

GRANT APPLICATION GUIDELINES FOR U.S. APPLICANTS

EFFECTIVE APRIL 2004

MISSION STATEMENT

The Japan Foundation Center for Global Partnership (CGP) was established in 1991 to pursue the following objectives:

- 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 US citizens on a wide range of issues, thereby improving bilateral relations.

To realize these primary objectives, CGP has established the following three programs for its grant-making activities:

- Intellectual Exchange Program
- Grassroots Exchange Program
- Education Program

The above programs reflect the areas that CGP has determined are important at this time. They are subject to change in the future.

INTRODUCTION

In April 1991, The Japan Foundation Center for Global Partnership (CGP) was established within the Japan Foundation, and became an Independent Administrative Institution in Japan as of October 2003. CGP strives to foster closer relations between the United States and Japan and, through bilateral collaboration with a global perspective, contribute to the creation of a better world.

The United States and Japan have maintained harmonious, cooperative relations with each other, particularly in political and economic spheres, while constructing a strong interdependent relationship through wide-ranging contact and collaboration at the grassroots and intellectual levels. The close bilateral relationship has, however, given rise to a variety of unresolved issues in such areas as economics and security, and there is still a mutual perception gap. For this reason, it is widely recognized that the United States and Japan should improve their mutual understanding and strengthen their partnership in a broad range of fields and at all levels within these fields.

In addition, the process of globalization has ushered in a variety of complicated issues that necessitate a common global approach: economic, security, and environmental issues that involve balancing numerous countries' interests and the societal changes that accompany aging societies and growing civil society. In order to foster peace and prosperity in the Asia-Pacific region and in the world at large, it is ever more important that the United States and Japan further strengthen their cooperation and increasingly take a long-term perspective in confronting these issues.

To promote this cooperation, CGP operates grant-making and fellowship programs and self-initiated projects.

The operations of CGP, which has offices in Tokyo and New York, are financed entirely with the interest from a ¥55 billion endowment within the Japan Foundation, which was created by the Japanese government.

CGP's Advisory Committee, composed of distinguished Japanese and US citizens, meets regularly to provide CGP with guidance and advice on basic policies and priorities.

ELIGIBILITY

Proposals are accepted from nonprofit organizations (NPOs) in either the United States or Japan. Individual applicants may apply only for CGP's fellowship programs.

CGP supports projects that are run collaboratively between the United States and Japan. (Education projects are exempt from this requirement in certain cases.) A project may involve individuals and organizations from other countries as well, as long as the project contains a significant element of US-Japan collaboration. Only one of the collaborating parties should serve as the applicant.

CGP will not consider grant proposals for the following:

- capital fund and endowment drives, debt reduction, public relations campaigns, advertising, or creation or support of awards or grants
- normal operating costs unrelated to the project being supported
- design, construction, or maintenance of buildings or monuments
- procurement of equipment
- purchase of land
- political activities or election campaigns
- religious activities
- social welfare activities
- commercial activities
- activities in support of specific doctrines or claims
- organization of or participation in sporting events
- educational activities at individual schools
- creation or support of scholarships or fellowships
- development of courses, creation of chairs, or support of faculty salaries (with the exception of faculty directly involved in the proposed project) at colleges or universities
- language education programs*
- medical, technical, or scientific projects that do not focus on policy issues

CGP will cover indirect costs not exceeding ten percent of the direct costs it supports.

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

In addition, applicants should take note of the following:

- Applicants are encouraged to seek funding for proposed projects not just from CGP but from multiple sources.
- CGP encourages projects with diverse participation throughout.
- CGP places priority on innovative projects.

* The Japan Foundation offers programs that support Japanese studies and Japanese language education in the United States. See page 13 for more information.

INTELLECTUAL EXCHANGE PROGRAM

PROGRAM DESCRIPTION

CGP provides support for projects that involve collaborative, policy-oriented research and dialogue organized by universities and other research institutions in both the United States and Japan. Particular consideration is given to projects focusing on global approaches to problem solving and those that create new opportunities for international dialogue within the US-Japan policy community, thus laying the foundation for mutual understanding of shared issues.

