

## GRANT APPLICATION GUIDELINES

### 1. About SHF Grants

Through its grant program, Sasakawa Health Foundation is promoting projects to build a society where Hansen's disease (leprosy) is not deemed an issue, discrimination and stigma do not exist, and persons affected by Hansen's disease can receive the treatment and services they need. In FY2025, we are supporting projects in two areas: fighting discrimination, and preserving history. Please read carefully and make sure you understand the conditions outlined in this document before applying for a grant.

### 2. What we do to make effective use of our funds

To ensure that optimum use is made of our grants, SHF undertakes to do the following:

- Identify what is needed most, and where.
- Proactively work on project evaluation and auditing.
- Promote disclosure of project progress and results.

In order to make the activities we support sustainable, it is indispensable for applying organizations to acquire diversified funding sources, not just grants. In recent years, the number of companies and individuals supporting private non-profit activities through donations and volunteer participation is on the rise. SHF will work with those who successfully acquire other funding sources.

### 3. Eligible applicants

Applicants must be non-profit organizations and may include educational and research institutions. SHF does not accept applications from, nor provide grants to, individuals or for-profit organizations. Furthermore, applicants must satisfy all of the following requirements:

- Have the capacity to carry out projects according to plan
- Have the ability to send reports, communicate information in English
- Be in compliance with the laws and regulations of their country as regards receiving grants from a foreign institution
- Hold a bank account in the name of the organization applying to receive the grant.

### 4. Eligible projects

- SHF's fiscal year is from 1 April to 31 March.
- Projects are to start in April or September in principle. All projects should conclude by March 10, regardless of when they begin. A 1-year project that begins in September and ends the following August would be treated as a 2-year project. (1st year: September to March, 2nd year: April to August)
- For multi-year projects, the book should be closed in March each year. Roll-over of any remaining budget to the following fiscal year is not permitted.
- The project plan and method of execution must be appropriate to achieve the objective and deliver results.
- In principle, an organization is eligible to apply for only one scheme at a time. This is to enable us to offer grants to more organizations.

## 5. Funding areas for FY2025

### A. Tackling Disease

We support activities that contribute to providing high-quality Hansen's disease services (e.g., early detection and treatment, prevention of transmission, rehabilitation) in endemic countries. However, as this activity will mainly focus on supporting leprosy programs in each country through WHO, we will not be accepting applications for grants in FY2025.

### B. Fighting Discrimination

We support activities to empower persons affected by Hansen's disease and eliminate the stigma and discrimination they face by strengthening their organizations' foundations and networks to enable them to gain a solid foothold in society and develop sustainably as the primary stakeholders at the heart of resolving issues related to Hansen's disease.

- Organizational strengthening and empowerment of People's Organizations including human resource development, as well as network building between organizations.
- Activities that contribute to the empowerment of persons affected by Hansen's disease (e.g. promotion of participation, capacity building, establishment of economic base, participation in policy-making process)
- Educational support for children of persons affected by Hansen's disease.
- Activities that deepen understanding of issues surrounding Hansen's disease through awareness raising and network building among key actors as well as investigative research and surveys in related fields.

Priority countries: Countries reporting more than 1,000 annual new cases or with a disease prevalence rate above 1.0 per 10,000 population as well as countries where discrimination against leprosy remains a social issue

### C. Preserving History

The history of Hansen's disease holds many lessons for future generations regarding the treatment, care and integration into the community of individuals with stigmatizing diseases, disabling conditions and health impairments, and the importance of safeguarding human rights. SHF funding for history preservation focuses not only on the medical history of Hansen's disease but also on its social impact, with a particular focus on the lives of those who personally experienced the disease. We welcome proposals that highlight the resilience of persons affected by Hansen's disease and their efforts to lead a dignified existence in the face of stigma and discrimination.

- Collection of histories and historical materials: Collect life stories and historical materials (and the stories behind the materials), before it is too late.
- Preservation of historical materials: Preserve fast-deteriorating historical materials for future generations through archiving, digitalization and online databases; develop web content that gives issues surrounding Hansen's disease relevance to contemporary audiences.
- Human resource development for history preservation: Provide training to groups who recognize the need for history preservation but who lack know-how and expertise; form networks and develop human resources to promote the search for and collection of historical materials.
- Awareness-raising and advocacy to expand the circle of history preservation activities: Conduct activities to sensitize potential collaborators outside the field of Hansen's disease (e.g. researchers, archivists, government agencies), and promote search for and collection of

historical materials.

- Research: Carry out action-oriented research that assigns value to historical materials and leads to better policies and practices for preserving and disseminating knowledge about Hansen's disease history and heritage. Applicants for funding will need to show how the research results will be used and the expected impact of the research as a condition of support.

