

---

# Asia Center Small Grant Program

## Program Guidelines

The Japan Foundation Asia Center,  
Phnom Penh Liaison Office (JFACPP)



# Asia Center Small Grant Program

The Japan Foundation Asia Center, Phnom Penh Liaison Office (hereinafter the JFACPP) offers grants to support projects which fulfil the mission of the Japan Foundation Asia Center (hereinafter the Asia Center) as outlined below.

## **The Japan Foundation Asia Center’s Mission**

The Japan Foundation Asia Center expands networks—both individual and institutional—in Asia, explores new initiatives with the region, and nurtures the sense of coexistence and understanding as fellow neighbors in Asia. The four pillars of our mission are:

### **1. To expand the bases of cultural exchange for the betterment of mutual understanding**

The Asia Center supports and implements a variety of projects that encourage more opportunities for exchange and dialogue, and that promote further mutual respect and understanding of the diverse cultures in Asia.

### **2. To promote human resources and soft infrastructure development initiatives**

The Asia Center embraces the nurturing of rising cultural persons and institutions, and also the improvement of soft infrastructure (maintenance, systematization, etc.) for the sustenance and development of culture. These will be pursued through collaborative exchange with the region.

### **3. To form new networks and enduring bedrock and platforms for cultural exchanges**

The Asia Center promotes the development of networks that bring cultural persons together and the building of an enduring substructure on which dialogues and collaborations can be shared, built, and continued toward resolving common concerns and achieving common goals in Asia.

### **4. To generate new values and discussions toward the future from Asia to the World**

The Asia Center encourages collaborations in Asia and the wide circulation of new values and discussions generated to further expand the sphere of cultural and artistic exchange.

The Asia Center Small Grant Program particularly supports projects that pursue initiatives outlined above that have clear project objectives and plans.

## 1. Programs

### A. Grant Program for **Enhancing People-to-People Exchange**

This program provides grants to organizations by providing grants to partially cover expenses of implementing exchange **projects at grassroots or regional levels**.

The goal of the grant is to **expand the base of exchange** and promote understanding and friendship among the people of ASEAN countries and Japan.

### B. Grant Program for **Promotion of Cultural Collaboration**

This program provides grants to partially cover expenses incurred by organizations in the field of **arts and culture, sports, or intellectual exchange** among ASEAN countries and Japan, aiming to promote **collaborative projects** such as co-productions, joint researches, and projects to disseminate the results of these collaborative projects.

The goal of the grant is to **foster an awareness of empathy and coexistence** among the people of ASEAN countries and Japan through collaboration.

## 2. Place of Program Implementation

The Kingdom of Cambodia. Projects that require traveling between ASEAN countries or Japan for the purpose of research and/or preparation of the project are also eligible.

## 3. Eligible Projects

- 3.1 The project proposed for the grant must be not-for-profit oriented.
- 3.2 The project must secure at least 30% or more of the total project budget from organizations other than the JFACPP. Projects must be based on cost sharing, and the applicant is 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.
- 3.3 The project must be a collaboration or mutual exchange between two or more countries.
- 3.4 Involve at least one Japanese organization or individual.
- 3.5 Generate (a) tangible and concrete output(s) of its achievement.

## 4. Ineligible Projects

The following projects are NOT eligible for this grant:

- A project specializing in the field of natural science or technology
- A project aiming for missionary or political activities, or for dissemination of a specific ideology, assertion or policy
- A project whose outcome is found to contribute only to a particular group
- A project relating to solicitation for capital or fund, debt relief, donation, advertisement, or the establishment of a new grant or award
- A project relating to the designing and construction of a building, a monument, etc.
- A project for the purpose of purchasing facilities, equipment, land, etc.
- A project whose main purpose is Japanese language education or Japanese study
- A project without an element of collaboration or mutual exchange and with a sole purpose of introducing Japanese culture

## 5. Eligibility and Duties of the Applicant

- 5.1 The applicant must be based in the Kingdom of Cambodia.
- 5.2 The applicant must be an organization with the base of operation in the Kingdom of Cambodia with a permanent staff. The applicant must have sufficient experiences and achievements in the field of the project.  
Eligible organizations include schools, academic institutions, research institutes, libraries, galleries, museums, arts and culture organizations, NGOs, etc. **Grants will NOT be given to individuals.**
- 5.3 The project proposed for the grant must be not-for-profit oriented.
- 5.4 The applicant must run the project with full respect to local laws and regulations, as well as to fulfil the responsibility that comes from receiving support from governmental funding. It is the applicant's duty to conduct a clear accounting, publicity and reporting.
- 5.5 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 the applicant is 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**.