CGP targets projects in the fields of international economic relations, international security, sustainable development, civil society, and health care and aging. (Program announcements with more details on CGP's targeted areas of funding within each of these fields are available.)

ELIGIBLE PROJECTS

The following kinds of projects in one or more of the above fields are eligible for grants:

- projects that adopt concrete approaches to issues of pressing worldwide concern that require action on the global level
- projects that address problems associated with industrial societies and that contribute to mutual understanding and cooperation among those societies
- projects that seek to propose constructive approaches to bilateral US-Japan issues or employ comparative research to further deepen US-Japan mutual understanding. (Comparative research includes examination of the historical, social, or systemic issues of both countries that are pertinent to contemporary relations.)

Research designed to promote technical development, exchange, or training is not eligible for funding.

Priority will be given to projects that fulfill the following criteria:

- topics that will benefit from US-Japan collaboration, with collaboration continuing throughout the project, from the planning stage through to the dissemination of project results. Multinational collaboration is acceptable as long as the project is based on strong US-Japan collaboration.
- policy orientation with innovative approaches to addressing contemporary issues of pressing concern
- projects that deal with existing policies or policy alternatives, the policy-making process, or policy evaluation. Projects that involve the collection and analysis of data necessary for policy evaluation.
- projects that involve the collection and analysis of data necessary for policy evaluation or that promote a deeper understanding of contemporary issues of broad relevance, with policy relevance of the project theme and the proposed activities clearly outlined in the grant proposal
- effective public dissemination of results that will make significant contributions to the policy debate

In addition, we look for projects that have the following characteristics:

- emphasis on medium- to long-term approaches to issues
- participation of experts from a variety of fields (including academia, government, business, media, and NPOs); with regard to research projects, inclusion of the views of practitioners; with regard to dialogue projects, incorporation of research activities as a significant element
- contribution to the creation of new networks among the intellectual community
- involvement of prominent mid-career professionals; with regard to research projects, involvement of a new generation of researchers starting out in their careers (including doctoral candidates) under the guidance of experienced specialists
- new and innovative projects

GRASSROOTS EXCHANGE PROGRAM

PROGRAM DESCRIPTION

CGP provides support for grassroots exchanges and public outreach activities that deepen mutual understanding by promoting dialogue between people in the United States and Japan or that contribute to a better world by approaching common concerns through US-Japan collaboration.

CGP targets youth exchange, NPO exchange, and public outreach. (A program announcement with more details on CGP's targeted areas of funding in Grassroots Exchange is available.)

ELIGIBLE PROJECTS

The following kinds of projects are eligible for grants:

- projects that involve dialogue on contemporary domestic and international issues of concern to the United States and Japan
- projects that offer professionals the opportunity to share views among themselves or with the general public on common concerns in an attempt to resolve issues
- projects that foster the exchange of information and problem-solving know-how at the regional and community levels
- outreach activities that disseminate new and useful knowledge among the general public
- projects that facilitate access to and exchange of information
- projects that involve professional development or the creation of networks among organizations with similar intellectual and professional interests.

Multinational exchange projects will be considered as long as US and Japanese participation plays a central role. Projects centered on annual or ongoing events and activities are given low priority. Arts exchanges, goodwill exchanges, and tourist-oriented programs are excluded from consideration.

Priority will be given to projects that fulfill the following criteria:

- a new theme with a global perspective on US-Japan relations or on contemporary issues of concern to the United States and Japan
- strong and balanced US-Japan cooperation and collaboration throughout the project, from the planning stage through to the dissemination of project results
- design aimed at lasting benefits
- a clear dissemination strategy for project results
- appeal to as wide an audience as possible
- active participation of the members of the targeted region or community
- coverage of as wide a region as possible
- innovativeness in project content or design or projects that build upon past work.

