

The Toyota Foundation Asian Neighbors Program for Fiscal 2012

Special Purpose Grant: “Prospects for the Future”

Information for Applicants

I. Objectives and Overview

Since its establishment in 1974, the Toyota Foundation has offered international grant programs to support wide range of researches and activities, primarily in Asia. From 2009, the Foundation has been implementing Asian Neighbors Program to support practical activities for dealing with problems in Asian countries.

In more than 30 years, remarkable changes have taken place in Asia. Asia has become the driving force of economic growth in the world, and the relationship between Japan and other Asian countries has become more horizontal, sharing similar challenges including poverty, social integrity, and security from natural disasters. The relationship has significantly shifted from the vertical structure of “developed country supporting the developing world”. Furthermore, The Great East Japan Earthquake in 2011 has raised the question on whether Japan should prioritize its own recovery than international development.

And yet, when we are to think of new challenges or social changes in the future Asian societies, the past experience and knowledge of Asian “neighbors”, who came from different culture or background but worked together to tackle various problems, will be a valuable guide. However, their perceptions and visions are not well consolidated as accessible and tangible medium.

In fiscal 2012, as a one-year limited special purpose grant program, the Foundation invites people who have been working in Asian countries to address issues and compile a record of past activities and a “Prospect for the future” to show an encouraging vision for future Asian societies, including Japan.

The applicants for this grant are requested to implement following two activities:

- i) Conducting an “Experience sharing” workshop: Invite people from Asian countries (including Japan) who have been working on practical projects in related fields for more than a few years, hold a workshop to share and learn from each other’s experience, and develop visions / recommendations for future Asian countries, including Japan;

and

- ii) Compiling a report titled “Prospects for the future” (hereunder “Prospects”): Based on findings and future visions arose from the above Workshop, complete a report including outline of past actions, achievement, lessons learnt, findings, challenges for future Asian countries and how to overcome those challenges, visions / recommendations for future Asia including Japan, etc.

We look forward to seeing proposals from “neighbors” in Asia, which will enable to record, share, and develop their original trials and valuable insights with wider societies.

(Examples of projects to be proposed for the special purpose grant)

Case 1:

An international NGO, which has been working in development projects in one or more Asian countries assembles its staff from different countries (including national / local staff) to one Asian country, and holds a reflection meeting to discuss on past activities, experiences, lessons learnt, future plans, and the images of desirable future society in Asia and Japan. Then they record the outputs as a report.

Case 2:

A network of Asian NGOs calls for an international workshop or a meeting to consolidate their knowledge and activities in different countries, and compile a report to propose future vision and policy recommendations for Asian countries.

II. Project Areas

Project proposals for the special purpose grant need to be based on the record of past activities / projects in Asian societies which had targeted to solve challenges in one of the following areas:

1. Dealing with changing livelihoods

Freedom from poverty has been one of the major issues in Asian countries (including Japan) since the modern era. Ordinary peoples' everyday lives have changed significantly as their economy grows, triggering changes in vocational selection, growth of urban population, or migration of people to other countries. Those changes have created new lifestyles and values. However, on the other hand, these changes have created groups of people who are left behind by the economic growth, and brought new issues to the surface. Also the traditional way of life, living in harmony with nature, is no more a reality than historical memory of Asia. In a number of localities, the environmental system which has been their basis for sustainable livelihoods is in danger.

Therefore, this project area invites the "Prospects" from people who have worked closely with people or groups of people whose lives transformed greatly by economic, social, or environmental changes, and supported them to build better and stable livelihoods.

(Examples of thematic areas)

- Urbanization, rural-urban relationship
- Livelihood improvement, new occupations / lifestyles
- Sustainable natural resource management
- Coping with natural disasters

2. Strengthening social mechanisms to support individuals' lives

In changing Asian societies, roles and meanings of family or local community today have a different meaning in people's lives compared with those in the past. While the range of freedom widens, a community has begun to lose its function to provide employment opportunity or livelihood support. And many individuals are holding a sense of isolation from the society. New forms of society including civil society or philanthropy, including virtual ones are arising, but it is not yet clear how they can support such individuals.