Priority countries: Countries where proposals for activities that can serve as a model for other countries in preserving Hansen's disease history or that contribute to the transfer of expertise or experience to others are possible.

## 6. Eligible costs for Grants

Categories	Description
Personnel Expenses	Project staff salary, insurance, etc.
Consulting	Honorarium for non-employee, Remuneration for professional service
Travel Expenses	Transportation, Accommodation, Daily Allowance, etc.
Communication and Delivery	Phone, Internet Services, Communication, Postage, Delivery Services, etc.
Program supplies and Equipment	Stationary, Training Materials required for project implementation, etc.
Printing and Publications	Brochure, Website, Printing expense, etc.
Conferences expenses	Meeting venue, Reception, Beverages to be served during conferences, etc.
Others	Registration fee, Miscellaneous, etc.

- SHF grant will cover direct costs which are necessary to implement projects such as listed above.
  - Up to 10 % of indirect costs shall be covered such as general overhead and administration expenses that support the entire operations of a grantee and that may be shared across projects.
- \* Please contact us in advance regarding purchase of equipment such as personal computers.
- \* Please retain proof of all expenditures

SHF Grants **DO NOT** cover the following costs:

- Expenses not related to implementation of the grant project (unrelated labor costs, activity costs carried out with the support of other organizations, etc.)
- Administrative expenses exceeding 10% of project cost
- Expenses for which there is no justification (e.g., travel expenses exceeding your organization's standards, meeting expenses that deviate from the normal range, honorarium or rewards paid to officers or employees of your organization, duplicate expenditures, etc.)
- Purchases of motorcycles, cars, land or other assets
- Expenses that cannot be documented and confirmed

In addition to the above, there may be other costs that are not covered, or covered on a limited basis only, at based on the decision of the foundation after screening.

## 7. How to apply

To apply, please submit the documents below via e-mail to [grant@shf.or.jp](mailto:grant@shf.or.jp) by the due date. Any application which reaches us after the deadline will NOT be accepted.

Title of the e-mail shall be **“2025 Grant Application (name of your organization, country)”**

- Grant application form (word file)
- Project outline and budget (excel file)
- Financial Statements for past two years
- Organizational chart
- Board of Directors roster
- Rules and Regulations of the organization
- Latest issued Annual Report

## 8. Notification of results

Results will be notified via email as soon as possible once our screening is finished.

## 9. Screening criteria

Applications will be screened, taking into account expert opinion, and accepted or rejected. Please note that we will not respond to inquiries concerning the reasons for our decision.

A successful application should meet the following criteria:

- Planning: Provides evidence of a strategic plan that meets beneficiaries' needs and objectives
- Measurement: Sets measurable indicators (qualitative and/or quantitative)
- Sustainability: Enhances the ability of beneficiaries to support themselves after the grant period ends
- Impact: Has a significant and/or lasting impact on its beneficiaries
- Performance: Describes an operational plan to deliver activities
- Cost-benefit: Compares the relative costs and outcomes
- Accountability: Disseminates activities to public, partners and other stakeholders

## 10. Overview of Grant Project Implementation

- When implementing a grant project, a grantee must clearly indicate it is being supported by SHF and display the SHF logo and/or “Sasakawa Leprosy (Hansen's Disease) Initiative” logo on its website, SNS, posters, flyers, catalogs and other such media, as appropriate.
- Reports requested by SHF, including interim reports and completion reports, must be submitted by the designated date.
- Share activity schedule in advance and its status with SHF during the project implementation period. Any changes such as information about organization, details of project, budget, schedule, project period should be notified to SHF.
- Proper management of spending, appropriate handling of project documents and appropriate handling of personal information are required.
- In case of illegal/unauthorized use of a grant, the grant may be cancelled and/or recalled, the beneficiary may be barred from applying for grants for a period of time, and in some cases

criminal prosecution may ensue.

## Outline of Grant Implementation Schedule

Beginning of April:	Conclusion of contract
Mid to end of April:	Receipt of grant (1st remittance)
Mid-September:	Submission of progress report
Beginning of January:	Submission of grant application for next year (multi-year projects only)
Mid-March:	Submission of final report
By the end of March or early April:	Receipt of grant (Final remittance)

## 11. Handling of personal information

Where SHF receives any personal data from applicants, it shall ensure that it fully complies with SHF official regulations.

## 12. Check list for submission

- ☐ Grant application form (word file)
- ☐ Project outline and budgeting (excel file)
- ☐ Financial Statements for past two years
- ☐ Organizational chart
- ☐ Board of Directors roster
- ☐ Rules and Regulations of the organization
- ☐ Latest issued Annual Report

**Please note that if an application is incomplete, or if necessary materials are not attached, the application will not be considered.**