

# Grant Program for Japan-ASEAN Global Partnership

## Application Guidelines for Fiscal 2025

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### 1. Overview and Purpose

At the Commemorative Summit for the 50th Year of ASEAN-Japan Friendship and Cooperation held on December 17, 2023, Prime Minister KISHIDA Fumio announced the launch of “Partnership to Co-Create a Future with the Next Generation: WA Project 2.0,” a comprehensive people-to-people exchange initiative that aims to encourage interactions among the next generation and develop human resources in Japan and ASEAN.\*

(\*) [https://www.mofa.go.jp/p\\_pd/ca\\_opr/pageite\\_000001\\_00061.html](https://www.mofa.go.jp/p_pd/ca_opr/pageite_000001_00061.html)

Based on this concept, the Japan Foundation (JF) makes grants and supports projects to achieve the following five purposes:

- Build a strong relationship of trust between Japan and ASEAN for the future
- Promote two-way exchanges and strengthen multi-faceted human networks
- Address together global challenges, such as climate change and disaster prevention
- Nurture the next generation to serve as a bridge between ASEAN and Japan
- Contribute to the further development of a multicultural society

The “Grant Program for Japan-ASEAN Global Partnership” offers support especially for international projects that promote collaboration and partnership between Japan and ASEAN, with the aim of finding solutions to global common issues.

### 2. Eligible Projects

#### (1) Eligible projects:

To be eligible for the program, projects must satisfy the following requirements:

- Projects that facilitate policy-oriented research and collaborative initiatives (e.g. conferences, symposia, seminars, workshops, etc.) by Japanese and ASEAN researchers and practitioners aimed at resolving common issues that Japan and ASEAN should jointly address, promote dialogues and interactions to strengthen personal networks that will encourage such collaboration, and lead to cultivating the next generation of leaders who will be involved in such activities.
- Projects related to common policy issues that should be jointly addressed by Japan,

ASEAN and the international community. Possible topics include climate change, disaster resilience, energy issues, economic security, social and economic disparities, public health, AI, and urbanization; however, projects outside these categories can also be eligible if they meet the goals of the grant program.

- Projects must begin between April 1, 2025 and March 31, 2026
- Projects must be Japan-ASEAN collaborations. Inclusion of Japanese cooperating organizations is required for ASEAN-based applicants; and inclusion of ASEAN cooperating organizations is required for Japan-based applicants. Cooperating organizations must work jointly on the project from the planning stage through dissemination of the final outcome.
- 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.

(2) Priorities:

- Projects that are not limited to bilateral collaboration, but involve multiple countries within the ASEAN;
- Projects that encourage the development of human resources in the relevant field;
- Ideas and/or participants that reflect a broad range of viewpoints (e.g., a collaborative project involving both academics and practitioners);
- Inclusion of a broad spectrum of participants in terms of ethnicity, gender, geography, and field of expertise relevant to the project;
- Participation and/or participants from outside of major metropolitan areas;
- Demonstration of the outcome's impact on society (including support for people important in addressing the global issues/project theme(s)).

(3) JF will not accept proposals for the following projects:

- Projects solely focused on academic research in medical, technical or natural sciences;
- Commercial activities;
- Projects that can be utilized for goals that are religious and/or political in nature;
- Projects in direct support of specific doctrines or claims;
- Projects designed to provide scholarships and fellowships;
- Projects with the main purpose of promoting friendship and youth exchange;

### **3. Eligible Applicants**

- (1) Proposals are accepted from non-profit organizations based in Japan, ASEAN countries (Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, and Vietnam), and Timor-Leste.
- (2) Applications must be submitted by a single representative institution per project.

#### **4. Grant Period**

- (1) Projects must begin between April 1, 2025 and March 31, 2026.
- (2) The grant period shall be, in principle, limited to one year. However, multi-year projects will be considered if deemed necessary based on the project goals stated in the application. The maximum duration for grant is two consecutive years. Grants for multi-year projects will be provided in one-year increments. If applying for multi-year grant, the applying organization must provide the reasons in the application for why the grant is needed for multiple years. Projects that focus on events held on a regular basis every year will receive lower priority.

#### **5. Grant Coverage**

- (1) Grants may be used to cover the following expenses:
  - Personnel & honoraria (honoraria for lecturers, researchers, collaborators, and interpreters, staff salaries, etc.)
  - Travel (international and domestic transportation, accommodation, meals, etc.)
  - Conference costs (room rental, audio and visual equipment rental, advertising, etc.)
  - Report & publication costs (editing, website creation, translation, printing, etc.)
  - Other direct project costs (purchase of reference materials, etc.)

