

The Japan Foundation, Cairo
Small Grant Program for Japanese Language Education
General Guidelines (Japanese FY 2023)

1. Description of the Program

This program is designed to provide partial assistance with those who are planning projects related to Japanese language education in the areas/countries in the Middle East or North Africa* during the Japanese fiscal year 2023 (from April 1, 2023 to March 31, 2024). The aim of the Program is to promote or improve Japanese language education in the above-mentioned areas/countries.

* Afghanistan, Bahrain, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Palestinian Interim Self-Government Authority, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates, Yemen, Algeria, Egypt, Libya, Morocco, Sudan, Tunisia

2. Eligibility of Applicants & Projects

- (1) Non-profit organizations (e.g., universities, research institutes, NGO, etc.) in the Middle East and North Africa are eligible to apply. Applications from individuals are not accepted.
- (2) One or more of the following (a) to (d) are not applicable to your organization
 - (a) Foreign governments (including their administrative organs, embassies and consulate-generals, but excluding educational, research, or cultural institutes)
 - (b) International organizations that Japanese national government organs contribute to
 - (c) Japanese national government organs, local governments, incorporated administrative agencies, local incorporated administrative agencies
 - (d) Organizations, institutes, facilities attached to or established by category (c) above (e.g. Japanese national or public schools)
- (3) Non-profit projects/events that help promote and improve Japanese-language education.
- (4) Applying projects should be in the field of Japanese language education. The contents of the projects should be related to enhancing Japanese language education.
- (5) Applicants must have the capacities necessary for implementing the planned project.
- (6) Applicants must have (or set up) a bank account in the name of the applying organization before the grant payment period to receive grants from the Japan Foundation.
- (7) The receipt of a grant or other form of subsidies from the Japan Foundation, Cairo, is not in violation of any laws or regulations in the applicants' areas/countries.
- (8) Religious and political activities are not eligible.
- (9) Organizations that have received grant from the Japan Foundation in the past may be given lower priority.
- (10) In principle, an organization which has received a grant from the Japan Foundation is not eligible for applying again in the same fiscal year.

(11) Projects should be conducted between April 1, 2023 and February, 2024. Maximum project duration is 11 months.

3. Grant coverage

- (1) Grant coverage is part of the following expenses:
 - (a) Travel expenses (e.g. transport expenses, airfare, accommodation fees)
 - (b) Rent of the venue, honorarium for lecturers, translators, interpreters, and technical staff
 - (c) Printing/publicity costs
- (2) Grant cannot be used for salaries, social welfare expenses for the regular employees of the applying institution, or as banquet and entertainment fees in the event.
- (3) In principle, **the maximum amount of the grant is US\$1,000.**

4. Deadline

The applicants are requested to submit the application by the 1st day of the month which is 2 months prior to the beginning of the project in principle, to the Japan Foundation, Cairo.

(e.g. If the project takes place on November 30, 2023, the deadline is the September 1, 2023.)

5. Screening and Notification of Result

- (1) Applications will be screened by the Japan Foundation, Cairo. They may be reviewed by specialists in that field. During the screening process, the Foundation may ask questions to the applying organization if necessary.
- (2) Applicants will be notified of the results no later than 30 days prior to the beginning of the project in principle by the Japan Foundation, Cairo.
- (3) The Japan Foundation, Cairo, does not answer any questions regarding the screening process and the results.

6. Conditions

- (1) The grantee shall be fully responsible for the supported project.
- (2) In receiving and using the grant, the applicant must not violate the laws of the applicants' areas/countries. It is not allowed to use the grant for religious and political purposes.
- (3) The grantee shall use the grant only for the purpose of the supported project, including any interest, etc., accrued from the grant.
- (4) The grantee shall report to the Japan foundation, Cairo, and obtain approval of its Director as soon as possible in the event of discontinuance, cancellation, and major changes in the grant projects.
- (5) The support of the Japan Foundation, Cairo, must be credited appropriately in all publicity and printed materials of the project.

- (6) Details of the projects supported by the Japan Foundation, Cairo, (e.g. name of the applicant and project description) will be made public in the *Detailed Annual Report of the Japan Foundation Activities*, the *Annual Report*, *The Japan Foundation Newsletter*, on the Japan Foundation's website and in other public relations material.
- (7) Within two weeks after the completion of the project, the project organizer must submit the Project Report including the result of questionnaire which the project organizer asks to the participants during/after the project and the Financial Report Form with related materials (e.g. press coverages and reviews etc.) and copy(ies) of relevant receipt(s). In case the Project Report Form is not submitted by March 14, 2024, the Grant will be cancelled.
- (8) If the Japan Foundation, Cairo, examines the project sites or related documents, including account books, the grantee must cooperate in the examination.
- (9) After having examined the above documents, the Japan Foundation, Cairo, will send the Final Grant Letter and remit the amount stipulated on the Grant Confirmation Notice through bank transfer to the grantee.
- (10) The grantee shall distinguish all revenues and expenditures related to the supported project from other accountings, and duly organize receipts and other documentary proof so that they can be presented at any time, and keep them for five years after the end of the project.
- (11) The Japan Foundation, Cairo, shall revoke the grant, or order the grantee to return the grant money which has already be paid, if any one of the following events occurs in relation to the grant.
 - (a) The grantee has given false information in making the application for the grant.
 - (b) The supported project is ceased or abandoned.
 - (c) There is no probability of the grantee's execution of the grant project.
 - (d) The supported project has been found to be against the conditions of the grant.

7. Procedure

