

**The Japan Foundation, Sydney
Arts & Culture Local Grant Program (FY 2020-2021)**

Application Guidelines

1. Description of the Grant

This grant aims to support projects in the area of Japanese Arts and Cultural Exchange that will deepen understanding and relations between Japan and other countries. Suitable projects would include art exhibitions/artist workshops, performances, and other events related to Japanese arts and culture and conducted by non-profit organisations. Successful candidates may be granted up to \$5000 including GST, depending on the nature of the project.

2. Eligibility Criteria

- Non-profit organisations (art festivals, museums, galleries, theatres, NGO/NPO etc.) based in Australia are eligible to apply.
- The project must be non-profit: if paid ticketing is used, a detailed justification of ticketing revenue must be provided at the application and reporting stages.
- Projects must commence on or after April 1, 2020 and must end by March 20, 2021.
- The purpose of the applicant's project must be to develop a wider understanding of Japan through the exchange of ideas of a culturally specific or specialist artistic nature. Projects may include art exhibitions/artist workshops, performances, and other cultural events or any other project deemed to fit the field of Japanese Arts and Culture.

3. Ineligibility

- Individuals are not eligible to apply.
- Martial arts, medical, technical or scientific projects are excluded.
- Political activities, religious activities, social welfare activities and commercial activities are not considered.
- Applicants who have already received funding from other Japan Foundation grants for the same project cannot apply.
- Japanese Language education programs are excluded. Please contact the Japanese Language department of The Japan Foundation, Sydney for Japanese language education programs.

4. Grant Coverage

(1) Amount

In principle, the amount allocated per project will not exceed \$5000 (the majority of grants awarded will range from \$500 - \$3000, and a grant exceeding \$3000 is unlikely to be awarded). The grant will be paid by EFT to the applying organisation or authorised bursar's bank account, **after the conclusion of the project**. Payment will be processed upon receipt of the final report, including receipts for eligible budget items.

(2)Expense Coverage

In principle, the following expenditure items may be covered by the grant:

- Travel expenses (economy airfares, domestic transportation, accommodation expenses, and per diems)
- Honorarium for artists/actors/interpreters, etc. (administration fees are not eligible)
- Venue and equipment hire
- Freight
- Online content (creation cost of digital projects, documentation *excludes any equipment purchase such as audio visual products.)
- Marketing/publicity costs (including printing of marketing material)

*Please note the grant *cannot* be used to fund production materials for projects/artworks, development of the project/artwork, anything with commercial purposes, or constituting a permanent asset (e.g. picture frames, costumes, etc).

*Please note that only amounts requested in the application stage are eligible for approval in the notification of grant assessment outcome, and eligible for payment in the reporting stage. Any amendments to the grant allocation are not permitted without written approval from JF prior to the amendment.

5. Selection Criteria

The following projects will be given a relatively higher priority:

- Projects including a number of public events
 - Projects conducted in the regions with few opportunities for cultural exchange with Japan
- The following projects will be given a relatively lower priority:
- Projects of organisations which have already received the Arts & Culture Local Grant in the past 3 years
 - Projects whose effect is restricted to exchanges among specific groups/individuals
 - Projects that are primarily part of friendship and goodwill activities among sister cities, schools, or institutions

6. Application procedure

Invitation based application forms can be obtained from the Arts & Culture Department of The Japan Foundation, Sydney. Applicants will also be required to submit a full budget proposal and information on the applying organisation. Please contact the Arts & Culture Department to discuss the eligibility of your project before making a formal application. Please submit a signed application by email.

7. Deadline

The application period is open for the entire 2020-2021 fiscal year (April 2020 to March 2021);

however, applications must be received by The Japan Foundation, Sydney office **at least 2 months** prior to the project start date.

8. Obligations

In the case of a successful application, we require acknowledgment of The Japan Foundation, Sydney funding by displaying our logo in any related materials including print and digital, where suitably applicable. This logo will be provided together with notification of acceptance. After the completion of the project, awarded project representatives complete the Grant Acquittal Report which includes:

1. A brief comment on the overall result of the project
2. Purchase receipts to be covered by this grant
3. Audience attendance numbers and audience response (via surveys and or feedback)
4. Total number of media hits along with a few media clippings
5. Copies of any materials used for marketing purposes bearing our logo
6. Photo documentation of the event

***After approving the above report**, the applicant's payment request will be processed and grant funds will be transferred. In the case that the applicant is unable to provide approved purchase receipts totaling an amount equal to or greater than the initially approved grant amount, The Japan Foundation, Sydney reserves the right to limit grant funds to be equal to the total amount of approved purchase receipts actually submitted.

9. Enquiries

To obtain an application form or for further details please contact the Program Coordinator, Arts & Culture Department on +61 2 8239 0055, or arts@jpf.org.au.