



**JAPANFOUNDATION**  
国際交流基金

The Japan Foundation, Bangkok  
Small Grant Program Guidelines

Ver. 202204

# **The Japan Foundation, Bangkok**

## **Small Grant Program**

### **Program Guidelines**

**The Japan Foundation, Bangkok**  
**10<sup>th</sup> Floor Serm-Mit Tower, 159 Sukhumvit 21, Bangkok 10110**  
**Tel: (02) 260 8560-4 Fax: (02) 260 8565**  
<http://www.jfbkk.or.th>



## 1. OUTLINE

This program provides grants to cover partial expenses to implement projects concerning Japan, in the field of Arts & Culture and Japanese Studies. International cultural exchange to promote deeper understanding of Japan including projects to enhance Japanese studies in Thailand.

## 2. ELIGIBILITY AND PRIORITIES

### (1) Qualifying Projects

#### Projects concerning Japan (Arts and Culture/Japanese Studies)

International art and cultural exchange events implemented in Thailand, Cambodia and Laos such as art exhibitions, performing arts or film screenings to promote deeper understanding of Japanese arts and culture among the people in Thailand and this region. This category also includes projects to enhance Japanese studies in Thailand, Cambodia and Laos such as joint-research, conferences, seminars and intensive courses.

### (2) Priorities

- a) Promotion of deeper understanding of Japanese arts and culture among the people of Thailand and this region
- b) Joint-research and conferences whose results will be published
- c) Projects that would further promote and expand the horizon of Japanese studies in the field of humanities or social sciences
- d) Lower priority will be given to the projects based on existing partnerships, such as agreements between universities and sister institution relationships
- e) Potential for development into new projects
- f) Innovative approaches or pioneering elements in the themes and contents

### (3) Eligibility

- a) Applicants should be non-profit organizations (e.g. universities, research institutes and academic associations, NGO/NPOs) located in Thailand, Cambodia or Laos.
- b) In principle, the project should be carried out in the country where the Applicant is based.
- c) Applicants should carry out the project as an institution and should cover a part of the cost.
- d) The project should be implemented and completed within a Japanese fiscal year (from April 1 to March 31 the following year).

*\*If the need for the project is acknowledged, plans that continue over a year are also eligible for the program but at a maximum of three years. Applications must be submitted and screened every year.*

- e) Applicants must have a bank account capable of accepting grants from the Japan Foundation, Bangkok. A bank account may also be opened before remittance. In case the bank account is the account of individual, certified letter will have to be submitted to state the relationship between applicant organization and individual.

### (4) Non-eligibility

- a) Applications from individuals or for-profit organizations are not accepted.
- b) In principle, organizations that have continually received support from the same program for the past three fiscal years are not eligible to submit applications for the



fourth fiscal year. This is a measure to avoid giving ongoing support to the same applicants and to distribute grants to as many applicants as possible.

- c) 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

### 3. GRANT COVERAGE

- (1) Grants will be given on a cost-sharing basis.  
The Japan Foundation, Bangkok's contribution will **not exceed 50,000 Baht**  
\*Even when the application is approved, this does not mean that all the requested amount of money will be provided.\*
- (2) The contribution of the Japan Foundation, Bangkok is limited to the expenses actually paid on the following budgetary items during the period of the grant:
- Transportation: international airfares, domestic transportation expenses
  - Honoraria/wages (for the performers, researchers, collaborators, guest speakers, guest lecturers, assistants, interpreters)
  - Accommodation expenses
  - Production of catalogs, brochures, leaflets, proceedings and reports
  - Rental fees for venue and equipment
- (4) **The Japan Foundation, Bangkok's grant cannot be used for the following items:**
- Salaries and social welfare expenses for the regular employees of the applying institution
  - Banquet, reception and entertainment fees e.g. coffee break, lunch, catering expenses etc.
  - Telephone and postage costs
  - Office supplies

### 4. APPLICATION PROCEDURES AND DEADLINES

- (1) Applications should be submitted to the Japan Foundation, Bangkok.  
Please submit the original set of application documents to the following address.  
Submission by e-mail is now acceptable.

Attention: Small Grant Program for Arts and Culture The Japan Foundation, Bangkok 10th Fl. Serm-Mit Tower, 159 Sukhumvit 21 Rd., Bangkok 10110, THAILAND Tel: (662) 260-8560 Email: <a href="mailto:smallgrant@jfbkk.or.th">smallgrant@jfbkk.or.th</a>
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- (2) Applications must arrive no later than the following deadlines, depending on the commencing time of the project.



**[First round]:** February 10 (For projects that start after April 15.)

**[Second round]:** May 10 (For projects that start after July 1.)

**[Third round]:** August 10 (For projects that start after October 1.)

**[Fourth round]:** November 10 (For projects that start after January 1.)

\*If the date of the deadline falls on a holiday including Saturday and Sunday, the following weekday will be the deadline.

- (3) Attachment of additional documents about applicants and the details of projects are highly recommended for our consideration process (E.g. institution profile, artist profile, collaborating or supporting organization profile, budget plan, PR plan, etc.).

## 5. NOTIFICATION OF THE GRANT DECISION

### **[First round]**

Applicants will be notified of the screening results by early April by the Japan Foundation, Bangkok.

### **[Second, Third and Fourth round]**

Applicants will be notified of the screening results by the end of the month of submission by the Japan Foundation, Bangkok.

## 6. PROCESS OF EXECUTION

- (1) 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.
- (2) The grantee will be asked to provide a brief of project details and press release (preferably in Thai) for our promotional process as well as to send us PR materials for the approval of our logo usage.
- (3) The grantee will be asked to submit the Final Report about the activities and summary of expenditures, etc. within one month after the project has been completed.
- (4) The amount of the grant will be subject to final adjustment upon review of the Final Report mentioned in Article (3) above.

## 7. DISCLOSURE OF INFORMATION

- (1) As to projects we support, information such as the name of the applicant and project descriptions might be made public in 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.

## 8. CONTACT INFORMATION

Consultation in advance is available upon request.

Please feel free to call or e-mail us for further information.

The Japan Foundation, Bangkok / Email: [smallgrant@jfbkk.or.th](mailto:smallgrant@jfbkk.or.th)

TEL 02 260 8560-3

The format of the application form can be obtained from the website below.

<http://www.jfbkk.or.th/grant.php>