

**The Japan Foundation, Budapest
Local Project Support Program 2023/2024
-Arts and Culture-**

Guidelines

1. Description of the Program

This program is designed to provide partial assistance for implementing projects related to Japanese arts and culture, with the aim of enhancing cultural exchange between Japan and countries of Central and Eastern Europe.

As The Japan Foundation, Budapest (JFBP) oversees grant programs of The Japan Foundation in countries of Central and Eastern Europe, namely *Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Hungary, Kosovo, Montenegro, North Macedonia, Poland, Romania, Serbia, Slovakia, and Slovenia*, interested institutions and organizations that are active in these countries are eligible to apply. The Japan Foundation maintains an office in Budapest, Hungary only.

2. Eligibility

Eligible applicants

- Applicants must be institutions or organizations which are based in Hungary, or countries where JFBP oversees JF grant programs in Central and Eastern Europe (see above). Applications from individuals are not accepted. Organizations based in Japan are not eligible.
- Applicants must be institutions or organizations that have the capacity necessary for implementing projects based on a concrete plan of action.
- Applicants must not be commercial organizations.
- The receipt of a grant or support from JFBP must not violate any laws, regulations, or ordinances in their countries.
- Applicants must have a bank account in the organization's name in order to receive grant funds from JFBP.

Eligible projects:

- Projects should commence on or after April 1, 2023, and be completed by March 10, 2024, in consideration of the end of the Japanese fiscal year (JPY) of 2023, which is March 31, 2024.
- Projects should be of a non-profit nature that will enhance international cultural exchange with Japan.

- Projects that seek support should be arts and culture oriented, e.g. exhibitions, performing arts, music, dance and literature, or other activities introducing Japanese culture. It should be wholly or for the most part, related to Japan. Lectures and demonstrations are also eligible.
- JFBP considers the prevention of the spread of the coronavirus (COVID-19) of utmost importance, therefore the applying projects must comply with the safety regulations of the host country. Accordingly, it is required that applicants indicate the epidemiological regulations of their country, as well as the planned preventive measures for the duration of the project in the Application Form.
- Projects implemented online are eligible
- Since 2018, film screenings fall under the grant program Local Project Support Program – Film Showing, which has different guidelines and application form.

The following projects are not eligible:

- Religious and political activities.
- Profit-making activities.
- Projects that take place in Japan.

Policy limiting support to organizations after three consecutive years.

The Japan Foundation has a policy to limit support to organizations for a maximum of up to three consecutive years. This is a measure to avoid providing ongoing support to the same applicant, and to distribute grants to as many applicants as possible. Unless The Japan Foundation believes that there is a compelling reason to continue with support, organizations that have continuously received funds from the same grant program for the past three fiscal years will not be provided with funds for the fourth fiscal year. Applicants can apply for a fourth round of support but should be aware that lower priority will be placed on such applications.

3. Grant coverage

Only specific items can be covered with the grant.

- As a rule, travel expenses, honorarium, hire of venue, printing/publicity costs are eligible.

The following costs are not eligible for funding:

- Preliminary project research or development costs.
- Travel costs to or within Japan.
- Purchase of long-lasting equipments, supplies etc.
- Catering costs.

As this program is designed to provide partial assistance, in principle, the grant amount provided by JFBP will be up to 50% of the total budget.

4. Number of grants for JFY 2023 and scale of the grants

An average of ten grants are made per fiscal year. Grant sizes vary according to project, with an upper limit to 1000 Euros per grant, in principle.

5. Selection policy

Screening will be made in line with the following policy

- Demonstration of a strong need of a grant from JFBP.
- Contents of the project: past achievements, artistic quality, pioneering approach, future potential, sustainability and development of plan, feasibility and spillover effect, etc.
- System for project implementation: Status of preparations, cost-benefit of a performance or exhibition, etc.
- Co-funding preparedness: Willingness to put forth the applicants' own funds as well as funds from other sources in order to implement the project are appreciated and should be included in the project design.

The following projects will be given lower priority

- Projects from applicants who have received grants from JF Head Office or JFBP in the same fiscal year. (The applicant cannot select more than one grant program administered by The Japan Foundation for the same project.)
- Projects the effects of are restricted to and can be shared only as exchanges between specific groups/individuals.
- Projects with an extremely low number of participation and attendance.
- Solo performances, solo exhibits, and solo recitals may be given lower priority.

6. Application deadline and reporting requirements

Please contact JFBP staff before making a formal application if you have questions about eligibility and other pertinent matters. Applicants are encouraged to submit a brief outline of their project in writing, prior to the discussion.

In JFY 2023 we evaluate applications in multiple rounds that have set deadlines:

- Application deadline for projects which take place between June 1, 2023 and August 31, 2023: **May 1, 2023**
- Application deadline for projects which take place between September 1, 2023 and November 30, 2023: **August 1, 2023**
- Application deadline for projects which take place between December 1, 2023 and March 10, 2024: **November 1, 2023**

* These are the final deadlines. You can submit your application to an earlier round even if the final deadline for the date of your event falls in a later round.

* For projects taking place in April and May, please contact our colleagues to discuss the

deadlines and the details of the procedure.

* Applicants cannot reapply for funding at a later Round of screening for a project that was rejected during any former Round.

Applications should be submitted in English by the deadline. We only accept applications submitted electronically by email. Please take note that the scanned version of the original, signed documents is required to make the application valid.

As the fiscal year in Japan ends in March, projects that are scheduled for the end of the fiscal year, especially in February and March need a special time frame in order to meet the reporting requirements before the end of the fiscal year. Such applicants should contact JFBP staff for details beforehand to discuss the deadline for application as well as the schedule for meeting other requirements.

7. Notification of Results

The applicant will be informed of the results of the screening in every case. If the grant application is successful, the grant funds will be transferred after the project has been implemented and all reporting duties have been fulfilled.

8. Conditions

- 1) In receiving and using the grant, the applicant must not act in violation of laws of Hungary nor the country where the applicant is based. The grant cannot be used for religious nor political purposes.
- 2) JFBP reserves the right to publicly share details of the project, including The Japan Foundation's support for the project.
- 3) JFBP reserves the right to revoke a decision to provide the grant, or order to return the grant already paid (in whole or in part), if any one of the following events occurs in relation to the grant.
 - The grantee gave false information in making the application for the grant.
 - The supported project is ceased or abandoned.
 - There is no chance of the grantee's execution of the grant project.
 - The grant project is proved to be against the conditions of the grant.

Further Terms and Conditions of the grant will be communicated to successful applicants directly.

9. Procedure

Applicants can download application forms from the JFBP website.

<https://japanalapitvany.hu/en/lpsp-arts-and-culture-202324>

Application flow-chart: Application process and notification of acceptance, project completion.

***(A)=Applicant, (J)=The Japan Foundation, Budapest**

(A) Refers to the Program Guidelines

(Discuss eligibility and project content with JFBP staff as necessary.)

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(A) Obtains an Application Form

(Download from JFBP website)

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(A) Submits Application Form and Budget Form before the deadline

(For deadlines please see p.3)

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(J) Screening

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(J) Sends out Provisional Notice of Grant Approval

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(A) Submits Acceptance/Declination Form

(One month before the start of the project)

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(A) Project takes place

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(A) Submits following documents within one month after completion of the project

- Project Report
- Financial Report
- Copies of all relevant receipts
- Payment Request Form

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(J) Confirms all documents, sends Confirmation of Grant, transfers grant funds.

* Deadlines for projects taking place in April and May, 2023 and February and March, 2024 may differ.