



# The Toyota Foundation 2020 International Grant Program *Program Guidelines*

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



Application Period April 1 to June 6, 2020 (23:59 JST)  
Planned Grant Period From November 1, 2020

This grant program will be greatly affected by the spread of the COVID-19. **In your application, be sure to set a generous schedule within the grant period (1 or 2 years from November 2020).**

Regarding the changes in the project schedule as well as the postponement of the start time, we will respond flexibly depending on the situation at the time of, or after adoption.



THE TOYOTA FOUNDATION

## Grant policy of the Toyota Foundation



The Toyota Foundation provides grants to the project fulfilling the following points.

1. Great significance for society
2. Anticipating internal and external issues
3. Future-oriented
4. Sustainable and developable
5. Expected to have a ripple effect

### Background

In 2020, the International Grant Program of the Toyota Foundation continues the sixth year of its program “**Cultivating Empathy Through Learning from Our Neighbors: Practitioners’ Exchange on Common Issues in Asia**”, focusing on countries in East and Southeast Asia.

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.

### Reminder

#### **Additional qualification: Contact address in Japan**

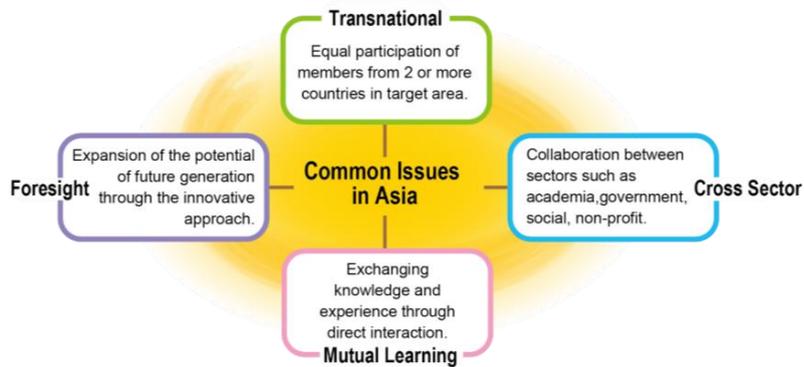
From fiscal 2019, the project representative is required to have a contact address in Japan. This is aimed at representatives of grant-receiving projects (grantees) to closely communicate with the Program Officers of the Toyota Foundation at different stages, such as before, during and after the grant.

### Expectation for Projects: Four elements

Proposals are expected to include **the four elements** indicated below.

- **Transnational**: Equal participation of members from 2 or more countries in target area.
- **Cross Sector**: Collaboration between sectors such as academia, government, social, non-profit, etc.
- **Mutual Learning**: Exchanging knowledge and experience through direct interaction.
- **Foresight**: Expansion of the potential of future generation through the innovative approach.

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, fulfilling the 5 points of the Toyota Foundation’s grant policy, which extend beyond such factors as nationality, age, and organizational affiliation, will produce significant social change through fostering a process of mutual learning.



### Eligible Thematic Areas

The International Grant Program welcomes proposals which take up newly emerging issues faced in two or more target countries in East and Southeast Asia, living up to the 5-point grant policy of the Toyota Foundation. The members are encouraged to take risks and have free mindsets to work toward solving the issues.

This has significance not only to addressing current social issues, but will greatly contribute to identifying emergent issues before they become readily apparent.

## Framework of the Program

### Target Countries and Regions

The target countries and regions of this program are listed below.

East Asia	Japan, China, Hong Kong, Macau, Mongolia, South Korea, Taiwan.
Southeast Asia	Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, 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.

### Qualifications for Application

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

- Individuals who has practical experience in multiple target countries such as conducting research, carrying out activities, producing creative works, and making policy proposals in regards to the focused issues.
- 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.
- Also, the project representative must have a contact address in Japan.

### Expected Activities and Outputs

#### [First half of the project period]

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

If there are advanced examples or previous studies, it is expected that the advantages, disadvantages, required improvements and future tasks have been identified and the identification would be utilized in the project. If the project is unprecedented, its application should include an explanation about the reason for the absence of similar efforts in the past. Also, it should explain the significance for society if the project is completed.

