

The Japan Foundation, Cairo
Small Grant Program 2017/2018
General Guidelines

1. Description of the Program

This program is designed to provide partial assistance with those who are planning projects related to Japanese arts and culture or Japanese studies (NOT included Japanese Language projects) in Egypt or other Middle Eastern countries during the Japanese Fiscal year 2017-2018 (from April 2017 to March 2018). The aim of the Program is to promote Japanese culture-related activities in the above countries and to deepen cultural exchanges between Japan and these countries in the region.

2. Eligibility of Applicants & Projects

- Non-profit organizations (e.g., universities, research institutes, NGO/NPO) in Middle Eastern countries are eligible to apply. Applications from individuals are not accepted.
- Applicants must have the capacities necessary for implementing the planned project.
- Non profit-making projects/events that help to promote the international cultural exchange between Japan and the applicant's country.
- The applying projects should be in field of Arts and Culture (e.g. exhibition, performing arts, film screenings), or Japanese Studies (humanities or social science, except for natural science or technology). The contents of the projects should be related to Japan.
- Religious and political activities are not eligible.
- Solo performances, exhibitions, and demonstrations may be given lower priority.
- Organizations that have received grant from the Japan Foundation in the past may be given lower priority.
- In principle, projects that have been submitted before, regardless of their acceptance, are not eligible,.
- An organization which has received a grant from the Japan Foundation is not eligible for applying again in the same fiscal year.
- The applying project should be conducted between May 1st 2017 and the end of February, 2018. Maximum project duration is 10 months.

3. Grant coverage

- 1) Only specific items such as travel expenses (e.g. local transport fees, airfare, accommodation fees) honorarium for performers / lecturers, translators, interpreters, technical staff, rent of the venue and printing/publicity costs can be covered by the grant.
- 2) Grant can not be used for salaries, social welfare expenses for the regular employees of the applying institution, or as banquet and entertainment fees in the event.
- 3) **The maximum amount of the grant should be, in principle, US\$1,000 (EGP17,000) .**

4. Deadline

The applicants are requested to submit the application by the 1st day of the month which is 2 months prior to the beginning of the project in principle, to the Japan Foundation, Cairo (in Egypt) or nearest Embassy or Consulate-General of Japan (in other Middle Eastern countries).

e.g.) If the project takes place on the 30th of September, the deadline is the 1st of July.

5. Screening and Notification of Result

- 1) Applications will be screened by the Japan Foundation, Cairo. They may be reviewed with assistance of specialists in that field. During the screening process, the Foundation may ask the applying organization questions as the need arises.
- 2) Applicants will be notified of the results of the screening no later than 30 days before the project starts in principle through the Japan Foundation Cairo, Embassy or Consulate-General of Japan to which the application was submitted.
- 3) The Foundation does not, in principle, make specific comments about the screening process or provide reasons for not accepting a specific application.

6. Conditions

- 1) The grantee shall be fully responsible for the supported project.
- 2) In receiving and using the grant, the applicant must not violate the laws of the applicant country. It is not allowed to use the grant for religious and political purposes.
- 3) The grantee shall use the grant only for the purpose for the supported project, including any interest, etc., accrued from the grant.
- 4) The grantee shall report to, and obtain approval from the director of the Japan Foundation, Cairo in the event of major changes in the grant project once the change occur/happen. The grantee shall report to, and obtain approval from the director in the event of discontinuance or cancellation of the project, or if it has become difficult to execute the supported project once that has become clear.
- 5) The support of the Japan Foundation must be credited appropriately in all publicity and printed materials related to the project.
- 6) Details of the projects supported by the Japan Foundation (e.g. name of the applicant and project description) will be made public in the *Detailed Annual Report of the Japan Foundation Activities*, *the Annual Report*, *The Japan Foundation Newsletter*, on the Japan Foundation's website and in other public relations material.
- 7) Within one month after the completion of the project, the project organizer must submit the Payment Request Form (provided by the Japan Foundation, Cairo), the Project Report with any related materials (e.g. press coverage and reviews etc.) and the Financial Report which must be accompanied by copy(ies) of relevant receipt(s). In case the Payment Request Form is not submitted by the end of February 2018, the wishes to Grant will be cancelled.

- 8) If the Japan Foundation, Cairo examines the project sites or related documents, including account books, the grantee must cooperate with the examination.
- 9) After having examined the above documents, the Japan Foundation, Cairo will send the Grant Confirmation Notice and remit the amount stipulated on the Grant Confirmation Notice through bank transfer to the grantee.
- 10) The grantee shall distinguish all revenues and expenditures related to the supported project from other accountings, and duly organize receipts and other documentary proof so that they can be presented at any time, and keep them for five years after the end of the project.
- 11) The Japan Foundation, Cairo shall revoke a decision to provide the grant, or order the grantee to return the grant money which has already be paid, if any one of the following events occurs in relation to the grant.
 - The grantee has given false information in making the application for the grant.
 - The supported project is ceased or abandoned.
 - There is no probability of the grantee's execution of the grant project.
 - The supported project has been found to be against the conditions of the grant.

7. Procedure