Here, we ask for "Prospects" from those who have worked to build an alternative form of

society, which individuals can hold a diversified identity and can support each other.

(Examples of thematic areas)

- Changes in social systems (aging society, social securities)
- Local community and family
- Fostering local leaders
- Disadvantaged groups
- Empowering civil society and philanthropy

3. Exploring multi-cultural societies

Each Asian country consists of various groups with each of them possessing unique culture and language, and the mobility of people brings even more complexity into the picture. Recent economic growth and globalization enhance both in-country and international migrations in Asian countries, and the wisdom to integrate vibrant newcomers without increasing social conflict or disturbance is required.

In this thematic area, we expect to see “Prospects” from people who have been working in multi-cultural / ethnic community and undertaking the task to encourage coexistence and cooperation of different groups.

(Examples of thematic areas)

- Migrations
- Efforts for coexistence in local community
- Plural identities
- Reinvention of “tradition” in a globalized world

III. Grant Amounts and Periods

1. Total amount of grants

50 million yen

2. Grant framework

Amount of a grant per project: up to 3 million yen

(Reference: expenditures to be covered by the grant)

- i. Direct expenses for “Experience sharing” workshop: travel costs (economy class air ticket, and other equivalent costs such as land travel, accommodations, and daily allowances), rental fees for workshop facilities / equipment, cost for external experts (e.g. facilitator, interpreter, etc.)
- ii. Costs for preparing the report “Prospects for the future”: personnel costs (external experts such as editor, writer, translator, etc.), printing / copying, and meeting expenses

Please note that the grant does not cover indirect costs of the organization to which the recipient is affiliated nor general administrative costs / overhead costs.

3. Grant period

One year (November 1st, 2012 – October 31st, 2013)

Notes:

- Each grantee should conduct “Experience sharing” workshop by April 30th, 2013 and report the results to the Toyota Foundation by May 31st, 2013.
- In case the Foundation notices any major delays and / or problems in implementing the project even during the grant period, the Foundation may suspend the grant.

IV. Project Requirements

Each project is requested to conduct both two activities stated below. Applicants may add more activities necessary for achieving these goals, but only a part of proposal may be approved for the grant.

Activity	Description
<p>i) “Experience sharing” workshop*</p>	<ul style="list-style-type: none"> - Invite practitioners (with over a few years of experience working in a related field) from Asian countries to one place in Asia (including Japan), and hold a workshop to discuss, share and learn from each other’s experience, and develop visions / recommendations for future Asian societies (please also refer to Activity ii below) - Provide project-site visits / field workshops (if necessary) **
<p>ii) Preparing a report: “Prospects for the future”</p>	<ul style="list-style-type: none"> - Develop a report “Prospects for the future”, based on the results of the i) “Experience sharing” workshop, including (but not limited to) hereunder: <ol style="list-style-type: none"> 1. Outline of the previous projects / activities 2. Processes, achievements, failures, and lessons learnt 3. Findings / analysis of the processes 4. Critical issues and factors for successful processes 5. Challenges for future Asian countries (including Japan) 6. Paths / steps to overcome those challenges 7. Visions / recommendations for future Asian societies (including Japan) 8. Others (e.g. policy recommendation) - Draw up / print a report with help of external experts (e.g. writer / editor / translator). Reports should include at least either English or Japanese version, but may include other languages.

* In “Experience sharing” workshop, participants are expected to deepen the discussion by interactive conversations or dialogues, instead of one-sided monologues or presentations.

** Project-site visits / field workshops are limited only for visiting past project sites. Please note that, in case the participants join other trainings / workshops (e.g. training courses organized by an external institution), their expenses (including participants’ accommodation / daily allowance during the period) will not be covered by the grant.

