

Application Instructions

1 List of Application Documents

<input checked="" type="checkbox"/>	Document	Format
	(Form A) Japan-ASEAN Global Partnership Application Form	Template provided (PDF)
	(Form B) Project Narrative	Free form (PDF/Word)
	(Form C) Project Schedule	Free form (PDF/Word)
	(Form D) Budget Sheet	Template provided (PDF)
	(Form E) CVs and Bios for Collaborators and Key Participants	Free form (PDF/Word)
	(Form F) Consent of Collaboration	Free form
	(Form G) Organizational Information	Free form (PDF/Word)

2 General Notes

- (1) Please read the instructions carefully and provide all the necessary information.
- (2) Please use a computer to fill out the application documents.
- (3) Please complete all documents in Japanese or English. Any documentary proof written in a language other than Japanese or English must be submitted with its translation into Japanese or English.
- (4) Any changes to the applicant's information after submission must be notified immediately.

3 Grant Program for Japan-ASEAN Global Partnership Application Form (Form A)

* Please use Adobe Acrobat Reader to complete this form. The use of other applications may cause compatibility issues.

(1) Application Summary

- a. Name of the applying institution: Submissions will only be accepted from one non-profit organization. Any other institutions involved in the project must be listed under "3. -(3)c Collaborators and participants." Please provide the name of the applying institution in both English and Japanese if possible.
- b. Project title: Please bear in mind that the chosen project title will be used publicly if the grant is awarded, and it will be the project title in all future documents. Please provide the title in both English and Japanese, if possible.
- c. Proposed project duration: Please provide a start and end date for the project. Please note that JF grant funds must be expended during the project duration. Even if the project will be completed in a short period of time (e.g., holding an event, conference, or seminar), please allow sufficient time both before and after the event for preparation and post-event reporting.

The maximum project duration considered is 2 years.

d. Project budget

(a) Currency: Please select the currency in which the grant will be awarded from the following currency units:

- Japanese Yen (JPY)
- US Dollar (USD)
- Indonesian Rupiah (IDR)
- Singapore Dollar (SGD)
- Thai Baht (THB)
- Philippine Peso (PHP)

Please note that JF will not award the grant in currencies other than those listed above. Even if other currencies are used in the implementation of the project, please select from the currency units above.

(b) Total project cost: Please enter the total cost of the project for each project year.

(c) Amount requested from JF: Please enter the amount requested from JF for each project year. A minimum of 20% of the total project budget each year must be secured from non-JF sources.

(2) Applicant

- a. Applying institution: Please fill in the legal entity of the institution and provide the institution's address, phone number, and website URL.
- b. Authorized representative, project director, and treasurer: Please identify the authorized representative who has the authority to sign a grant agreement, the project director who will serve as the primary contact concerning project status and implementation, and the treasurer responsible for the financial aspects of the project. Please note that an individual cannot serve in more than one of these positions concurrently.
- c. Applicant Information: Please describe briefly the applying institution's main activities, year of establishment, annual budget, number of staff, etc.
- d. Previous JF grants: If the applying institution has previously received grants from JF or worked on collaborative projects with JF, please list them here. Please include the project name, grant amount, and the date when the grant was awarded.

(3) Project Outline

- a. Project description: Please provide the objectives and an overview of the project, including the issues to be addressed, implementation details and structure, preparation status, anticipated outcomes, and dissemination plan. Please give a brief summary in this section and explain the details in the Project Narrative (Form B).
- b. Project timetable: Please indicate the expected dates and locations of major events. If applying for a multi-year grant, please explain the necessity for a multi-year project.
- c. Collaborators and participants: Please list the organizations and individuals involved in the formulation and implementation of the project. For key collaborators, please attach documents indicating their agreement to collaborate with the applicant on the project (free form). For additional information, please refer to "4. -(5) Consent of Collaboration."

4 Attachments

(1) Project Narrative (Form B):

The narrative is a detailed explanation of the project activities, and the issues that the project will address. Please describe the project in detail, including the following points (free form, PDF/Word).