### **[Middle stage of the project]**

**Exchange and mutual learning: Engage in practical activities for solving the issues through mutual learning, which includes direct exchange between members from two or more countries and sectors.**

Diverse activities from flexible ideas are welcomed and may include, for example, fieldworks in target countries or regions, workshops, symposiums and project debriefings. When implementing interactions and mutual learning, a project should be designed for better exchanges in terms of aspects such as the choice of destinations for visits and participants, preparation prior to mutual visits, events held during the exchanges, post-visit review and dissemination of information.

### **[Second half of the project period]**

**Spread information about its results and findings: Create deliverable products, such as policy recommendations based on the above, videos, websites, teaching materials and exhibits, and spread them to the society.**

The spread of information should be based on comprehensive consideration of its purpose, destination and appropriateness, ideas for outreach and other related issues.

Even if the deliverables cannot be completed within the project period, the project would be positively evaluated if it is expected to have a considerable social impact based on its long-term prospects.

### **Prospects: Potential for being spread over other countries and regions**

It is expected that the knowledge obtained and network of people developed through exchanges and mutual learning are spread and developed across other regions and countries in different forms during the grant period or in the near future. Also, the knowledge and network are expected to exert an impact on society in many regions, irrespective of whether the regions are covered in the project.

### **Project Period**

One-year projects: November 1, 2020 to October 31, 2021,

Two-year projects: November 1, 2020 to October 31, 2022.

### **Total Amount of Grants**

70 million yen (approx. USD 670,000)

\*For reference, **9 projects** were approved out of **147 applications** in 2019. For details, please see the comments by Selection Committee Chair.

<https://www.toyotafound.or.jp/english/international/2019/comment01.html>

### Maximum Funding per Project

Project Period	Maximum Funding
One-year	JPY 5,000,000
Two-year	JPY 10,000,000

Project budgets must be to fall within the maximum funding limit. Budget feasibility is an important factor in selection.

What can be budgeted are following: Personnel cost including honoraria (within 30% of the total budget), Cost for Traveling, Communication, Meetings including workshops, symposiums, and other events, Producing output materials, including printing, editing, and video or website production.

What cannot be budgeted are following: Any project costs not applicable to the program framework, Entertainment expenses, Overhead and other indirect costs

## Submitting Application

### Application Period

**From April 1 until June 6, 2020, 23:59, Japan Standard Time.**

Note: We will not respond to any inquiries regarding application process after **June 5, 2020, 17:00, Japan Standard Time.**

### 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/international/2020/>), fill in the relevant areas, and submit it by uploading it to the website.

### Prior Consultation (not compulsory)

Applicants can consult with the program officers of the Toyota Foundation in advance of applying. When consulting with the program officers, potential applicants must submit a copy of the “Concept Note” of no more than two pages 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: prior consultation must be held **before May 25, 2020.**

### Briefing Session (not compulsory)

Briefing session in Japanese would be held at the Toyota Foundation in Tokyo, Japan during the application period.

The details will be updated on the website.

### Notes

Please carefully follow the instructions provided on the Toyota Foundation website or in these guidelines when submitting your application.

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.

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.

## **Selection Process**

### **Selection Committee**

Final selection will be made in late September 2020 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. Shigeto Sonoda, Institute for advanced Studies on Asia Professor of Sociology.

The Selection Committee will review proposals in light of such factors as relevance, members, consistency, impact, feasibility, and budget.

### **Contact to the Applicants during the Selection Period**

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.

