan Foundation. Include the name of the project, the project reference number, the amount of the award, and the date(s) that the grant was received.

B. Narrative Description of the Project

The narrative description should explain the importance and relevance of the proposed project in the United States and Japan, taking into account existing work in the field. It should provide concrete details about project objectives, significance, and background work.

The following must be included:

1. Project Methodology

Please be as specific as possible when describing project methodology and the rationale for using such an approach to realize project goals. For project events, include site details, agenda, target audience, expected audience size, and publicity methods. Include an annotated bibliography that indicates how the project builds upon existing work in the field and how it will contribute to new knowledge or innovative approaches.

2. Participating Organizations and Individuals

Please specify the names, affiliations, and titles of all proposed participants, as well as rationale for selection and information on past collaborative work, as appropriate. Explain how labor will be divided among primary project participants.

3. Dissemination

For all projects, explain methods of dissemination, including target audience, anticipated size of audience, and materials to be produced and distributed.

4. Status of Preparation

Please explain any research and/or work done in preparation for the project prior to proposal submission.

5. Benchmarks

Please include clear benchmarks and specific plans for evaluating the project by both the

applicant and third parties to measure the success of the project.

C. Letters from Key Collaborating or Participating Organizations/Individuals

Letters should clearly indicate commitment to participation in the proposed project and the form that the participation will take. If a commitment has not yet been secured, the applicant should explain the status of their discussions with potential counterparts or participants. Letters should be submitted with the full proposal but, in certain circumstances, will be accepted for up to one week after the proposal deadline. Copies of letters are acceptable.

D. Detailed Project Budget

The project budget should include a list of expenditures and income. Expenditures include the anticipated budget for the entire project as well as anticipated yearly budgets, specific line items and amounts for which CGP funds are requested, and budget explanations for each line item's calculation. Income includes the amount requested from CGP, project revenue, and grants requested or received from other funding sources, including your own institution's financial cooperation.

For budget templates, please contact the CGP/NY program staff at (212) 489-1255.

Please keep in mind:

- CGP can support indirect costs totaling no more than ten percent (10%) of the direct costs it supports.
- A minimum of twenty percent (20%) of the total project budget must be secured from non-CGP sources such as the applying institution or other foundations. Please update CGP on the status of any grant proposals submitted to other organizations.

E. Project Timetable

Please include a detailed timetable, showing when each aspect of the project, from the planning stage through the dissemination stage, will be carried out.

F. Curricula Vitae

Curricula vitae for the project director and all key participants should be submitted.

G. Institutional Information

Six copies each of annual reports and other pertinent information for the submitting institution should be included.

H. Proof of Tax Status

A copy of the official IRS determination letter that states the tax status of the submitting institution should be included.

■ LAWS AND REGULATIONS

Grant programs of CGP are operated in accordance with the relevant laws and regulations of the Japan Foundation.

Applicants who have received support for the past three consecutive years will be ineligible to receive support for a fourth year under the same program. This measure enables CGP to extend its support to as many applicants as possible by de-emphasizing repeated long-term funding to the same recipients. However, there may be exceptions for projects that CGP finds significant reason to continue supporting. Applicants subject to this principle and not accepted are eligible to apply for the next fiscal year, and applications will be screened accordingly.

Disclosure of Information

When a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Japanese Law No. 140 of December 5, 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by law as not to be disclosed).

Japanese law requires that all material submitted to CGP be subject to public disclosure after the screening process is completed, with the exception of personal information.

Information concerning projects that we support, such as the name of the grantees and project descriptions, will be made public in the Annual Report, on the website, and in other public relations materials of the Japan Foundation/CGP.

■ ACCESS TO PERSONAL INFORMATION

CGP handles personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Japanese Law No. 59 of 2003). Please also see the Japan Foundation's website:

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

CGP provides the information (including the personal information) given by the applicants on the application form and attached documents to outside consultants in the screening process and the projects evaluation.

For projects that we support, details of the personal information such as the names of the authorized representative, project director and other key participating individuals will be made public along with the project information in the Annual Report, on the website, and in other public relations materials of the Japan Foundation/CGP.

There may be other cases in which CGP uses the personal information written on the application form:

- To send public relations materials of other Japan Foundation/CGP activities.
- To send questionnaires after the project has ended.
- To seek professional comments on the relevant fields.

IX. ABE FELLOWSHIP PROGRAM

The Abe Fellowship

The Abe Fellowship for Journalists

The Abe Fellowship Program encourages international multidisciplinary research on topics of pressing global concern. The program seeks to foster the development of a new generation of researchers who are interested in policy-relevant topics of long-range importance and who are willing to become key members of a bilateral and global research network build around such topics.

For further details and application material, please contact the Social Science Research Council (SSRC):

Abe Fellowship Program
Social Science Research Council (SSRC)
One Pierrepont Plaza, 15th Floor
Brooklyn, NY 10021
Tel: (212) 377-2700
Fax: (212) 377-2727
E-mail: abe@ssrc.org
URL: <http://www.ssrc.org/abe>

X. JAPAN-AMERICA COLLEGIATE EXCHANGE TRAVEL PROGRAM

The Japan Foundation Center for Global Partnership (CGP) seeks to enhance the future generations' understanding of Japan by providing American undergraduates with financial support to visit Japan. The goal is to provide students with firsthand experience to gain a more nuanced and balanced understanding of Japan.

For further details and application materials, please see the CGP Intellectual Exchange website or contact the CGP New York staff.

XI. OTHER PROGRAMS OFFERED BY THE JAPAN FOUNDATION

Established in 1972 by special legislation of the Japanese Diet, the Japan Foundation became an Independent Administrative Institution in October 2003. The mission of the Japan Foundation is to promote international cultural exchange and mutual understanding between Japan and other countries.

Institutions and individuals cannot receive funding from CGP and other Japan Foundation programs for the same project. Please note that application procedures and proposal deadlines for CGP and other Japan Foundation programs differ.

New York

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152 West 57th Street, 17th Floor
New York, NY 10019
Tel: (212) 489-0299
Fax: (212) 489-0409
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URL: <http://www.jfnny.org>

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The Japan Foundation, Los Angeles
333 South Grand Avenue, Suite 2250
Los Angeles, CA 90071
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URL: <http://www.jflalc.org>