

**The Toyota Foundation  
2017 International Grant Program**

***Program Guidelines***

*Cultivating Empathy Through Learning from Our Neighbors*

*Practitioners' Exchange on Common Issues in Asia*



Public Notification Period March 24 to June 20, 2017 (23:59 JST)

Proposal Submission Period April 4 to June 20, 2017 (23:59 JST)



**THE TOYOTA FOUNDATION**



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

**Thematic Areas**

- A. Multigenerational and Multicultural Inclusion in Communities
- B. Creating New Culture: Toward a Common Platform for Asia
- C. Open Field

**Target Countries and Regions**

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

**Project Period**

One year (November 2017—October 2018) or two years (November 2017—October 2019)

**Expected Activity and Output**

- 1) Identify issues and conduct a review by surveying and analyzing the situation in target countries.
- 2) Carry out activities aimed at providing solutions to issues.
- 3) Produce and disseminate tangible output.
- 4) Submit the "Record of Change."

\* See **P.8-9** for details.

**Requirement**

Diverse team based in multiple target countries. Team members could include those with practical experience and knowledge on addressing issues in the target countries, such as practitioners, researchers, creators, policy makers, and journalists and other media representatives.

\* See **P.11** for details

### **Grant Amount (Maximum per Project)**

a) One-year project: JPY 5,000,000 (approx. USD 44,500 )

b) Two-year project: JPY 10,000,000 (approx. USD 89,000 )

\* Budget feasibility is an important factor in selection, and therefore project budgets are expected to fall within the maximum funding limit.

### **Application**

Application forms will only be accepted via the Toyota Foundation website.

### **Public Notification Period**

March 24 to June 20, 2017 (23:59 JST)

### **Proposal Submission Period**

April 4 to June 20, 2017 (23:59 JST)

Proposal submission period is the time applicants may submit (upload) application forms via the website.

Note: We will not respond to any inquiries regarding application process after June 20, 2017, 17:00 (JST).



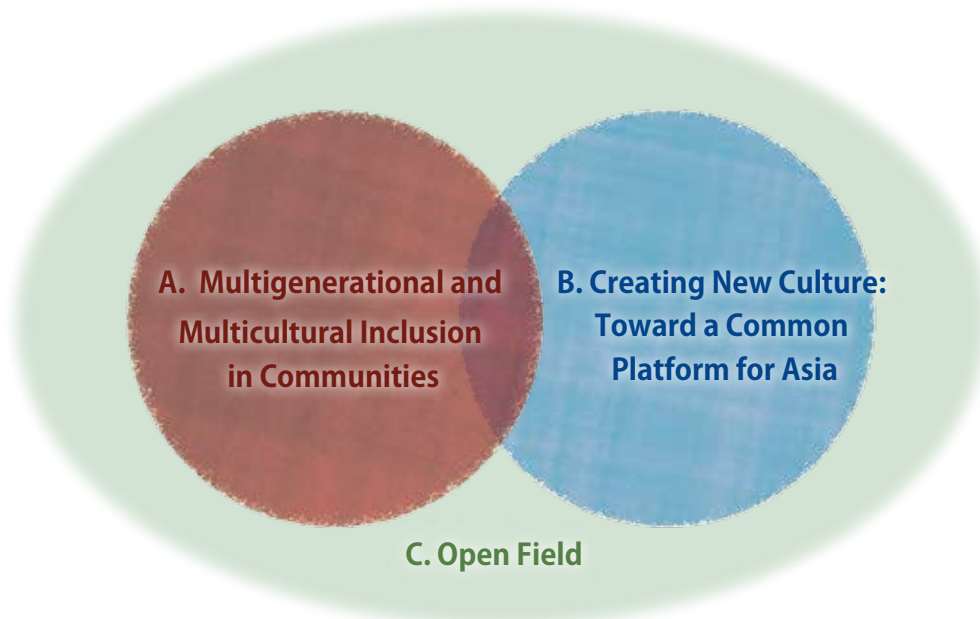
In 2017, the International Grant Program of the Toyota Foundation continues the fourth year of its pilot program “**Cultivating Empathy Through Learning from Our Neighbors: Practitioners’ Exchange on Common Issues in Asia,**” focusing on countries in East and Southeast Asia. The program provides grants to projects that identify common issues in target countries (see P.3) in three thematic areas.

**Thematic Areas**

- A. Multigenerational and Multicultural Inclusion in Communities**
- B. Creating New Culture: Toward a Common Platform for Asia**
- C. Open Field**

The grant program focuses on deepening mutual understanding and knowledge-sharing among people on the ground in target countries who are finding solutions to shared issues. Through promoting direct interaction among key players, the grant program aims to survey and analyze situations in target countries, obtain new perspectives, and expand the potential of future generations.

