

**The Japan Foundation
Center for Cultural Exchange in Vietnam
Grant Program**

Program Guidelines

**The Japan Foundation Center for Cultural Exchange in Vietnam
No. 27 Quang Trung Street, Hoan Kiem District, Hanoi
Tel: +84 (0)24 3944 7419
<https://hn.jpf.go.jp/>**

1. OUTLINE

This program provides grants to cover partial expenses to implement a) international cultural and art exchange events, b) projects concerning Japan in the purpose of enhancement of Japanese Studies in Vietnam, c) international intellectual collaborative projects. The program is designed to deepen mutual understanding and to establish closer relations between Japan and Vietnam or other countries.

2. ELIGIBILITY AND PRIORITIES

(1) Qualified Projects

- a) International art and cultural projects (e.g. art exhibitions, stage and performing arts)
- b) Projects concerning Japan in the purpose of enhancement of Japanese Studies in Vietnam (e.g. joint research, conferences, seminars/workshops/intensive courses)
- c) Global Partnerships projects (e.g. international conferences, seminars, workshops, and training) that address the following activities and focuses:
 - Activities that increase mutual understanding and tolerance for diversity
 - Activities that contribute to the development of an equitable and open society
 - Activities that address common problems in Asia and Oceania and require international cooperation
 - Activities contributing to fostering a sense of common values in Asia

(2) Priorities

- a. **International arts and cultural projects (e.g. visual arts, performing arts, film showing)**
 - a) To make better understanding of Japanese arts and culture among the people of Vietnam
 - b) To enhance international exchange and cooperation between Japan and Vietnam
- b. **Projects concerning Japan in the purpose of enhancement of Japanese Studies in Vietnam**
 - a) Joint-research and conferences whose results will be published
 - b) International cooperative projects that are to be conducted between two or more institutions, or that will enhance the networking of the Japanese Studies institutions/researchers
 - c) Workshop/seminar/intensive course projects that include audiences from other institutions
- c. **Global Partnerships projects**
 - a) Japan's involvement: Projects in which Japan's contribution is highly recognized
 - b) Multilateral projects: Projects that involve participation from a number of countries and not limited to bilateral exchange
 - c) Multi-sectoral projects: Projects that aim to include participants from a variety of sectors of society (e.g. academics, policy-makers, community or non-governmental organizations)
 - d) Interdisciplinary projects: Projects that aim to cross disciplinary boundaries and contribute to the expansion and development of an extensive intellectual network, in particular, projects which contribute to the development of human resources for the next generation

(3) Eligibility

- a) Applicant should carry out the project as institution and should cover a part of the cost.
- b) Projects should be implemented and completed within a Japanese fiscal year (from April 1 to March 31 next year).

(4) Non-eligibility

- a) Applications from individual 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
 - Sports activities including the training of players and the organizing of or participation in sporting events

3. GRANT COVERAGE

- (1) Grants will be given on a cost-sharing basis.
- (2) The Center's contribution basically will not exceed US\$2,000. The average grant is around from US\$500 to US\$2,000.
- (3) The contribution of the Center is limited to the expenses actually paid in the following budgetary items during the period of grant:
 - Honorarium/wages (for the performers, researchers, collaborators, guest speakers, guest lecturers, assistants, interpreters)
 - Transportation: international airfares (from Japan to Vietnam), domestic transportation expenses
 - Accommodation Expenses
 - Purchase of research materials
 - Production of catalogs, brochures, leaflets, proceedings and reports
 - Rental fees for venue and equipment
- (4) **The Center'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

- (1) Applications should be submitted to the Japan Foundation Center for Cultural Exchange in Vietnam. Please submit the original set of application documents to the following address. Submission by e-mail is also acceptable.

Attention: Mr. Osuka, Ms. Huong

The Japan Foundation Center for Cultural Exchange in Vietnam

Address: No. 27 Quang Trung Street, Hoan Kiem District, Hanoi, Vietnam

Tel: +84 (0)24 3944 7419

Email: jpfhanoi@jpf.go.jp

- (2) Applications must arrive no later than the following deadlines, depending on the commencing time of the project.

[First round]: July 10 (For projects that start after August 15, 2024)

[Second round]: September 10 (For projects that start after November 1, 2024)

[Third round]: November 10 (For projects that start after January 1, 2025)

5. NOTIFICATION OF THE GRANT DECISION

Applicants will be notified of the results of the screening within two weeks of each deadline by the Japan Foundation Center for Cultural Exchange in Vietnam.

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 submit the Final Report about the activities and summary of expenditures, etc., when the project has been completed.
- (3) The amount of the grant will be subject to final adjustment upon review of the Final Report mentioned in Article (2) 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 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.