EDUCATION PROGRAM

PROGRAM DESCRIPTION

CGP provides support for educational outreach activities that foster understanding and awareness of Japan in the United States at the K-12 level. CGP also provides support for educational outreach activities that foster understanding and awareness of the United States in Japan at all levels of education.[¶] Funding in this area is based on the belief that these activities will provide a foundation for deeper mutual understanding and interest in both countries and lead to a stronger US-Japan relationship.

All projects should include an event component, such as a workshop or seminar for project participants, educators, or the general public.

CGP targets professional development projects for educators and curriculum development projects. (A program announcement with more details on CGP's targeted areas of funding in its Education Program is available.)

ELIGIBLE PROJECTS

The following kinds of projects are eligible for grants:

- projects that provide educators with professional development opportunities for a deeper understanding of the target country
- projects that develop educational materials and methods to improve teaching about the United States or Japan or undertake research on curriculum development
- projects that provide students and educators in one country with current information about the other country's society, culture, or current affairs
- projects that improve students' and educators' access to information or develop teaching strategies
- projects that promote understanding in a global context
- projects that use innovative educational methods, both inside and outside of the classroom
- projects that are approached from a contemporary standpoint.

Priority will be given to projects that fulfill the following criteria:

- use of effective methodologies for promoting mutual understanding
- strengthening and expanding of professional networks of educators
- involvement of specialists from pertinent fields with regard to the project's educational content and methods
- dissemination of project results and other information to a wide-ranging audience.

Projects concerned with language education are not eligible for consideration.[§]

[¶] The Japan Foundation offers programs that support institutions of higher education to assist in the study and understanding of Japanese culture and society in the United States. Only US institutions are eligible to apply. See page 13 for more information.

[§] The Japan Foundation offers programs that support Japanese language education in the United States. See page 13 for more information.

SCREENING SCHEDULE

CONCEPT PAPERS

- CGP requests concept papers from prospective applicants prior to the submission of a formal proposal to determine whether the project falls within CGP's program guidelines and priorities.
- Concept papers should provide a basic outline of the project and be approximately two to three pages in length.
- Concept papers should be submitted to CGP at least two months prior to the proposal deadline to ensure adequate time for response.

DEADLINES FOR PROPOSALS

- There are two proposal reviews each year. Deadlines are **July 1** (generally for projects beginning between October of the same year and March of the next year) and **December 1** (generally for projects beginning after March of the next year).
- Proposals must be received no later than the above-listed deadlines. If the deadline falls on a weekend, proposals will be accepted through the following business day.

PROPOSAL REVIEW

- Applicants will receive a letter from CGP acknowledging receipt of their proposal. If their proposed project falls outside CGP guidelines, they will be notified at this stage.
- After receiving a proposal, CGP may ask the applicant for more information on the contents of the project or preparations to date.
- Proposals are reviewed with the assistance of outside specialists. The identity of those specialists, as well as their evaluation of specific projects, is confidential.
- The results of the proposal review will be sent to the applicant approximately four months after the proposal deadline.

INSTRUCTIONS FOR APPLYING

Organizations in the United States should submit their proposals to the CGP office in New York. Organizations in Japan should submit their proposals to the CGP office in Tokyo.

Proposals to CGP should consist of the following components, arranged in this order:

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

Applicants should send CGP eight copies of their proposal. Only six copies of institutional information are required. We request that every consideration be given to presenting the proposal in an environmentally sensitive manner. Please do not use notebooks or plastic packaging. Furthermore, since we occasionally need to make additional copies, we ask that proposals not be bound.

Application Cover Sheet

The application cover sheet is a summary of the full proposal. To facilitate the administrative side of the review process, we ask that applicants complete the application cover sheet in full and in as concise a manner as possible. Please use the form provided; do not create your own or add supplementary pages. Application Cover Sheets can be downloaded from our website at <http://www.cgp.org>.

The application cover sheet does not constitute the proposal itself. Please see the descriptions below of materials that should be submitted with the application cover sheet.

