

*“Cultivating empathy through leaning from our neighbors:
Common issues in Japan and other Asian countries”
Program Guidelines*

We call on potential applicants – those who wish to impact society and to join in regional peer network - in tune with the following programmatic framework

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Summary of the Programmatic Framework

- **Target Countries:** Indonesia, Japan, Philippines, Thailand, Vietnam
- **Thematic Areas:**
 - a) Aging society;
 - b) Multicultural society;
 - c) Renewable energy practices for sustainable community development
- **Project Duration:** One year (Nov 2014 – Oct 2015)
- **Expected output:** A review of a policy issue in one or more of targeted countries, with a policy recommendation (encouraged to have a dissemination)
- **Potential Applicants:** A team or a network of members from diversified backgrounds (policy makers, researchers, practitioners, local communities, etc.), with a proven record of delivering results in one of the thematic areas (priority is given to habitants in the five target countries)
- **Grant amount (maximum per project):**
 - a) Project in one of the target countries: JPY3,000,000 (approx. USD30,000);
 - b) Project in more than two target countries: JPY6,000,000 (approx. USD60,000)
- **Applications:** Web-based application via Foundation website only
- **Application period:** 7th April, 2014 to 13th June, 2014 (17:00 JST)

Background

This is the second year of our pilot program, which supports projects whose focus are on reviewing current challenges and issues shared among Japan and other Asian countries, and proposing policy recommendations. The primary focus of the program is on selected countries in Southeast Asia and Japan.

The program pays special attention on drawing lessons from existing practices made by local communities, especially in terms of following points: i) how local communities address the challenges and find solutions; ii) the role of various stakeholders in those processes; and iii) policy frameworks and social settings to support such efforts.

Through this program, we try to build a new form of partnership among Japan and other Asian countries, based on empathy shared among peers who face common challenges, instead of conventional ones such as donor / recipient relationships.

Thematic Areas

Three thematic areas constitute this program. The areas and sub-topics are chosen from the major issues that Japan and its neighboring countries already share or will do so in the near future.

Ageing Society: Community-based care and active participation of the elderly

Explanation of Theme

Ageing is bound to reshape societies in many countries in the next few decades. Along with considering the design of medical, caring, and social security systems in each country, it is particularly significant to design sustainable systems of both medical and long-term care services in each community, and to build communities where elders live actively and treated with dignity and respect.

In this theme, we solicit for projects which review existing practices in communities and to propose a policy framework to support such initiatives.

Sub-topics to be focused

- Comparing the ideas and practices of care in community
- Promoting participation of elderly at local community

Multicultural Society: Social inclusion of international migrants

Explanation of Theme

The recent increase of international marriages, migrant workers, and refugees has increased cultural diversity in local communities. Also in Asia, number of destinations including Singapore, Hong Kong, Malaysia, Thailand, Taiwan, Japan, and Korea receive large number of people from outside of the country. However, while the receiving countries enjoy the benefit brought by migrant workforce, they also need to address challenges such as discrimination and social exclusion. There is also a need to design and develop policy frameworks to support communities where international migrants and their children can be fully integrated.

In this theme, we call for projects which can find and connect best practices of local communities, and offer suggestions for communities and policy makers at various levels.

Sub-topics to be focused

- Good practices in social inclusion of migrants, especially those with children
- Vitalization of local community by residents with various cultural backgrounds

Renewable energy practices for sustainable community development

Explanation of Theme

Various forms of renewable energies are used in Asian countries, including electricity and heat utilization among others. There are huge potentials for utilizing renewable energies for local livelihoods and community development. On the other hand, however, many communities face difficulty in developing sustainable renewable energy use because of the lack of proper social settings and conditions.

In this theme, we seek for policy recommendations based on diversified reflections, either review of national / multinational situation, or in-depth analysis of social environment surrounding good / failed practices at local levels, or even both of them. The recommendation should provide useful insights for those who are willing to start similar practices for sustainable community development, and for those who plan to build supportive policy frameworks.

Sub-topics to be focused

- The effect of social conditions and issues regarding renewable energy use for sustainable community development
- Reactions and interactions between external and internal factors in communities (e.g. finance, technologies, governance, historical mindset of the community, etc...)

