

**The Toyota Foundation Asian Neighbors Program
for Fiscal 2011
Information for Applicants**

I. Theme

Shared Actions to Build Our Future Asia

II. Objectives and Overview

Enhancing mutual understanding and cooperation in Asia has been a key focal area for the programs of the Toyota Foundation since it was established in 1974. Over time, our programs focused on Asia have evolved in line with regional conditions, starting from the “Know Our Neighbors” Translation-Publication Program and moving on to the Asian Neighbors Network Program, aimed at forming networks linking people in different countries. For the fiscal 2011 program, the spotlight is on making Asian “neighbors” into true “friends” through joint work on projects that address regional issues.

Since ancient times, Asia has been a region where every sphere of human activities—including politics, commerce, and culture—is subject to interaction, conflict, and integration. Today there are even more ways for people in Asia to communicate with each other. Using new communication tools makes it possible to instantly find out about events in other countries and engage with people across national borders.

New communication technologies give us the chance to share in the joys and sorrows of people living far away from us. They can also free us from a stereotypical understanding of other cultures. This helps us reflect on the current condition of our lives, which can in turn be the basis for feeling more empathy and solidarity with others.

In today’s Asia, as societies undergo increasingly rapid change, people in the region face common challenges and issues. These include maintaining sustainable ecosystems and livelihoods for marginalized groups, enhancing cross-cultural understanding and coexistence, and ensuring peace and security. Given this situation, the question is how we can come together to make the region a more safe and caring place for everyone.

Answering this question requires each of us who lives in Asia—along with our neighbors inside and outside our communities and countries—to take action to solve our common problems, based on open and flexible networks. Such efforts will forge partnerships for upcoming generations and enrich the future of Asia. Our hope is that people living in the Asia of the future will find joy and hope in their daily lives, develop together, and learn from each other’s wisdom and experiences. This program seeks project proposals that can present new lifestyles and innovative social models for the sake of future generations.

III. Project Areas

Project proposals for the program must correspond to one of the following areas:

(1) Fostering mutual understanding and social actors

In today’s competitive society, many of us lack a place to demonstrate our ability and potential, and can easily fall into isolation and stagnation as a result. Overcoming this situation to foster a sense of respect for ourselves and for others is the foundation for building dynamic and harmonious societies in Asia.

In this area we seek projects that enhance mutual understanding, make society more caring, tolerant, and sympathetic, and encourage individuals to become proactive members of their communities by resolving specific challenges. Examples include:

- Developing young community leaders through social initiatives
- Building peace by promoting dialogue and reconciliation between groups

(2) Enhancing sustainable communities

Since ancient times, Asian communities had been in harmony with the surrounding environment and have benefited from nature’s bounty. However, the pursuit of economic growth and material wealth has led to serious problems like the depletion of natural resources, pollution, and climate change resulting from global warming.

In this area we are looking for projects aimed at supporting sustainable communities by dealing with specific issues in a way that helps people to acknowledge the importance

of an environmentally friendly lifestyle and to redefine the meaning of a “prosperous” life. Examples include:

- Solving issues related to the management of natural resources
- Encouraging agricultural methods that are environmentally friendly and beneficial to farmers

(3) Forging social systems to address local issues

Society is today made up of diversified groups, cultures, and modes of living. Despite the common awareness of the need for social integration, such as cross-cultural understanding and coexistence, various sectors lack the sort of systems necessary to make such integration a reality.

In this area, we invite proposals for building or enhancing non-formal social systems that can encourage different groups of people—including the marginalized—to form a consensus and actively participate with each other. Examples include:

- Utilizing and reinventing aspects of traditional culture to bolster economic self-reliance
- Securing the rights of vulnerable or marginalized groups of people

IV. Grant Amounts and Periods

◆ Total amount of grants

120 million yen

◆ Grant frameworks

Applicants are divided into the three categories, as listed below, based on the scale of the proposed project (including its geographic scope, number and range of participants, and content of the activities or inputs; for more details please refer to Section VI, “Project Requirements,” below). Each applicant must choose the appropriate grant type based on the content of the proposed project.

(1) Up to 2 million yen over 2 years:

This grant type is recommended for projects involving participants **in one country** who intend to carry out innovative, challenging activities in a single location or community.

