

Description of the Programme

This grant programme offers funding for organisations to carry out projects or events relating to Japanese language education in the UK between May 1st 2015 and mid-March 2016.

Who is eligible to apply?

Applications must be from organisations in the UK only. Individuals are not eligible to apply. In principle those organisations which have received our grant through this Local Project Support Programme three times in the past three consecutive years are not qualified this year.

What kind of project/event is eligible?

Non-profit-making projects or activities related to Japanese language education in the UK. This includes:

- ① Projects which will have a significant and wide impact on the promotion of Japanese language education throughout the UK, or in their local area. For example conferences on Japanese language education, seminars for teachers, projects to produce Japanese language teaching materials, etc.
- ② Projects that introduce Japanese into the curriculum, or bring it into the timetable at Schools or Universities.

What is the size of the grant?

The maximum grant that each project can receive is £3,000, or £1,000 for extra-curricular activities in primary or secondary schools. The amount of grant awarded will depend on the size and scale of the project. Please note the amount awarded may be smaller than the amount requested.

What kind of projects are prioritised? (One of the following possibilities)

① **Projects with a wide impact on Japanese language education**

Up to £3,000 for projects that contribute widely to the maintenance and strengthening of Japanese language education, e.g. conferences on Japanese language education, seminars for teachers, projects to produce Japanese language teaching materials, projects by organisations working in partnership, which benefit not only the institution applying for the programme, but which have a beneficial effect on others. etc.

② **Introducing Japanese to schools or universities**

- a) Up to £3,000 for projects that promote the introduction of Japanese into the curriculum (or onto the main school timetable) at primary and secondary schools. Or projects that support the introduction of Japanese language classes at university.
 - ~ As part of our Primary Japanese Campaign, primary schools that would like to introduce Japanese as their main language in the new Key Stage 2 curriculum from September 2014, will be able to maintain their project by re-applying for funding twice for the same project. This means primary schools will be able to **apply for up to a total of £9,000 over three years.**
- b) Up to £1,000 for projects in primary or secondary schools that introduce Japanese as an extra-curricular activity or enrichment subject, even if this is not within the school timetable. These activities must continue for at least a year to qualify for the grant.

It is very unlikely that we will be able to support small-scale, one-off events or projects where the main costs do not relate directly to Japanese language teaching. However, you may be able to apply to other funding bodies for help with these kinds of projects, for example the [Daiwa Foundation](#), the [Great Britain Sasakawa Foundation](#) or the [Japan Society](#).

What expenditure items does the grant cover?

The grant may be used to cover specific costs, such as standard class travel and accommodation, honoraria, project staffing, venue hire, printing/publicity, Japanese teaching materials etc. We cannot fund preliminary project research or development, food and drinks, or the costs of school trips abroad. Please contact a member of staff to discuss what items our grant can cover.

How do I apply?

You can download an application form from www.jpf.org.uk/language/funding.php. Please complete and sign this and send it by post to arrive by the application deadline (our address is given below). We highly recommend that you talk through the project and your eligibility with a member of staff before making a formal application. Please contact Josephine Austin on 020 3102 5021 or josephine.austin@jpf.org.uk for any enquiries.

We have some example applications, so please ask if you'd like a hint on how to start writing your application.

Is there an application deadline?

Yes, there are four deadlines for the 2015-2016 programme, as follows:

Application Deadline	For projects/events occurring during the period:	Expected notification of grant application result. (Please note this may vary.)
1 st April 2015	1 st May 2015 – March 11 th 2016	1 st May 2015
19 th June 2015	17 th July 2015 – March 11 th 2016	17 th July 2015
18 th September 2015	16 th October 2015 – March 11 th 2016	16 th October 2015
20 th November 2015	18 th December 2015 – March 11 th 2016	18 th December 2015

When will I hear the result of my application?

We will aim to tell you the result of your application within one month of the application deadline. For example, if you send your application on 15th September 2015 (in time for the 18th September deadline), we will aim to tell you the result by 16th October 2015. If possible we will let you know before this.

What other information/documents are needed?

You will be asked to provide a full budget proposal together with your application form and information about your organisation. We may also ask you to provide further information or documents, depending on your project. All successful grant awardees must complete and submit the official Final Report (including a Financial Report, a Project Report, and proof of payment or receipts for all relevant expenses) by 11th March 2016.

When and how is the grant paid?

The grant is paid by cheque to applying organisation's bank account in the UK, only upon project completion and upon receipt and approval by the Japan Foundation of a Final Report, (this should include a Financial Report, and a Project Report) along with receipts for expenditure covered by the Japan Foundation grant.

Are there any other conditions attached to the grant?

Full Terms and Conditions are sent to successful applicants. An essential condition of the grant is that Japan Foundation support must be acknowledged in all project publicity or dissemination materials, printed or otherwise. You may also be asked to write and/or report through the Japan Foundation's media facilities.

All projects should be completed and paid for before 11th March 2016.

What projects have you supported so far?

This programme started in April 2010. You can find a list of successful grant recipients on our website: www.jpf.org.uk/language/funding.php#course0

Do you offer funding for projects relating to Japanese Arts and Culture or Japanese Studies and intellectual exchange?

Yes, we offer separate funding programmes for projects in these areas. Please see <http://www.jpf.org.uk/funding.php> for more details.

