

*Cultivating empathy through learning from our neighbors:
Practitioners' exchange on common issues in Asia
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 / Areas:** East and Southeast Asia¹
- **Thematic Areas:**
 - A) Aging society: Key players for sustainable aging communities
 - B) Multicultural society: International migration and diversified communities
- **Project Duration:** One year (Nov 2015 – Oct 2016)
- **Expected Outputs:** Each project needs to deliver all outputs listed below:
 - 1) Conduct minimum two mutual visits / exchanges between two or more target countries / areas, including project site visits and specific events such as interviews, workshops, conference, etc. for deeper sharing and understanding of each other;
 - 2) Analyze and review the challenges or issues in the targeted countries/areas and produce a policy recommendation as a tangible deliverable including reports, booklets, guidelines, movies, websites, etc. (encouraged to have a wide dissemination);
 - 3) Submit “Change Record” by the project representative and each in-country/area director twice during the project period together with Interim and Final report.
- **Potential Applicants:**

A team of members based in two or more target countries/areas from diversified backgrounds (practitioners, policy makers, researchers, local community leaders, media, etc.) with a proven record of delivering results in one of the thematic areas.
- **Grant amount (maximum per project):**
 - a) Project in two of the target countries/areas: JPY5,000,000 (approx. USD 42,000);
 - b) Project in three or more target countries/areas: JPY7,000,000 (approx. USD 60,000)
- **Applications:** Web-based application via Toyota Foundation website only
- **Application period:** 13th April, 2015 to 12th June, 2015 (15:00 JST)

2015 International Grant Program opens another grant category, “Forum Grants” for grantees involving 2013/2014 IGP granted project representatives. Please see [page 12](#) for details.

¹ East Asia: China, Hong Kong, Macau, Taiwan, South Korea, Mongolia, Japan
Southeast Asia: Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Timor Leste, Vietnam

Background

The International Grant Program (IGP) of the Toyota Foundation has been focusing on challenges and issues which Asian countries share in common since 2013. In 2015, the third year of the pilot program, the IGP focuses on deepening mutual understanding by sharing knowledge and experience through mutual visiting, especially among the practitioners on the ground. With involving key players including the local community members, researchers, policy makers, etc., beyond organizational and sectoral boundaries, we expect the grantees to build a new form of partnership with their peers as equal partners for the better society based on empathy, without recognizing the others as donors / recipients or competitors.

In this respect, targeting the countries/areas in East and Southeast Asia (see the footnote on page 3), this year, we make grants to the projects which a) hold mutual visits mainly by the practitioners who are tackling the challenges on the front line, then b) analyze and review the current challenges, and propose policy recommendation or other deliverables to relevant stakeholders.

Thematic Areas

Two thematic areas constitute this program. Both are two of the major issues that the target countries / areas are already facing or will do so in the near future.

Aging Society: Key players for sustainable aging communities

Explanation of Theme

Aging is the one of the biggest issues that many countries are facing. To sustain local communities, collective approaches involving policy makers, communities, businesses, nonprofits, other stakeholders, and elderly themselves are needed. We also might need to change our view that the older person always have to be supported—but the reality is that some elderlies can play important roles in the aging communities such as helping other elderlies and community members.

The Toyota Foundation encourages highly motivated grantees to organize multi-sectoral project team to analyze and review the issues in the communities and produce the tangible products. Also, we put emphasis on how much the involved members learn from the peers by visiting different communities outside of the country and changed their views on the issue or the society.

Sub-topics to be focused

- Roles of the elderlies to sustain and support the local community
- How and who in the local communities support the elderlies?

Multicultural Society: International migration and diversified communities

Explanation of Theme

The recent increase of international marriages, migrant workers, and refugees has increased cultural diversity in local communities. While communities face challenges such as intercultural understanding, social inclusion, and socioeconomic disparities, some of the local communities are utilizing cultural diversities as an asset for development.

In this theme, we call for projects which can connect best practices in local communities and relevant stakeholders from different countries / areas. By comparing and analyzing the policy frameworks, available resources and approaches, cultural settings, among other local contexts in the communities, they shall offer suggestions for communities and policy makers at their own countries.

