



JAPANFOUNDATION
国際交流基金

The Japan Foundation, Jakarta
Small Grant Program Guideline

The Japan Foundation, Jakarta
Arts & Culture
Small Grant Program
2022

Program Guidelines

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1. OUTLINE

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

2. ELIGIBILITY AND DUTIES OF APPLICANT

(1) Qualified Projects

a) Projects concerning Japan

Art and cultural events which promote deeper understanding of Japan, such as art exhibitions, performances, film showing, or workshops which introduce arts and culture from Japan.

b) Cultural Collaborations between Japan and Indonesia/East Timor

Collaborative projects between Japan and Indonesia or East Timor in the field of arts and culture, such as co-created performances, co-curated art exhibitions, and joint workshops and conferences. 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 Japanese arts and culture among the people of Indonesia and this region.

b) Projects with elements of collaborations between Japan and Indonesia or East Timor.

c) Projects which will expand the networks of professionals in the field of arts and culture.

d) Projects with high potential for the development into sustainable projects.

e) Projects whose outcomes have a lasting significance within relevant fields, rather than being a one-off event.

f) Projects which contribute in developing a foundation for international cultural exchanges by nurturing those who can take the lead in international cultural 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) located in Indonesia or East Timor.

b) Applicants shall carry out the project as institutions and shall cover a part of the cost.



- c) Projects shall be implemented according to the schedule specified in “4. APPLICATION PROCEDURES AND DEADLINE” below.
- d) Projects shall be completed by **January 31st, 2023**.
- e) Applicants shall 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 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
 - Activities which do not have any specific relation to Japan in terms of theme or guest.
 - Japanese cultural day without guests from Japan.

(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 the foreign artist, such as performance or shooting visas, the applicant must fulfill the duty of obtaining it for the foreign



artist 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.

3. GRANT COVERAGE

(1) The Japan Foundation, Jakarta contribution will not exceed IDR 30,000,000

(2) 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

(3) **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 small_grant@jpf.or.id



Submission of printed applications (hardcopy) is NOT acceptable.

JFJA Small Grant Application Form can be accessed [here](#).

[Application deadline]

1st Round: May 25, 2022

⇒ Projects which will be implemented after 25 July, 2022 are applicable

2nd Round: July 16, 2022

⇒ Projects which will be implemented after 1 October, 2022 are applicable

3rd Round: September 16, 2022

⇒ Projects which will be implemented after 1 December, 2022 are applicable

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 first payment (70% of the total amount of grant) will be made about 30 days after the submission of Notice of Acceptance. The second payment (30% of the total amount of grant) will be made when JFJA has received and confirmed the content of Project Report and Financial Report upon the project's completion.

*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).

*For offline projects, the Japan Foundation, Jakarta may request the applicant to provide further information regarding health protocols for the prevention of the spread of COVID-19.



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 JFJA staff. A written approval from JFJA 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. Only after the additional documents specified above are approved by the Japan Foundation, shall the first 70% of the grant be transferred.

During the implementation of approved project:

- (3) 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 JFJA's financial support by using the JFJA logo mark in its publicity document or exercise.
- (4) The Grantee shall conduct **a survey** (online/onsite/hybrid). JFJA will provide a survey template.
- (5) JFJA 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

- (6) 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 JFJA 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 video documentation or video outputs. The links must be incorporated in the narrative report.
 - d) Public relations materials.
 - e) Press coverage / articles (if any)
- (7) When JFJA has received a report relating to the completion of the subsidized project, JFJA 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 JFJA recognizes that the results are in due conformity, JFJA 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.

(8) 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.