Technical Framework of the Program

Target Countries

The target countries of this program are **Indonesia, Japan, Philippines, Thailand, and Vietnam**. Proposed projects must focus at least one of these countries.

Project Duration

The duration of projects is limited to **one year, without any extension**. All projects need to start on **1st November, 2014** and finish all activities by **31st October, 2015**.

Maximum Amount of Funding

Number of target countries to be focused	Maximum amount of funding
a. Focusing in one of the target countries	JPY 3,000,000
b. Focusing more than two countries with comparative nature	JPY 6,000,000

Please note that the maximum amount of funding is based on the number of target countries, not number of all countries covered in the project.

Expected Output

Grantees are required to present a review with a policy recommendation at the end of their projects as output. Also the policy recommendations are ought to be disseminated toward relevant stakeholders.

(What to be included in the review)

- National and sub-national analysis of the policy issue
- Policy frameworks related to the issue
- Analysis and evaluation of existing practices (both good and failed ones – preferred to be an analysis of various cases / contexts)

(What to be included in the policy recommendation)

- A model of sustainable local practices, with participation of various stakeholders
- Policy frameworks (national / sub-national levels)

On Budget

What Can be Budgeted

- Transportation
- Travel
- Communication
- Personnel¹
- Meeting
- Producing output materials (printing, creating video, etc.)

What Cannot be Budgeted

- Personal benefits (including scholarship / fellowship)
- All costs for projects not applicable for the program framework (such as research / development / cultural / charitable activities)
- Entertainment expenses
- Personnel costs more than 30% of total budget
- All costs not incurred from proposed project
- Purchase of equipment / vehicle
- Overhead
- Indirect cost

On Submitting Application

Steps for Submission

Applicants are expected to register and download application form via Toyota Foundation website (<http://www.toyotafound.or.jp/english/index.html>), and send (upload) application with relevant information. Application period will be **from Monday, 7th April, until Friday, 13th June 5:00 p.m., Japan Standard Time.**

Note

- Applicants are requested to use the application format (in Japanese or English) provided by the Toyota Foundation, without any page extension.
- No additional documents should be included with or attached to an application.
- Please follow all the instructions provided on the Toyota Foundation website when submitting your application.
- Please be aware that the traffic on the Toyota Foundation website is likely to intensify as the application deadline approaches, which could make it hard to upload an

¹ The total of personnel cost should be less than 30% of total budget.

application. Applicants are requested to complete the uploading well before the deadline.

- 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 will be automatically rejected. If the proposal has already been approved, the grant must be cancelled.
- The Toyota Foundation will not respond to inquiries about the reasons for its approval or rejection of project proposals.

On Applicant

Eligibility

- Experienced in the thematic areas concerning the target countries
- With available human network of various stakeholders (policy makers, practitioners, researchers, local communities) in the thematic areas concerning the target countries
- Experienced in impacting the stakeholders
- Strong communication skills

Note

Those who are NOT eligible are as follows:

- Seeking for personal benefits
- Seeking scholarship
- Seeking fellowship
- Seeking medical expenses
- Seeking donation
- Seeking financial support to meet the business needs, including initial investment
- Seeking fund for ongoing activity
- Inexperienced in impacting stakeholder
- Not working in the target countries
- Subcontracting the projects

Responsibility

- Must read thoroughly this “Program Guidelines” and follow its guidance
- Must submit application before deadline via the Foundation website
- Must respond to inquiry from the Toyota Foundation during selection

- Must be flexible on technical and monetary suggestions from the Toyota Foundation and modify own proposal in case of need.

Prior Consultation

Applicants are encouraged to consult with one of the program officers of the Toyota Foundation -Mr. Ken AOO / Ms. Kaori OSAWA – in advance of formal application. Also required to submit is a copy of note –not more than 2 pages- briefly describing the i) organizational background and members, ii) record of past activities, iii) outlines of proposed project, and iv) budget.

