

OTTAWA JAPANESE COMMUNITY DEVELOPMENT FUND

GUIDELINES

1. Overview

The Japanese-Canadian community has offered a variety of events/fundraising activities in order to reach out to our community and encourage liveliness of the community in support of dedicated long serving members. In view of the current influx of people from Japan and Japanese-related families to the community, securing the involvement of new members appears to be one of the key factors towards the further growth and continued vitality of the community. Establishing the Ottawa Japanese Community Development Fund will help foster new leaders and refresh the image of our community organizations.

2. Goals

- Encourage new initiatives to promote the culture of, or advance the quality of the Japanese-Canadian community.

3. Objectives

- Establish an annual Ottawa Japanese Community Development Fund in support of the Japanese-Canadian community.

4. Proposed Methods

- Once a year, the OJCC/OJCA, through an evaluation committee, select one project, as submitted by an eligible group or individual, to support through the Ottawa Japanese Community Development Fund.
- All eligible projects must meet the program's criteria.
- Non-members of the OJCC/OJCA are also qualified to apply, but a contribution recipient will be required to join the OJCC/OJCA. A membership form shall be enclosed with the letter of approval, and should be completed and returned before the payment will be issued.
- Any surplus from the contribution, following the completion of project activities, must be returned to the OJCC.
- Following the completion of project activities, the recipient will be required to submit a final project report and a final financial statement. In addition, the recipient will be requested to write an article for the OJCA's "Ottawa News" newsletter.
- Dependent upon financial, or any other relevant, conditions, the OJCC reserves the right to annually review the continuation of the Ottawa Japanese Community Development Fund.

5. Outcomes

- Potential increase of new members.
- Encourage new activities and initiatives within the Japanese-Canadian community.
- Indication of community needs and requirements.

6. Deadline for Submission of Proposals

- A contribution, not to exceed \$1,000.00, will be issued in support of an eligible project proposal once per fiscal year (September 1 – August 31). Proposals should be submitted between April 1 and June 1 for the following fiscal year. This will give the evaluation committee two months to assess and approve eligible proposals during which time an applicant may be contacted to answer questions concerning their proposal.

7. Eligible Applicants

- Not-for-profit or community-based organizations (organizations must be based in Canada)
- Private enterprises (for specific, non-profit making, limited purposes)
- Individuals
- Members of the Ottawa Japanese Community Development Fund Selection Committee are not eligible to apply

8. Eligible Projects

- Promote Japanese, or Canadian-Japanese culture and art within the Ottawa area
- Address social development issues within the Ottawa Japanese-Canadian community
- Promote public education about the Japanese-Canadian community
- Support research on issues of concern to the Japanese-Canadian community
- An eligible project proposal should state the community-identified need to be addressed (or, in the case of a cultural event, a description of the event to be supported), describe the project's activities and plan of action, and indicate the expected results and outcomes.

9. What is not Funded

- International travel except for travel for somebody to come to Canada to participate in a relevant event
- Activities occurring outside of Canada
- Activities that have already been undertaken or completed before the submission of the proposal
- Profit-making activities
- Regular, on-going core activities of an organization or association

- Projects of a political nature
- Requests for funding in support of an individual athlete

10. Budget

- A detailed budget listing expenditure items for the project will be submitted with the project proposal. All budget items should be directly related to project activities.
- The requested amount cannot exceed \$1,000.00.
- Note that a 25% holdback payment shall be issued until completion of the project

11. Reporting

- Following completion of the project's activities, the recipient will be required to submit, within 30 days, a final project report summarizing the project's activities and indicating the results of the project. A final project financial statement, listing all actual expenditures with which receipts shall be included, will accompany the final project report and any surplus funds shall be returned to the OJCC/OJCA. In addition, the recipient will be required to write an accompanying article for publication in the OJCA's "Ottawa News" newsletter.
- Following receipt and acceptance of the final project and financial reports, the 25% holdback shall be issued except where a surplus exists.