Notes:

- **Please note that, unlike previous Asian Neighbors Program (ran until 2011), 2012 Program does not accept projects for implementing practical activities.**
- There are no restrictions based on nationality, affiliation, or academic background. However, it is necessary to have a proven record of past activities / project(s) implemented in Asian countries other than Japan for above mentioned Project Areas, and to have a network of partners (either as an individual organization or a network of organizations / individuals) in one or more Asian countries. Please be noted that the recording of personal activities is not eligible for this grant.
- Please note that research-focused projects are not eligible for this grant. The “Prospects” need to be based on the past practical activities / projects in Asian countries, and not the result of research activities.
- The grant may not be used to cover scholarships, fellowships, or expenses for organizing events, other than limited activities necessary to implement above two activities. The grant also shall not be spent to cover the running cost / ongoing activities of the organizations.

V. Communication with the Toyota Foundation

1. Grant initiation (exchange of Memorandums of Agreement)

The 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.

2. Presentation of reports (interim and final)

The Toyota Foundation requires principal members to prepare and submit written interim project reports, a final project report, and financial reports in accordance 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.

Also, each project is requested to submit a report "Prospects for future" (either in Japanese or English, or both) upon the end of the project.

3. Consultation

If necessary, a Program Officer (PO) of the Toyota Foundation will visit the 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.

4. Progress report meetings and workshops

Representatives and members of projects are requested to join in project workshops / progress report meetings held by the Toyota Foundation, where participants report progress of achieving results, and take part in discussions with experts. Please be noted that when the Toyota Foundation organizes various workshops and symposiums, the Foundation may present the whole or a part of the final report to the public, and may invite the project representative or members to present the contents.

5. 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.

