



COMMUNITY PROJECTS

COMMUNITY PROJECTS OVERVIEW

The purpose of the Community Projects Stream is to offer Japanese Canadian Organizations (Category 1), Non-Japanese Canadian Organizations (Category 2) and Unincorporated Japanese Canadian Groups (Category 3) the opportunity to create community-led projects that promote Japanese or Japanese Canadian culture or enable Japanese Canadians to connect with one another, with their culture(s) and/or identity. These grants may assist the creation or sustaining of activities, events and projects of this nature.

DATES (subject to change)

Applications open July 1, 2023

Deadline for applications October 31, 2023

Application results out December 15, 2023

Projects must be completed by December 31, 2024

The JCLS may announce a second intake in 2024.

WHO CAN APPLY

CATEGORY 1 | Japanese Canadian Organization

A Japanese Canadian Organization can be either

- a not-for-profit organization, or
- an organization incorporated under a provincial corporations Act without the distinction of a not-for-profit designation whose primary purpose is to develop and support the Japanese Canadian community, provide services benefiting Japanese Canadians and/or enhance and encourage Japanese Canadian or Japanese cultural activities.

The organization must have an established constitution and by-laws and have been incorporated for at least two years.

CATEGORY 2 | Non-Japanese Canadian Organization

A Non-Japanese Canadian Organization must satisfy the following requirements:

- It is a not-for-profit organization whose primary focus is the delivery of a Japanese or Japanese Canadian cultural activity.
- The organization has a Japanese Canadian board member or an endorsement from an established Japanese Canadian Organization in that region.
- The organization must demonstrate a connection to the Japanese Canadian community.
- The organization must have an established constitution and by-laws and have been incorporated for at least two years.

Contents

WHO CAN APPLY	1
WHAT CAN BE FUNDED	2
FUNDING REQUESTS	3
WHAT IS NEEDED FOR THE APPLICATION	3
ASSESSMENT PROCESS	4
NOTIFICATION	4
PAYMENT OF GRANTS	4
REPORTING REQUIREMENTS	4
CONFIDENTIALITY	4
RECOGNITION OF ASSISTANCE	5
AMENDMENT OF GUIDELINES	5
CONTACT INFORMATION	5
GLOSSARY	6

CATEGORY 3 | Unincorporated Japanese Canadian Group

An Unincorporated Japanese Canadian Group must meet the following requirements:

- It consists of at least 10 members, which could include potential participants in the group's activities.
 - Its membership is at least 50% Japanese Canadian.
 - Its activities offer Japanese Canadians opportunities to connect with one another, with their culture(s) and/or identity.
 - The group has the relevant experience to manage the project that they are proposing to create.
 - If a subgroup (such as a volunteer group or auxiliary) falls under the umbrella of a larger organization, the group must be endorsed in writing by their larger organization.
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WHAT CAN BE FUNDED

CATEGORIES 1, 2 AND 3

- Programs or services that benefit Japanese Canadians or cultural activities that promote Japanese or Japanese Canadian culture in Canada.
 - Eligible project costs that may include: travel, accommodation, honoraria, contract expenses for human resources, materials, supplies and relevant costs.
 - Administrative costs for each project, which must not exceed 20% of the total grant.
 - Projects that meet the requirement to serve the Japanese Canadian community but could also serve other communities.
 - Projects that can be completed by December 31, 2024.
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WHAT WILL NOT BE FUNDED

- Applications from two organizations partnering on the same project with each organization requesting funds for that project.
- Two applications for the same activity by the same organization in the same intake period.
- Applications from organizations and groups that do not have the primary purpose of promoting Japanese or Japanese Canadian cultural activities and/or serving or supporting the Japanese Canadian community.
- Ordinary operational activities including ongoing operations and maintenance.
- Expenses for debt management, fundraising projects, prizes, ongoing salaries or wages, endowment or sustaining funds, scholarships (see Scholarships).
- Capital purchases (see Infrastructure).
- Projects that have received NAJC funding through the Capacity Building Program, Young Leaders Fund, Cultural Development Fund or Endowment Fund.
- Projects that have received other funds from the Community Fund in this stream within the current year.
- Projects with political interest and/or affiliations.
- Projects outside of Canada.
- Projects that are already complete.

