

## **~ Application Guide for Refugee Community Activity Grant ~ Financial Assistance Program for FY2026 Foundation for the Welfare & Education of the Asian People (FWEAP)**

### **Key Points for FY2026**

1. Activities that incorporate existing local resources (such as personnel, materials, and information) and have connections with local communities will be encouraged.
2. Two grant categories have been established according to the scale of activities: 700,000 yen course (number of recipients: 5) and 300,000 yen course (number of recipients: 12).
3. The eligible activity period is from April 2026 to March 2027.
4. Grants selected through the review process are scheduled to be provided in April 2026.

### **Purpose and Objectives:**

**FWEAP aims to promote coexistence between refugee communities and Japanese society. This grant program supports activities that help refugee communities maintain their identity, foster mutual support, and create safe and inclusive spaces within their communities. In addition, it encourages refugee communities to build connections with Japanese society and establish a foundation for living together.**

### **Grant Overview**

#### **I. Target Groups**

##### **Refugee Community Groups**

- A refugee community group is defined as a group in which refugees and related individuals engage in mutual support activities to improve their lives in Japan. This includes life support, preservation of native language and culture, and support for social participation.
  - The definition of “refugees and related individuals” for this program include Indochinese Refugees, Convention Refugees, persons under complementary protection, and their families. For other protected individuals, please contact FWEAP to confirm your eligibility.
- Voluntary organizations without legal status or newly established organizations must be recommended by an organization with legal status.
- Individuals and antisocial organizations are not eligible.
- Organizations wishing to apply for this grant must be able to cooperate with FWEAP’s publicity efforts, including publications, website, Facebook,

YouTube, etc. and participation in our events, where applicable. (The scope of personal information that can be disclosed will be discussed in advance.)

## 2. Areas of Activities

### Activities that Foster Connections with Local Communities

Examples:

- Conducting disaster preparedness training in collaboration with local fire stations or neighborhood associations.
- Participating in local events, organizing community events, or delivering lectures to local schools.

### Activities to strengthen the community's capacity, such as organizational development, human resource training, and community revitalization.

Examples:

- Activities for developing the next generation of community leaders and to strengthen networks among refugee communities.

### Activities to Foster Mutual Support and Safe Spaces for the Community Members

Examples:

- Educational activities, such as subject tutoring or Japanese language classes.
- Workshops or consultation sessions on parenting, social security, nursing care, healthcare, disaster preparedness, employment, etc.
- Publishing life guides in languages of origin for community members, etc.

### Activities to Maintain Cultural Identity

Example:

- Classes or workshops for preserving languages and cultures of origin.

※Examples of activities that are not covered

- Activities that simply pass on grants to other organizations through the applicant organization
- Activities limited to the distribution of goods or cash are not eligible for support.
- Political activities and for-profit activities

## 3. Grant Amount and Eligible Period

- Grant Categories and Number of Recipients:
  - 700,000 yen course × approximately 5 groups
  - 300,000 yen course × approximately 12 groups

- ※ The grant amount applied for must be within 700,000 yen or 300,000 yen, depending on the course.
- ※ Applicants may apply for either the 700,000 yen course or the 300,000 yen course.
- ※ Eligible applications: One group may apply for one activity only.
- ※ Limitation on grant frequency: The same activity will not be funded more than three times in total, starting from fiscal year 2025.
- Eligible period for project activities: April 1, 2026 - March 31, 2027

#### Items eligible for grant

Category	Concept and examples of eligible expenses
A) Usage Fee	<ul style="list-style-type: none"> <li>• Venue and equipment rental fees when using external facilities</li> <li>• Rental fees for equipment or vehicles necessary for the project</li> <li>• License fees for online meeting platforms, such as Zoom, for hosting virtual events</li> </ul>
B) Honorarium	<ul style="list-style-type: none"> <li>• Honorarium for lecturers of seminars and other activities held during activities</li> </ul> e.g. Honorarium for counselors, facilitators, lecturers, and interpreters
C) Teaching Material Fees	<ul style="list-style-type: none"> <li>• Textbook fee and material fee</li> </ul> Regarding the purchase cost of food ingredients, ready-made products (including sweets, juices, dishes, bento boxes, etc.) are not eligible for subsidies
D Furniture, Fixtures and Equipment Expenses	<ul style="list-style-type: none"> <li>• Furniture, equipment, and tools for everyday use</li> <li>• Items necessary for conducting the activity, such as installed fixtures, computers, printers, and electronic devices</li> <li>• Items that can be used over a long period of time</li> <li>• The total cost of furniture and equipment must not exceed 100,000 yen.</li> </ul>
E) Supplies expense	<ul style="list-style-type: none"> <li>• Office supplies and hygiene supplies</li> </ul>
F) Participation Fee	<ul style="list-style-type: none"> <li>• Participation fees when participating in workshops and events held by other organizations</li> </ul>
G) Transportation Expenses	<ul style="list-style-type: none"> <li>• Transportation expenses such as public transportation to the venue of the lecturer and beneficiary</li> </ul>
H) Insurance Fee	<ul style="list-style-type: none"> <li>• Event insurance and volunteer insurance for activities</li> </ul> * The burden of the subsidy will be borne during the assistance period (until March 31, 2027).

