

Japanese Language Local Project Support Programme

Grant Procedures Flowchart

Applicant submits Application Form.

Application assessment by The Japan Foundation, London.





Within fourteen days of receiving a successful application result (**Grant Approval Letter**), the applicant must read the documents sent by us carefully and send a signed "Letter of Grant Acceptance" form to The Japan Foundation, London.

Applicants must read and acknowledge the items and costs that the Japan Foundation, London is able to cover.



Project is carried out.



Within two months of the date of the completion of the project, or by 28th February 2023, the applicant must send a **Final Report, Proof of Payments, and Payment Request** to The Japan Foundation, London.



The Japan Foundation, London checks the content of the Final Report, Proof of Payments, and Payment Request.



If the Japan Foundation, London is happy with the Final Report, Proof of Payments, and Payment Request (as per Terms and Conditions of Grant), the grant will be paid, and a **Notification of Payment** will be sent to the organisation.

➤ If you have any questions about the above procedure, please contact us at: info.language@jpf.org.uk