

# Sakura Grant Program

## General Information for the 2016-2017 School Year

### Purpose

The purpose of the Sakura Grant Program is to support public, private, and charter/magnet schools that provide Japanese language and/or Japanese cultural education to students at the K-12 level in Connecticut, Delaware, the District of Columbia, Maryland, New Jersey, New York, and Virginia.

The Sakura Grant Program was established in 2012 to commemorate the 100<sup>th</sup> anniversary of Japan's gift of cherry blossom trees to America. The Sakura Grant Program is one of several Centennial Commemoration projects conducted by the JCAW Foundation and JCC Fund, thanks to the support of the Japan Commerce Association of Washington DC and the Japan Chamber of Commerce and Industry of New York, and the generosity of many donors. Additional information about the JCAW Foundation and its activities can be found on its website, at [www.jcawf.org](http://www.jcawf.org). Information about the JCC Fund can be found at [www.jcciny.org](http://www.jcciny.org).

### Application Process and Deadline

To apply for a Sakura Grant, please complete the grant application on the GOOGLE form at the link below. Type directly into the form and then hit the submit button to send it electronically to us.

#### Application forms:

<http://goo.gl/forms/fWniVjT3H5>

After you receive the confirmation email that we have received your application, please complete the following five steps:

- (1) Print out the hard copies of the application.
- (2) Obtain the required signatures on the hard copies.
- (3) Provide some evidence that the price of the requested items (if any) is accurate (such as a link to the website, etc).
- (4) Attach a W-9 form as proof of the school's non-profit status.
- (5) Finally, mail the printed application and other required supporting documents to the address below. To reconfirm, the application must be submitted BOTH ways: electronically AND by regular mail.

The street address and email address are as follows:

JCAW Foundation  
Sakura Grant Program  
1819 L Street NW Suite B2  
Washington DC 20036  
Email: sakuragrants@jcawf.org

Applications must be received at the JCAW Foundation office no later than June 30, 2016. Schools will be notified no later than September 30, 2016 whether their application has been approved.

\*\* W-9 forms can be downloaded at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

### **Grant Amount**

Grants will range between \$500 and \$3,000 per school, per school year. Schools may apply every year, whether they received a grant the previous year or not.

Schools may apply for more than one project, but the total amount requested for all projects may not exceed \$3,000 in one school year. For example, a grant application can be made for books and DVDs for classroom use, books on Japan for the school library, and support for a school Japan festival. Only one overall grant application is required, but a separate description of each program or project must be included. JCAWF may approve none, some, or all of the proposed programs and projects.

### **Eligible Schools**

Public, private, and charter/magnet schools that teach K-12 in Connecticut, Delaware, the District of Columbia, Maryland, New Jersey, New York, and Virginia are eligible for a Sakura Grant. Heritage centers in those states also are eligible, provided they are teaching Japanese language and/or culture to Americans of Japanese heritage and others. Schools which have received the grant for a total of three years **are not eligible** to apply.

### **Eligible Items for Support**

- Books, magazines, newspapers, DVDs, CD-ROMs, software and apps, etc. that are used to teach the Japanese language and/or culture
- Realia for teaching Japanese language and/or culture
- Expenses to establish new Japanese language programs, including AP
- Teachers' expenses to attend workshops and conferences that enhance Japanese language teaching capabilities
- Conferences or workshops organized by universities or language teachers associations that enhance Japanese language teaching capabilities at the K-12 level
- Materials and performance fees for Japanese cultural events
- Japanese language advocacy, promotion, and marketing materials aimed at attracting students to study Japanese
- Hi tech hardware and software (computers, projectors, DVD players, display monitors, etc.)
- Transportation to Japan-related events, exhibits, and programs
- Participation in a Japan Bowl or speech contest
- Any combination of the above

### **Non-eligible Items for Support**

- Capital improvements
- Indirect or overhead costs
- Stipends or salaries for teachers, teachers' assistants, or substitute teachers
- General school supplies
- Food or refreshments
- Scholarships, awards, prizes, or incentives
- Trips to Japan
- Graduate study

### **Grant Application Deadline**

Applications must be received both electronically and in hard copy by June 30, 2016.

### **Award Notification**

September 30, 2016

## **Grant Payments**

Grant payment will be made to the school district, the school, or the school's non-profit foundation. Under no circumstance can a grant check be made to an individual. While items may be purchased in Japanese yen, all payments from JCAWF will be made in US dollars.

## **Grant Selection Criteria**

Grant proposals will be approved based on the following criteria.

1. The proposal provides a clear explanation of why and how the grant will improve the students' experience and ability to learn about Japan, the Japanese language, and/or Japanese culture.
2. The proposal provides a clear explanation of why and how the grant will enhance the teacher's and school's capability and effectiveness in teaching about Japan, the Japanese language, and/or Japanese culture.
3. The proposal is innovative, creative and adds value to the school's current resources, programs, and instruction on Japan, the Japanese language, and/or Japanese culture.
4. The proposal explains how the results of the program and/or project can be clearly seen, measured, and/or evaluated.
5. The proposal provides a clear, realistic, and thorough budget that explains how the money will be used, what will be purchased, at what cost, etc.
6. The grant will be expended during the school year for which it is approved.

## **Grant Decisions**

The decision to award a grant and the amount will be made independently by JCAWF's Sakura Grant Committee based on the above criteria and at their sole discretion. By submitting an application, applicants expressly consent to the committee's sole and absolute discretion regarding the application and interpretation of award criteria. JCAWF reserves the right to approve some, but not all, of the proposed programs and projects.

## **Recipients' Obligations**

Recipients of the Sakura Grant must:

1. Sign and return an acknowledgement that the grant payment has been received
2. Recognize “Japan Commerce Association of Washington DC” and “Japan Chamber of Commerce and Industry of New York” in any publication or promotional materials related to the project
3. Arrange for a visit to the school by JCAWF representatives to observe the school and project
4. Submit an end of project financial report, with copies of receipts, to indicate that monies were spent in accordance with the grant request
5. Submit a written report on the results of the program or project after its completion. Videos, photographs, and student feedback are encouraged
6. Immediately report to JCAWF if any changes are made to the project
7. Return any grant money that is unused no later than June 30, 2017

## **Disclosure of Information**

Information on supported programs and projects, such as the names of the recipients, the program or project descriptions, and photographs of the teachers and students involved in the project, may be made public on JCAWF's and JCCINY's websites and in other public materials.

## **For Additional Information**

The Sakura Grant Program is administered on behalf of the JCAW Foundation and JCC Fund by the Japan-America Society of Washington DC. Questions should be sent by email to [sakuragrants@jcawf.org](mailto:sakuragrants@jcawf.org). General inquiries can be made by calling 202-833-2210.