(2) 3 to 8 million yen over 2 years:

This grant type is recommended for projects involving participants in **different countries** who seek synergy by bringing together their respective knowledge and experiences.

(3) Special grant: 10 to 15 million yen over 2 years

This is a special framework for a limited number of projects that tackle important common challenges facing the region or world. Projects should be based on multinational network(s) adequate to the project, and results should contribute to solving a wider global issue.

Applicants seeking a special grant must confer with a Toyota Foundation Program Officer about the content of the application before submitting it. (Contact details are shown on page 12.)

◆ **Grant period**

Two-year period from November 1, 2011, to October 31, 2013

Please note that projects are evaluated annually or bi-annually, and if the evaluation reveals problems in the operations of a project its grant funding may be discontinued.

V. Definition of “Project”

In this program, the term “project” is defined as a set of activities carried out by people from diverse backgrounds who take the initiative to address various tasks within a certain period of time, in accordance with a specified budget and based on realistic objectives that are pursued using practical methods.

In preparing their project proposals, all applicants are expected to position the project within a long-term perspective and vision, and to carefully consider realistic goals and outcomes over the two-year project period.

Please note that proposals of the sort listed below will not be considered suitable for a project in this program:

- (a) Activities with an excessively limited number or range of participants and/or beneficiaries (e.g. scholarships, members limited to one organization, etc.).
- (b) Activities with no tangible objectives or results in mind (e.g. conducting an event or

aiming for “networking” alone, with no results or other output besides a project report).

- (c) Activities focused primarily on research. (Such proposals may be suitable for the Toyota Foundation’s Research Grant Program.)
- (d) Ongoing activities (e.g. those by an NGO or charity organization that regularly issues materials) or proposals to use the grant to cover the running cost of an organization. Please note that projects in this program must be new initiatives that start and end within the grant period, *not* something that is part of a longer project.

VI. Project Requirements

Grant type	Project location	Requirements
(1) Up to 2 million yen over 2 years	One Asian country	<ul style="list-style-type: none"> • Corresponds to a specific community (or group of people) and its situation, challenges, and issues • Based on local initiatives and ownership • Activities are challenging, innovative, and original • Sufficient personnel are available to implement and manage the project
(2) 3 to 8 million yen over 2 years	Two or more countries	<ul style="list-style-type: none"> • Tackles issues common to Asian countries • Creates synergy by involving participants from more than one country in the project • Experiences and innovative practices from one country can be applied to other countries • Activities are innovative and original and can achieve goals within the grant period • Adequate structure for implementation and management in place with participation by members of the local population, including marginalized groups
(3) Special Grant: 10 to 15 million yen over 2 years	Two or more countries	<ul style="list-style-type: none"> • Applicants for this framework must confer with a Toyota Foundation Program Officer about the content of the application before submission • Can generate clues for solving global issues by settling a problem in Asian countries • Can benefit others by sharing with them the best practices of more than one country • Activities are innovative and original, can achieve goals within the grant period, and are likely to continue to benefit society after the project period • Project members are involved in multinational network(s) well suited to the purpose • Organization conducting the project has clear principles and adequate experience

- There are no restrictions based on nationality or affiliation.
- Proposals for joint projects conducted by participants from diverse backgrounds are especially welcome.
- Project locations must either be multiple countries in Asia or a single Asian country other than Japan. (Proposals for projects to only take place in Japan may be directed to the Grant Program for Community Activities.)
- Depending on the content of applications, there may be no project that receives a special grant.

VII. Selection Process

Applications will be comprehensively screened in line with the aforementioned requirements, the suitability of projects to the program's objectives, and the feasibility of the proposal. Depending on the content of the proposal, an application may be selected after a change is made in the grant type and the project budget.

VIII. Communication with the Toyota Foundation

◆ Grant initiation (exchange of Memorandums of Agreement)

Each principal member and representative of a project that is awarded a grant will exchange Memorandums of Agreement with the Toyota Foundation and carry out the project in accordance with their terms.

◆ Presentation of reports (interim and final)

The Toyota Foundation requires principal members to prepare and submit a written interim project report, a final project report, and a financial report in accordance with the prescribed forms and by the required deadlines.