\* The grant amount will be assessed by JF, and the entire project cost will not be covered by the grant (see 2-(1) above). JF may also ask for the submission of estimates to determine the appropriateness of the requested amount.

\* If personnel and honoraria expenses are included in the requested amount, the basis for the estimate must be provided, along with an explanation of their necessity and role in the project. Grants cannot cover the entire amount of honorarium and personnel expenses. Honoraria for authorized officials, project directors, and treasurers of the project are ineligible expenses.

- (2) JF will not consider the following items:
  - Capital fund and endowment drives, debt reduction;
  - Operating costs unrelated to the project being supported;
  - Design, construction, or maintenance of buildings or monuments;
  - Procurement of equipment or other durable goods or purchase of land;
- (3) JF will support indirect costs totaling no more than 10% of the actual direct costs supported by JF. Rent and other administrative costs should not be included as direct costs; JF considers these costs to be included in the category of indirect costs.
- (4) The grant amount will be decided by JF based on scale and necessity for 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.

## **6. Application Procedures**

- (1) Submission Deadline: December 2, 2024, 23:59 (Japan Standard Time)
- (2) How to apply
  - a. Download the application documents from the following website:  
<https://www.jpf.go.jp/e/program/intel.html>
  - b. Complete the application documents, following the Application Instructions and the Application Documents Completion Guide.
  - c. Submit the application documents by email attachment to [gp1\\_asean\\_grant@jpf.go.jp](mailto:gp1_asean_grant@jpf.go.jp).  
For efficient processing, please include “Grant Program for Japan-ASEAN Global Partnership Application” in the subject line of the email.
- (3) Notification of results  
April 2025

## **7. Terms of Agreement**

By applying to our program, the applicant has understood and agreed to the following:

- (1) Regulations and laws  
Grant programs of JF are operated in accordance with the relevant regulations and laws of the Japan Foundation.  
JF is intolerant of any fraudulent activity from the application process through the grant duration. Once a grant has been provided, committing any form of fraud with regard to JF grant funds could result in penalty measures such as revocation of decision to provide a grant in whole or in part, request return of rescinded portions of the grant including late payment charges, suspension of the application for a certain period of time, and/or other legal actions (Ref. “Act on Regulation of Execution of Budget Pertaining to Subsidies, etc.” (Act No. 179 of 1955)).
- (2) Receiving of grants  
Applicants who have received support for the past three consecutive years will be ineligible to receive support for a fourth year under the same program. This measure enables JF to extend its support to as many applicants as possible by de-emphasizing repeated long-term funding to the same recipients. However, there may be exceptions for projects that JF finds significant reason to continue supporting. Applicants subject to this principle and not accepted are eligible to apply for the next fiscal year, and applications will be screened accordingly.
- (3) Grantee obligations  
The Grantee shall acknowledge JF’s financial support when the Grantee produces any materials related to the Grant Project such as publicity materials (e.g. websites, catalogs, posters, flyers, etc.), conference materials, books, videos, etc.  
The Grantee shall include the designated quantity of publicity materials and deliverables to

JF with the Final Report.

The Grantee shall submit the Final Project Report and Financial Report, when the project has been completed.

(4) Disclosure of information

When a request for information, based on the “Act on Access to Information Held by Independent Administrative Agencies” (Act No. 140 of 2001) is received, materials such as submitted application forms will be disclosed (unless stipulated by law as not to be disclosed). Japanese law requires that all material submitted to JF be subject to public disclosure after the screening process is completed, with the exception of personal information.

Information concerning projects that we support, such as the name of the grantees and project descriptions, will be made public in the Annual Report, on the website, and in other public relations materials of JF.

(5) Handling of Personal Information

a. Compliance with applicable laws

To the extent applicable, JF will comply with the “Act on the Protection of Personal Information” (Act No. 57 of 2003) (the “Act”), relevant cabinet and ministerial orders, various guidelines stipulated by the Personal Information Protection Commission or other organizations to which the Personal Information Protection Commission has delegated authority, the “EU General Data Protection Regulation (the “GDPR”),” the Personal Information Protection Law of the People’s Republic of China and related laws and regulations (the “Chinese Laws”), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal information, JF will properly collect, use and control the same. For more information on JF’s efforts to protect personal information (privacy policy), please visit the following websites:

(Related to the Act): (Japanese) <https://www.jpf.go.jp/j/privacy/>

(English) <https://www.jpf.go.jp/e/privacy/>

(Related to the GDPR): <https://www.jpf.go.jp/e/privacy/index.html#gdrp>

(Related to the Chinese Laws): [https://www.jpfbj.cn/jp/personal\\_information/](https://www.jpfbj.cn/jp/personal_information/)

b. Acquisition of personal information

JF may acquire the following personal information (the “Personal Information”) from the applicants through the application forms, attachments, project reports, deliverables, etc. In addition, JF may acquire the applicants’ Personal Information through publicly available websites.

