

## Local Project Support Programme (Arts and Culture) 2021-2022 General Information/Instruction

### ***Description of the Programme***

This programme is designed to give limited grant assistance to Japan related arts and culture projects/events in the UK which take place during the financial year 2021-2022 (April 2021-March 2022).

### ***Who is eligible to apply?***

Applications must be from organisations in the UK only; individuals are not eligible to apply. In principle, those organisations which have received our grant through this Local Project Support Programme three times in the past three consecutive years are not qualified to apply this year.

\*Organisations in this context are those that have a UK corporate bank account.

### ***What kind of project/event is eligible?***

Non-profit making projects/events (e.g. exhibitions, performances, seminars but not filmmaking or publications) relating to **Japanese Arts and Culture** that help to promote a greater awareness of Japan in the UK, benefitting the wider general public, and that are deemed to be difficult to carry out without financial support from the Japan Foundation. The content of the project/event must be wholly, or for the most part, related to Japan.

NB: We cannot support any project which involves invited guest travel that goes against the travel advice and regulations set out by the Japanese government. If your project involves guest travel, please be advised that we will review our decision 2 months before the commencement of your project, taking into account the most up to date travel advice issued by the Japanese government, and subsequently we might withdraw our funding depending on the guidelines in place at the time.

**In line with the current circumstances surrounding Covid-19, the Japan Foundation London will accept applications of Japan related projects which will take place online (see page 4 for further information).**

### ***This grant programme does not support the following projects:***

- Projects in the initial preparation stage that do not have confirmed participants, dates, or venues
- Research and development projects or artist residencies that do not hold strong elements of events open to the general public
- Projects where the main aim is to raise funds for charitable activities, instead of to promote Japanese culture
- Projects that are solely about maintaining facilities or collections
- Completed projects, or those that have already commenced

- Projects that only reach a very limited number of audiences, such as activities that are part of a school or university curriculum, club activities, or professional schooling
- Projects that present works by students or amateurs
- Film screenings if it comprises the main part of your project. (There is a separate grant programme for film screening projects.)
- The process of film productions, recording or the publication and translation of Japan-related books
- Projects that promote a specific political or religious agenda

***The following projects may have lower priority:***

- Performances that only take place once in London (and do not continue to tour other UK venues)
- Exhibitions that run for a period of less than two weeks
- Exhibitions that just comprise of the applicants' own collections
- Projects that do not include Japanese professionals or Japanese objects and are instead simply inspired by Japanese culture
- Projects that are intended to be part of an artist's promotional activities, regardless of any profit
- Community or society based annual Japan festivals, unless the contents appear to be innovative in promoting Japan

***What is the size of the grant?***

The amount allocated will depend on the size and potential impact of the individual project. The maximum grant can be no more than £1,500. The grant amount will not exceed 50% of the total project costs. Please ensure that the feasibility of your project does not overly depend on our grant.

***What expenditure items does the grant cover?***

Only specific items such as travel expenses, honoraria, venue hire costs, printing/publicity costs etc. which are deemed to be essential in order to carry out the project. We cannot fund the preliminary stages of project research or development, or contribute towards reception or maintenance costs. Additionally, our grant cannot be used to fund overheads and/or administrative costs of the applicant organisation such as an employee's salary. Please contact a member of staff to discuss what items our grant can cover before you apply.

***Is there an application form?***

Yes. To request an application form please contact the Japan Foundation, London Office (contact details below). Please discuss the project and your eligibility with a member of staff before making a formal application. A physical copy of the application should be posted to the address below. However, for the time being, we will accept applications sent in by e-mail provided that they include authorized signatures. Please make sure the original application is still posted to the address below for our record.

***Is there an application deadline?***

No, but applications must reach this office at least two months before the start of the project to enable us to assess the application in good time. We will try to give you our answer within 6 weeks of receiving your application although please note that it may take longer to get back to you.

***What other information/documents are needed?***

Together with the application, the information of the applicant as well as the Japanese artists/ objects you wish to include and detailed plan of your project can be helpful. If your Japan related project is only part of your large project, you can spell out the Japan related budget in your application but attach a summary of the entire project budget plan with the application.

***When and how is the grant paid?***

The grant is paid retroactively by cheque to the applying organisation's bank account in the UK, only upon project completion and upon receipt by the Japan Foundation of an acceptable Final Report, (this should include a Financial Report, and a Project Report) along with proof of payment for the cost of each item covered by the Japan Foundation grant.

The grant amount awarded may be decreased if the size of the project has been reduced. There are no conditions in which the grant amount awarded will be increased.

***Are there any other conditions attached to the grant?***

Successful applicants are required submit their Final Report within **one month** of the completion of the project. However, for projects held in late February or early March 2021, the Final Report must be submitted by mid- March 2021.

The Japan Foundation retains the right to refuse our support if, upon completion, the final project is found to differ from the contents of the application and/or the screenings we gave support for are identified as illegally conducted, including any activities which might be held in breach of the Covid-19 regulations set out by the British government.

A further essential condition of the grant is that Japan Foundation support must be acknowledged in all project publicity and printed materials regardless the amount of the grant.

The Japan Foundation may keep applicants' contact details for the purpose of notifying them of our future activities and will be obliged, under Japanese law, to disclose the contents of the application, if publicly demanded.

Full Terms and Conditions are sent to successful applicants.

***For an application form and further enquiries, please contact:***

The Japan Foundation, Tel: 020 7492 6570 Email: [junko.takekawa@jpf.org.uk](mailto:junko.takekawa@jpf.org.uk)

***During the lockdown, we will accept applications by e-mail (provided they are signed and sent in PDF format). However, you should also post the original signed application to:***

FAO: Arts and Culture Department  
Japan Foundation London  
101-111 Kensington High Street  
London, W8 5SA

## <Special Conditions for On-Line Projects due to Covid-19>

Considering the current circumstances, the Japan Foundation London will accept Japan related on-line events where physical projects are not able to take place or could not physically include Japanese or other guests coming to the UK to carry out projects:

**1. Period of the eligible project:**

April 2021 to mid-March 2022

**2. Eligible projects:**

- Japan related performing arts events such as music concerts, theatre performances etc. where Japanese artists appear on-line or the contents are related to Japan
- Japan related on-line exhibitions
- Talks, seminars as well as workshops in which Japanese professionals take main roles or the contents are related to Japan

**Please note that the restrictions on non-eligible physical projects (see page 1) will equally apply to these on-line projects. The same priority criteria (see page 2) will be applied in assessing the applications for on-line projects.**

**3. The eligible costs for this grant:**

- Fees for the invited artists/professionals
- Fees for interpreters/translators for Japanese guests
- Venue/equipment hire fees for running on-line events (excluding online-conference service fees (subscription fees) such as Zoom)

**4. Grant Amount:**

The amount allocated will depend on the size and potential impact of the individual project. The maximum grant can be no more than £1,500. The grant amount will not exceed 50% of the total project costs

**5. Application deadline**

There is a rolling deadline but it is highly recommended to submit your application to us at least 2 months before the commencement of the on-line project.

**Other terms and conditions remain the same as non-online application procedures. Please read the previous pages carefully should you like to apply.**

END of Note