◆ Consultation

If necessary, a Toyota Foundation Program Officer (PO) will visit the principal member or representative of a project to discuss its progress and the prospects for achieving results. In order to gauge the project's progress, the PO or other Toyota Foundation staff members may also attend workshops and symposiums organized by the project members.

◆ **Progress report meetings, workshops, and symposiums**

Progress report meetings are held at the Toyota Foundation, where the principal members or representatives of projects report on their progress and the prospects for achieving results and take part in discussions with experts. Various workshops and symposiums will also be scheduled.

◆ **Continued funding**

Applicants seeking continued funding must confer with the program officer overseeing the original project. When an applicant seeks continued funding, the decision made by the Toyota Foundation is based on a comprehensive review of the status and results of the original project, as set forth in consultations and in the interim and final reports, as well as on standards ordinarily used in screening new projects.

IX. Application Procedures and Screening

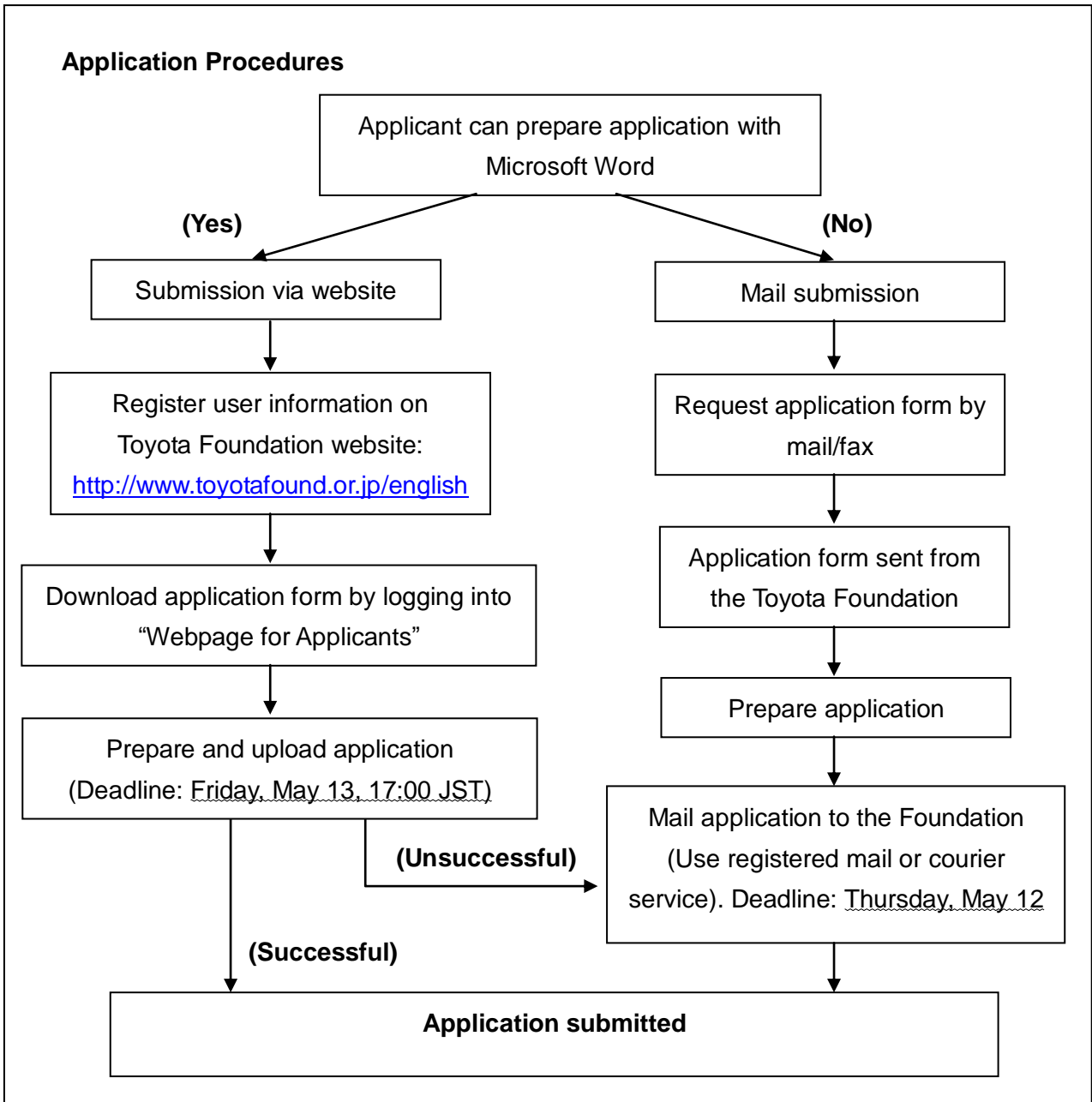
1. Application procedures

To submit a grant proposal, applicants should visit the Asian Neighbors Program application announcement page of the Toyota Foundation website (<http://www.toyotafound.or.jp/english/>), where detailed instructions are available.

