

# CGP

The Japan Foundation  
Center for Global Partnership  
国際交流基金日米センター

## **2018 CGP GRANT PROGRAM**

## **U.S. APPLICATION GUIDELINES**

AS OF SEPTEMBER 2017

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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 in order to improve 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. CGP ACTIVITIES**

CGP is dedicated to both strengthening the global U.S.-Japan partnership and cultivating the next generation of public intellectuals and leaders necessary to sustain this partnership. To this end, CGP activities include the following:

### **1. Building Global Partnerships**

CGP-supported 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 disaster mitigation, recovery and reconstruction; widening gap in social disparity; and economic stagnation. To further strengthen these endeavors, CGP gives priority to projects that also include the participation from other countries, especially Asian countries, which are important to the process of resolving these global challenges.

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

Activities such as the Abe Fellowship and short-term invitation programs for young leaders 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. CGP encourages networking amongst these diverse individuals from both countries.

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

CGP seeks to expand and strengthen the understanding of Japan in the U.S. through a variety of methods such as support to Japan-America Societies and other institutions involved with U.S.-Japan education and exchanges as well as programs that place Japan Outreach Initiative Coordinators in underserved areas throughout the U.S. in targeted areas where there have been relatively few opportunities for exchanges.

### **III. THE CGP GRANT PROGRAM**

The CGP grant program provides funding to 501(c)(3) U.S.-based organizations for projects in the following two categories:

#### **A. Intellectual Exchange: Policy-Oriented Projects**

CGP supports a wide range of policy-oriented projects jointly conducted by U.S. and Japanese institutions including universities, think tanks, and non-profit organizations. These policy-oriented projects explore contemporary issues of global concern and issues common to the U.S. and Japan, which involve cooperation among academics, practitioners, civil servants, and civil society organizations. Successful projects have domestic and international policy impact.

See page 4-5 for objectives, requirements, and priorities.

#### **B. Grassroots Program: Education and Network-Strengthening**

CGP supports projects aimed to promote the understanding of Japan at the local level, and to foster networks and capacity building to support U.S.-Japan exchange and outreach.

See pages 6-7 for objectives, requirements, and priorities.

### **III. A. INTELLECTUAL EXCHANGE: POLICY-ORIENTED PROJECTS**

The objective of this grant program is to support U.S.-Japan collaborative projects conducted by universities, think-tanks, and other non-profit organizations with 501(c)(3) status. Projects should have a foundation in fostering dialogue and promoting partnerships between the two countries through the exploration of policy-oriented issues. This grant program places emphasis on projects with tangible outcomes and effective dissemination plans that have broad policy impact.

#### **[Current Issues of Interest]**

CGP supports projects that develop policy solutions through a collaborative U.S.-Japan partnership to current global issues in social science fields. We also welcome the inclusion of experts in the fields of science and technology, relevant to the issues.

- **Personal, Societal, and International Security:** Issues include climate change; disaster preparedness, mitigation, and recovery; pandemics; non-proliferation; terrorism; cyber security; food, water, and energy security; environmental challenges
- **Global and Regional Economic Issues:** Issues include trade agreements; financial stability; sustainable development; poverty and inequality
- **Societal Trends and Concerns:** Issues include aging and other demographic change; migration; social disparities; sustainable urbanization; community resilience; robotics/automation

CGP seeks high quality projects that serve the goals of this grant program. We are open to topics outside of those in the “Current Issues of Interest” provided they meet the goals of this grant program.

#### **A. 1. Projects are required to have the following elements:**

- Japan-based collaborative partners involved throughout the entirety of the project, from the planning stage to dissemination;
- A strong U.S.-Japan collaborative partnership as a core of the project;
- Contemporary policy-oriented topics that are relevant to both the U.S. and Japan;
- Ideas and/or participants that comprise a broad range of viewpoints;
- Clear and concrete articulation of project design including methodology, participants, events, goals of the project, and outcomes;
- At least 1 event each grant year such as a symposium, conference, or workshop to support dialogue and networking as well as dissemination of outcomes;
- Tangible project outputs such as a publication, academic paper, etc.;
- Effective dissemination plan for outcomes, including the dissemination method and intended audience;

- A minimum of 20% of the total project budget each year must be secured from non-CGP sources such as the applying institution, the collaborating institution, and/or other sources;
- Projects must begin between April 1, 2018 and March 31, 2019.