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 for any project must be one, and only one, nonprofit organization. Any other institutions involved in the project must be listed under collaborating or participating organizations/individuals.
- Type of institution refers to the legal status of the submitting organization [e.g., 501(c)(3)]
- The authorized representative should be the person within the submitting institution who is legally responsible for receiving grant funds should a grant be made.
- In addition to the authorized representative, one person should be designated as project director to receive routine correspondence regarding the contents and status of the project.

3. Proposed time frame of project

Please include the month and year of the start and end of the project. CGP will consider multi-year projects if the length of the project is justified by the content of the work proposed.

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.

Narrative Description of the Project

The narrative description should explain the importance and relevance of the proposed project in the United States and Japan and at the global and local (state, prefectural, city, community) levels. It should provide concrete details of the project objectives, significance, background, methodology, and anticipated results. The narrative should also indicate how the proposed project would enhance or affect existing work in the field. The following points should be included:

1. Project methodology

- For any meetings or exchanges, details on the site, theme, contents, target audience, size, and method of publicizing should be included.
- If field research is to be undertaken, provide information on the method of conducting research.
- The research theory, approach, and method of collecting data, including field research, should be spelled out in detail.
- For policy-oriented research and dialogue projects, an annotated bibliography that indicates how the project builds upon existing work in the field and how it will contribute new knowledge or approaches should be included.
- For curriculum development projects, details on field testing, revision, publishing, and workshops for educators should be included.

2. Participants

Division of labor among staff of the submitting institution should be explained. The names, affiliations, and titles of all proposed participants and information on how they will be selected, and by what criteria, should be included.

3. Collaborating organizations and individuals

- Information should be included on the rationale for choosing collaborators and information on past collaborative work conducted together if applicable.
- The specific roles that will be played by the collaborating institution and individuals, including information on their appropriateness and qualifications should be explained.
- Information should be provided on how the collaborating organization or individuals will play a central role in the project.
- If speakers are to be invited or research organizations to be employed, such information as their names, affiliations, and areas of expertise should be included.

4. Dissemination

- Information should be provided on plans for disseminating the results of the proposed project in the United States and Japan (and other countries when appropriate to the project), including distribution plans for printed material, dissemination seminars, etc.
- Details should be provided on the proposed audience for dissemination (e.g., researchers, educators, the media, industry, NPO representatives, policymakers, and the general public), including anticipated size of target audience.
- If materials are to be created, information on the proposed format and contents should be included.

5. Status of preparation

Information on the status of project development, including confirmation of the project site(s), participants, and project funds, as well as the status of collaboration between the submitting institution and the collaborating institution and individuals, should be included.

6. Standards for evaluation

- Information on the evaluation standards and the people who will carry out the evaluation (including their names, affiliations, and titles) should be provided.
- If the proposed project is to be a multi-year endeavor, information on the benchmarks that will be set for each year should be provided.

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. CGP does not require letters of recommendation for the project.

Detailed Project Budget

- The budget should indicate the amount of support for specific line items that the applicant is requesting from CGP as well as the total budget and should list other sources of support.
- The status of proposals to other funding organizations should be included as well.

Since CGP rarely provides full support for project costs, applicants are encouraged to begin discussions with other funders prior to or concurrent with the submission of their proposal to CGP.

Please include the following:

Expenditures:

- anticipated budget for the whole project and the anticipated budget for each year
- specific line items and amounts for which you are requesting CGP funding
- budget detail, including the basis for the calculation of each line item

Please keep in mind that CGP can support indirect costs totaling no more than ten percent of the direct costs we support.

Income:

- requested amount from CGP
- your own institution's income sources
- project revenue
- grants requested or received from other funding sources, including a list of the sources and the status of proposals

Project Timetable

A precise timetable should be included, showing when each aspect of the project, from the planning stage through the dissemination stage, will be carried out.

Curricula Vitae

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

Proof of Tax Status

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

Institutional Information

Six copies each of annual reports and other pertinent information for both the submitting institution and any major collaborating institutions should be included.

