CHAPTER GRANT PROGRAM
2022-2023
USJETAA:

- A 501(c)(3) nonprofit that advances US-Japan relations by supporting American JET alumni & chapters
  - Strengthen JET alumni networks + support JET alumni, JETAA chapters & JET organizations like JETAA USA
    (→ JETAA Chapter Grant Program, Career Development programs, Chapter Leader Webinars, etc.)
  - Support US-Japan relations & promote cross-cultural understanding (→ Microgrant Program for American JETs, etc.)
  - Engage JET alumni in US-Japan relations (→ JETs on Japan Forum, etc.)
  - Serve as a national-level point of contact for the JETAA network & as a national clearinghouse for information
  - Undertake national charitable initiatives in times of need (→ Disaster giving programs, etc.)
Sasakawa Peace Foundation USA is a non-partisan 501 (c)(3) organization dedicated to deepening the understanding of and strengthening the relationship between the U.S. and Japan for the benefit of a free and open international community. Its activities mainly focus on security and diplomacy, through exchanges, dialogue, analysis, publications, and networking.
This partnership encourages JET alumni to **strengthen the US-Japan alliance** through soft diplomacy and educational activities that promote mutual understanding between the United States and Japan.

Since 2016, Sasakawa USA and USJETAA have offered a competitive mini-grant program for the 19 JET Alumni Associations (JETAA) chapters and sub-chapters to strengthen their capacity to organize activities that **highlight and contribute to the US-Japan bilateral relationship** in their local communities.

In 2018, SPFUSA and USJETAA expanded their partnership to include programming that enabled JETAA chapter leaders and individual JET alumni to stay engaged and informed on current issues within U.S.-Japan relations.
PURPOSE OF THE CHAPTER GRANT PROGRAM

- Support JETAA chapters in hosting events that further US-Japan relations in their communities
- Elevate the role of JETAA chapters in their local U.S.-Japan communities
- Expand the institutional capacity of chapters to develop innovative programs
- Strengthen the JET alumni network & engaging members of JETAA chapters in US-Japan relations

“The Cultural Significance and History of Kimono” held by New England JETAA (Feb 2019)
PAST PROGRAMS

JETAA Southeast (2019) – Opportunities to Strengthen Japan-Alabama Ties

New England JETAA (2020) – One Bite at a Time: Building Bridges with Japanese Culinary Arts


JETAA Chicago (2021) – Finding Japan in the Midwest

JETAA DC (2020-2022) - Mentorship Programs

JETAAANY (2019) – JETs at the MET

Florida JETAA (2022) - The Nisei Soldier Legacy
**What we are looking for**

- Projects that **strengthen US-Japan relations** in your community. They should address a specific aspect of US-Japan relations.
- Projects with a clear goal & feasible implementation plan.
- Projects that add to the US-Japan relationship and the Japan landscape of your city or community.
- **Several committed individuals** in your chapter willing to make the project happen.
SUPPORT WE PROVIDE!

- Funding, and...
- Help developing your idea
- Support finding speakers/collaborators
- Advice about budget
- Some logistical support
ELIGIBILITY

- Applicants must be a JETAA chapter or sub-chapter in the United States.
- The chapter president and the individual coordinating the grant project (if a different person than the chapter president) must be signed up as a member of USJETAA.
- Your chapter must be a member of USJETAA.
- Must submit a completed application.
- Funds can only be used for expenditures from October onwards.
Projects can be virtual or in person

Chapter should do most of the planning and execution, but USJETAA and Sasakawa USA are available to provide support, especially during the application and planning stages.

Grant requirements:
- Participate in a kick off meeting and meeting with USJETAA/Sasakawa USA periodically
- Track the use of the funding and save receipts
- Participate in a post-event review meeting
- Acknowledge the grantors on project materials and during the event/program
- Promote the event via social media (to advertise the event and to recap the event once it’s finished)
- Submit a final report and other useful documentation
ABOUT THE NARRATIVE APPLICATION

- You don’t need to have all the answers yet!
- Please answer questions as thoroughly as possible.
  - You don’t need to list exact dates, locations, speaker names.
  - But your answers should demonstrate that you’ve done some initial research on what is feasible.
- Events/projects don’t need to be “grand,” but need to advance US-Japan relations in some way (not just bring JET alumni together).
- Not sure if your idea works with the grant?
  - Take a look at the application questions. Feel free to send us a draft for feedback or set up a call to discuss your idea.
- Check out the FAQ!
Sample Budget and Tracking Expenses

- Use the sample budget template for your budget
- Add your own estimate of expenses to replace the sample expenses
- Make sure the formulas in the document are adding things up correctly
- If in doubt, don’t hesitate to ask if an expenses is permissible & how to list it
- Consult with USJETAA during the project if you need to reprogram funds
- Keep track of your receipts for your final report
  - Chapters need to submit all receipts!
  - Digital copies of receipts are fine.
DEADLINES

- First round applications must be submitted by **September 12, 2022**.
  - There is no guarantee that funding will remain for the second application round, so chapters are encouraged to apply during the first round.

- All activities -- including the post-event review meeting with USJETAA and Sasakawa USA -- must be completed by **February 3, 2023**.
  
  → *i.e., the grant can only cover expenses dated between Oct 1, 2022, and Feb 3, 2023.*

- Final reports are due **one month from the post-event review meeting** or no later than **March 3, 2023**.
Have questions? Want to discuss how to tweak your project to make sure it fits the criteria? Set up a short call to discuss your idea before applying!

Jim Gannon
jim@usjetaa.org