

# Friends of Todai, Inc.

## Grant Making Guidelines

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The mission of Friends of Todai, Inc. (FOTI), a section 501(c)(3) organization, is to promote charitable, educational and scientific activities in the United States through the support of joint/collaborative research and educational activities between The University of Tokyo ("Todai") and U.S. academic institutions conducted in the U.S.

FOTI support is provided principally to tax-exempt organizations in the United States in the form of grants for research, lectures, workshops, publications, exhibitions and other activities which promote FOTI's mission. FOTI does not provide financial support to Todai or any other foreign university or institution.

### **I. CURRENT AREAS OF INTEREST**

- ❖ Educational and scientific activities conducted in the United States which promote studies broadly relating to Japan or the US-Japan relationship.
- ❖ Fields of specialization may include science, technology, medicine, social science, policy studies, humanities, arts and inter-disciplinary studies.

### **II. ELIGIBLE GRANT RECIPIENTS**

- ❖ Grant will be awarded principally to tax-exempt organizations in the U.S.
- ❖ The grant will be given only to further educational and scientific activities which take place in the United States.

### **III. GRANT AMOUNT**

The amount of the grant is to be decided by the Board on a case-by-case basis.

### **IV. GRANT DEADLINES**

FOTI will award grants once per year, at the end of June. Full proposals must be in our office no later than January 15 to be considered for the March 31 proposal application deadline. Early submissions are encouraged and may improve an applicant's prospects.

### **V. GRANT APPLICATION PROCESS**

**a) Letter of Inquiry** - To be considered for a FOTI grant, your initial contact should be a letter of inquiry.

Please limit the letter to no more than two pages. Organizations proposing projects that fit the FOTI's

current areas of interest will be invited to submit a full proposal. The letter of inquiry must include the following:

- ❖ A description of the project and its expected outcomes.
- ❖ A project budget with a funding plan (indicate any funds already received or committed).
- ❖ The amount requested with an explanation of how the funds will be allocated within the project.
- ❖ If you are applying for the first time, please describe your organization and provide proof of your tax-exempt status.

**b) Grant Application** - When FOTI requests an applicant to submit a full proposal, he/she should submit the following information in a completed grant application.

**1) Regarding Applying [Individuals and their] Organization:**

- ❖ General description of the organization: mission statement, goals, long range plans and a brief description of other projects, if applicable.
- ❖ Organization's current year budget and most recent audited financial statement.
- ❖ List of secured and pending funding for the organization.
- ❖ List of all staff with bios for key staff.
- ❖ List of Board of Directors with short bios.
- ❖ A discussion of the qualifications of principal person(s) undertaking the project with their bios.
- ❖ Documentation verifying the tax-exempt status of the organization.

**2) Regarding Project:**

- ❖ The project's specific goals and objectives.
- ❖ A detailed description of the project including a project plan (how a project will be conducted, who will work on which part of the project, etc.), timeline and budget.
- ❖ The anticipated outcome(s) of the project and how the organization will evaluate the outcome(s).

- ❖ A funding plan for the project that identifies sources and amount of support including pending, confirmed and to be applied sources. State clearly the amounts specifically requested of FOTI.

FOTI will acknowledge and review all grant applications received. An application may be submitted either via email, as attachments, or hard copies. Review of an application will not begin until a complete application is submitted.

## **VI. GRANT OUTCOMES AND EVALUATION**

FOTI measures the success of a funded project against the project's objectives as stated in the funding proposal as well as in terms of their relevance to FOTI's mission. We encourage the funded applicant to submit the final report within six months from the completion of the funded activity.

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***Please send all materials to the address below.***

Friends of Todai, Inc

c/o Masuda International, Carnegie Hall Tower, 152 West 57<sup>th</sup> Street, New York, NY 10019-3310

***For questions, please contact us at:***

[mosako@friendsoftodai.org](mailto:mosako@friendsoftodai.org) or Tel/Fax (718) 836-0796

***Further information on FOTI can be found at [www.friendsoftodai.org](http://www.friendsoftodai.org)***