



**JAPANFOUNDATION**  
国際交流基金

The Japan Foundation, Jakarta  
Small Grant Program Guideline

# **The Japan Foundation, Jakarta**

## **Arts & Culture**

### **Small Grant Program**

#### **2024**

  

### **Program Guidelines**

**The Japan Foundation, Jakarta,  
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## 1. OUTLINE

This program provides grants to cover partial expenses to implement arts and cultural projects which promote deeper understanding of Japan or/and encourage cultural collaborations between Japan and Indonesia or East Timor.

## 2. ELIGIBILITY AND DUTIES OF APPLICANT

### (1) Qualified Projects

#### a) Projects concerning Japan

Art and cultural events which promote deeper understanding of Japan, such as art exhibitions, performances, film showing, or workshops which introduce arts and culture from Japan.

#### b) Cultural Collaborations between Japan and Indonesia/East Timor

Collaborative projects between Japan and Indonesia or East Timor in the field of arts and culture, such as co-created performances, co-curated art exhibitions, and joint workshops and conferences. Bilateral collaborative projects as well as multilateral projects that involve countries other than the target areas are also eligible.

### (2) Priorities

- a) Projects which promote deeper understanding of Japanese arts and culture among the people of Indonesia and this region.
- b) Projects with elements of collaborations between Japan and Indonesia or East Timor.
- c) Projects which will expand the networks of professionals in the field of arts and culture.
- d) Projects with high potential for the development into sustainable projects.
- e) Projects whose outcomes have a lasting significance within relevant fields, rather than being a one-off event.
- f) Projects which contribute in developing a foundation for international cultural exchanges by nurturing those who can take the lead in international cultural exchange between Japan and Indonesia or East Timor.

### (3) Eligibility

- a) Applicants shall be non-profit organizations (e.g. universities, non-profit cultural institutions, NGO/NPOs) located in Indonesia or East Timor.



- b) Applicants shall carry out the project as institutions and shall cover a part of the cost.
- c) Projects shall be implemented according to the schedule specified in “4. APPLICATION PROCEDURES AND DEADLINE” below.
- d) Projects shall be completed by **January 31<sup>st</sup>, 2025**.
- e) Applicants shall agree on the obligations specified in article 7 below.
- f) Applicants must have a bank account capable of accepting grants from the Japan Foundation, Jakarta. The bank account may also be opened before remittance.

#### **(4) Non-eligibility**

- a) Applications from individual or for-profit organizations are not accepted.
- b) The following projects are not eligible.
  - Projects dealing solely with topics in the field of natural science
  - Commercial activities, missionary activities, political activities, and election campaigns
  - Activities in support of specific doctrines or claims
  - Capital fund and endowment drives, debt reduction, donations, public relations campaigns, advertising, creation or support of awards or grants
  - Purchase of land
  - Design, construction, or maintenance of buildings or monuments
  - Projects that focus on developing weapons and military technology
  - Procurement of equipment
  - Activities which do not have any specific relation to Japan in terms of theme or guest.
  - Japanese cultural day/festival without guests from Japan.

#### **(5) Duties of Applicants**

- a) Applicants must be able to run the project with full respect to the local laws, regulations and health protocols, as well as to fulfill the responsibility that comes from receiving support from governmental funding. It is the applicant’s duty to conduct clear accounting, publicity, and reporting.
- b) The grant will only cover partial costs of the project: the grant will NOT cover 100% of the cost. Projects must be based on cost-sharing, and applicants are encouraged to find other resources along with this grant, such as sponsors, grants, donations, revenue generation (e.g. ticket sales) and participation fees, as well as the applicant’s own funding.



- c) If it is necessary to apply for a visa for the foreign artist, such as performance or shooting visas, the applicant must fulfill the duty of obtaining it for the foreign artist as well as permits from the local authorities for hosting the event, wherever applicable.
- d) Applicants must NOT be receiving any support from other Japan Foundation resources for the same project, including grants from the Japan Foundation headquarters' grant in Tokyo, and local grants from other Japan Foundation offices in other countries.
- e) Recurring applications from the same applicant in the same fiscal year will not be accepted.
- f) In principle, grants will not be provided to organizations that have received support as part of the same program **for three consecutive fiscal years**, unless the Japan Foundation, Jakarta assesses that there is strong justification for the continuation of the project.

### 3. GRANT COVERAGE

- (1) The Japan Foundation, Jakarta contribution **will not exceed** IDR 50,000,000
- (2) The contribution of the Japan Foundation, Jakarta is limited to the expenses actually paid in the following budgetary items during the period of grant:
  - Transportation: international airfares, domestic transportation expenses
  - Honorarium/wages (for the performers, researchers, collaborators, guest speakers, guest lecturers, assistants, interpreters)
  - Accommodation Expenses
  - Purchase of research materials
  - Production of catalogs, brochures, leaflets, proceedings and reports
  - Rental fees for venue and equipment
- (3) **The Japan Foundation, Jakarta's grant cannot be used for the following items.**
  - Salaries and social welfare expenses for the regular employees of the applying institution
  - Banquet and entertainment fees
  - Telephone, fax and postage costs
  - Office Supplies



#### 4. APPLICATION PROCEDURES AND DEADLINE

Please submit a set of application documents by email to [budaya@jpf.go.jp](mailto:budaya@jpf.go.jp)

Submission of printed applications (hardcopy) is NOT acceptable.

