



JAPANFOUNDATION

国際交流基金

The Japan Foundation, Jakarta

Small Grant Program Guideline

The Japan Foundation, Jakarta

Japanese Studies

Small Grant Program

2023

Program Guidelines

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1. OUTLINE

This program provides grants to cover partial expenses to implement Japanese studies projects which promote deeper understanding of Japan or/and encourage collaborations between Japan and Indonesia or East Timor.

2. ELIGIBILITY AND DUTIES OF APPLICANT

(1) Qualified Projects

a) Projects concerning Japan

International exchange to promote deeper understanding of Japan, to enhance Japanese studies in Indonesia, such as conferences, publications, webinars, workshops, and intensive courses.

b) Cultural Collaborations between Japan and Indonesia/East Timor

Collaborative projects between Japan and Indonesia or East Timor in the field of intellectual exchange in Asia which aims to conduct collaborative projects, such as joint research, international conferences which are jointly conducted by institutions or professionals based in Indonesia and Japan, and exchange project at grassroots or regional levels. Bilateral collaborative projects as well as multilateral projects that involve countries other than the target areas are also eligible.

(2) Priorities

- a) Projects which promote deeper understanding of Japan among the people of Indonesia and this region, through Japanese studies.
- b) Projects which promote and enhance Japanese studies in Indonesia.
- c) Joint-research and conferences whose results will be published.
- d) International cooperative projects that are to be conducted between two or more Japanese studies institutions.
- e) Projects with elements of collaborations between Japan and Indonesia or East Timor.
- f) Projects which will expand the networks of professionals/researchers/institutions in the field of Japanese studies.
- g) Projects with high potential for the development into sustainable projects.
- h) Projects with innovative approaches or pioneering elements in the themes and contents.
- i) Projects whose outcomes have a lasting significance within relevant fields, rather than being a one-off event.



- j) Projects which contribute in developing a foundation for international exchanges by nurturing those who can take the lead in international exchange between Japan and Indonesia or East Timor.

(3) Eligibility

- a) Applicants shall be non-profit organizations (e.g. universities, non-profit cultural institutions, NGO/NPOs) or professionals or experts located in Indonesia or East Timor.
- b) Applicants shall cover a part of the cost.
- c) Projects should be implemented and completed by **March 1st, 2024.**
- d) If the project includes overseas travel from Japan, there will be an additional selection process regarding health protocols.
- e) Applicants must agree on the obligations specified in the article 7 below.
- f) Applicants must have a bank account capable of accepting grants from the Japan Foundation, Jakarta. The bank account may also be opened before remittance.

(4) Non-eligibility

- a) Applications from for-profit organizations are not accepted.
- b) The following projects are not eligible.
- Projects dealing solely with topics in the field of natural science
 - Commercial activities, missionary activities, political activities, and election campaigns
 - Activities in support of specific doctrines or claims
 - Capital fund and endowment drives, debt reduction, donations, public relations campaigns, advertising, creation or support of awards or grants
 - Purchase of land
 - Design, construction, or maintenance of buildings or monuments
 - Projects that focus on developing weapons and military technology
 - Procurement of equipment
 - Activities which do not have any specific relation to Japan in terms of theme or guest.

(5) Duties of Applicants

- a) Applicants must be able to run the project with full respect to the local laws, regulations and health protocols, as well as to fulfill the responsibility that comes



from receiving support from governmental funding. It is the applicant's duty to conduct clear accounting, publicity, and reporting.

- b) The grant will only cover partial costs of the project: the grant will NOT cover 100% of the cost. Projects must be based on cost-sharing, and applicants are encouraged to find other resources along with this grant, such as sponsors, grants, donations, revenue generation (e.g. ticket sales) and participation fees, as well as the applicant's own funding.
- c) If it is necessary to apply for a visa for professionals or experts, the applicant must fulfill the duty of obtaining it for the professionals or experts as well as permits from the local authorities for hosting the event, wherever applicable.
- d) Applicants must NOT be receiving any support from other Japan Foundation resources for the same project, including grants from the Japan Foundation headquarters' grant in Tokyo, and local grants from other Japan Foundation country offices.
- e) Any recurring application from the same applicant in the same fiscal year will not be considered.
- f) In principle, grants will not be provided to organizations that have received support as part of the same program **for three consecutive fiscal years**, unless the Japan Foundation, Jakarta assesses that there is strong justification for the continuation of the project. While it is possible to apply for the grant for the same program for the fourth consecutive year, low priority is given to such applicants.

3. GRANT COVERAGE

- (1) Grants will be given on a cost-sharing basis.
- (2) The Japan Foundation, Jakarta contribution **will not exceed** IDR 20,000,000.
- (3) The contribution of the Japan Foundation, Jakarta is limited to the expenses actually paid in the following budgetary items during the period of grant:
 - Transportation: international and/or domestic transportation expenses
 - Honorarium/wages (for the professionals, researchers, collaborators, guest speakers, guest lecturers, assistants, interpreters)
 - Accommodation expenses
 - Purchase of research materials
 - Production of catalogs, brochures, leaflets, proceedings and reports
 - Rental fees for venue and equipment.
- (4) **The Japan Foundation, Jakarta's grant cannot be used for the following items.**



- Salaries, and social welfare expenses for the regular employees of the applying institution
- Banquet and entertainment fees
- Telephone, fax and postage costs
- Office Supplies

4. APPLICATION PROCEDURES AND DEADLINE

- Please submit a set of application documents by email to studijepang@jpf.go.jp.
- Submission of printed applications (hardcopy) is NOT acceptable.
- JFJA Japanese Studies Small Grant Application Form can be accessed [here](#).
- Applications should be submitted by June 30, 2023.
- Attachment of additional documents about applicants and the details of projects are highly recommended.

