

Japanese Language Local Project Support Programme

Grant Procedures Flowchart

Applicant submits **Application Form**.



Application assessment by The Japan Foundation, London.



The Japan Foundation, London notifies organisation of the results of their application.



Within fourteen days of receiving a successful application result (**Notice of Grant Approval**), 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 2026 (whichever comes first), the applicant must send a **Final Report with Payment Request and Proof of Payments** to The Japan Foundation, London. Please ensure to submit your Final Report PROMPTLY.



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



If the Japan Foundation, London is happy with the Final Report with Payment Request and Proof of Payments (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.go.jp