**JFJA Small Grant Application Form** can be accessed [here](#).

##### **[Application deadline]**

1<sup>st</sup> Round: until April 30<sup>th</sup>, 2024

⇒ Projects which will be implemented after June 1<sup>st</sup>, 2024 are applicable

2<sup>nd</sup> Round: April 25<sup>th</sup> to July 14<sup>th</sup>, 2024

⇒ Projects which will be implemented after September 1<sup>st</sup>, 2024 are applicable

3<sup>rd</sup> Round: July 15<sup>th</sup> to September 14<sup>th</sup>, 2024

⇒ Projects which will be implemented after November 1<sup>st</sup>, 2024 are applicable

Attachment of additional documents about applicants and the details of projects are highly recommended.

#### 5. NOTIFICATION OF THE GRANT DECISION

Applicants will be notified of the results of the screening within **one month** of the deadline by the Japan Foundation, Jakarta.

#### 6. PROCESS OF EXECUTION

When the grant approval is awarded, the amount of the grant will be paid in accordance with the Notice of Grant Approval and the Terms and Conditions of Grant. The first payment (70% of the total amount of grant) will be made about 30 days after the submission of Notice of Acceptance. The second payment (30% of the total amount of grant) will be made when JFJA has received and confirmed the content of Project Report and Financial Report upon the project's completion.

#### 7. OBLIGATIONS

This grant project is governed under the regulations of the Japan Foundation including "Law for the Proper Execution of a Budget Relating to Subsidies" (Law No. 179 of 1955) as well as relevant Indonesia laws.

##### **Before the implementation of approved project**

(1) **If the grantee wishes to change any of the following:**

- a) Project design and line-up of invited guests (esp. Japanese speakers/artists);



- b) Allocation of funds within the overall budget covered by the grant (limited to those expenses covered by grant);
- c) Implementation schedule (postponement or cancelation);
- d) Change of venue, etc.

The grantee shall promptly coordinate with the assigned JFJA staff. A written approval from JFJA must be obtained first before the grantee makes any changes to the approved project.

#### **During the implementation of approved project:**

- (2) Any material that is created pertaining to the grant project shall clearly indicate that it was supported by the Japan Foundation. The Grantee shall acknowledge JFJA's financial support by showing the JFJA logo mark on its publicity document or promotional materials.
- (3) The Grantee shall conduct **a survey** (online/onsite/hybrid) using a survey template provided by JFJA.
- (4) JFJA has the right to demand a progress report from the grantee regarding the subsidized project during the implementation of the project from the grantee if such a report is considered necessary.

#### **Upon the completion of approved project**

- (5) Within thirty (30) days after the project is completed, the Grantee will be required to submit a Project Report, including:
  - a) Narrative report
  - b) Financial Report with complete **original receipts and boarding passes** (if any). If the Financial Report, receipts and other supporting documents are not in accordance with the application, or violates the Terms and Conditions, the decision may be revoked and the applicants may be requested to return the provisional amount. This grant will NOT cover the cost which was not approved on the Notice of Grant. In principle, expenditures for items other than the approved items or changes in allocation of grant among approved item(s) are NOT possible.
  - c) Result of survey collected from the audience/participants.
  - d) Links to access documentation photos or videos. The links must be incorporated in the narrative report.
  - e) Promotional materials and public relations materials.
  - f) Press coverage / articles (if any)



- (6) When JFJA has received a report relating to the completion of the grant project, JFJA shall examine, by reading the report and through other means, and, if necessary, by conducting on-site investigations and other activities, whether the results of the grant project conform to the contents of the Application Form and its attachments approved by JFJA. When JFJA recognizes that the results are in due conformity, JFJA shall confirm the amount of the grant to be awarded and inform the grantee of the amount by delivering a Confirmation of Grant Payment document to the grantee.
- (7) When the amount of grant has been confirmed in accordance with the provisions in the above paragraph, a comparison will be made between the actual cost and the amount of the grant originally given in the Notice of Grant Approval, and the lesser amount shall be the amount of the Grant to be provided.

## **8. DISCLOSURE OF INFORMATION**

- (1) As to projects we support, information such as the name of the applicant and project descriptions might be made public on the Japan Foundation's public relations materials.
- (2) When we receive a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No. 140 of December 5, 2001), as a general rule, submitted application forms and related materials will be disclosed, except for information stipulated by the law as something not to be disclosed.