

2022 International Grant Program

Project Proposal Guidelines

Cultivating Empathy Through Learning from Our Neighbors
Practitioners' Exchange on Common Issues in Asia



Application Period: April 1 to June 4, 2022 (until 11:59 p.m. JST)



THE TOYOTA FOUNDATION

The Toyota Foundation's Guiding Principles for Grants

The Toyota Foundation targets proposals that fulfill the following points for grants.

1. Great significance for society
2. Anticipating internal and external issues
3. Future-oriented
4. Sustainable and developable
5. Expected to have a ripple effect

CONTENTS



<u>1. Program Objective</u>	1
Expectation for Projects: Four keywords	
Eligible Thematic Areas	
<u>2. Outline of the Grant</u>	3
Target Countries and Regions	
Languages	
Qualifications for Application	
Expected Activities and Outputs	
Project Budget	
Total Amount of Grants	
<u>3. Applications</u>	6
Application Period	
Steps for Application	
Prior Consultation	
Online Briefing Session	
Notes on Application	
<u>4. Selection of Projects</u>	7
Process and Criteria of Selection	
Announcement of the Result	
<u>5. Process from Application to End of Grant</u>	8
<u>6. Other</u>	9

<Attention>

- In addition to East and Southeast Asia, South Asia is included in the target countries and regions from FY2022. For details, please refer to p.3.
- Implementation of the projects may be significantly affected by the spread of the COVID-19. Please plan the activity schedule with enough time span that allows flexible implementation within the period. The Toyota Foundation will be flexible in approving the changes to the schedule on a case-by-case basis via individual consultation.

1. Program Objective

In 2022, the International Grant Program of the Toyota Foundation continues to focus on “**Cultivating Empathy Through Learning from Our Neighbors: Practitioners’ Exchange on Common Issues in Asia**” in East Asia, Southeast Asia, and South Asian countries.

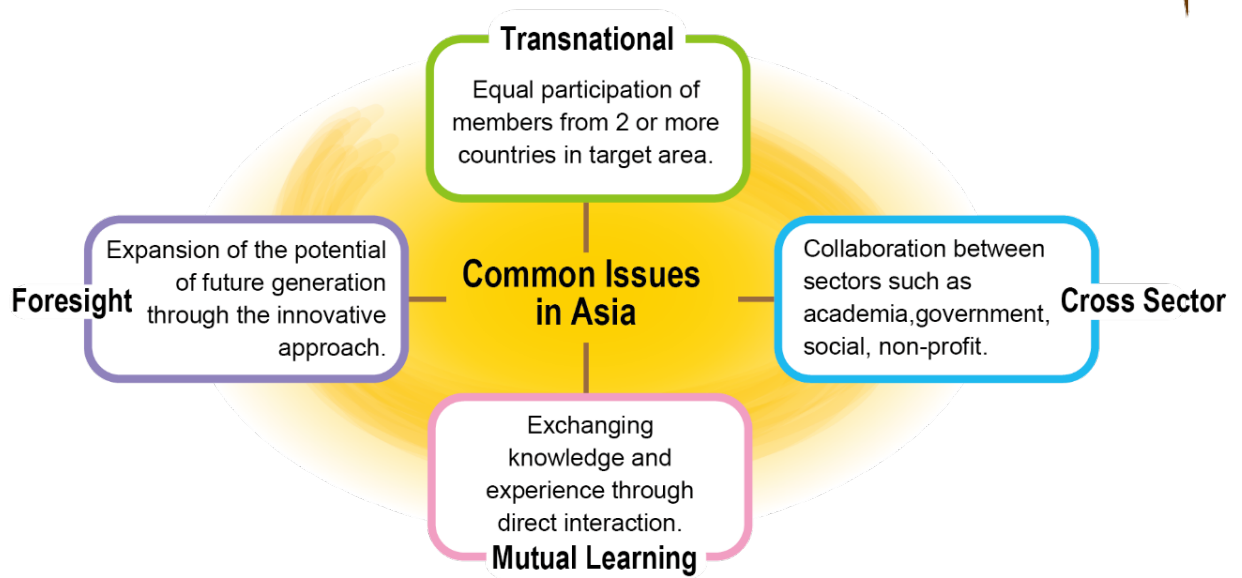
The grant program aims to acquire a new perspective which will expand the possibility for the future of the next generation by promoting mutual understanding and knowledge-sharing among people on the ground in target countries (see p.5) working on the common issues, through gaining deeper analysis and multi-faceted understanding about the issue.