5. NOTIFICATION OF THE GRANT DECISION

Applicants will be notified of the results of the screening within **one month** of the deadline by the Japan Foundation, Jakarta.

6. PROCESS OF EXECUTION

- When the grant approval is awarded, the amount of the grant will be paid in accordance with the Notice of Grant Approval and the Terms and Conditions of Grant.
- The grantee must submit the Final Report about the activities and summary of expenditures, etc., at the latest **one month** after the project has been completed.
- The amount of the grant will be subject to final adjustment upon review of the Final Report.

*For projects which include overseas travel from Japan, there will be an additional selection process regarding health protocols. For more details, please see Article 7, (2).

7. OBLIGATIONS

This grant project is governed under the regulations of the Japan Foundation including “Law for the Proper Execution of a Budget Relating to Subsidies” (Law No. 179 of 1955) as well as relevant Indonesia laws.



Before the implementation of approved project

(1) If the grantee wishes to change any of the following:

- a) Project design and line-up of invited guests (esp. Japanese resource speakers/artists);
- b) Distribution of funds within the overall budget covered by the grant (limited to those expenses covered by grant);
- c) Implementation schedule (postponement or cancelation);
- d) Change of venue, etc.

the grantee shall promptly coordinate with the assigned staff of the Japan Foundation, Jakarta. A written approval from the Japan Foundation, Jakarta must be obtained first before the grantee will make any changes to the approved project.

(2) Basic Policy in Response to Covid-19

- a) In light of the worldwide spread of COVID-19, grantees shall abide by the laws and regulations set by the relevant authorities in both Japan and the countries or regions where projects will take place, and take the necessary epidemic prevention measures to carry out projects safely.
- b) Regarding the projects that include overseas travel from Japan, the Japan Foundation will, in principle, revoke its decision to provide a grant when Ministry of Foreign Affairs of Japan (MOFA)'s Travel Advice and Warning Level on Infectious Diseases at the site of project implementation is Level 2 or 3 as of two months prior to the expected project start date.
- c) However, in cases where the implementing entities fully understand the contents of Travel Advice and Warning issued by MOFA and are willing to carry out the projects according to the laws and regulations set by the relevant authorities, and when it is confirmed that the necessary epidemic prevention measures are to be taken, the Japan Foundation will consider providing the grant. Applying organizations wishing to implement **projects that include overseas travel from Japan** in countries or regions which fall under Level 2 or 3 in MOFA's Travel Advice and Warning Level on Infectious Diseases are **requested to submit a Written Pledge, an updated project plan, and a Health Protocol Sheet two months prior to the expected project start date.**



During the implementation of approved project:

- (1) Any material that is created pertaining to the subsidized project shall clearly indicate that it was subsidized by the Japan Foundation. The Grantee shall acknowledge the Japan Foundation, Jakarta's financial support by using the Japan Foundation logo mark in its publicity document or exercise.
- (2) The Grantee shall conduct **a survey** (online/onsite/hybrid). The Japan Foundation, Jakarta will provide a survey template if needed.
- (3) The Japan Foundation, Jakarta has the right to demand a progress report from the grantee regarding the subsidized project during the implementation of the project from the grantee if such a report is considered necessary.

Upon the completion of approved project

- (1) Within thirty (30) days after the project is completed, the Grantee will be required to submit a Project Report, including:
 - a) A financial report to the Japan Foundation, Jakarta with complete original receipts. If the Financial Report, receipts and other supporting documents are not in accordance with the application, or violates Grant Terms and Conditions, the decision may be revoked and the applicants may be requested to return the provisional amount. This grant will NOT cover the cost which was not proposed in the application. In principle, expenditures for items other than the approved applied amount or changes in allocation of grant among approved applied item(s) are NOT possible.
 - b) A Survey result of audience/participants.
 - c) Copies of links to access photo/video documentation or photo/video outputs. The links must be incorporated in the narrative report.
 - d) Public relations materials.
 - e) Press coverage / articles (if any)
- (2) When the Japan Foundation, Jakarta has received a report relating to the completion of the subsidized project, the Japan Foundation, Jakarta shall examine, by reading the report and through other means, and, if necessary, by conducting on-site investigations and other activities, whether the results of the subsidized project conform to the content of the decision to award a grant and the conditions attached. When the Japan Foundation, Jakarta recognizes that the results are in due conformity, the Japan Foundation, Jakarta shall confirm the amount of the grant to be awarded and inform the



grantee of the amount by delivering a Confirmation of Grant Payment document to the grantee.

- (3) When the amount of grant has been confirmed in accordance with the provisions in the above paragraph, a comparison will be made between the real expenditures that are covered by the grant and the amount of grant that has been decided shall be awarded, and whichever is the lower figure will be the amount of grant that is awarded.

8. DISCLOSURE OF INFORMATION

- (1) As to projects we support, information such as the name of the applicant and project descriptions might be made public on the Japan Foundation's public relations materials.
- (2) When we receive a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No. 140 of December 5, 2001), as a general rule, submitted application forms and related materials will be disclosed, except for information stipulated by the law as something not to be disclosed.