I) Public Relations Expenses	<ul style="list-style-type: none"> <li>Expenses for creating posters, brochures, websites, etc. related to activities</li> </ul>
J) Miscellaneous	<ul style="list-style-type: none"> <li>Other expenses FWEAP deems appropriate</li> </ul>
K) Administrative Expense	<ul style="list-style-type: none"> <li>Applicants may allocate up to 15% of the total amount from A to J for administrative costs. Receipts do not need to be submitted.</li> </ul>

If you are unsure whether certain expenses are eligible for funding, please consult with FWEAP in advance.

## Review Process

The Review Committee will evaluate the necessity and relevance of the proposed project and make the final decision on grant approval.

Evaluation Criteria:

Requirement	Point
1. Necessity	<ul style="list-style-type: none"> <li>Whether the need to address the issues faced by refugee communities or/and to promote connections with local communities is clearly stated</li> </ul>
2. Effectiveness	<ul style="list-style-type: none"> <li>Whether the expected impact of the activity on the refugee community and local society is clearly described.</li> <li>Whether indicators (quantitative or qualitative) for the measurement of outcome are presented.</li> </ul>
3. Feasibility	<ul style="list-style-type: none"> <li>Whether the implementation plan—including timing, location, frequency, methods, number of participants, income and expenditure budget plan —is realistic and feasible.</li> </ul>
4. Utilization of Local Resources and Collaboration	<ul style="list-style-type: none"> <li>Whether local resources (such as people, goods, and information) are being utilized.</li> <li>Whether the plan is developed with consideration for collaboration and cooperation with Japanese society.</li> </ul>
5. Creativity and Impact	<ul style="list-style-type: none"> <li>Whether the activity incorporates creative ideas that reflect the unique characteristics of the refugee community.</li> <li>Whether participants can be actively engaged, rather than just passive recipients of lectures or seminars.</li> <li>Whether there are efforts to promote the activity and share its outcomes/results widely with the public.</li> </ul>

\*FWEAP encourages the building of connections between refugee communities and local communities, so we encourage activities that utilize existing resources (human resources, goods, information, etc.) such as collaboration with local organizations.

## Information Session and Submission of Application

### 1. Online Information Session (Language use: Japanese)

- ◆ Date & Time: Thursday, November 6, at 7:00pm
- ◆ How to Apply: Please register in advance by email  
To: [fweap-s@fweap.or.jp](mailto:fweap-s@fweap.or.jp)  
Subject: Application for Online Information Session  
Please include your name, organization name and contact information (e.g. phone number)
- ◆ Content:  
The session will cover how to complete the application form and important points to note.  
Participation is not mandatory.

### 2. Consultation on Applications

- Available from Tuesday, November 4 to Friday, November 28

### 3. Application Deadline

- Must submit via email by Sunday, November 30

### 4. Documents Required for Submission (must be written in Japanese)

- ① FWEAP Grant Application Form (申請書)
- ② Income and Expenditure Budget Form (収支予算書)
- ③ Organization Overview Form (document showing your groups' activity history) (団体概要書)

### 5. Submission Address

Foundation for the Welfare & Education of the Asian People (FWEAP), Grant Assistance Section  
Email: [fweap-s@fweap.or.jp](mailto:fweap-s@fweap.or.jp)

## Program Schedule

November 6 2025	<ul style="list-style-type: none"><li>○ Information Session</li><li>• An online information session will be held. (participation is optional)</li><li>• Explain key features and updates for the FY2026 application process.</li><li>• Q and A session will be held.</li></ul>
--------------------	--