● Expectation for Projects: Four keywords

Proposals are expected to include **the Four Keywords** indicated below.

- **Transnational**: Set issues that are common to at least two countries/regions from the target countries/regions, with members who are active in each country/region to participate on an equal basis.
- **Cross Sector**: The team members consisted by multiple sectors such as academia, government, social, non-profit, etc., conduct practical activities that contribute to problem solving, in addition to researching and analyzing existing initiatives.
- **Mutual Learning**: Activities incorporate interaction among people on site (local supporters, concerned parties, local residents, etc.) to achieve mutual learning.
- **Foresight**: Gain insights into important issues that society is likely to face in the future, and to acquire new perspectives that will lead to future development through active learning with diverse stakeholders beyond the conventional framework.

With multinational teams consisted of participants from diverse backgrounds, projects can form cooperative and creative alliances that consider, act on, and construct solutions to shared issues, avoiding conventional linear relationships, such as “supporter and supported” or “instructor and trainee”. The grant program anticipates that these partnerships, extended beyond such factors as nationality, age, and organizational affiliation, will lead to significant social change through fostering a process of mutual learning.



● Eligible Thematic Areas

This program provides grants for projects in all areas that meet the five points of the "Toyota Foundation's Guiding Principles for Grants" and focus on new common issues facing two or more of the countries and regions in East Asia, Southeast Asia, and South Asia.

The Toyota Foundation finds great social significance not only in addressing current social issues, but also in identifying emerging issues before they become readily apparent.

2. Outline of the Grant

	Grant Period	Grant amount per project (maximum)
Two-Year Grant	November 1, 2022 – October 31, 2024	10,000,000 yen
One-Year Grant	November 1, 2022 – October 31, 2023	5,000,000 yen

● Target Countries and Regions

The target countries and regions of this program are listed below.

East Asia	Japan, China, Hong Kong, Macau, Mongolia, South Korea, Taiwan
Southeast Asia	Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Timor-Leste, Vietnam
South Asia	Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka

As the aim of this grant is to share knowledge and deepen mutual understanding about the common issues in Asia, projects must be conducted in two or more of the target countries. Projects including only one target country will not be considered. In addition to two or more target countries, project may also include additional countries not specified above.

It is not mandatory to include Japan (e.g., Thailand - Cambodia - Vietnam). To include non-target countries/regions in addition to two or more target countries/regions is accepted (e.g., Japan - Taiwan - Nepal - Australia).

● Languages

English or Japanese

● Qualifications for Application

1. **The project representative must have a contact address in Japan.**
2. The representative and members must be individuals who have practical experience in multiple target countries such as conducting research, carrying out activities, producing creative works, and making policy proposals in regards to the focused issues.

3. The representative and members must have a broad network in the target countries composed of people in various sectors such as practitioners, project participants, researchers, creators, policy makers, journalists and other media representatives.
4. The representative and members must be capable of carrying out a project with a diverse network of participants across multiple target countries.

● **Expected Activities and Outputs**

[Early stage of the project period: Identify issues and conduct reviews]

Surveying and analyzing the situation in more than two target countries/regions.

If there are precedent cases or studies, please identify their strengths and weaknesses, points for improvement, and issues for the future, then reflect them to the project you are applying for. If there is no precedent, please include a perspective on why there hasn't been one and what is the significance of addressing the issue for the society.

[Middle stage of the project: Exchange and mutual learning]

Engage in practical activities for solving the issues through mutual learning, by exchange between members from two or more countries and sectors.

Diverse activities from flexible ideas are appreciated. It may include, for example, fieldworks in target countries or regions, workshops, symposiums and project debriefings. When implementing exchange and mutual learning, the project is expected to explore better approach for exchange and mutual learning in every phase such as the choice of destinations for visits and its participants, preparation prior to mutual visits, events held during the exchanges, post-visit review and dissemination of information.

[Last stage: Disseminate results and findings]

Produce deliverables, such as policy recommendations, videos, websites, teaching materials and exhibitions, and disseminate them to the society.

The dissemination should be based on comprehensive consideration of its purpose, target and means for outreach and other related issues. Even if the deliverables are not completed within the project period, the project would be positively evaluated if it is designed to have a considerable social impact based on its long-term prospects.

Prospects: Potential for being spread over other countries and regions

It is expected that the knowledge obtained and network of people developed through exchanges and mutual learning are spread and developed across other regions and countries in different

forms during the grant period or in the near future. Also, the knowledge and network are expected to exert an impact on society in many regions, irrespective of whether the regions are covered in the project.