On Selection

- Final selection will be made at the Toyota Foundation's Board of Directors meeting in late September 2014.
- The results of selection will be emailed to applicants upon the Board of Directors meeting, by October 2014.
- Recommendation will be made to the Board of Directors by Selection Committee² composed of experts.
- Selection Committee will review proposals in terms of relevance, impact, efficiency, and feasibility.
- Selection Committee would not only look into proposals but also possibly contact applicants for further information via the Toyota Foundation.
- Selection Committee might suggest that proposals be modified in terms of method, budget, output, etc.

² Chaired by Professor Akira Suehiro of the University of Tokyo.

Communicating with the Toyota Foundation –Grantees’ Responsibility

Grantees would be expected to communicate with the Toyota Foundation for the sake of managing their projects properly.

Exchanging formal grant documents

Upon approval of the Board of Directors meeting in late September, the Toyota Foundation will send grantees a copy of official grant letter that includes terms and condition of their projects. The grantees are expected to return the letter with their countersignatures immediately afterwards. If not returned, the Toyota Foundation will refrain from transferring fund.

Interim Reports

It is imperative for the grantees to submit interim project reports including financial ones with the prescribed forms and by the required deadlines. Please note that the clearance and approval of interim reports will be a condition for the next fund transfer.

Final Reports

Also imperative for the grantees to submit is final project reports including financial ones with the prescribed forms and by the required deadlines.

Output

Two copies of the policy recommendation as output must be submitted upon the end of the project.

Consultation

Program Officer of the Toyota Foundation might meet the grantees to exchange views about their projects. The Program Officer may also attend workshops and symposiums organized by the grantees to see progress.

Presentation

The grantees might be requested to present their projects at meetings organized by the Toyota Foundation.

Legal Compliance

The grantees must comply with all legal and administrative obligations in relevant countries.

FAQ

Q: Can the Grant support activity only in one of the target countries? Or does each project need to cover more?

A: Each project can cover either one of the target countries, or more. However, please note that ceiling in budget is set, depending on the number of the target countries covered by the project, and you cannot include non-target countries for the counting.

Q: Who will be the target of the policy recommendation?

A: It should be various, not only the central government ministries and offices, but also local governments, practitioners (such as NGOs), researchers, and local communities.

Q: Can we close the project after simply developing a policy recommendation?

A: Yes. Disseminating the recommendation to relevant stakeholders is recommended, but not a must.

Q: Can the project period – one year- be extended?

A: No.

Q: Can we use evidence from previous projects and process it for the dissemination?

A: Yes.

Q: Does the Grant support projects implementing charity and/or developmental activity?

A: No.

Q: Does the Grant support pure/academic research projects?

A: No.

Q: Does the Grant support scholarships / fellowships?

A: No.

Q: Does the Grant support artistic events, performances, or exhibitions?

A: No.

Q: Does the Grant support to reprint publications previously issued?

A: Yes. Though, it must be clearly justified by indicating target audience and describing impact on them. Also, if project centers around reprinting, low priority will be given.

Q: Does the Grant support activity of an individual?

A: No.

Q: Does the Grant cover activity of a single institution?

A: Yes. On the other hand, we encourage applicants to organize a team of various backgrounds (e.g. government, academic, civil society, etc.) for the sake of greater impact.

Q: Does the Grant cover operational costs?

A: Yes, it may cover personnel costs and other administrative costs, if the institution cannot shoulder. But, it strictly goes only as far as the project concerned.

Q: Does the Grant cover overhead cost and/or general cost of the institution?

A: No. Please refer to the previous Q and A.

Q: Does the Grant cover purchasing a vehicle or other assets such as computer?

A: No.

Q: I cannot apply via the Toyota Foundation website, and would like to send my application by mail / email. Can the application form be downloaded from the Toyota Foundation website?

A: We accept only applications via our website, and do not accept any applications sent by mail / email / facsimile or other means. When you send the applications via Foundation website, please do send it in well advance the deadline, since we do not accept any late submission for any reason.

Privacy Notice

The personal information applicants provide on the application form and any other form of communication 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 the applicant's consent, except in the cases provided for by law.

Copyright

All copyright of products coming from the project belongs to the grant recipient (representative and members). However the Toyota Foundation may quote the report or a part of it in its own publication and other products, in case the principal member of the project agrees with it.

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