Alternatively, for those who cannot prepare the application with Microsoft Word, blank application forms can be obtained by mail. Applicants should send a request by mail or fax stating “Request for Asian Neighbors Program Application Forms” and including the applicant’s name, contact address, and phone number to the address shown on the last page of this document. Applicants are responsible for sending the completed application forms by registered mail or acceptance-recorded mail, or by a courier service, before the deadline (postmarked no later than Thursday, May 12, 2011).

(Notice)

- The Toyota Foundation cannot accept applications submitted by fax or email or delivered in person.
- Only the prescribed forms may be submitted to apply for the program; no substitute forms or additional pages are acceptable.



2. Application period

Applications submitted via the Toyota Foundation website:

Friday, April 1, until **Friday, May 13**, 2011 (up to 5:00 p.m., JST)

Applications submitted by mail:

Friday, April 1, until **Thursday, May 12**, 2011 (postmarked date)

3. Selection of Grants

The formal decision regarding the selection of projects to be awarded grants will be made at the Toyota Foundation Board of Directors meetings to be held in late September 2011, based on the deliberations of the Toyota Foundation Asian Neighbors Program Selection Committee, chaired by Dr. Takashi Shiraishi, professor at the National Graduate Institute for Policy Studies. The selection of projects is made primarily on the basis of information contained in the submitted applications, but when necessary the committee may ask to interview an applicant about the project proposal or ask an applicant to make a presentation at the Toyota Foundation.

4. Selection results

Applicants (or their designated contact persons) will be informed in writing of the selection results soon after the Board of Directors meetings. Telephone or e-mail inquiries regarding the selection results will not be accepted.

5. Other important points

(a) When submitting an application:

Applications submitted via the Toyota Foundation website:

- ◆ Traffic on the Toyota Foundation website is likely to intensify as the application deadline approaches, which could make it hard to upload an application.
- ◆ If you are unable to upload your application by the deadline, please submit it by mail. (Please also note that the deadline for applications by mail is earlier than for submission via the website. To prevent administrative confusion, each applicant is requested to submit only one application, either by uploading it via the Toyota Foundation website or mailing it.)
- ◆ Please follow all the instructions provided on the Toyota Foundation website when submitting your application.

Applications submitted by mail:

- ◆ Please submit only one copy of the application form. No additional documents should be included with or attached to an application.
- ◆ Please do not staple or bind an application form or paste anything to the form. (This is because all application forms must be photocopied during the selection process.)
- ◆ If you format your application by pasting print-outs onto the form, please make a

copy of the complete form and send the copy.

- ◆ Application forms must be printed on only one side of each page submitted; pages printed on both sides will not be accepted.
- ◆ The “application number” space at the top right of the application form is for the Toyota Foundation’s use. We will mail you a postcard by early June to inform you of your application number.
- ◆ Applications postmarked after Thursday, 12 May, 2011 will not be accepted.

(b) After submitting an application:

- ◆ Applications cannot be replaced or re-uploaded once they are submitted.
- ◆ Submitted applications will not be returned.
- ◆ If any statement on an application is found to be untrue or misleading, the application may be rejected. If the proposal has already been approved, the grant may be cancelled.
- ◆ The Toyota Foundation will not respond to questions about the reasons for its approval or rejection of project proposals.

PRIVACY NOTICE: The personal information you provide on the application form will be used by the Toyota Foundation for project selection, statistical analysis, and administrative activities, such as contacting applicants. This information will not be used for any other purpose without your consent, except in cases provided for by law.

Contact Details

(Address to Send Applications via mail)

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Inquiry: <https://www.toyotafound.or.jp/english/inquiry/>