Sub-topics to be focused

- Analysis of community cases which make use of the diversity to the development and revitalization of the local communities
- Promoting mutual understanding among international immigrants and other ethnic / cultural groups

Technical Framework of the Program

Target Countries/Areas

The target countries/areas of this program are **East and Southeast Asia** including China, Hong Kong, Macau, Taiwan, South Korea, Mongolia, Japan, Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Timor Leste and Vietnam.

Proposed projects must include at least two of these countries/areas. Please be noted that single country projects will not be accepted for the 2015 IGP.

Project Duration

The duration of projects is limited to **one year, without any extension**. All projects need to start on **1st November, 2015** and finish all activities by **31st October, 2016**.

Maximum Amount of Funding

Number of target countries / areas to be covered	Maximum amount of funding
a. Two of the target countries / areas	JPY 5,000,000
b. Three or more of the target countries / areas	JPY 7,000,000

Please note that the maximum amount of funding is based on the number of target countries / areas of IGP, NOT the number of all countries / areas in which the project will be held.

Expected Output

Each project is required to conduct all three outputs as listed below:

1) Conduct mutual visits / exchanges in different target countries / areas

Project members from different target countries / areas should visit each other's project fields, and conduct workshops, symposia, and other forms of mutual exchange and sharing (either open or closed form).

Please be aware that the exchanges need to be held in **at least two countries / areas** involved in the project, and project members from each country / area should participate in the exchange visits.

2) Present a review with a policy recommendation

Each project should produce a tangible output of the project. The output needs to include:

- a) National and sub-national analysis of the relevant policy frameworks and issues;
- b) Analysis and evaluation of existing practices (both successful and failed ones – preferred to be an analysis of various cases / contexts);
- c) Any tangible output based on a) and b), including a report, video, website, guidelines, training manual, exhibition, and other formats.

Also the policy recommendations are ought to be disseminated toward relevant stakeholders

3) Submit a “Change Record”

The project representative and each in-country/area director should submit the “Change Record” together with Interim and Final reports (please see [page 11](#).) The “Record” is to show any changes happened in the members and/or stakeholders through mutual exchanges, including but not limited to the following:

- a) Any difference between the project's impact expected before the start, and what happened actually;
- b) Different views and mindsets on situation and issues in target countries / areas, and approaches to tackle issues in communities;
- c) Any findings from exchange from non-project members during the exchange visits / fora in the project

This Record is primarily for the reference material of the Foundation's Program Officers and will not be opened to general public as is by the Foundation without prior permissions from the grantees.

On Budget

What Can be Budgeted

- Transportation
- Travel
- Communication
- Personnel²
- Meeting
- Producing output materials (printing, editing, creating video / website, etc.)

What Cannot be Budgeted

- Personal benefits (including scholarship / fellowship)
- All costs for projects not applicable for the program framework (such as research / developmental / 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 and other forms of indirect costs

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, 13th April, 2015 until Friday, 12th June, 2015, 3:00 p.m., Japan Standard Time.**

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

Note

- Applicants are requested to use the application format (in English or Japanese) provided by the Toyota Foundation, without any page extension. The application form can be downloaded from the website.
- No additional documents should be included with or attached to an application.
- Please follow all the instructions provided on the Toyota Foundation website or this guideline when submitting your application.
- **Applicants are requested to complete the uploading well before the deadline.** 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.
- 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

The applicants (the representative and the members) must be:

- Experienced in the thematic areas concerning the target countries/areas
- With available human networks of various stakeholders (practitioners, researchers, policy makers, local communities) in the thematic areas concerning the target countries
- Experienced in impacting the stakeholders
- With strong management and communication skills

Note

Those who are NOT eligible are as follows:

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

Responsibility

- Must read thoroughly this “Program Guidelines” and follow its instruction
- Must submit application before deadline via the Toyota Foundation website
- Must respond to inquiry from the Toyota Foundation during selection on time
- Must be flexible on technical and monetary suggestions and requests 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 / Mr. Hideo TONE, in advance of formal application. When consulting, the possible applicants required to prepare and submit a copy of a Concept Note, which should be not more than 2 pagers, briefly describing i) the backgrounds of the applicants and members and related organizations ii) the records of past activities, iii) the outlines of proposed project, and iv) the budget.