- 5.6 If it is necessary to apply for visa for foreign artists, the applicant must fulfil the duty of obtaining it for them as well as permits from the local authorities for hosting the project wherever applicable.
- 5.7 The applicant must inform the JFACPP if also applying or receiving support from other Japanese governmental organizations or agencies, including the Embassy of Japan, any Ministry of Japan, the Agency for Cultural Affairs (Bunkacho), JICA, JETRO, JNTO, Japanese local governments, and any other entities established by national/local governments of Japan.
- 5.8 The applicant must NOT be receiving any support from other Japan Foundation resources for the same project, including the grant programs from the Japan Foundation Headquarters and local grants from other Japan Foundation country offices.
- 5.9 Applicants must possess a bank account of the organization that can accept remittance(s) from the JFACPP prior to or by the time the first installment is remitted. The said bank account's holder name must be the same as the organization's. Bank accounts of individuals are not accepted.
- 5.10 Applicants must be able to prepare all the necessary documents in English.

## 6. Ineligible Applicants

- 6.1 The government of the Kingdom of Cambodia and its administrative organs such as ministries and agencies (excluding educational, academic or cultural organizations/institutions such as universities/colleges, secondary/primary schools, research institutes, museums, etc. ).
- 6.2 Japanese and Foreign governmental administrative organs including diplomatic missions in the Kingdom of Cambodia.

## 7. Amount of Grant:

- 7.1 The maximum amount of the grant is 3,500 US\$ to cover specified items.
- 7.2 The proposed amount of the grant by the applicant will be screened and **may be reduced**.

## 8. Grant Coverage:

The grant shall cover the cost of the specified items as below:

- 8.1 Honorarium/artist fee
- 8.2 Major transportation costs including international and domestic flight, hired coach or van
- 8.3 Freight costs for transporting necessary items (e.g. artworks and musical instruments) for the project
- 8.4 Accommodation
- 8.5 Production of proceedings and reports
- 8.6 Rental fees for venue and equipment
- 8.7 Publicity

## 9. Application Procedure:

### 9.1 Submission

The Application Form, along with supporting documents, shall be submitted before the deadline stated below. We accept submission by appointment-based visits to the JFACPP office.

### 9.2 Result

The result will be announced approximately **one month after receiving the application form**.

### 9.3 Terms & Conditions

The applicant will be required to agree to the terms and conditions before receiving the grant.

### 9.4 Report

The applicant will be required to submit activity report, including financial report, within **one month after the completion of the project**.

## 10. Application Deadline

10.1 **Two months before** the starting day of the project. The application is open throughout the year unless announced it is no more.

10.2 The project must be **finished by the end of January 2018**.

10.3 Budget allocation for the grant will be renewed every April based on the fiscal year of the Japan Foundation (April to March). Therefore applications for projects planned in April might as well be avoided

## 11. Selection Policy

Screening is conducted mainly from the following perspectives.

### 11.1 Grant Program for **Enhancing People-to-People Exchange**

- (1) Elements of collaboration and cooperation that cross national boundaries
- (2) Potential for the development of new projects
- (3) Innovative approach or pioneering elements in the theme and contents
- (4) Expansion of the bases of grassroots and regional exchange
- (5) Contribution in developing a foundation for international cultural exchange by nurturing those who can take the lead in international cultural exchange among ASEAN countries, and building networks between Japan and ASEAN.

### 11.2 Grant Program for **Promotion of Cultural Collaboration**

- (1) Clear activity objectives and goals
- (2) Elements of collaboration and cooperation that cross national boundaries
- (3) Wide dissemination of the results of the project
- (4) Potential for the development of new projects
- (5) Innovative approach or pioneering elements in the theme and contents
- (6) Outcomes that have a lasting significance within the relevant field, rather than being a one-off event etc.