Online Grant Application Notes

Please read these Notes before completing the Application Form. All applications must be written in English.

FUNDING PROGRAMMES

	DAIWA FOUNDATION SMALL GRANTS	DAIWA FOUNDATION AWARDS
Introduction	Grants of £2,000-£9,000 are available to individuals, societies, associations or other bodies in the UK or Japan to promote and support interaction between the two countries. Daiwa Foundation Small Grants can cover all fields of activity, including educational and grassroots exchanges, research travel, the organisation of conferences, exhibitions, and other projects and events that fulfil this broad objective. New initiatives are especially encouraged.	Awards of £9,000-£18,000 are available for collaborative projects that enable British and Japanese partners to work together in the context of an institutional relationship. Daiwa Foundation Awards can cover projects in most academic, professional, arts, cultural and educational fields. Awards seek to encourage the development and sustainability of UK-Japan partnerships between such organisations as museums and art galleries, theatres and performing arts groups, schools and universities, and grassroots and professional bodies. Any project which involves a significant level of collaboration between British and Japanese partners can be considered.
How to apply	**Applications from the UK**: UK-based applicants can apply using our online application. Read the application notes carefully before completing the form on-screen and submitting it online. **Applications from Japan**: Download and complete the Application Form and email to the **Tokyo Office**: tokyo.office@dajf.org	**Applications from the UK**: UK-based applicants can apply using our online application. Read the application notes carefully before completing the form on-screen and submitting it online. **Applications from Japan**: Japan-based Daiwa Foundation Award applicants can apply using our online application. Alternatively, download and complete the application, then email your application to the **London Office**: grants@dajf.org.uk
Deadlines	There are two application deadlines each year: • **31 March** (for a decision by 31 May) • **30 September** (for a decision by 30 November). However, the Foundation encourages applicants to submit their application as early as possible.	There are two application deadlines each year: • **31 March** (for a decision by 31 May) • **30 September** (for a decision by 30 November). However, the Foundation encourages applicants to submit their application as early as possible.
What kind of project is NOT eligible?	Daiwa Foundation Small Grants cannot be used for: • general appeals • capital expenditure (eg, building refurbishment, equipment acquisition, etc) • consumables (eg, stationery, scientific supplies, etc) • school, college or university fees • research or study by an individual school/college/university student • salary costs or professional fees • commissions for works of art • retrospective grants • replacement of statutory funding • commercial activities	Daiwa Foundation Awards cannot be used for: • any project that does not involve both a British and a Japanese partner • general appeals • capital expenditure (eg, building refurbishment, equipment acquisition, etc) • salary costs or professional fees • commissions for works of art • retrospective grants • replacement of statutory funding • commercial activities
Decision	All applicants are notified by letter from the	All applicants are notified by letter from the

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Foundation. The decision of the Trustees is final and the Foundation is unable to discuss unsuccessful applications.	Foundation. The decision of the Trustees is final and the Foundation is unable to discuss unsuccessful applications.

BEFORE YOU START THE ONLINE APPLICATION

- **Registering:**

When you start an application for the first time you will need to register and set up an online account using your email address and a password. You only need to register once. You can leave the application form at any time by clicking on the 'Save and Exit' button at the bottom of the form pages. You can log back in to a partially completed form at any time by entering your email address and password.

- **Eligibility test:**

You will be asked to answer some eligibility questions to enable us to check whether your application falls within our current guidelines.

- **Mandatory questions and the Help button:**

Mandatory questions: Many questions on the online application form are mandatory and marked with "*****".
Help: Many questions on the online application form have online help or guidance – please use the "**?**" to access this before you complete the answer.

- **Navigation:**

To navigate through the form please use the PREVIOUS and NEXT buttons at the bottom of each page. Please do not use internet browser buttons as this may result in loss of data between pages. Our online application form consists of seven pages.

- **Word limit:**

Many of the answers are limited to a maximum number of characters (which includes spaces and punctuation). We suggest that you write your answers in Word and use the 'Word Count' tool to calculate the number of characters before copying and pasting your final answer into the application form.

- **Submitting an application:**

The application is only sent to us when you click the COMPLETE button on the review page. Only click on the COMPLETE button if you have finished your application. If you just wish to amend or save your application, then click on the REVISE button and then SAVE & EXIT.

- **What happens next:**

Once your application has been submitted you will see a message acknowledging receipt. You should also receive an email, which confirms receipt of your application, gives you your reference number and advises what happens next in the application process. A copy of your application will be attached to the email. Please advise us if you do not receive the email, which also quotes your reference number.