**A. 2. Priority is given to projects that exhibit the following qualities:**

- Participation from countries other than the U.S. and Japan relevant to the issue, especially Asian countries;
- Inclusion of a broad spectrum of participants including ethnicity, gender, geography, and fields of expertise relevant to the project;
- Long-term commitment to the issues;
- Innovative concepts or approaches to project topic;
- Cost-effective budget plan that includes cost-sharing from collaborating institutions;
- Results that contribute effectively to the existing body of knowledge and/or shape policy and are widely shared and disseminated.

**A. 3. Screening Criteria:**

- Competence and ability of project leaders and their institutions to execute proposals;
- Rationale for U.S.-Japan collaborative partnership;
- Ability of methodology/strategy of project to meet stated objectives of proposal;
- Potential for long-lasting impact and sustainability;
- Strength of dissemination plan to effectively reach a broader audience;
- Cost-efficiency of budget.

Please see the eligibility page (page 8) for the types of programs that CGP will not consider. Projects that have secured CGP funding based on past guidelines can be found in the Grant Listings section of our website at [www.cgp.org](http://www.cgp.org).

For more information, please visit our website or contact CGP program staff at (212) 489-1255.

### **III B. GRASSROOTS PROGRAM: EDUCATION AND NETWORK-STRENGTHENING**

The objective of this grant is to promote networking, capacity building, and innovative program development for U.S.-Japan exchange and outreach through supporting 501(c)(3) status non-profit organizations. There exists a multitude of institutions that have laid the foundation for a strong U.S.-Japan partnership, including universities, museums, Japanese gardens as well as outreach and community organizations with a Japan-related focus. CGP seeks to build upon this foundation by supporting innovative projects that will ultimately enhance U.S.-Japan exchanges as well as nurture next-generation leaders and the relationship between the peoples of both countries. Projects should fall into one of the below categories:

- Establish national and/or regional networks in the field of U.S.-Japan exchange and outreach;
- Promote the capacity building and the program development of national and/or regional centers or their member organizations which aims to enhance U.S.-Japan exchange and outreach activities;
- Promote the understanding of contemporary issues/topics of Japan including but not limited to, social entrepreneurship, disaster recovery and prevention, popular culture, aging society, and sports. Such issues/topics can be explored through trainings, exchanges, conferences, teacher workshops, and educational outreach on Japan, including but not limited to, development of curricula and teaching materials.

#### **B. 1. Projects are required to have the following elements:**

- Clear and concrete articulation of project design including methodology, participants, events and structures, goals of the project, and outcomes;
- Viable sustainability plan that is clearly articulated and has a mid/long-term vision that extends well after CGP support;
- Substantial evidence of ideas and/or participants that comprise a broad range of viewpoints;
- Minimum of 1 annual event such as a symposium, conference, or workshop to support dialogue and networking, as well as for dissemination purposes;
- Tangible outputs that will lead to long-term outcomes and sustained impact;
- Clear dissemination plan for these outputs which includes the method of dissemination, target audience, and materials to be produced and distributed;
- Projects must secure a collaborating Japanese partner if the project requires an exchange component;
- A minimum of 20% of the total project budget each year must be secured from non-CGP sources such as the applying institution, the collaborating institution, and/or other sources;
- Projects must begin between April 1, 2018 and March 31, 2019.

**B. 2. Priority is given to projects that exhibit the following qualities:**

- Demonstration of national and/or regional tangible outcomes and impact;
- Innovative, creative, and new approaches such as the utilization of digital media and technology that possess (ensures) secured and high-quality contents;
- Attention towards underserved areas of the Midwest, South, and Mountain states as well as non-traditional audiences that have not been exposed previously to Japanese culture and topics;
- Possess highly collaborative partnerships between U.S. and Japan (i.e., projects containing strong collaboration between U.S. and Japan-based organizations or with U.S.-Japan related organizations).

**B. 3. Screening Criteria:**

- Competence and ability of project leaders and their institutions to execute proposals;
- Rationale for U.S.-Japan collaborative partnership (projects that do not have exchange components are excluded);
- Ability of methodology/strategy of project to meet the stated objectives of proposal;
- Potential for long-lasting impact and sustainability;
- Strength of dissemination plan to effectively reach a broader audience;
- Geographical distribution/balance;
- Cost-efficiency of budget.

