



Sylff Leadership Initiatives (SLI)

CALL FOR APPLICATIONS

Current and graduated fellows who are committed to taking the small steps that can make a big difference for the benefit of society are encouraged to apply for an SLI grant to undertake initiatives that are aligned with the Sylff mission. The Sylff Association will provide a maximum of US\$10,000 per successful project.

1. About Sylff Leadership Initiatives (SLI)

To encourage Sylff fellows to take initiatives that can change society for the better, the Sylff Association provides financial support for two categories of SLI activities: (1) social action projects and (2) the organization of a forum, conference, seminar, or workshop; such gatherings may be of either an academic or nonacademic nature, but academic meetings must address tangible social issues and aim to have real-world impact. An important consideration in screening applicants is whether or not the proposed project was initiated by the Sylff fellow. Past SLI activities are described in "Awardees & Reports."

(http://www.tokyofoundation.org/sylff/support_programs/sli/awardees-reports)

The Sylff Philosophy

Issues of pressing concern today are becoming more and more intertwined with other complex, global-scale problems, and no one country can resolve them alone. The parties affected by the problems may not all have the same values and interests or share economic or political orientations. Underlying the Sylff philosophy is the desire to support "leaders" with the passion and ability to serve the common interests of humanity, transcending narrow national, religious, ethnic, and other differences to undertake socially constructive leadership initiatives and act in an inclusive manner, respecting diversity in cultures and values.

2. Eligibility

- (1) Applications must be submitted by one or more current/graduated Sylff fellows.
- (2) The proposed project must be initiated by a fellow and geared toward making a contribution to society.
- (3) The proposal must be for a (1) social action project or a (2) forum-type event.

(Note)

In addition to the above eligibility requirements, the following should also be considered:

- **SLI does not finance pure research.**
- SLI does not finance projects that were initiated by a non-fellow.
- SLI grants may be used to finance ongoing projects originally conceived outside the SLI framework, but such projects must be in line with the aims of SLI.
- Priority will be given to creative and innovative approaches that can be expected to generate or catalyze significant social change.

3. Application

(1) Period of Application

Applications will be accepted throughout the year.

(2) Application and Screening Procedures

Application and screening procedures consist of the following two stages:

a. Preliminary Application (Concept Paper)

Applicants must submit a concept paper ([prescribed form downloadable as Word file](#)) at least four months prior to the project's implementation (exceptions may be considered in unavoidable circumstances; please contact the Sylff Association secretariat for details). Applicants should indicate the issue they wish to address, the project's goals, the approaches to be taken, and anticipated social impact.

The concept paper will be reviewed by the Sylff Association secretariat; successful applications will proceed to the formal application stage.

b. Formal Application

Applicants whose concept papers have been approved are invited to submit a formal application consisting of the following:

- Application form ([prescribed form downloadable as Word file](#))
- Detailed proposal (Word file, 2,000 words maximum)
The detailed proposal should address the following:
 - *Issue*: What is the key issue you wish to address and why are you addressing it?
 - *Activities and approaches*: What do you hope to do and how will you do it?
 - *Objectives and goals*: What are your objectives and goals?
 - *Initiative*: How you are proposing, organizing, and leading the project?
 - *Relevance and significance*: Why is the project relevant and significant? For whom?
 - *Feasibility*: Provide arguments for the feasibility of the proposed project.
 - *Number*: Indicate the number of project participants and their respective roles.
 - *Expected outcomes*: Outline expected outcomes in both short and mid-long terms.
 - *Others*: Describe other aspects to help reviewers judge the proposed project.
- Budget ([sample downloadable as Excel file](#))
- Schedule
- Bios
Submit a brief biographical sketch (within 100 words) for each applicant and other project members, including their background, current position or occupation, academic or professional interests, and role in the proposed project.
- References
Two letters of recommendation should be submitted. They should be written by those who endorse the project and are familiar with your academic achievements and/or social engagement activities.

(3) Notification

Applicants will be notified of the results so as to provide sufficient lead time for the implementation of the project.

(4) Award Disbursement

- a. The award will be disbursed directly to successful applicants. An Agreement will be signed between the applicant and the Tokyo Foundation. In principle, the full amount will be paid in one installment before the project is implemented.
- b. A project report, including a narrative description of the results and a financial report, shall be submitted by all applicants. The financial report must be accompanied by receipts. Should actual expenditures turn out to be significantly less than the amount disbursed, the Foundation will request

a refund of the unexpended funds.

4. Selection Criteria

Applications will be evaluated from the following five perspectives:

- (1) The applicant's commitment to the social issue being addressed and the importance of his/her role in the project
- (2) Prospects for positive change in the conditions of the issue's stakeholders
- (3) The originality of the project and the extent to which the proposal reflects the applicant's knowledge, experience, insight, or network
- (4) The likelihood that the project will serve as a model or foundation for subsequent, larger-scale initiatives
- (5) The feasibility of the budget, schedule, and partners in advancing the project

5. Awards

- (1) The maximum award per project is \$10,000. Additional funding may be provided, but only when necessary to accommodate requests expressly made by the Sylff Association secretariat.
- (2) An SLI award may be used to cover the following expenses:

International travel, domestic transportation, accommodations, honoraria for experts,* meeting room/hall rental, refreshments served at meetings, acquisition of resource materials, printing and copying of documents, consumables, supplies, communication costs, etc.

It may **NOT** be used for the following:

- Personnel costs for outsourced logistics, record-keeping, event planning, and/or other project-related services
- Purchases of property or other assets
- Other items as determined by the secretariat

- (3) Awards may be combined with other funds or financial resources.

* The award covers honoraria only to those whose expertise is vital to the success of the project. If you are uncertain whether a person qualifies, please consult the Sylff Association secretariat.

6. Others

- (1) SLI awardees will be requested to share the outcome of their projects with the Sylff Association in a variety of formats, including articles on the Sylff website.
- (2) Members of the Sylff Association (secretariat staff and Sylff fellows not associated with the project) may visit and observe awarded projects.
- (3) All application documents and communication must be written in English.

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Inquiries and applications should be directed to:

Sylff Association Secretariat
Attn: Sylff Leadership Initiatives Coordinator
Email: sylff[a]tkfd.or.jp (replace [a] with @).

The Sylff Association secretariat will accept inquiries related to this program via email ONLY.