



Education Program Grant Guidelines

March 2009

The Japan Foundation Center for Global Partnership (CGP) is pleased to announce small-scale grants for Education initiatives. CGP's Education program seeks to increase awareness and understanding of Japan through support of education outreach projects including community programs and teacher training addressing the needs of K-12 students, educators and the surrounding community.

Grants of up to \$5,000 will be awarded for projects that commence before March 31, 2010. Proposals will be accepted on a rolling basis and applicants will be notified of the decision 1-2 months after formal submission of the proposal. Thus, applications must be submitted AT LEAST 2 months prior to the project's starting date.

Previous Japan Foundation/CGP grantees are eligible to apply again if the proposed project includes a new target audience or contains substantive changes.

Nonprofit organizations and educational institutions from the following regions will be accorded priority, although applicants from other regions of the United States are also eligible to apply:

Midwest: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

South: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia

Requirements and Priorities

- All projects must include an event component.
- Cultural events such as performances, exhibitions, festivals, movie screenings, readings, and demonstrations of Japanese arts are eligible but must include an outreach component (e.g. interactive presentations, lectures, workshops)
- Ongoing or annual activities will receive LESS priority.

Priority will be given to projects that:

- Reach out to underserved schools and communities with little exposure to Japan
- Reach significant numbers of students, educators, or community members in order to maximize impact
- Involve participation by individuals and organizations new to the field of K-12 education about Japan
- Use local resources, such as museums, higher education institutions, Japan-America Societies, Japanese businesses, and the resident Japanese community of families, students, and professionals
- Demonstrate innovation and potential for replication in other regions

(over)

For examples of past Education grantees and projects, please visit:

<http://www.cgp.org/index.php?option=article&task=default&articleid=363&id=10>

Application Process

The proposal should include the following:

-Grant Application Cover Sheet with original signatures

-Narrative: 2-4 pages describing project rationale, project timeline and activities, and anticipated impact

-Detailed budget with total project revenue, total project cost, and amount requested from CGP.

- MINIMUM of 20% of the total project budget must be secured from non-CGP sources such as the applying institution or other foundations
- Itemize direct costs (reasonable project costs directly related to the proposed project). Examples of direct costs include: salary & honoraria, travel expenses, publication costs, conference room rental fees, etc.
- Costs NOT covered include support for capital funds and endowment drives, rent, the procurement of equipment, and indirect costs.

-Supplementary materials: CV of project director and key participants, institutional information (annual report, etc.), and proof of tax exempt status

Submit all materials to:

Attn: Education Program

Japan Foundation Center for Global Partnership

152 W. 57th Street, 17th Floor

New York, NY 10019

Please contact Emily Chung at 212-489-1255 ext. 118 or emily_chung@cgp.org for further information.