FUNDING REQUESTS

- The grant application should be for a stand-alone project and should not be contingent on other funding. Applicants may have other sources of funding but those should be confirmed at the time of the application.
- Depending on the number and quality of grants, an application may receive only partial funding. Applicants should indicate in their application whether their project can be modified if a smaller award is given.

Category 1 | Japanese Canadian Organization

- Funding for up to two projects at \$20,000 per project or funding for one project at \$40,000.
- If a Japanese Canadian Organization submits two applications during the same intake, the organization must specify in its application which project is the priority for funding, in case funding is available for only one project.
- A Japanese Canadian Organization may apply for up to two project grants per intake.

Category 2 | Non-Japanese Canadian Organization

- Funding of up to \$10,000 per project.
- A Non-Japanese Canadian Organization can apply for only one project grant per intake.

Category 3 | Unincorporated Japanese Canadian Group

- Funding of up to \$10,000 per project.
- An Unincorporated Japanese Canadian group can apply for only one project grant per intake.

WHAT IS NEEDED FOR THE APPLICATION

CATEGORIES 1, 2 AND 3

NOTE: Applicants are responsible for submitting a complete application. The JCLS will NOT contact applicants to address errors or missing requirements, other than as required to determine eligibility. Eligible applications are assessed as submitted.

1. Applicants must create a user account to access the application form that will be submitted through the online application system.
2. Applicants must complete the following information, including longer answers as required:
 - a. Description of the organization or group, including its mission statement, a brief history of the organization or group, and current activities. Please highlight services to the Japanese Canadian community. (Approximately 300 words.)
 - b. If applicable, description of the organization's or group's membership totals, including the breakdown of Japanese Canadians and their families, and an estimate of the number of Survivors and Descendants of families who lived in BC prior to April 1, 1949.
 - c. Description of project, including the activity and its benefit to the Japanese Canadian community. (Maximum 3 pages/1000 words.)
 - d. Balanced budget showing projected sources of funding and expenses (expenses that comprise 10% or more of the budget must provide the breakdown/rationale for estimates).
 - i. If project costs exceed the maximum possible grant, a list of confirmed additional sources of funding must also accompany this budget.
 - e. List of key personnel (if known) with a short description of the expertise/experience they bring to the project.

Categories 1 and 2 | Japanese Canadian Corporations and Non-Japanese Canadian Corporations

Applicants from Categories 1 and 2 must provide:

- a. A copy of their Certificate of Incorporation
- b. The most recent financial statements from the last two years.

Category 3 | Unincorporated Japanese Canadian Groups

Unincorporated Japanese Canadian Groups must provide:

- a. Confirmation of banking arrangements or financial stewardship
- b. If applicable, letter of endorsement from the associated organization.

ASSESSMENT PROCESS

1. An assessment team consisting of Japanese Canadian community members with a depth of knowledge of the Japanese Canadian community, Japanese and/or Japanese Canadian culture and community-led programming will be established through the JCLS.
2. The following process will be used to evaluate every application:
 - a. The JCLS informs each applicant upon receipt of application and JCLS Community Fund program staff review the applications for eligibility.
 - b. The assessment committee evaluates eligible applications to determine whether the applicants should be funded and the level of funding for successful applicants.
 - c. The assessment committee recommends applicants to the JCLS, which makes the final approvals.
 - d. The JCLS informs each applicant if they are successful or unsuccessful in their application.
3. All decisions of the JCLS and assessment committee are final.

