

## MINI GRANT PROGRAM GUIDELINES

Application Deadline: 3 months prior to the beginning date of the project

This grant aims to support projects that will enhance further understanding of Japanese arts and culture. Successful candidates may be granted up to \$5,000.

### Eligibility Requirements

1. The applicant must be designated by the Internal Revenue Service as a 501(c)(3) nonprofit organization. The organization that is willing to assume full responsibility for the grant may collaborate with one or more organizations that do not yet have their own nonprofit Internal Revenue Service (IRS) 501(c)(3) status but that otherwise meet the criteria for eligibility. As the official grantee, the applying organization must submit all documentation, final reports, and proofs of payment.
2. Applications can be accepted only for projects that take place within the 13 states west of the Rocky Mountains (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming). For projects to be held in the other 37 states, please contact the Japan Foundation, New York (<https://ny.jpf.go.jp/>).
3. The purpose of the applicant's project must be to nurture further understanding of Japanese arts and culture, or to produce U. S.-Japan collaborative projects through performing arts, exhibitions, film screenings, lectures, and / or symposia.
4. For organizations that have continually received support from the same program for the past three fiscal years, our policy is not to provide grants for a fourth consecutive fiscal year, unless the Japan Foundation believes there is a compelling reason for them to continue receiving such support.

### Ineligibility

1. Applicants who have already received funding from other Japan Foundation grants for the same project cannot apply.
2. Organizations that have already received a Japan Foundation, Los Angeles grant in the last fiscal year have a lower priority than organizations who have not received a grant from the Japan Foundation, Los Angeles this year.
3. Language education programs (e.g., Japanese language workshops and conferences, etc.) are ineligible.
4. Medical, Technical, and Scientific projects are excluded.

5. Political activities, religious activities, social welfare activities, fundraising and charity activities, and commercial activities are not eligible.
6. Projects whose effect is restricted to exchanges between specific groups/individuals are not eligible.

### **Grant Coverage**

1. Publicity fees
2. Printing costs of programs, flyers, and brochures
3. Honoraria for artists and lecturers
4. Travel Expenses (economy flight) for artists and lecturers, including per diem and accommodation expenses
5. Shipping cost of films, exhibits and other materials related to the proposed event
6. Facility fee

The grant will be paid in the form of reimbursement for the preceding expenses. The award money will be remitted upon receipt of the final report and proofs of payment.

### **Review Criteria**

1. Strength of educational and community activities
2. Capacity to provide future continuity
3. Organizational ability to carry through with the project
4. Balanced budget estimate

In addition to the above-mentioned criteria, projects related to the arts will be judged according to the following:

1. Artistic quality of project (as demonstrated by the work samples submitted and the artists' record of professional achievement)
2. Expected impact on the audience and the U.S. arts scene

### **The Application**

Applicants must send the following materials (any other relevant items may be attached):

1. Completed application form
2. Proof of non-profit status, such as letter of notification by IRS (501(C)(3))
3. Biographies of principal applicants
4. The most recent annual report of applicant
5. Information regarding the participants, including biographies
6. Audiovisual materials ( DVDs, CDs etc.) of artist's work (if applicable)

### **Application Review Procedures and Schedule**

Applications must be received by the Japan Foundation, Los Angeles at least 3 months prior to the beginning date of the project. You will be contacted by JFLA once your application is received. In the event that you are not contacted after having sent us your application, please contact us to confirm whether or not we have received it. JFLA may contact you should there be any areas of your application that are unclear, or should we require any additional forms, information, materials, etc. Therefore, we recommend that you submit your application early, even more than 3 months prior to the project start date. We also recommend that you consult with JFLA staff ([JFLACulture@jpf.go.jp](mailto:JFLACulture@jpf.go.jp)) during the planning stages, prior to submitting your application materials.

The Japan Foundation, Los Angeles will contact applicants regarding the result approximately 2 months prior to the project starting date. However, please note that incomplete information on applications or lack of necessary documents might delay the review process and could cause a delay of the result notification.

Submission of an application to The Japan Foundation, Los Angeles does not guarantee that applicants meeting the eligibility requirements below will receive grant funding. Please note that grants will seldom cover the applicant's total expenses and \$5,000 is the ceiling amount of the grant. The actual amount of the grant will be separately decided by the Japan Foundation according to its discretion. Priority will be given to those projects that have secured additional outside funding from sources other than the Japan Foundation.

Please submit application forms along with all necessary additional project materials to:

**The Japan Foundation, Los Angeles**

**ATTN: Arts & Culture Mini-Grant Committee**

**5700 Wilshire Blvd., Suite 100**

**Los Angeles, CA 90036**

\*The application documents with signature may be submitted to the JFLA via e-mail ([JFLACulture@jpf.go.jp](mailto:JFLACulture@jpf.go.jp)) If you mail a hard copy to JFLA, we recommend that you use a trackable method (ex. USPS Priority Mail, FedEx, UPS, etc.).

For questions regarding the JFLA Arts & Culture Grants, please contact: [JFLACulture@jpf.go.jp](mailto:JFLACulture@jpf.go.jp)