Japanese Language Local Project Support Programme

Grant Procedures Flowchart

Applicant submits **Application Form**.

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Application assessment by The Japan Foundation, London.

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

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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.

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Project is carried out.

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Within two months of the date of the completion of the project or by 29th February 2024 (whichever comes first), the applicant must send a **Final Report, Proof of Payments, and Payment Request** to The Japan Foundation, London. Please ensure to submit your Final Report PROMPTLY.

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

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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.go.jp**