NOTIFICATION

- Decisions will be made by the JCLS and the assessment committee within four to six weeks of the application deadline. Notification will be sent via the online system to the contact linked to the online application. Results cannot be requested in advance.
 - Applicants should ensure the email address community@jclegracies.com is on their safe sender list and applicants should check their spam folders on a regular basis following their submission of application.
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PAYMENT OF GRANTS

1. Awards will be paid in three instalments: 50% upon receipt of a signed grant agreement; 40% upon receipt of an interim progress report on the project; and a final payment of 10% upon receipt of a final report detailing activities and project outcomes.
 2. If the applicant's project changes, recipients must contact the JCLS office (in writing) as soon as possible to discuss impact on the project and to request permission for the changes.
 3. The JCLS reserves the right to suspend payments if the recipient:
 - a. does not carry out their planned project. Should the project not proceed, the initial instalment must be refunded to the JCLS;
 - b. makes major changes to the planned project without the approval of the JCLS;
 - c. fails to comply with the terms of the grant, including submission of the final report.
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REPORTING REQUIREMENTS

1. Recipients must submit a final report within 30 days of the completion of the term or period of study for which funding has been provided.
 2. Instructions on submitting final reports will be given to successful applicants.
 3. The requirement for a final report will be part of the grant agreement.
 4. Future applications to the JCLS will be ineligible if reporting requirements on prior grants are not met.
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CONFIDENTIALITY

The collection, use and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act (BC). Personal information will be shared in confidence with members of the assessment committee. The names and locations of successful applicants will be published, along with the amount of the award, in the Annual Report of the JCLS as well as in various communications and promotional vehicles thereof. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

RECOGNITION OF ASSISTANCE

In recognition of funding, the support of the JCLS should be acknowledged in all promotional materials of scholarship recipients, both print and online where appropriate. Further details of recognition will be provided to successful applicants.

AMENDMENT OF GUIDELINES

These guidelines may be amended by the JCLS from time to time and applicants should ensure that their applications comply with the most recent version of the guidelines.

THIS VERSION OF THE GUIDELINES IS DATED MAY 1, 2023.

CONTACT INFORMATION

If you have any questions after reading these Program Application Guidelines and the Frequently Asked Questions, please contact the JCLS: community@jclebrities.com.

Any general inquiries to the JCLS Project Office can be directed to: info@jclebrities.com.

GLOSSARY

Descendant

A living person of Japanese Canadian descent whose family was directly impacted by BC Government actions in the 1940s and whose family experience in BC predates April 1, 1949.

Japanese Canadian (JC)

A Canadian citizen of Japanese ancestry or a person of Japanese ancestry who has permanent resident or landed immigrant status in Canada.

Japanese Canadian Organization

A not-for-profit organization whose primary purpose is to develop and support the Japanese Canadian community, provide services benefiting Japanese Canadians or enhance and encourage Japanese or Japanese Canadian cultural activities. It must have an established constitution and by-laws and have been incorporated for at least two years. A Japanese Canadian Organization can also be incorporated under a provincial corporations Act without the distinction of a not-for-profit designation, as long as the primary focus of the organization satisfies the above definition.

Japanese Cultural Activity

Traditional and contemporary Japanese cultural practices or activities that originated in or have roots in Japan and enhance the appreciation for and promote Japanese and/or Japanese Canadian culture. (Examples include but are not limited to: sports such as martial arts, cuisine, bonsai, calligraphy, ikebana, origami, taiko, tea ceremony, anime, manga, etc.)

Non-Japanese Canadian Organization

A not-for-profit organization whose primary focus must be the delivery of a Japanese or Japanese Canadian cultural activity. The organization should have a Japanese Canadian board member or an endorsement from an established Japanese Canadian organization in that region, and must demonstrate a connection to the Japanese Canadian community. The organization also must have an established constitution and by-laws and have been incorporated for at least two years.

Survivor

A living person of Japanese descent born prior to April 1, 1949 who was directly impacted by BC Government actions in the 1940s. Survivors include persons who were not displaced but were living in BC, and persons who, after their families left BC, were born prior to April 1, 1949, which was the day Japanese Canadians were given full voting rights and the legal restrictions used to control the movement of Japanese Canadians were removed.

Unincorporated Japanese Canadian Group

An unincorporated group whose membership is at least 50% Japanese Canadian and whose activities offer opportunities for Japanese Canadians to connect with one another, with their culture(s) and/or identity. The group must consist of at least 10 members, which could include potential participants in the group's activities, and have the relevant experience to manage the project that they are proposing to create. (Examples of such groups could include: kenjinkai, hockey teams, garden clubs, writers' clubs, anime clubs.)