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





The International Grant Program constitutes three thematic areas.

### **A. Multigenerational and Multicultural Inclusion in Communities**

Countries in Asia are struggling against serious demographic challenges, such as low birth rates and aging populations. At the same time, the speed at which people and information now travel mean communities are increasingly comprised of people from widely divergent backgrounds.

Projects under this thematic area are expected to bridge generational and national boundaries to bring together key persons in target countries. We hope that these key persons will learn from each other, flexibly respond to the complex issues of our time, and ultimately enhance the overall happiness and vitality of communities in which they are active. We look forward to receiving proposals that survey and analyze characteristics of the communities and regions and that aim to apply findings toward real-life measures, particularly in regard to the status of children, the elderly, and foreign residents and their families, viewing them not as recipients of support but as active participants in the community.

#### **Example Topics**

- Projects facilitating elderly community involvement, through employment and other areas.
- Projects promoting mutual understanding among locals and foreign residents and enhancing inclusive society.

### **B. Creating New Culture: Toward a Common Platform for Asia**

Culture, rooted in our lives, is not only a form of the knowledge and wisdom gained through our daily activities, but also an element that gives us strength and makes our lives rich and colorful. It is handed down to successive generations as traditions and it is kept deep in our hearts as thoughts. While at the same time, it is also continuously evolving to reflect prevailing lifestyles and modes of communication.

By bringing together people from different countries and regions in cooperation, this thematic area looks to create a platform for a new Asian culture. There are no limitations on projects, which can include such cultural aspects as food, video images, animation, or fine and traditional arts. We look forward to ambitious and creative proposals that seek to change society with the power of culture and paint a vibrant picture of the future for all of us living in Asia.

### Example Topics

- Projects creating new forms of performing arts that combine traditional cultural expressions such as dance, drama, and music from various regions.
- Filmmaking projects of which the members of target countries cooperate each other to address common issues in Asia.

### C. Open Field

The International Grant Program welcomes proposals addressing issues that fall outside or straddle the scope of the thematic areas outlined above. This has significance not only to current social issues, but will greatly contribute to identifying emergent issues before their effects become readily apparent.

Proposals are expected to take up newly emerging issues faced in two or more target countries in East and Southeast Asia, and the members are encouraged to take risks and have free mindsets to work toward solving the issues.





### Target Countries and Regions

The target countries and regions of this program are East and Southeast Asia: Brunei, Cambodia, China, Hong Kong, Indonesia, Japan, Laos, Macau, Malaysia, Mongolia, Myanmar, the Philippines, Singapore, South Korea, Taiwan, Thailand, Timor-Leste, and Vietnam. As the aim of this grant is to share knowledge and deepen mutual understanding, projects must be conducted in two or more of the target countries. Applicants should be aware that proposals including only one target country will not be considered. In addition to two or more target countries, proposals may also include additional countries not specified above.

### Project Period

One-year projects will run from November 1, 2017 to October 31, 2018, and two-year projects from November 1, 2017 to October 31, 2019.

### Maximum Funding

| Project Period      | Maximum Funding |
|---------------------|-----------------|
| a) One-year Project | JPY 5,000,000   |
| b) Two-year Project | JPY 10,000,000  |

\*Budget feasibility is an important factor in selection, and therefore project budgets are expected to fall within the maximum funding limit.

### Expected Activity and Output

#### 1) Identify issues and conduct a review by surveying and analyzing the situation in target countries

Locally based project members will work together to identify common issues in two or more target countries and survey and analyze current initiatives addressing those issues.

#### 2) Carry out activities aimed at providing solutions to issues

Conduct practical activities aimed at addressing issues in target countries such as carrying out fieldwork, hosting workshops and symposiums, and other creative activities with flexible mindset.



### **3) Produce and disseminate tangible output**

In line with outputs 1) and 2) above, create tangible outputs such as policy proposals, reports, videos, websites, training materials, and exhibitions. It is suggested to have tangible outputs by the completion of the project. However, in case it requires longer time for producing and is expected to have considerable social impact, we accept delayed accomplishments.