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

• *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.*

FELLOWSHIP PROGRAMS

ABE FELLOWSHIP PROGRAM

The Abe Fellowship program seeks to foster the development of a new generation of researchers in US-Japan relations and to create an intellectual network between the two countries. The program is carried out in cooperation with the Social Science Research Council (SSRC) and the American Council of Learned Societies (ACLS). Through this program, CGP provides funding for individual research on global issues, problems common to advanced industrial societies, and other issues that pertain to US-Japan relations.

For more information about the Abe Fellowship Program, please contact SSRC:

Abe Fellowship Program
Social Science Research Council
810 Seventh Avenue, 31st Floor
New York, NY 10019
Tel: 212-377-2700 Fax: 212-377-2727
URL: <http://www.ssrc.org>

NPO FELLOWSHIP PROGRAM

The NPO Fellowship program aims to nurture leaders within the Japanese nonprofit sector who will contribute to the building of the sector's foundation and serve as a bridge between the United States and Japan. The program offers mid-career professionals from the Japanese nonprofit community the opportunity to enhance their management skills and knowledge of the US nonprofit sector through practical training at NPOs in the United States. Please contact CGP for more information.

CGP ADVISORS

As of April 2004

CGP's Advisory Committee, composed of distinguished Japanese and US citizens, meets regularly to provide CGP with guidance and advice on basic policies and priorities. In addition, CGP has named distinguished individuals from the United States and Japan to serve as Special Advisors, providing advice on CGP's activities from a long-term perspective.

SPECIAL ADVISORS

Hiroaki Fujii
Former President, The Japan Foundation

George P. Shultz
Former Secretary of State

Gaishi Hiraiwa
*Honorary Chairman, Keidanren
(Federation of Economic Organizations)*

Tadao Umesao
Special Advisor, National Museum of Ethnology

David Rockefeller
Former Chairman, Chase Manhattan Bank

ADVISORY COMMITTEE MEMBERS

Keiko Chino
Editorial Page Editor, The Sankei Shimbun

Akihiko Tanaka
Professor, University of Tokyo

Thomas S. Foley
Former United States Ambassador to Japan

Ezra F. Vogel
Research Professor, Harvard University

William E. Franklin
President, Franklin International

Barry D. Gaberman
Senior Vice President, Ford Foundation

Ruby P. Hearn
*Senior Vice President Emerita,
The Robert Wood Johnson Foundation*

Makoto Iokibe
Professor, Kobe University

Martin Meyerson
President Emeritus, University of Pennsylvania

Mike M. Mochizuki
Professor, George Washington University

Toshiaki Ogasawara
Chairman and Publisher, The Japan Times

Shijuro Ogata
Former Deputy Governor, Bank of Japan

Kenichiro Ohara
President, Ohara Museum of Fine Arts

Takeo Shiina
Senior Adviser, IBM Japan

OTHER PROGRAMS OFFERED BY THE JAPAN FOUNDATION

The Japan Foundation was established in 1972 to foster awareness of Japan around the world and to nurture international understanding. In order to achieve these goals, the Japan Foundation provides grants to individuals and institutions within and outside of Japan and supports a wide variety of activities in fields ranging from Japanese language education and Japan studies to the arts. For more information on those programs, please contact the nearest Japan Foundation office below.

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 Office
152 West 57th Street, 39th Floor
New York, NY 10019
Tel: (212) 489-0299
Fax: (212) 489-0409
Email: info@jfnny.org
URL: <http://www.jfnny.org/jfnny>

Los Angeles

The Japan Foundation
The Los Angeles Office and Language Center
333 South Grand Avenue, Suite 2250
Los Angeles, CA 90071
Tel: (213) 621-2267
Fax: (213) 621-2590
Email: jflalc@jflalc.org
URL: <http://www.jflalc.org>

Tokyo Headquarters

The Japan Foundation, General Affairs Division
Ark Mori Building
1-12-32 Akasaka
Minato-ku, Tokyo 107-6021
JAPAN
Tel: (03) 5562-3511
Fax: (03) 5562-3494
URL: <http://www.jpj.go.jp>