● **Project budget**

Project budgets must be to fall within the maximum funding limit. Budget feasibility is an important factor in selection.

What can be budgeted:

Personnel cost including honoraria (within 30% of the total budget)/ cost for traveling/ communication/ meetings including workshops, symposiums, etc./ producing output materials including printing, editing, and video or website production, etc.

What cannot be budgeted:

Any project costs not applicable to the program framework, entertainment expenses, overhead and other indirect costs

● **Total Amount of Grants**

70 million yen

*For reference, **10 projects** were approved out of **116 applications** in 2021. For details, please see the comments by Selection Committee Chair.

<https://www.toyotafound.or.jp/english/international/2021/comment01.html>

3. Applications

● Application Period

From April 1 until June 4, 2022 (until 11:59 p.m. Japan Standard Time)

Note: We will not respond to any inquiries regarding application process after **June 3, 2022, 5:00 p.m. Japan Standard Time.**

● Steps for Application

Applicants are expected to register and download the grant program application form via the Toyota Foundation website (<https://www.toyotafound.or.jp/english/international/2022/>), fill in the relevant areas, and submit it by uploading it to the website.

● Prior Consultation (not compulsory)

Applicants can consult with the program officers of the Toyota Foundation in advance of applying. If you wish to have the prior consultation, please send a “Concept Note (outline of the project)” of no more than two pages length, summarizing i) Tentative project title, ii) Two-Year Grant or One-year grant, iii) Outline of the project such as objective and the Main activities, iv) Main members of the project, v) Outline of the budget, etc., via E-mail.

Note: prior consultation is available only until **May 23, 2022.**

● Online Briefing Session (not compulsory)

Online Briefing session in Japanese would be held during the application period. The details will be updated on the website.

● Notes on Application

1. Please carefully follow the instructions provided on the Toyota Foundation website or in these guidelines when submitting the application.
2. Applicants must choose either English or Japanese for applying. This means if registered from the English page of our website, you must use English Application Form. Likewise, if registered from the Japanese page, use Japanese Application Form. **Please do not change languages in the midst of application process. When failed to follow this instruction, you may not be able to submit (upload) application forms via the web system.**
3. Applications must be submitted before the deadline. Please be aware that as the deadline approaches traffic on the Toyota Foundation website is likely to intensify, potentially making it

difficult to upload applications. For this reason, applicants are asked to submit applications as early as possible. The Toyota Foundation will not take any responsibilities for failure to upload application forms.

4. Applicants must only use the space provided and submit the form without any page extension. Also, no additional documents should be included with or attached to the application.
5. Applications cannot be replaced or re-submitted.
6. If any aspect of an application is found to be untrue or misleading, the application will be automatically rejected. In a case where such a proposal has been approved, the grant will be cancelled.

4. Selection of Projects

● Process and Criteria of Selection

- Final selection will be made in late September 2022 at the meeting of the Toyota Foundation's Board of Directors from among the candidates presented by the Selection Committee comprised of external experts and chaired by Professor Shigeto Sonoda, Deputy Director of Institute for Advanced Studies on Asia (IASA), The University of Tokyo.
- The selection committee will review proposals from the perspective of consistency with the Grant Policy of the Toyota Foundation" and the purpose of the program, appropriateness of the members, feasibility, expected results and ripple effects, and appropriateness of the budget, etc.
- As part of the selection process, the Selection Committee may contact applicants to obtain additional information. The Selection Committee may also suggest proposals be modified with regard to method, budget, or output, etc.