### **4) Submit the “Record of Change”**

One of the aims of this grant program is to cultivate empathy through mutual learning of the project members and stakeholders. Besides deliverables and effect of the project, we thus value changes in members’ attitudes and perspectives during the project period. For this reason, the project representative and heads in each target country are required to submit, together with interim and final reports (see page 12, Grantee’ s Responsibilities), the “Record of Change” detailing the three points below. We also welcome comments that are not related to these three points.

a) Differences between projected and actual findings and the plausible reasons for these differences.

b) Analysis of changes in project members from interaction and exchange with other team members and reasons why these changes occurred. (For example, were there changes in how issues and conditions in other countries were perceived or in approaches and ideas aimed at addressing them?)

c) Discernible changes during the project regarding the previous two points and potential effects on the approach of the project representative and the project plan of the institution.

## **Budget**

### **What Can Be Budgeted**

- Personnel cost including honoraria and is limited to 30% of the total budget
- Travel
- Communication
- Meetings including workshops, symposiums, and other events
- Production of output materials, including printing, editing, and video or website production

### **What Cannot Be Budgeted**

- Any project costs not applicable to the program framework
- Entertainment expenses
- Overhead and other indirect costs



### Steps for Submission

Applicants are expected to register and download the grant program application form via the Toyota Foundation website ([https://www.toyotafound.or.jp/english/program/asian\\_neighbors.html](https://www.toyotafound.or.jp/english/program/asian_neighbors.html)), fill in the relevant areas, and submit it by uploading it to the website.

### Application Period

Public Notification Period is **from March 24 until June 20, 2017, 23:59**, Japan Standard Time.

Proposal Submission Period (Submitting (uploading) application forms via “Applicant login page” ) is **from April 4 until June 20, 2017, 23:59**, Japan Standard Time.

Note: We will not respond to any inquiries regarding application process after June 20, 2017, 17:00, Japan Standard Time.

### Notes

- 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, you must 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.**
- 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.**
- 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.
- Please carefully follow the instructions provided on the Toyota Foundation website or in these guidelines when submitting your application.
- Applications cannot be replaced or re-submitted.
- Submitted applications will not be returned.
- 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.
- The Toyota Foundation will not respond to inquiries regarding the selection process.

### Eligibility

Applicants, including the project representative and members, must be:

- Individuals in multiple target countries with practical experience in such areas as conducting research, carrying out activities, producing creative works, and making policy proposals.
- A team or broad network extending to multiple target countries that is composed of members such as practitioners, project participants, researchers, creators, policy makers, and journalists and other media representatives.
- Capable of carrying out a project with a diverse network of participants across multiple target countries.

### Responsibilities

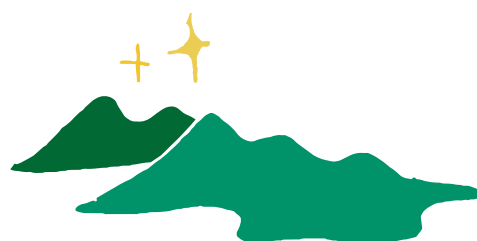
Applicants must:

- Read and follow the instructions in the Program Guidelines
- Submit applications via the Toyota Foundation website prior to the deadline
- Respond to inquiries from the Toyota Foundation during the selection period
- Be willing to modify proposals based on suggestions and requests from the Toyota Foundation related to technical, monetary, or other issues

### Prior Consultation

Applicants are invited to consult with one of the program officers of the Toyota Foundation in advance of applying. The program officers are Mr. Kenta Kusuda, Mr. Hideo Tone, Ms. Michiru Sasagawa, and Ms. Yoko Terasaki. When consulting with the program officers, potential applicants must submit a copy of the “**Concept Note**” of no more than two page length, summarizing **i) tentative project title, ii) the project outline, iii) project members and related organizations, iv) past activities; and v) the project budget.**

Note: preliminary consultation must be held before June 9, 2017.





### Selection Process

- Final selection will be made in late September 2017 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 Dr. Akira Suehiro, a professor at Gakushuin University's Faculty of International Social Sciences.
- The Selection Committee will review proposals in light of such factors as relevance, members, consistency, impact, feasibility, and budget.
- As part of the selection process, the Selection Committee may contact applicants to obtain additional information.
- The Selection Committee may suggest proposals be modified with regard to method, budget, or output.
- Applicants will be informed of selection results via email in early October 2017, following the Board of Directors meeting. The Toyota Foundation will not respond to inquiries regarding the selection process.

### Grantee's Responsibilities (Communicating with the Toyota Foundation)

#### Exchanging Formal Grant Documents

Upon approval at the Board of Directors meeting in late September, the Toyota Foundation will give each grantee an official grant letter that includes terms and condition for their project. Grantees are expected to countersign the letter and return it immediately. The Toyota Foundation will not transfer grant funds unless the letter is received.

