

FY 2021-2022 Guidelines

Grant Description

In principle, Mini Grant funding will be considered for projects which fit the descriptions below:

- 1) **Digital Projects:** Offers funding of up to \$5,000 + GST (in principle) to support research-related digital content creation and dissemination or research related to online course delivery, where some or all funding is used to allow one or more vulnerable scholars to produce or co-produce the project.
- 2) **Other:** Projects which do not fit the category outlined above but address at least two of the priority areas may be considered, with funding amounts to be determined on a case-by-case basis up to \$5,000 + GST (in principle).

Applications will be assessed based on the proposed project's ability to address at least two of the following four priority areas:

- i) *Course Delivery*
- ii) *Open-Access Digital Resources*
- iii) *Research*
- iv) *Vulnerable Scholars*

For the purposes of the Mini Grant Program, *vulnerable scholars* are defined as: a) international PhD students without scholarships; b) recently graduated PhD students; c) scholars reliant on casual university teaching/research contracts that have not been or will not be renewed; d) scholars approaching the end of a fixed-term university teaching/research contract that will not be renewed. One possible way to address this area is by engaging vulnerable scholars who specialise in Japanese Studies to undertake essential tasks for a proposed project.

Projects addressing the areas of vulnerable scholars and/or open-access digital resources may be prioritised.

Grant Amounts

In principle, \$5,000 (+ GST) is the maximum amount of funding available per applicant through the FY2021-22 Mini Grant Program. However, applications for funding exceeding

this amount may be considered on a case-by-case basis. Following grant approval, any cost variations of 20% or more must be re-approved in writing prior to being actioned by the applicant.

Eligibility Criteria

Eligible

- Australian non-profit research organisations (universities, research institutes, etc.)
- Projects in the humanities, social sciences or related fields
- Projects carried out in Australia
- Projects addressing at least two of the four priority areas listed above

Ineligible

- Applicants who have already received funding from other Japan Foundation grants for the same project
- Projects related to Japanese language
- Medical, technical or scientific projects
- Preliminary research for project development
- Political activities, religious activities, social welfare activities and commercial activities

Grant Coverage

Eligible expenses include the following:

- Payment for vulnerable scholars specialising in the area of Japanese Studies, in the form of honoraria, to cover services such as online resource production, content development, research or project administration
- Costs related to outsourced production of digital assets (including web and graphic design, video and audio editing and production)
- Costs related to the use of digital platforms and applications during the project period
- Equipment rental
- GST for grant amount

[Note: GST may be deducted from the total grant amount on the payee side. Applicants are recommended to consult with their institution's research or finance office to determine whether their institution deducts GST from grant funds. If so, GST should be incorporated into the project budget at the time of application to avoid funding shortfalls.]

- Domestic travel expenses (COVID-19 restrictions permitting)
- Marketing/publicity costs

Application Procedure

Application forms can be obtained from the Japanese Studies Department of The Japan Foundation, Sydney. The form will require applicants to provide the following:

- project outline
- information on the applying organisation
- statements showing how the project meets Mini Grant priority areas
- budget proposal and basic KPIs for the project

Please contact the Japanese Studies Department to confirm the eligibility of your project before making a formal application.

Evaluation

Applications will be assessed on a first-come, first-served basis. Projects will be evaluated against the points listed in the Eligibility Criteria and Grant Description above. Projects with broad and/or long-term applications and impact may be prioritised.

Application Deadline

Applications can be made at any time, but should be received by The Japan Foundation, Sydney office **at least 3 weeks** prior to the project start date. Prompt application is recommended as allocations are limited.

Reporting Requirements

Grantees are required to submit a grant report **within 2 months** of the project completion date or by **March 18, 2022** (whichever comes first). Projects must be completed prior to submission of the final report. Any unused funds must be returned by the grantee no later than **March 22, 2022**.

Grant Payment

Grant funds will be paid by bank transfer to the bank account of the applying organisation upon receipt by The Japan Foundation, Sydney of the applicant's completed Grant Acceptance Form.

Credits

Grantees must credit the support of The Japan Foundation, Sydney in text and/or logo form on any public-facing material related to the funded project.

Enquiries

Please contact the Japanese Studies Department via jstudies@jpf.org.au.

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