Youth exchanges that do not include any components aforementioned in the described grant programs will also be given low priority.

Please see the eligibility page (page 8) for the types of programs that CGP will not consider. Projects that have secured CGP funding (based on past guidelines) can be found in the Grant Listings section of our website at [www.cgp.org](http://www.cgp.org).

For more information, please visit our website or contact CGP program staff at (212) 489-1255.



#### **IV. ELIGIBILITY**

The following information pertains to both project categories:

**Proposals are accepted by CGP New York from U.S. non-profit organizations with 501(c)(3) status under the Internal Revenue Code.**

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;
- Dissertation research<sup>1</sup>;
- Organization of or participation in sporting events;
- Creation or support of scholarships or fellowships;
- Language education programs<sup>2</sup>;
- Social welfare or international development direct service projects;
- Arts exchanges<sup>3</sup>;
- Goodwill exchanges;
- Tourist-oriented programs.

CGP will not support projects with grant durations of more than two years. Projects centered on annual or ongoing events are given low priority.

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<sup>1</sup> Grant program information is available on the Japan Foundation New York office website at [www.jfny.org/japanese\\_studies/fellowship.html](http://www.jfny.org/japanese_studies/fellowship.html)

<sup>2</sup> Grant program information is available on the Japan Foundation Los Angeles website at [www.jflalc.org](http://www.jflalc.org)

<sup>3</sup> Grant program information is available on the Japan Foundation New York office website at [www.jfny.org/arts\\_and\\_culture/arts\\_and\\_culture.php](http://www.jfny.org/arts_and_culture/arts_and_culture.php)

## V. GRANT COVERAGE

The following information pertains to both project categories:

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)
- Travel (international and domestic transportation costs)
  - \* CGP can only support up to the equivalent of an economy class airline ticket
- 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.

Grants will typically be capped at \$30,000 per grant year, for a maximum of two years.

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

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.

CGP may not be able to cover expenses for government officials while their inclusion is welcomed in projects.

Please consult CGP in advance.

## **VI. APPLICATION PROCESS**

The following information pertains to both project categories:

Proposals must be **received** by **Friday December 1, 2017**. CGP supported elements of projects must begin between April 2018 and March 2019. Applicants are not required to submit concept papers.

Proposals should be submitted by mail or other postal delivery services. Applications via e-mail cannot be accepted.

**The Japan Foundation Center for Global Partnership, New York**

1700 Broadway, 15<sup>th</sup> Floor

New York, NY 10019

Tel: (212) 489-1255

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

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 in April 2018.

## VII. GRANT APPLICATION INSTRUCTIONS

Applicants should submit their proposals to the CGP New York office. Proposals must include the following sections, arranged in this order:

- A. CGP Grant Application Cover Sheet – with original signatures
- B. Narrative description of the project
- C. Letters from all key collaborating or participating organizations/individuals
- D. Detailed project budget using the CGP Budget Template
- E. Detailed project timetable – includes types of event(s) and date(s)
- F. Curricula vitae for all collaborators and key participants
- G. Institutional information
- H. Proof of 501(c)(3) status

Applicants should send CGP the hard copy of the signed original proposal and **four (4) copies** of the proposal.

When submitting, **please do not bind proposals, use notebooks, or plastic packaging.** Double-sided copies are preferred.

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

**A. CGP Grant Application Cover Sheet:** This is a summary of the proposal and must be completed in full. The following list details the items required on the application cover sheet:

**1. Title of Project:** The official project title.

**2. Applicant Information:** Submissions will only be accepted from one U.S.-based non-profit organization with 501(c)(3) status. 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 the content and status of the project. The authorized representative and project director cannot be the same individual.

**3. Project Description:** This should be a succinct explanation of the basic project concept including a brief summary of the project and activities, as well as objectives, methodology, anticipated outcomes, intended

audience, and the overall goals.

**4. Project Cost:** Indicate the total project cost, including in-kind contributions, the portion of the budget for which CGP funding is requested, and the date when funds are required. Please base the one-year period on a 12-month cycle (e.g. June 1 – May 31).