<p>Nov 1 ↓ Nov 30 2025</p>	<p>○ Application Period</p> <ul style="list-style-type: none"> <li>• “FWEAP Grant Application Form” and “Income and Expenditure Budget Form” can be downloaded from our website.</li> <li>• Applications must be submitted by November 30 (Sun), 2025 via email only.</li> <li>• Prior to submission, applicants may consult FWEAP staff about how to complete the documents.</li> <li>• FWEAP staff can also help explore possible connections with community resources, if needed.</li> </ul>
<p>December 1 ↓ December 25 2025</p>	<p>○ Follow-up &amp; Advice Based on Applications</p> <ul style="list-style-type: none"> <li>• FWEAP staff may engage in dialogue and active listening based on submitted applications.</li> <li>• FWEAP will offer advice to revise the applications in ways that promote deeper engagement with local communities and encourage active participation.</li> <li>• Please cooperate if we need to confirm unclear points in your application.</li> </ul>
<p>January 2026 ↓ March 2026</p>	<p>○ Evaluation &amp; Decision</p> <ul style="list-style-type: none"> <li>• All applications will be evaluated by the Review Committee, which will determine the projects eligible for funding.</li> </ul> <p>○ Grant Approval and Issuance of Grant Approval Notice (March 2026)</p> <ul style="list-style-type: none"> <li>• After the Committee will review all applications and select the groups to receive grants, Grant Approval Notice will be issued. The approved grant amount will be paid in a single lump sum. Please submit your receipts after confirming the transfer.</li> </ul> <p>○ Grant transfer is scheduled for April 2026.</p>
<p>April 2026 ↓ March 2027</p>	<p>○ Follow-up and Ongoing Support for Activities</p> <ul style="list-style-type: none"> <li>• Please carry out your project according to the plan described in your application.</li> <li>• Grant funds must be used appropriately and only for activities approved in the review process.</li> <li>• FWEAP staff may conduct follow-up meetings and site visits to see the progress of your activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• FWEAP staff will provide feedback on observations and challenges, and work with you to consider improvements.</li> </ul>
Within 1 month After project ends	<ul style="list-style-type: none"> <li>○ Completion Report <ul style="list-style-type: none"> <li>• Submit the "FWEAP Completion Report" and "Income and Expenditure Report" (downloadable from the website).</li> <li>• Attach any materials created using "FWEAP" name.</li> </ul> </li> </ul>
April 2027	<ul style="list-style-type: none"> <li>○ Reporting Session <ul style="list-style-type: none"> <li>• Attendance is mandatory.</li> <li>• Since each activity supported by FWEAP may include unique approaches, a reporting session will be held to share activity details among the community and apply the learnings to future projects.</li> </ul> </li> </ul>

**Other Considerations**

1. Use of the name of FWEAP

When carrying out activities, please clearly state and publicize that the project is supported by Foundation for the Welfare & Education of the Asian People on all printed such as flyers, posters, and handouts. You are required to submit copies of such materials along with your final report.

Example statements:

This project is supported by Foundation for the Welfare & Education of the Asian People.

A grant-funded project of the Foundation for the Welfare & Education of the Asian People.

2. Submission of Notification of Changes

If any of the following applies, please contact FWEAP immediately and receive prior approval or instructions.

- ① When changing the content of the activities described in the grant application.
- ② When adding new items listed in the income and expenditure budget form.
- ③ When making significant changes to the amounts of items listed in the income and expenditure budget form.
- ④ When discontinuing or canceling the project.
- ⑤ When changing the period of implementation (forward or push back) of an activity.
- ⑥ In addition, when it is deemed necessary.

3. Additional notes

- ① Please note that this grant program cannot be implemented if FWEAP's FY2026 business plan is rejected at the Board of Directors meeting in March 2026.
- ② FWEAP assumes no responsibility for any death, injury, illness, or other harm or disadvantage incurred by participants during grant-supported activities.
- ③ FWEAP assumes no responsibility for any accidents or damages that occur during the activities of the grantee organization.
- ④ FWEAP may request the return of the grant in cases where there are unspent grant funds after scheduled activities, the project cannot be carried out, or the funds are used in a manner significantly different from the original project plan.
- ⑤ Any matters not specified herein or any questions that arise will be resolved through consultation.

#### 4. List of Past Grants

2025 年度

2024 年度

2023 年度

#### Inquiries and Applications

Foundation for the Welfare & Education of the Asian People (FWEAP),

Operations Division

[fweap-s@fweap.or.jp](mailto:fweap-s@fweap.or.jp)

TEL 03-3449-0222