● Announcement of the Result

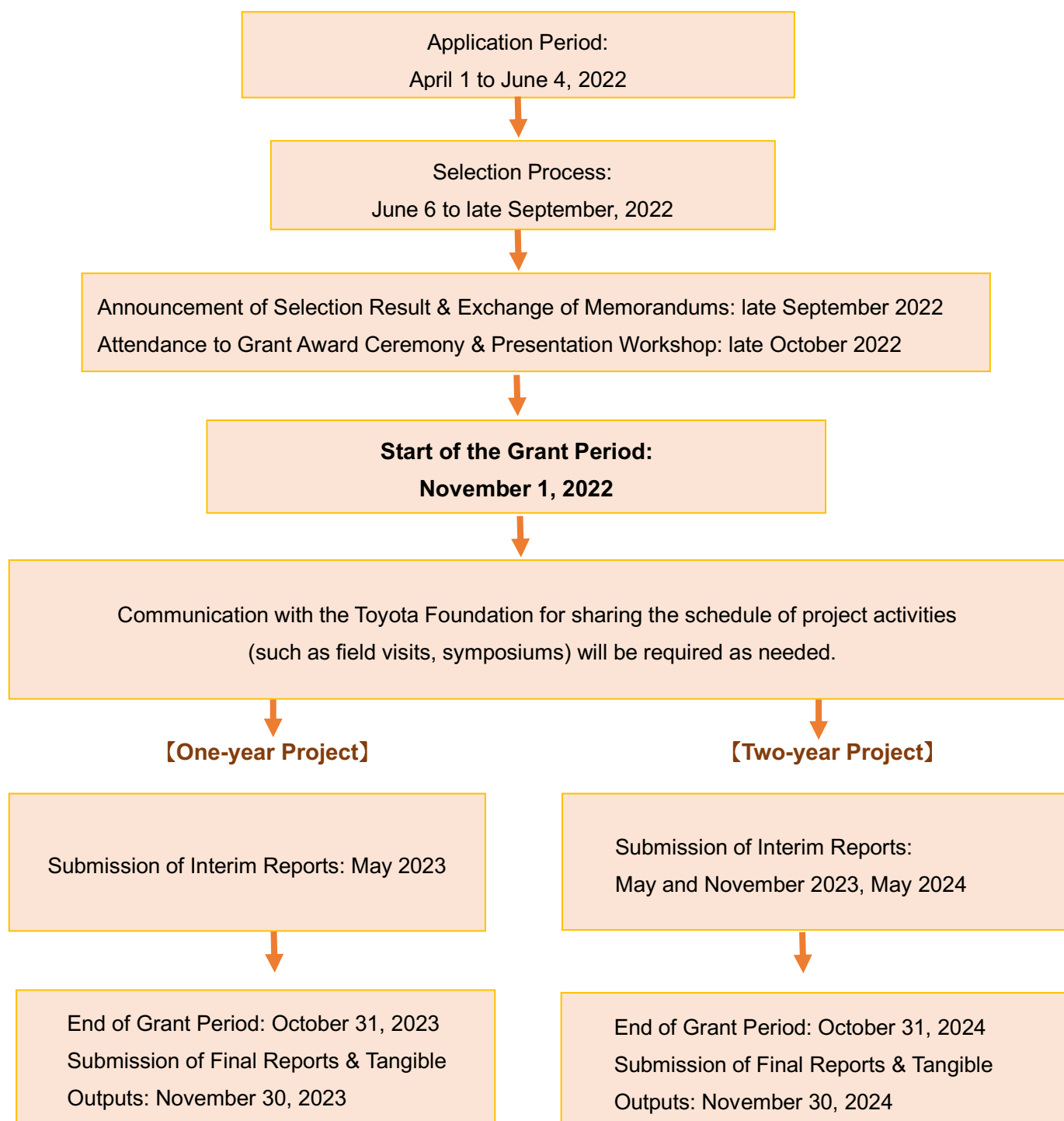
- Applicants will be informed of selection results via email by the end of September 2022, following the Board of Directors meeting. The Toyota Foundation will not respond to inquiries regarding the selection process.

5. Process from Application to End of Grant

The representatives are expected to keep in touch with the staff members of the Toyota Foundation during the grant period in order to update the information about the on-going projects.

Overall schedule of the grant program is indicated below.

Please note that the Foundation may ask for your cooperation to make the grant program better after the grant period.



6. Other

● Privacy Notice

Personal information of applicants provided on application forms and through direct and other modes of communication will be used by the Toyota Foundation for project selection, statistical analysis, and administrative tasks such as contacting applicants. This information will not be used for any other purpose without the applicant's consent, except in the cases provided for under the law.

● Copyright

All product copyrights resulting from the project belong to the grant recipients, including the project representative and members. However, in its own publications or other output, the Toyota Foundation may quote the report or any part of it, subject to agreement by the principal project member.

[Reference] Other Grant Programs of the Toyota Foundation (FY2022)

- Grant Program for Community Activities in Japan
- Research Grant Program
- Special Subject: Migrants and Japanese Society
- Special Subject: Co-Creating New Society with Advanced Technologies

* For details of the other programs, please visit our website:

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

Contact Details

The Toyota Foundation / Group for International Grants

(Mr. Tone, Ms. Okiyama, Ms. Sasagawa)

Email: asianneighbors@toyotafound.or.jp