**5. Proposed Project Duration:** CGP will consider multi-year projects of up to two years in length if project length is justified by the content of the work proposed. (For two-year projects, CGP will determine subsequent year's funding based on the evaluation of the interim report.) When determining the project duration, please keep in mind that CGP grant funds must be expended during the project duration, which includes preparation through dissemination. Please base each one-year period on a 12-month cycle (e.g. June 1 – May 31).

**6. Project Timetable:** Indicate the type of the event(s), timing, and location(s) in chronological order that will take place.

**7. Collaborating or Participating Organizations and Individuals:** Any organizations or individuals 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. Please list Japanese collaborators first.

**8. Previous CGP or Japan Foundation Grants:** Include the name of the project(s), the project reference number(s), the amount of the award(s), and the date(s) received.

**B. Narrative Description of the Project:** The following must be included:

**1. Project Objectives:** Please explain what is intended to be achieved as well as the significance of the proposed project.

**2. Project Methodology:** Please be as specific as possible when describing project methodology and the rationale for using such an approach to realize project goals. If applying for an Intellectual Exchange grant, this must include the rationale for why U.S.-Japan collaborative efforts are essential to carry out this project.

For project events, include the type of events and when the events will be taking place, agendas, participants, intended audience, and expected audience size. Please indicate how the project builds upon existing work in the field and how it will contribute new knowledge or innovative approaches.

**3. Participating Organizations and Individuals:** Please specify the names, affiliations, and titles of all proposed participants. Please explain the role of each individual involved in the project as well as the rationale for including these individuals.

**4. Anticipated Outcomes and Dissemination Plan:** Please explain the materials to be produced as a result of the project and methods of dissemination; with specific dissemination events, please indicate when and where the event will take place, intended audience, and anticipated size of the audience.

**5. Status of Preparation:** Please explain any research and/or work done in preparation for the project prior to proposal submission.

**6. Benchmarks:** Please include clear benchmarks and plans for evaluating the project.

**C. Letters from Key Collaborating and Participating Organizations and Individuals:** Letters should clearly indicate participation in the proposed project and the specific details of that collaboration and participation. Letters should be submitted with the full proposal.

**D. Detailed Project Budget:** Please use the CGP budget template to detail the expected expenditures and income for the project. Please include in-kind donations and funds from other sources including those from the applying institution. For multi-year projects, a budget is required for each year. Please base each one-year period on a 12 month cycle (e.g. June 1 – May 31). A hard copy of the budget should be included with the proposal; please send the excel file of the budget to CGP. Also, please include information on the status of funding requests from other sources for the project.

Please refer to the grant coverage section, section V. on page 9 for additional information.

**E. Project Timetable:** Please include a detailed timetable which indicates 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 collaborators and key participants should be submitted.

**G. Institutional Information:** Four copies each of annual reports and other pertinent information for the submitting institution should be included.

**H. Proof of 501(c)(3) Status:** A copy of the official IRS determination letter stating the submitting institution has 501(c)(3) status must be included.

## **VIII. ADDITIONAL GRANT INFORMATION**

### **■ REGULATIONS AND LAWS**

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

#### ■ ENSURING THE NECESSARY SAFETY AND SECURITY OF PROJECTS

Considering the recent instability in global security, with the increase of terrorist attacks in particular, the Japan Foundation highly recommends that you take the necessary security measures to ensure safety when you conduct your projects, such as the following:

- Check if there are any security alerts issued in the countries or cities where your project is taking place;
- Provide information on security and safety issues for your international guests (if any).



## **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, 15<sup>th</sup> Floor

300 Cadman Plaza West

Brooklyn, NY 11201

Tel: (212) 377-2700

Fax: (212) 377-2727

E-mail: [abe@ssrc.org](mailto:abe@ssrc.org)

URL: <http://www.ssrc.org/abe>

## **X. 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**

The Japan Foundation New York

1700 Broadway, 15th Floor

New York, NY 10019

Tel: (212) 489-0299

Fax: (212) 489-0409

E-mail: [info@jfnny.org](mailto:info@jfnny.org)

URL: <http://www.jfnny.org>

### **Los Angeles**

The Japan Foundation, Los Angeles

5700 Wilshire Boulevard, Suite 100

Los Angeles, CA 90036

Tel: (323) 761-7510

Fax: (323) 761-7517

E-mail: [jflainfo@jflalc.org](mailto:jflainfo@jflalc.org)

URL: <http://www.jflalc.org>

## XI. CGP Grant PROGRAM FLOW CHART