- a. Project objectives: Please describe in detail the objectives of the applied project, the issues to be addressed, and the project's significance for Japan and ASEAN.
- b. Anticipated outcomes: Please describe the specific outcomes expected in Japan and ASEAN countries, and the methods for publishing and disseminating those outcomes.
- c. Details of project: Please outline the entire structure of the project, including the schedule of events, research conducted prior to the project, and its follow-up activities. If the project plan is not yet finalized at the time of application, please provide a tentative plan. Additionally, please ensure that the project details described here are appropriately reflected in the Budget Sheet (Form D), as the project contents must align with the budget plan.
- d. Preparation status: Please describe the current status of preparations, including the status of contact with key collaborators, recruitment of participants, selection of implementation sites, and projected revenue budget.
- e. Future prospects: This grant program expects to strengthen personal networks and cultivate the next generation of leaders through the projects, and to sustain those achievements. From this perspective, please describe in detail the efforts being considered after the project is completed and how the outcomes will develop without further support.

(2) Project Schedule (Form C):

Please include a timetable indicating when each stage of the project, from planning through dissemination, will be carried out. If the project plan is not yet finalized at the time of application, please provide a tentative plan.

(3) Budget Sheet (Form D):

Please use the currency unit described in "3. -(1) d (a) Currency" to detail the expected expenditures and income for the project, including funds from JF and other sources. Please include information on the status of funding requests from other sources. For details on the types of items JF can consider under this program, please refer to "5. Grant Coverage" in the Guidelines and the appendix: "List of Eligible Expenses." Please ensure that the total amounts for expenditures and revenues are consistent.

a. Expenditures:

- (a) For multi-year projects, please provide a separate budget for each year. Each budget should cover a 12-month period.
- (b) Please provide a total amount and a detailed description for each line item requested from JF.
- (c) If honoraria and personnel expenses are included, please provide a budget justification for each line item, explaining how it is relevant to the project. Please note that the grant cannot cover the entire amount of honoraria and personnel expenses. Honoraria for authorized representative, project director, and treasurer are ineligible expenses.
- (d) JF can support indirect costs up to 10% of the direct costs JF supports.

- b. Income:
Please categorize and describe project income as follows:
 - (a) Funding requested from JF
 - (b) Own funds
 - (c) Grants from other organizations (please include the status of applications)
 - (d) Revenue from project activities (e.g., entrance or ticket fees from project events)
 - c. The grant amount will be determined by JF based on the scale and necessity of each project. A minimum of 20% of the total project budget each year must be secured from non-JF sources, such as the applying institution, the collaborating institution, and/or other sources.
 - d. Please double-check the figures in the Budget Sheet even while using automated calculations. Unintended string errors, automatic rounding, and careless mistakes may result in incorrect figures.
- (4) CVs and Bios for Collaborators and Key Participants (Form E):
Please submit CVs of the authorized representative, the project director, and key collaborators/participants.
- (5) Consent of Collaboration (Form F):
Please attach documents from key collaborators indicating their agreement to collaborate with the applicant on the project, including their roles (free form, email screenshots showing agreement are acceptable).
- (6) Organizational Information (Form G):
Please submit materials detailing the organizational structure, history, activities, and financial status of the applicant. Annual reports and pamphlets are acceptable, provided they include the requested information.

Appendix: Grant Program for Japan-ASEAN Global Partnership

List of Eligible/Ineligible Expenses

	Eligible Expenses	Ineligible Expenses
A. Personnel & Honoraria	<ul style="list-style-type: none"> - Honoraria for collaborators and assistants - Honoraria for speakers and lecturers at symposiums, seminars, workshops, etc. - Honoraria for interpreters - Honoraria for authors 	<ul style="list-style-type: none"> - Honoraria for authorized representatives, project directors, and treasurers
B. Travel Costs	<ul style="list-style-type: none"> - International flight fare (economy discount) - Transport (Airport - Central) - International travel fare except by air - Domestic flight/train/bus/others fare - Car rent - Accommodation expenses - Meals 	<ul style="list-style-type: none"> - Passport issuance fees - Overseas travel insurance premiums - Hotel early check-in/late check-out fees - Daily allowance
C. Conference Costs	<ul style="list-style-type: none"> - Fees for venue use - Rental fee for equipment(s) - Preparing materials - Public relations - Beverage service - Reception costs * Meal costs (within B. Travel Costs) that overlap with receptions are not eligible. 	<ul style="list-style-type: none"> - Purchase of equipment or other durable goods
D. Report and Publication Costs	<ul style="list-style-type: none"> - Conference report publication - Translation costs 	
E. Other Direct Project Costs	<ul style="list-style-type: none"> - Reference materials 	
F. Indirect Costs	<ul style="list-style-type: none"> * Max 10% of total direct costs 	

*For other grant-eligible expenses, please contact the JF at gp1_asean_grant@jpf.go.jp