

## Asian Community Trust (ACT)

### Grant Guidelines

#### For local projects by Asian Alumni of Japanese Universities and Training Institutions

#### ACT's special fund "Support Fund for Asian Students" Fiscal Year 2025 (April 2025 – March 2026)

The Asian Community Trust (ACT) aims to build a "Bridge of Mutual Help and Resource Sharing" in civil societies across Asia. To pursue this aim, ACT assists projects developed by local people, NGOs, and other civil society organizations with the purpose of improving people's quality of life in their own communities and sharing their successes with others.

**In providing financial assistance, ACT observes the following guidelines for funding.**

#### I. Project Criteria

##### 1. Area of Focus

- Agriculture and Rural Development
- Education and Youth Development
- Health and Medicine
- Environmental Conservation
- Cultural Preservation

##### 2. Conditions / Criteria for Project Selection

ACT believes in supporting projects that are capable of eventually becoming financially self-sustainable. Additionally, it is expected that projects supported by ACT will encompass the following:

- Community participation
- Self-reliance enhancement (long-term viability/mobilization of local human, technological and financial resources)
- Innovation and replicability
- Environmental sustainability
- Gender sensitivity
- Openness and partnership with other NGOs, civil society organizations, government, business and other sectors: ACT will support projects based on *South-South cooperation* that will enhance sharing of information and experiences, as well as collaboration among local NGOs in the Asian region.
- Promotion of social enterprises which ensure sustainability of the communities

##### 3. Countries of Focus

Due to limited financial resources, ACT will focus on the following countries in FY2025: **Cambodia, Indonesia, and the Philippines**. An organization where its staff member studied in Japan and also did an internship of ACT's Asian Students Internship Program (entitled

“Asia Ryugakusei Intern Ukeire Program” in Japanese) **between FY2021 and FY2024 is eligible to apply (for new applicants)** regardless of the countries written above. Please contact ACT Secretariat for more details.

#### 4. Applicant Organizations

An applicant organization is required either to have a legal status or to be registered with a responsible public entity. It is also required to be transparent about its activities and financial condition.

In line with the purpose of the “Support Fund for Asian Students” namely, “*to support activities that contribute to social development in the Asian region through the application of the knowledge and skills that former Asian students acquired in Japan to their own local communities and society as a whole,*” the application organization must employ, for the duration of the project, **an alumnus of Japanese universities or training institutions who graduated from FY 2021-2024 (for new applicants) who will apply the knowledge and skills acquired from the training to their own local communities and society, which in turn may have an impact to Asia as a whole.**

A **new** applicant organization which employs a staff member who is an alumnus of Japanese training institution must ensure at least one ***Letter of Recommendation*** (written in Japanese with one or two pages in A4 size paper) of the alumnus to be issued from a responsible person of the training institution and ask the person of the institution to send the letter to ACT Secretariat ***directly by E-mail***. **Deadline of receiving the recommendation letter is same with the deadline of proposals written far below.**

#### 5. Number of project proposals

**ACT will accept only one project proposal from the same organization.**

#### 6. Project Costs

ACT supports necessary costs to carry out a project while it encourages the recipient organization to cover some portion of costs. Average amount of the grant ranges from **about 800,000 Japanese Yen to 1,250,000 Japanese Yen (per year and per project)**. For more details about the budget ceiling, please contact ACT’s project officer in charge before you finalize the budget.

Administrative costs may be covered depending on the status of applicant organizations.

#### 7. Grant Period

In principle, ACT supports one to three-year projects. Extension of the grant period beyond three years can be considered based on the results of evaluation and only with approval of ACT Executive Advisory Committee.

It should be noted, however, that a project proponent approved for its multi-year proposal is required to submit annually a project proposal (plan) of the year concerned with budget for an annual approval of ACT Executive Advisory Committee.

ACT follows the Japanese financial calendar, i.e., April to March of the following year. It is recommended that a project starts after April and ends before March of the following year in the

*case of a one-year project.*

Grants are approved and remitted in Japanese yen. Please also note that grant amount approved by ACT will be paid in two (2) installments. **The first installment of the grant will be remitted during June 2025** after a Letter of Acceptance is submitted by a project proponent. **The second installment will be remitted around December 2025** after ACT receives an interim report describing the progress and financial status of the approved project. The foreign exchange rate on the day of the remittance will be followed.

## II. Monitoring and Reporting

An ACT personnel may monitor projects that have received grants. **All grantees are required to submit interim and final reports on the projects by October 31, 2025 and May 31, 2026, respectively.** These reports should contain a narrative account of the accomplishments made through the use of the grant funds, with respect to the project's initial goals. A financial statement should also be attached to both reports and receipts or evidence of disbursement are required for those items applicable for the final reports.