[Basic information of applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone

number), fax number, e-mail address, photographs taken during or prior to the program, etc.

[Information on applicants' educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

c. Purposes of use and period of personal information

- (a) Based on the consent of the applicant, JF will use the Personal Information acquired from the applicant for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the "Purposes of Use").
- (b) For the proper and smooth operation of JF projects, any information such as the applicants' names, genders, jobs, titles, affiliations, project periods, project content, etc. will be: posted on published materials, such as the Detailed Annual Reports of JF (Kokusai Koryu Kikin Jigyo Jisseki), the Annual Report and JF's website; used for preparation of statistics materials; and used for formulation of future JF projects.
- (c) In addition to the information specified in b) above, the applicants' contact information (i.e., address, e-mail address and phone number) will be used to: request the applicants to answer questionnaires as follow-up to the project after completion thereof; provide a notice regarding other JF projects; request the applicants to provide information for formulation of future JF projects, and so on.
- (d) JF will handle the Personal Information of the applicants for the period necessary to achieve the Purposes of Use.

d. Provision of personal information

- (a) JF may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. JF will make sure that the recipients take measures to ensure the security of the Personal Information.
  - i. The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for arrangement of visas, handling of security control, support for project implementation, etc.)
  - ii. Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
  - iii. News media and other organizations (for public relations for the projects)
  - iv. Other organizations and individuals who receive the information as needed for the projects
- (b) The Personal Information acquired from the applicants may be used or provided for purposes other than the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other

incorporated administrative agencies, local public entities or local incorporated administrative agencies (the “Administrative Organs”) as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.

e. Cross-border transfer of personal information

(a) JF may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including JF headquarters) or other countries or regions for the Purposes of Use. JF shall appropriately control the Personal Information in such countries or regions.

(b) In addition to the case specified in the preceding paragraph, JF may provide the Personal Information acquired from the applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use as needed for the projects, only when the conditions stipulated in laws and regulations are satisfied.

f. Security control of personal information

JF shall endeavor to prevent unauthorized access and leakage of the Personal Information of the applicants by way of taking appropriate security control measures and control means.

g. Rights pertaining to personal information of applicant

The applicant has the right to access his/her Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.

h. Filing of objections against handling of personal information

In the case where the applicant is dissatisfied with the handling of the Personal Information in JF, such applicant may state his/her objections to JF to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, the applicant may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which the applicant belongs.

i. Personal information of persons involved in the project

The Personal Information of persons involved in the project other than the applicant, which is submitted by the applicant to JF, shall also be handled in the same manner as stipulated in a. to h. above, and therefore, the applicants should provide explanations in advance to the persons involved in the project and obtain their consent.

j. Contact information

Please use the contact details specified in "8. Contact" for any opinions, questions, etc. regarding any matters specified in this “Handling of Personal Information” section.

k. Revocation of consent

The applicant has the right to revoke his/her consent to any matters specified in this “Handling of Personal Information” section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when the applicant does not provide his/her consent or revokes his/her consent, such applicant may not be able to receive necessary information and/or services from JF.

(6) Response to infectious diseases

Depending on the impacts of infectious diseases, appropriate measures may be required when implementing the project in accordance with the regulations and instructions of the relevant authorities. Please understand that JF may unavoidably revoke its grant decision or change the substance of its grant or the conditions attached as a result of changes in circumstances that have occurred after the decision to provide the grant. Please also understand that JF may set certain conditions for overseas dispatch programs, depending on the epidemic situation.

(7) Ensuring the necessary safety and security of projects

Considering the recent instability in global security, with the increase of terrorist attacks in particular, JF highly recommends that you take the necessary security measures to ensure safety when you conduct your projects, such as the following:

- a. Check if there are any security alerts issued in the countries and/or cities where your project is to be conducted;
- b. Provide information on security and safety issues for your international guests (if any).

## **8. Contact**

The Japan Foundation (Headquarters) Global Partnerships Department, International Operations Section I

YOTSUYA CRUCE, 1-6-4 Yotsuya, Shinjuku-ku, Tokyo 160-0004, Japan

Tel: +81-(0)3-5369-6072 / E-mail: gp1\_asean\_grant@jpf.go.jp

※Grant Program for Japan-ASEAN Global Partnership Application Guidelines end here. Application Instructions follow.