



**JAPAN**FOUNDATION

国際交流基金

The Japan Foundation, Jakarta  
Small Grant Program Guidelines

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# **The Japan Foundation, Jakarta Small Grant Program**

## **Program Guidelines**

**The Japan Foundation, Jakarta**  
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<http://www.jpf.or.id>



## 1. OUTLINE

This program provides grants to cover partial expenses to implement following types of projects;

### Category A: Projects concerning Japan (Arts and Culture/ Japanese Studies)

International cultural exchange to promote deeper understanding of Japan including projects to enhance Japanese studies in Indonesia.

### Category B: Promotion of Cultural Collaboration

Projects implemented by specialists/specialist organizations in the field of arts and culture, sports, or intellectual exchange in Asia which aims to conduct collaborative projects, aiming to foster an awareness of empathy and coexistence among the people of Asia, including Japan, thorough collaboration.

### Category C: People-to-People Exchange

Exchange projects implemented by organizations at grassroots or regional levels, aiming to expand the base for cultural exchange and to promote understanding and friendship among the people in Asia.

## 2. ELIGIBILITY AND PRIORITIES

### (1) Qualified Projects

#### Category A: Projects concerning Japan (Arts and Culture/ Japanese Studies)

International art and cultural exchange events implemented in Indonesia and East Timor such as art exhibition, performing arts or film showing to promote deeper understanding of Japanese arts and culture among the people in Indonesia and this region. This category also includes project to enhance Japanese studies in, Indonesia such as joint-research, conferences, seminars and intensive courses. During COVID-19 crisis, arranging virtual art exhibition, online workshop, webinar by Japanese artists or researchers is also acceptable.

#### Category B: Promotion of Cultural Collaboration

Collaborative project in Indonesia such as co-production and joint research, and projects to disseminate the results of these collaborative projects, implemented mainly by specialists/specialist organizations in the field of arts, sports, or intellectual exchange in Indonesia. (e.g. art exhibitions, stage and performing arts, international conferences and workshops) Bilateral collaborative projects as well as multilateral projects that involve countries other than the target areas are also eligible. During COVID-19 crisis, arranging virtual collaborative arts exhibition, theater performance and film streaming, online publication, online conference by Indonesian and Japanese artists or specialists is also acceptable.

#### Category C: People-to-People Exchange

Exchange projects at grassroots or regional levels which are implemented in Indonesia. Both bilateral exchange projects and multilateral exchange projects are eligible. During COVID-19 crisis, arranging webinar by Indonesian and Japanese researchers is also acceptable.



## (2) Priorities

- a) To promote deeper understanding of Japanese arts and culture among the people of Indonesia and this region.
- b) Joint-research and conferences whose results will be published
- c) International cooperative projects that are to be conducted between two or more institutions, or that will enhance the networking of the Japanese studies institutions/researchers in this region (especially for Category A)
- d) Elements of collaboration and cooperation that cross national boundaries
- e) Potential for the development into new projects
- f) Innovative approaches or pioneering elements in the themes and contents
- g) Outcomes that have a lasting significance within relevant field, rather than being a one-off event (especially for Category B)
- h) Expansion of the basis of grassroots and regional exchange (especially for Category C)
- i) Contribution in developing a foundation for international cultural exchanges by nurturing those who can take the lead in international cultural exchange among Asian countries, and building network between Japan and Asia (especially for Category C)

## (3) Eligibility

- a) Applicant should be non-profit organizations (e.g. universities, research institutes, and academic associations, NGO/NPOs) located in Indonesia.
- b) Applicant should carry out the project as institution and should cover a part of the cost.
- c) Projects should be implemented and completed **by December 31, 2020**.
- d) Applicants must have a bank account capable of accepting grants from the Japan Foundation, Jakarta. Bank account may also be opened before remittance.

## (4) Non-eligibility

- a) Applications from individual or 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

\*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 following amount:
  - for ALL Categories: IDR 100,000,000-
- (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 airfares, domestic transportation expenses
  - Honorarium/wages (for the performers, 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

- (1) Applications should be submitted to the Japan Foundation, Jakarta.  
Please submit a set of application documents by email [small\\_grant@jpf.or.id](mailto:small_grant@jpf.or.id)  
**Submission of printed applications (hardcopy) is NOT acceptable.**
- (2) Applications should be submitted at least 2 months prior to the starting date of the projects.
- (3) Attachment of additional document 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 two weeks of submit by the Japan Foundation, Jakarta.

### 6. PROCESS OF EXECUTION

- (1) 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.
- (2) The grantee will submit the Final Report about the activities and summary of expenditures, etc., when the project has been completed.
- (3) The amount of the grant will be subject to final adjustment upon review of the Final Report mentioned in Article (2) above.



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## **7. 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.