

CGP

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

CGP GRANT PROGRAM

APPLICATION GUIDELINES FOR U.S. APPLICANTS

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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. TARGET AREAS

Since the establishment of CGP in 1991, the rapid acceleration of globalization has deepened interdependence among nations, expanded economic transactions, and enhanced collaborative undertakings in diverse fields. It has also given rise to a multiplicity of actors on the international scene; not only sovereign governments but also a host of non-state-actors including the business sector, academia, non-profit organizations and other segments of civil society.

These changes have affected the nature and scope of the agenda on which Japan and the United States should enhance their collaboration including:

1. Traditional and non-traditional approaches to security and diplomacy;
2. Global and regional economic issues;
3. Role of civil society.

With an emphasis on academic/intellectual excellence and national and international public consequence, CGP's grant program supports policy-oriented projects conducted by an array of institutions from the United States and Japan, including non-profit organizations, universities, and think tanks as well as policymakers, scholars, and educators, with a view to creating new networks and providing opportunities for advancing research and candid discussion of these issues.

Within the mandate of enhancing Japan-U.S. collaboration, CGP recognizes the value of including a multinational dimension within projects, and gives priority to those that incorporate Asia into its agenda.

For further elaboration of the possible projects for consideration by CGP, please see item III below.

III. ELABORATION OF TARGET AREAS

CGP intends to support projects in the areas listed below during 2010.

Area I: Traditional and Non-traditional Approaches to Security and Diplomacy

There is an ever-increasing array of international security issues including those arising from deepening interdependence among states and transcending the institutional framework of nation states. These diverse issues, such as transnational terrorism, internal ethnic and religious strife, infectious diseases, environmental degradation and climate change, require equally diverse solutions, be it through traditional approaches to security centered on military power, non-traditional approaches or a combination of these two.

In addition, the multiplicity of stakeholders engaged in these issues, governments and civil society actors, calls for increased complementarity between traditional concepts of diplomacy and non-traditional concepts.

(Examples of project themes for CGP consideration)

1. Analyzing and assessing the emerging security order of Northeast Asia and Asia as a whole, including the reemergence of China and India and implications for the Japan-U.S. alliance and regional institutions;
2. Addressing and overcoming transnational terrorism and a variety of proliferation issues;
3. Operationalizing “human security” and contributing to “peace building” efforts through examinations of such issues as cross-cultural tolerance-building, psychological healing and reconciliation, overcoming the “poverty of dignity”, empowerment of endangered individuals and communities arising as a result of conflict, natural disasters, infectious diseases, etc.;
4. Promoting international collaboration on climate change issues, including the examination of the role of nuclear power and other sources of energy as well as technological transfers and collaboration;
5. Exploring public diplomacy issues including an examination of the role of civil society and diplomacy in cultural exchange.

Area II: Global and Regional Economic Issues

With the rapid acceleration of globalization, on the one hand the market economy has brought about international economic prosperity through increased productive capacity and investment; on the other hand, it has given rise to widening social disparities. Moreover, there are additional concerns regarding increased problems related to urbanization and the excessive homogenization of cultures.

As the dynamic East Asian economies forge ahead with economic vigor and Brazil, Russia, India and China (the BRICs) make their mark on the world stage, there are increasing tensions between the global order embodied within the WTO and the proliferation of bilateral and regional trade arrangements.

Furthermore, the business sector has come to play an even greater role through the global supply chain, and there is a greater expectation for them to make pragmatic contributions to the societies in which they operate.

(Examples of project themes for CGP consideration)

1. Exploring future trends in multilateralism, regionalism, and bilateralism and the implications for the global economic environment;
2. Discussing the roles and responsibilities of the business sector and its contributions to the overall wellbeing of societies. (i.e. corporate social responsibility (CSR));
3. Examining issues of urban revitalization and sustainability including the injection of creativity through art and culture.

Area III: Role of Civil Society

Rapid societal changes in Japan, the United States and elsewhere are affecting the relationship between individuals and society. Demographic changes such as in the dual phenomena of declining birthrate and aging society in Japan call for a serious examination of policies such as immigration.

In these and other fields, non-profit public interest groups such as NPOs and NGOs have emerged as increasingly important actors complementing governments and championing the public interest. Greater collaboration of talents and resources from a wide range of disciplines across the business sector, cultural institutions, and civil society are called for to address the pressing needs of contemporary society.

With this in mind, CGP would like to support projects in the following two areas:

1. International comparisons of the role and influence civil society actors have in policy arenas. For example, in light of rapidly changing demographics, what is the role of civil society with regard to immigration and achieving balance in increasingly diverse societies;
2. Creative dialogue and networking among actors in the business sector, cultural institutions, and civil society.

IV. PROJECT REQUIREMENTS AND PRIORITIES

Projects are required to have the following elements:

- Japan-based collaborative partner;
- 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 or participants that comprise a breadth of viewpoints;
- Event, such as a symposium, conference or workshop – a minimum of one;
- Dissemination plans, such as a publication or academic paper.
- Budgets herein a minimum of 20% of the total project budget is secured from non-CGP sources such as the applying institution or other foundations.

Priority is given to projects with:

- Results that are shared and widely disseminated, and that contribute effectively to the existing body of knowledge and/or shape policy;
- Long-term commitment to the issues;
- Innovative concepts or approaches to engaging the project topic;
- Participants that reflect diversity in ethnicity, gender, and geography;

Projects centered on annual or ongoing events are given low priority.

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 intellectual exchange 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 run collaboratively between the United States and Japan. However, only one of the collaborating parties should serve as the applicant. Multinational exchange projects will be considered as long as United States and Japanese participants play a central role.

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 at the Japan Foundation New York Office website (www.jfny.org));
- Goodwill exchanges;
- Tourist-oriented programs.

CGP will not consider resubmissions of projects previously reviewed, unless explicitly requested.

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 over three years. Projects centered on annual or ongoing events are given low priority.

VI. GRANT COVERAGE

The grant amount will be decided upon consideration of each project's scale and necessity. CGP grants can be applied to the following project costs directly related to the proposed project:

- Salary and honoraria
- Travel cost (domestic and international transportation, hotels, meals, etc.)
- Publication (printing, bookbinding, translation, etc.)
- Conference costs (room rental, interpretation fee, etc.)

Rent and other administrative costs cannot be included as direct costs and they must be included under the category of indirect costs. CGP will support indirect costs totaling no more than 10% of the 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 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 to determine whether the project falls within CGP's program guidelines and priorities. All prospective applicants are encouraged to contact program staff well before the submission of full proposals.

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

2. DEADLINES FOR FULL PROPOSALS

Full proposals must be received by Tuesday, **December 1, 2009** (for projects beginning between April 2010 and March 2011).

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 CGP's Tokyo office.

CGP Contact Information

**The Japan Foundation
Center for Global Partnership,
New York**
152 West 57th Street, 17th Floor
New York, NY 10019 USA
Tel: 1-212-489-1255
Fax: 1-212-489-1344
Email: info@cgp.org
<http://www.cgp.org/>

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. 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 for download at www.cgp.org or can be requested by contacting info@cgp.org or 212-489-1255.

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

1. Name of Project

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

2. Applicant Information

The submitting institution must be from one nonprofit 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 over 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. For policy-oriented research and dialogue projects, 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.

A Budget Template is available for download at www.cgp.org or can be requested by contacting info@cgp.org or 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>

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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Tel: (213) 621-2267
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