#### Interim Reports

Grantees must submit an interim project report and financial report with all the required forms by the deadline. Please note that subsequent fund transfers are conditioned on the clearance and approval of the interim project report.

#### Final Reports

Grantees must submit a final project report and financial report with all the required forms and by the deadline.

## Output

Two copies of tangible output, such as policy proposals, guidelines, photo and video works, and reports, must be submitted at the end of the project.

## Consultation

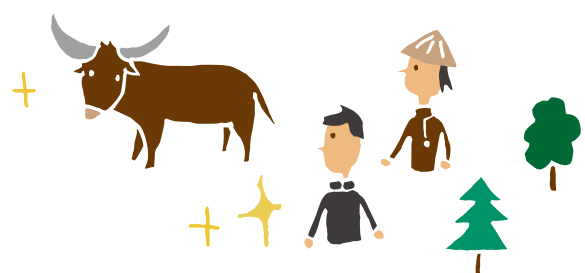
Toyota Foundation program officers may meet with grantees to exchange views about their projects and may attend workshops and symposiums organized by grantees to gauge the progress of the project.

## Presentation

Grantees may be requested to present their projects at meetings organized by the Toyota Foundation.

## Legal Compliance

Grantees must comply with all legal and administrative obligations of the countries where their projects are based.



### Project Content

**Q. Can the grant be used toward activities in only one target country? Do projects need to cover more than one target country?**

**A.** Each project applying for the 2017 International Grant Program must cover a minimum of two target countries. Single-country projects will not be considered.

**Q. Can Japan be included as a target country?**

**A.** Yes, it is one of the target countries in East Asia.

**Q. Can non-target countries be included in the project?**

**A.** Yes they can, but only in addition to two or more target countries.

**Q. Is there a set format for presenting tangible output? Who are the targets of tangible output?**

**A.** No, there is no set format. Program participants are expected to plan and carry out projects so as to optimize impact. This includes the creation and dissemination of tangible output. A variety of methods can be used to achieve this, including making policy proposals to government officials or other policy makers, staging photography exhibits or movie viewings in local communities, or disseminating information via social media.

**Q. Will a project be considered if its purpose is only to produce a tangible output?**

**A.** No, every project is required to have surveys and analyses of social issues and conduct activities aimed at solving them. Additionally, it is strongly recommended that projects actively disseminate findings as well as tangible output over the period of the grant program.

**Q. Can projects apply the findings and knowledge gained from previous activities when producing tangible output?**

**A.** Yes, but the grant program encourages projects to produce tangible output based on original findings and knowledge.

### Applying Grant Funds

**Q. Does the grant cover personnel costs?**

**A.** Yes, it may cover personnel costs pertaining to the project, but only in cases where the institution is unable to shoulder such costs.

**Q. Does the grant cover overhead and administrative expenses?**

**A.** No, it will not cover any overhead and administrative expenses.

## Grant Period and Support

**Q. Is there a set period for the grant program?**

**A.** Projects chosen to receive grants will begin in November 2017, and will run for one or two years, depending on the type of grant, with grant amounts differing accordingly.

**Q. Does the grant program support charitable works, developmental projects, or scholarships?**

**A.** No. The grant does not support these fields.

**Q. Does the grant support the reprinting or republication of previously issued material?**

**A.** Yes. However, it must be justified by clearly indicating the target audience and describing the intended impact. Keep in mind that projects centering on reprinting will be given lower priority.

**Q. Does the grant support single-person projects?**

**A.** No. The grant only supports multi-member projects.

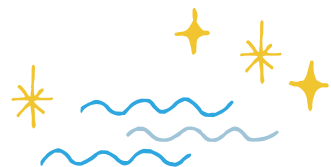
**Q. Does the grant support the activities of a single institution?**

**A.** Yes, but the institution must have project members who are based in each applicable target country. Grant applicants are expected to form a diverse team comprising experts from different fields and backgrounds. The team members can include local residents, NPOs, researchers, creators, journalists and other media representatives, and government officials in target countries. Projects are expected to give back to society by applying findings through a variety of methods.

## Application

**Q. I am unable to apply via the Toyota Foundation website and would like to send my application by mail or email.**

**A.** We only accept applications via our website. We will not accept any applications sent by mail, email, facsimile, or other means. Please upload applications via the Toyota Foundation website during the application period prior to the deadline. Late submissions will not be accepted for any reason.





### 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.

### Contact Details

Attn.: Mr. Kenta Kusuda / Mr. Hideo Tone / Ms. Michiru Sasagawa/ Ms. Yoko Terasaki  
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