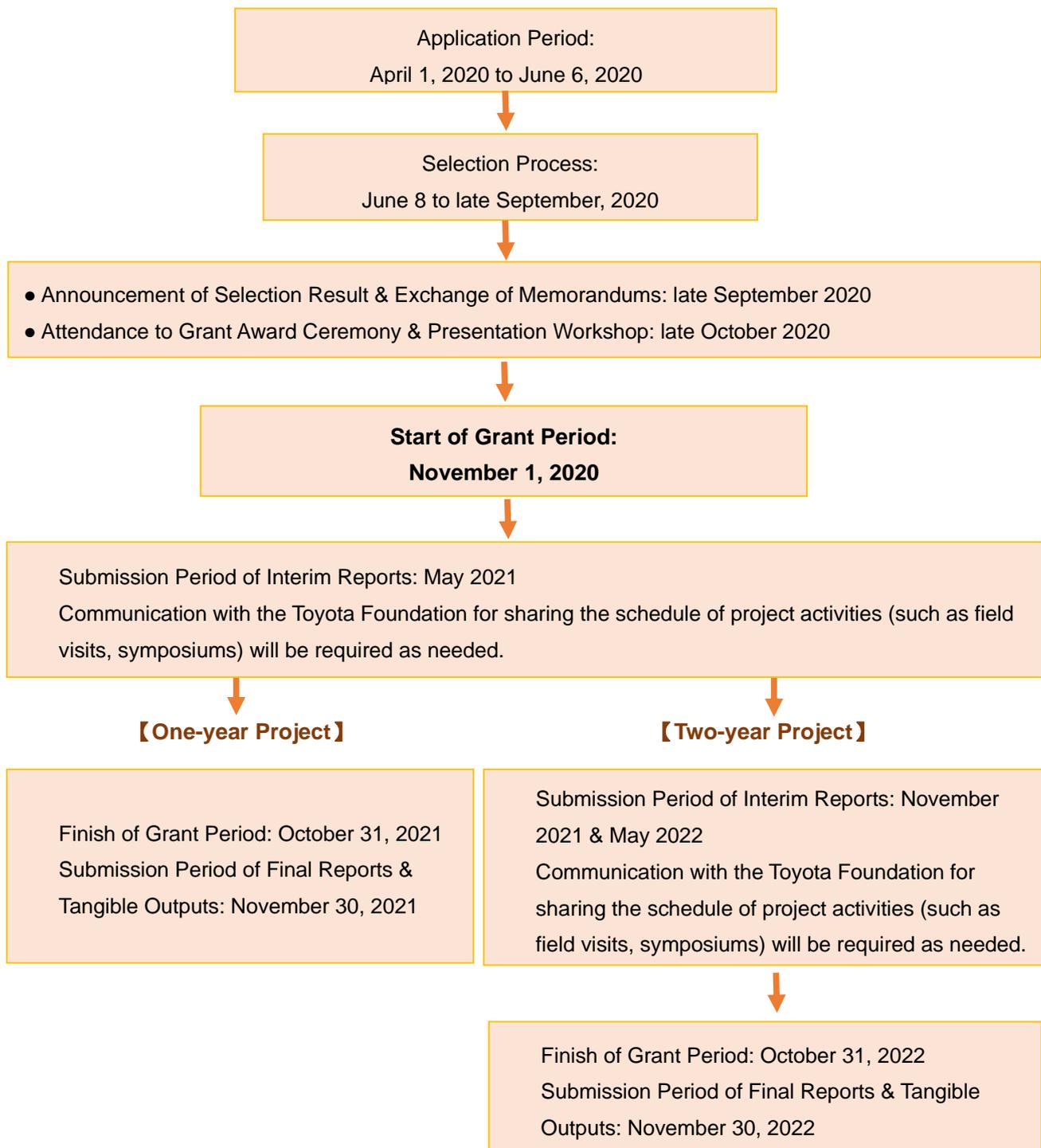
### **Announcement of the Result**

Applicants will be informed of selection results via email by the end of September 2020, 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)

The representatives are expected to keep in touch with the staff members of the Toyota Foundation during the grant period in order to update the information about the on-going projects.

Overall schedule of the grant program is indicated below.



## FAQ

### 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 2020 International Grant Program must cover a minimum of two target countries. Single-country projects will not be considered.

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.

### Usage of 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.

### **Period and target of the grant funds**

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

A. Projects chosen to receive grants will begin in November 2020, 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 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 / Copyright / Contact Details

### 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

Group for International Grants  
The Toyota Foundation  
Email: [asianneighbors@toyotafound.or.jp](mailto:asianneighbors@toyotafound.or.jp)

