

## **Japan Business Association of Southern California 2024 Japan Enrichment Grant (JEG) Program Guide**

The purpose of the JBA Japan Enrichment Grant is to support educators to provide Japanese language and/or Japanese cultural education to students in Southern California.

### **Eligible Organization**

All educators who teach at Public and Private K-12 Schools, Colleges, Universities and Japanese Language Schools in Southern California

### **Eligible Expenses**

- 1 Eligible Items for Support (Examples)
  - Books about Japan and/or Japanese language
  - Realia used in classrooms or events
  - Japanese musical instruments
  - Japanese costumes
  - Direct expenses for approved projects such as school bus charter to transport students to event locations
  - Apps or online textbooks for Japanese language education
  - Digital Japanese books
  
- 2 NON-eligible Items (Examples)
  - Personal expenses, such as travel to workshops and conferences
  - Expenses for endowment campaigns
  - Stipends for teachers and substitute educators
  - General school supplies including electronic equipment (i.e. tablets, laptops)
  - Graduate study
  - Expenses not directly related to the objective of the JEG program

### **Grant Amount**

Up to \$3,000 per project

All grant payments will be made to each awarded school, not applicants or the PTA.

### **Project Duration**

Japan Enrichment Grants are for one year only. Please utilize the grant award by August 31, 2025. An organization may resubmit a proposal for continued funding in the following year. Those organizations who apply for this grant consecutively must submit a new application each year.

### **Proposal Deadline**

September 30, 2024

### **Award Notification**

End of November 2024

### **Award Ceremony (in person or via online web conference)**

December (TBD), 2024

### **Evaluation Method**

Grant proposals will be evaluated using the following seven criteria.

- 1 Project goals
  - a. Project's goals and objectives contribute to student achievements
  - b. Project directly links to teacher and/or student behaviors and achievements
  - c. Number of students/teachers receiving the benefit is appropriate
- 2 Innovation and creativity
  - a. Project has a clear element of originality relative to the organization or the field of education
  - b. Project reflects creative or innovative use of practices, tools, personnel, and other resources
- 3 Assessment of achievement
  - a. Project's goals and objectives are clearly defined
  - b. Proposal includes a specific evaluation plan to assess the achievement of goals and objectives
- 4 Clarity
  - a. Proposal includes a specific start and end date
  - b. Proposal identifies clear roles and responsibilities for each participating educator
- 5 Cost effectiveness
  - a. Proposal reflects efficient use of existing organization resources in addition to the requested resources
  - b. Total grant request is commensurate with identified program requirements
  - c. Proposal indicates specifically how JEG funds will be used
- 6 Information sharing
  - a. Proposal includes a specific plan to share the outcome of the project with others
- 7 Alignment
  - a. Proposal shows an alignment among the objectives, activities, evaluation, and information sharing plans
- 8 Proposal identifies alignment to state and district standards based on the particular grant category

Grant award will be made by JEG committee based on the criteria set forth in this document. All award determinations will be within the sole discretion of the committee. By submission of an application, applicants expressly consent to submit to the committee's sole and absolute discretion regarding the interpretation of award criteria.

### **Obligation**

Awarded applicant and his/her school must:

- 1 Participate in the Award Ceremony to meet with JBA representatives and other award recipients and receive a payment check. (If the applicant cannot attend, he/she will be expected to send a representative.)
- 2 Accommodate JBA JEG committee's requests to visit the school and/or place of event and observe the use of the grant.
- 3 Acknowledge that the funding is provided by JBA in some public form.
- 4 Submit a report of the project after its completion. (The report may be in any form including a written summary, video, and student essay. Expense receipts must be submitted to JBA.)

**Disclosure of Information**

Information on supported projects such as the name of the applicant and project descriptions will be made public on JBA's website and other public relations materials.