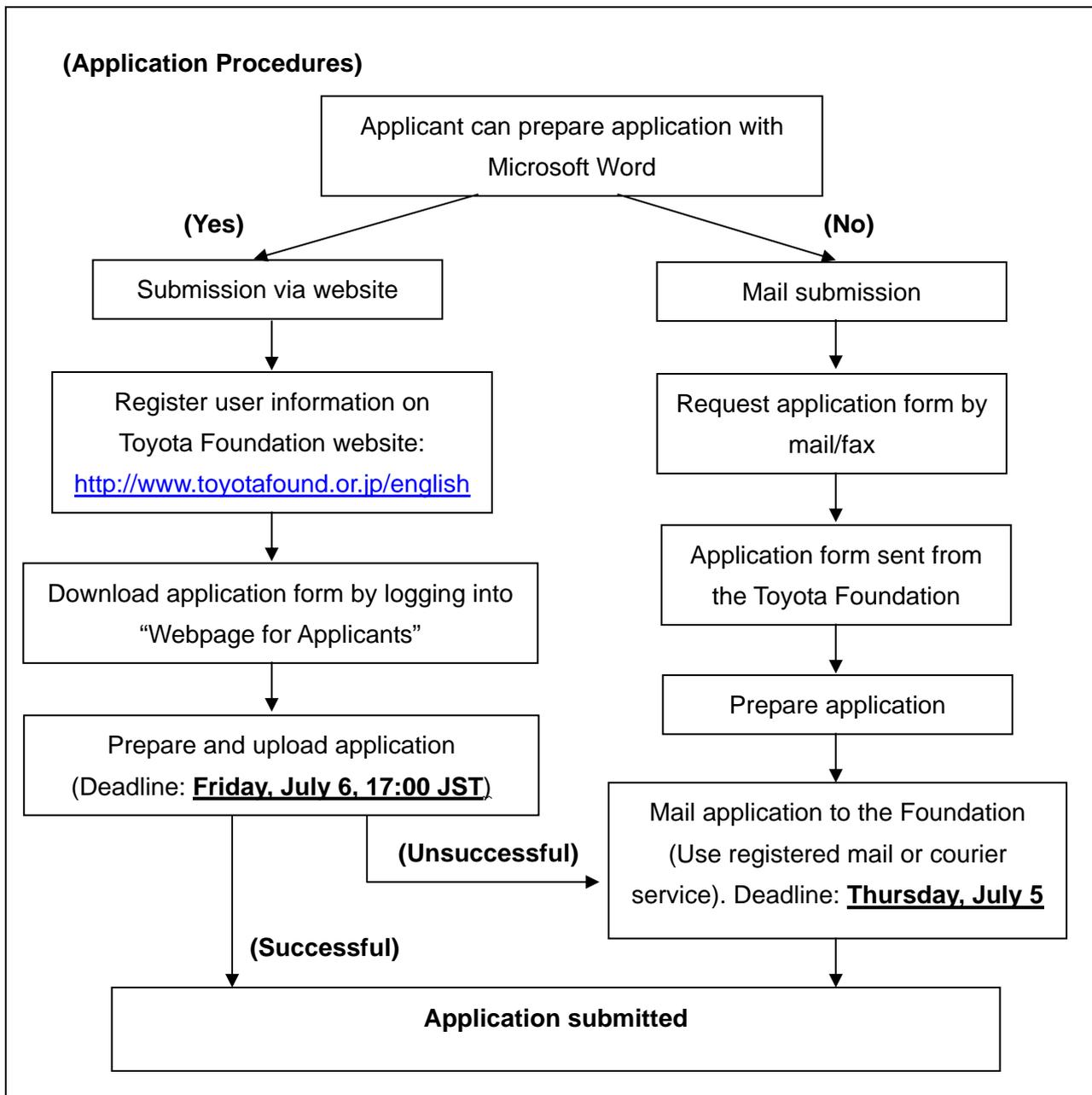
6. Continued funding

Applicants seeking continued funding must confer with the Program Officer (as noted in page 11) overseeing the original project. When an applicant seeks continued funding, the Toyota Foundation is to consider 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.

VI. 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 project activity and / or budget.

1. Application procedures



- Applications submitted via the Toyota Foundation website:

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

- Applications sent by registered mail / courier services:

Alternatively, for those who cannot prepare the application with Microsoft Word, blank application forms can be obtained by mail upon a request. 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, acceptance-recorded mail, or by a courier service before the deadline (postmarked no later than Thursday, July 5, 2012).

- Please note that we do not accept applications sent via facsimile, email, or directly by hand.

2. Application period

Applications submitted via the Toyota Foundation website:

Monday, June 4, until **Friday, July 6**, 2012 (by 5:00 p.m., JST)

Applications submitted by mail:

Monday, June 4, until **Thursday, July 5**, 2012 (postmarked date)

3. Selection of Grantees

The decision regarding the selection of projects will be made at the Toyota Foundation Board of Directors meetings to be held in late September 2012, based on the deliberations of the Toyota Foundation Asian Neighbors Program Selection Committee, chaired by Professor Koichi Miyoshi, Ritsumeikan Asia Pacific University, Graduate School of Asia Pacific Studies. The selection of projects is made primarily on the basis of information contained in the submitted applications, but the committee may ask to interview an applicant about the project proposal or ask an applicant to make a presentation at the Toyota Foundation when necessary. Depending on the project, the grant approval may be given only for a part of the proposed activities and / or budget.

4. Selection results

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

5. Other instructions for submitting applications

General notes:

- The Toyota Foundation does not accept submission of applications by facsimile / email or directly by hand.
- Applicants are requested to use the application format (in Japanese or English) provided by the Toyota Foundation. No additional documents should be included with or attached to an application.

Applications submitted via the Toyota Foundation website:

- 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 application. Applicants are requested to complete the uploading well before the deadline.
- 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 prepare 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; 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 the end of July to inform you of your application number.
- Applications postmarked after Thursday, 5 July, 2012 will not be accepted.

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 inquiries 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)

Group for International Grants, The Toyota Foundation
Box 236, Shinjuku Mitsui Building 37F
2-1-1 Nishi-Shinjuku, Shinjuku-ku
Tokyo, Japan 163-0437
Phone: +81 (0)3 3344 1701
Fax: +81 (0)3 3342 6911
Attn: (Mr.) Aoo
Inquiry: asianneighbors@toyotafound.or.jp

