

*“Toward Solutions Through Mutual Learning:
Issues That Emerging Southeast Asia And Japan Share”
Program Guidelines*

*We call on potential applicants – those who wish to impact society 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) Consensus-building on local environmental issues
- **Project Duration:** One year (Nov 2013 – Oct 2014)
- **Expected output:** Formulation of a policy recommendation and its dissemination among relevant stakeholders
- **Potential Applicants:** A team or a network of members from diversified backgrounds, 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 focusing in one of the target countries: JPY3,000,000;
 - b) Project focusing in more than two countries with comparative nature: JPY6,000,000
- **Applications:** Web-based application via Foundation website only
- **Application period:** 7th May, 2013 to 21st June, 2013 (17:00 JST)

Background

Dynamic changes have transformed many, if not all, countries in Asia. A number of countries in the region have become more prosperous. These countries will soon share similar challenges¹ with Japan.

As equals, Japan and these countries need to create a new style of cooperation. Benefit from mutual learning gets larger than ever before.

Sketch of Program

Against this backdrop, the Toyota Foundation is pleased to present a new pilot program, with a focus on policy recommendations. It intends to encourage experts in Indonesia, Japan, Philippines, Thailand, and Vietnam to tackle the challenges in a concerted manner and move toward solutions.

With this program, the Toyota Foundation wishes to see the cooperation on an equal footing would eventually prevail among these countries.

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.

Society in Aging

Explanation of Theme

Aging is bound to reshape many societies in the next few decades.

Major challenge is designing medical, caring, and social security systems as sustainable ones. So is building a local community where elderly could live meaningful life.

Sub-topics to be focused

- Comparing the ideas and practices of care; role of caregivers for elderly
- Promoting participation of elderly at local community

¹ Challenges not as developing countries, but more as mid-income / industrialized countries, such as environmental pollution, change in population structure, etc.

Multicultural Society

Explanation of Theme

The recent increase of refugees, workers, and international couples has added diversity in the region. Tolerance in society has to be encouraged by proper framework.

Sub-topics to be focused

- Excellent practice in social inclusion of migrants, especially those with children
- Institutional framework for multicultural population to vitalize local community

Consensus-Building on Local Environmental Issues

Explanation of Theme

Communities get conscious of their own local environment. For proper management, the inhabitants have to build consensus both within themselves and with external stakeholders such as NGOs, authorities, and businesses. Framework to guarantee this process should be established and promoted throughout the region.

Sub-topics to be focused

- Reviewing successful cases of such consensus building
- Comparing policy frameworks for wider application

Technical Framework of the Program

Target Countries

This program targets **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, 2013** and finish all activities by **31st October, 2014**.

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

Expected Output

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

On Budget

What Can be Budgeted

- Transportation
- Travel
- Communication
- Personnel²
- Meeting
- Producing output

² The total of personnel cost should be less than 30% of total budget.

What Cannot be Budgeted

- Entertainment expenses
- Personnel costs more than 30% of total budget
- All costs not incurred from proposed project
- Purchase of equipment
- 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 Tuesday, 7th May, until Friday, 21st 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 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 stakeholders 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
- 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 2013.
- The results of selection will be emailed to applicants upon the Board of Directors meeting, by October 2013.
- Recommendation will be made to the Board of Directors by Selection Committee³ 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.

³ Chaired by Prof. Dr. Miyoshi Koichi of Ritsumeikan APU.

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

Three 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.

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

A: No. Disseminating the recommendation to relevant stakeholders is a must.

Q: Can the Grant support activities conducted in countries off the target?

A: No.

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?

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 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.

CONTACT DETAILS

Attn: Mr. Ken AOO / Ms. Kaori OSAWA / Ms. Michiru SASAGAWA
Group for International Grants
The Toyota Foundation
Phone: +81 (0)3 3344 1701
Email: asianneighbors@toyotafound.or.jp