Example of the Proposed Projects

Example 1

Thematic Area	Aging Society
Target Countries / Areas	Japan, Taiwan, Vietnam
Budget	JPY6,850,000 (Maximum for 3 countries/areas project)
Members	Local care practitioners, local government officers, researchers from 3 countries / areas
Activities	<ol style="list-style-type: none">1. <u>Interviews and workshop in Taiwan</u>: interview care workers from Vietnam and conduct a workshop2. <u>Interviews and workshop in Vietnam</u>: Visit elderly clubs, interview ex-care workers worked in foreign countries, conduct a workshop3. <u>Interviews and workshop Japan visit</u>: Visit community based care practices, hold meetings and a workshop with families and stakeholders4. <u>Final symposium in Taiwan</u>
Outputs/Deliverables	A database on community based cares in different countries / areas, and country operation manuals

Example 2

Thematic Area	Multicultural Society
Target Countries / Areas	Korea, the Philippines, <u>Australia</u> (non-target country)
Budget	JPY5,000,000 (Maximum for 2 countries/areas project)
Members	Community leaders, NPOs and researchers from communities with large migrant population) visit Korea, conduct field visit to Filipino communities, workshop with stakeholders
Activities	1. <u>Korea visit</u> : Visit domestic workers and their employees, relevant government agencies and other stakeholders / hold a workshop 2. <u>Australia visit</u> : (similar activities of Korea visit) 3. <u>Philippines visit</u> : Interviews with ex-overseas Filipinos and trainees preparing for overseas works In-Country: Conduct country level workshops and seminars 4. <u>Korea visit</u> : International symposium in Korea to share the final report
Outputs/Deliverables	A Policy paper on the situation of overseas Filipino workers and issues in different countries / areas database on community based cares in different countries / areas, and country operation manuals

On Selection

- Final selection will be made at the Toyota Foundation's Board of Directors meeting in late September 2015.
- The results of selection will be emailed to applicants upon the Board of Directors meeting, by October 2015.
- Recommendation will be made to the Board of Directors by Selection Committee³ composed of external 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 Professor Akira SUEHIRO of the University of Tokyo.

Communicating with the Toyota Foundation –Grantees’ Responsibility

Grantees are 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 (or any other formats whenever appropriate) must be submitted as output 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.

Forum Grants (Special Category)

2015 IGP opens Forum Grants provides grants for study groups which include ex-IGP grantees and other experts to conduct study seminars and field visits, and compile and disseminate its outputs. The potential projects / applicants are limited to those which meet below activities and eligibility, and the **prior consultation with the Toyota Foundation Program Officers is required**. Maximum amount of grant funding per project is 10,000,000 yen. Please contact (contact details on page 15) if interested.

Activities

- 1) Organize study seminars related to the thematic areas of 2013/2014 IGP focusing on East / Southeast Asian countries / areas
- 2) Conduct field visits to more than one project sites of IGP granted projects, compile tangible outputs, and disseminate them

Eligibility

- 1) The thematic areas should be same with 2013/2014 IGP focal areas
- 2) To include at least one of the project representatives of 2013/2014 IGP granted projects

Thematic areas of FY2013 and FY2014

2013	2014
a) Society in Aging	a) Aging Society
b) Multicultural society	b) Multicultural society
c) Consensus-building on local environmental issues	c) Renewable energy practices for sustainable community development

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 applying for 2015 IGP has to cover minimum two of the target countries / areas. Single country project will not be accepted.

Q: Can non-target countries / areas be included in the project?

A: Yes. However, please note that ceiling in budget is set, depending on the number of the **target countries / areas** 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. The format for policy recommendation may be diverse, including but not limited to policy paper, visual products, exhibitions, website, and database.

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

A: Yes. However please be noted that disseminating the recommendation to relevant stakeholders is strongly recommended.

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

A: Yes.

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

A: No.

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

A: No.

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

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 support artistic events, performances, or exhibitions?

A: No.

Q: I cannot apply via the Toyota Foundation website, and would like to send my application by mail / email.

A: We accept applications via our website only, and do not accept any applications sent by mail / email / facsimile or other means. When you send/upload the applications via Foundation website, please do 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 / Mr. Hideo TONE
Group for International Grants
The Toyota Foundation
Phone: +81 (0)3 3344 1701
Email: asianneighbors@toyotafound.or.jp