## III. Deadline for Application

**January 24, 2025 (Friday) (for new applicants)**

Interested parties are requested to send their project proposals directly to the Tokyo ACT Office **by 23:59 of January 24th, 2025 (Friday), Japan time, by e-mail.**

**Please send your proposals to:**

**The Asian Community Trust**

**The Executive Secretariat**

c/o Asian Community Center 21 (ACC21)

ABK Bldg., 1F., 2-12-13 Honkomagome Bunkyo-ku, Tokyo JAPAN 113-8642

Tel: 81-3-3945-2615 Fax: 81-3-3945-2692 E-mail: [act-grants@acc21.org](mailto:act-grants@acc21.org)

URL: <https://act-trust.org/en/>

## IV. Selection of Project Proposals and Announcement of the Results of Project Approval

The Executive Advisory Committee of ACT composed of learned persons and civic leaders on Asian affairs will review all project proposals at its meeting in March 2025. The results of the selection of project proposals will be announced **by the middle of April 2025.**

## *About ASIAN COMMUNITY TRUST (ACT)*

Established in 1979, the Asian Community Trust (ACT) is Japan's first Charitable Trust in administering bequests and funds donated by Japanese individuals and organizations for causes of Asian people. Based on annual revenue from the assets of the Trust, it has since been committed to financially support various non-profit organizations in the region that are involved in social and economic development, education and youth development, environmental protection, cultural preservation, and other concerned activities. ACT was created out of the belief that an alter-mechanism to government channels is needed to promote collaboration and mutual assistance among Japanese and other Asian people to assist and empower those socially ignored and in need, attain environmentally sustainable development, and preserve and enrich cultures, and thereby develop a sense of “community” in the Asian region.

ACT works in partnership with local people’s organizations (POs), non-governmental organizations (NGOs), and other civil society organizations in Asia by financially supporting their projects in the following major areas: Agriculture and Rural Development; Education and Youth Development; Health Care; Environmental Conservation; and Cultural Preservation. For the past several years, due to its limited capacity in funding, ACT has been focusing primarily on the following countries: the Philippines, Indonesia, and Cambodia. It hopes to expand number of countries in years to come by strengthening public relations activities with potential donors of trusted funds and also being engaged in general fund-raising activities in Japan, hopefully in other Asian countries, too.

ACT holds tax-deductible status for donations accredited by the Japanese Ministry of Finance.

English website: <https://act-trust.org/en/>

### **Governing ACT**

#### *Trustee Banks*

Donations to ACT are entrusted to the following four Japanese banks:

Sumitomo Mitsui Trust Banking, Limited (Chief Bank of Board of Trustees)

The Mitsubishi UFJ Trust and Banking Corporation

Mizuho Trust & Banking Co., Ltd

Resona Bank, Limited

### *Executive Advisory Committee*

The ACT Executive Advisory Committee, which is composed of learned persons and civil leaders, selects proposals for granting and advises the trustees on important policy issues. The Committee is composed of the following four members:

**Mr. Takehiko Nakao**

Adviser, Sumitomo Corporation and Chairman, Center for International Economy and Strategy,  
Former President of the Asian Development Bank (ADB)

**Ms. Mitsuko Horiuchi**

President, Kitakyushu Forum on Asian Women (KFAW)

**Mr. Terumasa Akio**

Chairman, The Education for Development Foundation (Thailand)

**Mr. Akihiro Nonaka**

Representative, Asia Press International

**Ms. Kyoko Ikegami**

Professor, Nagasaki University School of Tropical Medicine and Global Health

**Ms. Akiko Yuge**

Former Professor, Hosei University, Former Director of the UNDP Representation Office in Tokyo and  
Special Advisor to the UNDP Administrator

### *Trust Executor*

**Mr. Tatsuo Ota**

Chair, The Japan Association of Charitable Organizations (JACO)

### *Executive Secretariat*

Asian Community Center 21 (ACC21), which acts as the Executive Secretariat for ACT, provides programming and administrative support. The secretariat staff facilitates the preparation of proposals for funding approval by the Executive Advisory Committee.

### **Contact Details**

**Ms. Mari Suzuki**

**Chief Program Officer**

**The Secretariat of the Executive Advisory Committee of the Asian Community Trust (ACT)**

c/o Asian Community Center 21 (ACC21)

1F ABK Bldg., 2-12-13 Honkomagome, Bunkyo-ku, Tokyo Japan 113-8642

<https://act-trust.org/en/>

Tel: 81-3-3945-2615 Fax: 81-3-3945-2692 E-mail: [act-grants@acc21.org](mailto:act-grants@acc21.org)