COMPLETING THE APPLICATION FORM

Section A – Project Leader
The Project Leader is the person or organisation leading the project and responsible for administering a grant if an application is successful. Please be aware that the Foundation may need to contact the Project Leader during the assessment of the application.

Sections B and C – Project Partner(s)
Project Partners are the people or organisations working with you on your project. If you have any Project Partners, please give their details.

Section C10 – Previous applications to the Foundation
State any previous applications for funding to the Foundation from the Project Leader or Project Partner(s).

Section D – Project
Select which grant type you are applying for: a Daiwa Foundation Small Grant OR a Daiwa Foundation Award. Enter a brief project description, and the start and finish dates. Please be aware that the Foundation is unable to consider projects that start before the advertised decision date.

Section D5 – Grant request
Give the budget for the amount you are requesting from the Foundation. Please state exactly what you would use any funds for in Pounds Sterling (UK£). Give as much detail as you can and be aware of what the Foundation cannot fund. You should be aware that successful applications may not receive the full amount that they request. It can be helpful to include the project's overall budget. This can be separately uploaded as a Word Document or Excel File (see Section F).

Please keep in mind the MAXIMUM rate that the Foundation can fund for the following items:

- Return flight between the UK and Japan - £1,000 per person

- Subsistence (including accommodation) - £100 per person per day

Please use the following table to help you calculate costs for subsistence, and travel between the UK and Japan:

		NO. OF PEOPLE				
		1	**2**	**3**	**4**	**5**
NO. OF DAYS	**1**	£1,100	£2,200	£3,300	£4,400	£5,500
	2	£1,200	£2,400	£3,600	£4,800	£6,000
	3	£1,300	£2,600	£3,900	£5,200	£6,500
	4	£1,400	£2,800	£4,200	£5,600	£7,000
	5	£1,500	£3,000	£4,500	£6,000	£7,500
	6	£1,600	£3,200	£4,800	£6,400	£8,000
	7	£1,700	£3,400	£5,100	£6,800	£8,500
	8	£1,800	£3,600	£5,400	£7,200	£9,000
	9	£1,900	£3,800	£5,700	£7,600	£9,500
	10	£2,000	£4,000	£6,000	£8,000	£10,000
	11	£2,100	£4,200	£6,300	£8,400	£10,500
	12	£2,200	£4,400	£6,600	£8,800	£11,000
	13	£2,300	£4,600	£6,900	£9,200	£11,500
	14	£2,400	£4,800	£7,200	£9,600	£12,000

Sections D8 and D9 – Income for project from other funding bodies
Please list any other funding bodies supporting the project and whether the funding is guaranteed or pending. Only include funding that directly affects the project, not general financial support.

Section E1 – Project background
Clearly explain the background to your project. How did you first meet or make contact with your Project Partner(s)? What previous projects have you undertaken between the UK and Japan? Why did you decide to undertake the current project? Why is your project important? If you belong to an organisation (eg, charity, community group), what is its background and purpose? Word limit: 300 words.

Section E2 – Project summary
Describe the project and how it will be carried out. Who will be involved? Where will it happen? What is the schedule of activities? If you have a detailed schedule, please include it as a supplementary material (see Section F).

Please also state what difference funding from the Foundation will make to the project. Will the project still go ahead if it receives no or partial support? If you have substantial funding from another source (eg, a research council or the Japan Society for the Promotion of Science), please explain why these funds cannot be used for the items listed in Section D5 (Grant request). Word limit: 300 words.

Section E3 – Project benefits
What will be the concrete outcomes of your project? For example, will there be an exhibition, a seminar, or a report? If you are researching a book, who is the publisher and what is the publication date? How will the outcomes of your project be disseminated? How will your project further UK-Japan understanding? What future joint ventures with your Project Partners do you hope will emerge from your current project? Word limit: 300 words

Section F – Supplementary materials
Please list any supplementary materials that you are sending in support of your application. Please note:

- CVs MUST be provided by
  - the Project Leader and Project Partners. Please keep the CVs to no more than two pages please.

- A detailed schedule should be provided when
  - the project includes a visit to either the UK or Japan. If possible, this should include the names of people with whom you will be meeting or collaborating.

Please note that audio or visual recordings (eg, videos, CDs) will NOT be considered. Please do not include them in your application.

Section G1 – Additional information
The Foundation would be grateful if you would indicate how you found out about the Foundation and its grant-giving programmes.