



# The Japan Foundation, Phnom Penh Liaison Office Small Grant Program

## Program Guidelines

The Japan Foundation,  
Phnom Penh Liaison Office (JFPP)

# JFPP Small Grant Program

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

## Background

The Japan Foundation will implement intensively over the next 10 years the “Partnership to Co-create a Future with the Next Generation: WA Project 2.0,” a comprehensive people-to-people exchange initiative that aims to promote exchange among the next generation and develop human resources in Japan and ASEAN, to achieve the following:

- 1. Build a strong relationship of trust between Japan and ASEAN for the future**
- 2. Strengthen multi-faceted human networks**
- 3. Collaborate to address global issues**
- 4. Nurture the next generation to serve as bridges**
- 5. Contribute to the further development of a multicultural society**

The Japan Foundation, Phnom Penh Liaison Office Small Grant Program particularly supports projects that pursue initiatives outlined above that have clear project objectives and plans.

## 1. Categories

- A. Promotion of Intellectual Dialogue and Support for Collaborative Research**
- B. Human Networking and Collaborative Projects in the Fields of Art, Theatre, Music, Audiovisual Contents, and Sports**

## 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 JFPP. 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 aim to promote a better understanding of Japan among artists/experts.
- 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:

- (1) A project specializing in the field of natural science or technology
- (2) A project aiming for missionary or political activities, or for dissemination of a specific ideology, assertion

or policy

- (3) A project whose outcome is found to contribute only to a particular group
- (4) A project relating to solicitation for capital or fund, debt relief, donation, advertisement, or the establishment of a new grant or award
- (5) A project relating to the designing and construction of a building, a monument, etc.
- (6) A project for the purpose of purchasing facilities, equipment, land, etc.
- (7) A project whose main purpose is Japanese language education
- (8) A project which does not need any knowledge and experience from Japanese organizations or participants

## 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 individuals, 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 JFPP 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 JFPP prior to or by the time the grant 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 USD2,500.- 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:

8.1 The grant shall cover the cost of the specified items as below, limited to those paid by the applicant to outside parties and evidenced by valid receipts:

- (1) Honorarium for performers, researchers, collaborators, guest speakers, assistants and interpreters
- (2) Major transportation costs including international and domestic flight, hired coach or van
- (3) Freight costs for transporting necessary items (e.g. artworks and musical instruments) for the project
- (4) Accommodation
- (5) Production of proceedings and reports
- (6) Rental fees for venue and equipment
- (7) Publicity (catalogs, brochures and leaflets)

8.2 The following are examples of non-eligible expenses including, but not limited to:

- (1) Salaries or wages of the applicant's regular staff, either in full or in part
- (2) Fees for the use of the applicant's own facilities and equipment
- (3) Applicant's own operating and management cost
- (4) Banquet, reception and entertainment fee (e.g. coffee break, lunch, catering expenses)
- (5) Telephone and postage costs
- (6) Purchase of consumable supplies

9. Application Procedure:

9.1 Submission

The Application Form, along with supporting documents, shall be submitted before the deadline stated below via email at PP\_info@jpf.go.jp.

9.2 Notification of Grant Decision

The result will be announced approximately **one month after the below-mentioned deadline**.

9.3 Acceptance and Request for Payment

The applicant will be required to agree to the terms and conditions and submit the acceptance form and the request for payment before receiving the grant. The amount of the grant will be paid in accordance with the Notice of Grant Approval, after submission of the acceptance form and the request for payment.

9.4 Report

The applicant will be required to submit the final report, including financial report, within **one month after the completion of the project**. The amount of grant will be subject to final adjustment upon review of the Final Report.

10. Application Deadline

10.1 **[First Round]: August 10 (For projects that start after October 1)**

**[Second Round]: November 10 (For projects that start after January 1)**

10.2 The project must be **finished by the end of February 2026**.

## 11. Selection Policy

Screening is conducted mainly from the following perspectives.

### 11.1 Grant Program for **Promotion of Intellectual Dialogue and Support for Collaborative Research**

- (1) Elements of collaboration and cooperation that cross national boundaries
- (2) Potential for the development of new projects
- (3) Expansion of the bases of grassroots and regional exchange
- (4) Outcomes that have a lasting significance within the relevant field, rather than being a one-off event

### 11.2 Grant Program for **Human Networking and Collaborative Projects in the Fields of Art, Theatre, Music, Audiovisual Contents, and Sports**

- (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) 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.

etc.