

Australia-Japan Foundation 2026-27 Application Form

Form Preview

Applying for a grant

* indicates a required field

Please ensure you have read the information for grant applicants on the [Australia-Japan Foundation website](#) prior to answering these questions.

Incomplete applications will NOT be considered. This includes applications without the appropriate supporting documents and referee letters.

Please complete the following questions before commencing this application form to ensure you meet all eligibility requirements.

If you have any questions about the eligibility criteria, please contact **Manager, Australia-Japan Foundation** at ajf.australia@dfat.gov.au (for queries in **English**) or ajf.japan@dfat.gov.au (for queries in **Japanese**).

I confirm that I (the applicant):

- have read and understand the [Australia-Japan Foundation 2026-27 Grant Guidelines](#).
- am an eligible entity type listed in 4.1 of the grant guidelines.
- am not an organisation, or my project partner is not an organisation, that is included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'.
- am able to demonstrate financial viability.
- do not owe any reports or money to the Australia-Japan Foundation through the Department of Foreign Affairs and Trade as a result of previous funding or grants.
- have the appropriate type and level of insurance for the activities that are the subject of this grant proposal.
- am not seeking funding for an activity that is commercially viable in its own right or which gives a commercial advantage to me and/or my organisation.
- am not undertaking an activity that will be carried out with direct financial or in-kind (such as goods and services) benefit to the Department of Foreign Affairs and Trade.
- am prepared to submit Child Protection guidelines if my grant activity involves children (those under the age of 18 years).
- am seeking funding for a project that will commence before 30 June 2027.

Required *

Yes

Where did you hear about the Australia-Japan Foundation?

AJF Website

Grantee

Social media - other

Applied before

Outreach event

University grants office

DFAT State Office

SmartyGrants

Other:

GrantConnect

Social media - AJF

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Applicant Details

* indicates a required field

Applicant

The nominated applicant will be the contracted entity and responsible for project management, reporting and acquittal of funds.

Are you applying as an organisation or an individual? * Organisation Individual

Organisation Details

Organisation *

ABN / ACN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

If you're an Australian organisation and don't have an ABN, you'll need to complete a [Statement of Supplier form](#) when signing the grant agreement or you may want to nominate a legally constituted organisation or individual to administer the grant; otherwise you may have 46.5% of your grant withheld.

NOTE: Japanese organisations do not require an ABN or Statement of Supplier form.

Trading Name

Enter a trading name or professional name (if different from legal entity name above)

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Postal Address *

Address

Suburb/Town State/Province Postcode Country

Must be an international post code

Street Address *

Address

Suburb/Town State/Province Postcode Country

Must be an international post code

Business Phone *

Website

Facebook, Instagram or X handles

Other social media details

Primary Contact Details

The Primary Contact is the main contact for the project and for communication from the AJF Secretariat and SmartyGrants.

Contact Person *

Title

First Name

Last Name

The main contact person within the organisation for this project.

Contact Person's Position *

Email *

Work Number *

Mobile Number

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Organisation Capability Statement

Describe your organisation's strengths and experience relating to this project proposal.

*

Word count:

Must be no more than 150 words

A one page capability statement may strengthen your application (optional)

Attach a file:

Individual Applicant Details

Applicant's name *

Title

First Name

Last Name

Citizenship Status *

Other:

Address *

Address

Suburb/Town State/Province Postcode Country

Must be an international post code

Email address *

Must be a valid email address

Phone Number *

Must be a valid international phone number (e.g. 61 2 9XXX XXXX for Sydney)

Mobile Phone Number

Must be a valid international phone number

Previous Funding

Have you or your organisation previously requested or received related grant funding from Australian Government and/or other sources? *

Yes

No

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If yes, please give details of the funding received, including the amount and year. *

Word count:

Must be no more than 150 words.

Of particular interest are grants received or requested from DFAT (through Foundations, Councils and Institutes or the Australian Cultural Diplomacy Grants) and from the Australia Council for the Arts or Australian Research Council.

Have you or your organisation previously applied to the AJF but were not successful? *

Yes

No

Please provide details including the amount and year. *

Word count:

Must be no more than 150 words.

Please provide the year applied / Application number / Project Title

For this grant activity, are you seeking funding, or have sought funding from other Australian Government grant programs (including other DFAT grant programs) and/or any other sources? *

Yes

No

Which other grant programs? *

Australia-Korea Foundation

Council for Australian-Arab Relations

Australia-Indonesia Institute

Council on Australia Latin America Relations

Australia-ASEAN Council

Australian Cultural Diplomacy Grant Program

National Foundation for Australia-China Relations

Other:

Centre for Australia-India Relations

Must be at least 1 choice selected

If you have applied for another DFAT grant program above, please provide the application number or project title related to that program *

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Project Details

* indicates a required field

Project Outline

Your grant application should demonstrate how your project will promote people-to-people links, a contemporary and positive image of Australia, and support for the Australian Government's international policy goals. Ensure you refer to the grant guidelines and address the assessment criteria when providing details of your project.

Project Title *

Word count:

Must be no more than 10 words

Project Description *

Word count:

Must be no more than 200 words.

Start Date *

Must be a date between October 2026 and 30 June 2027

Completion Date *

Must be a date within 12 months of start date for non-multi-year applications

Project location

In which country or countries will your project take place? *

Australia Japan

Where will the project take place? (Select all that apply) *

Australian Capital Territory (ACT) Queensland (QLD) Victoria (VIC)

New South Wales (NSW) South Australia (SA) Western Australia (WA)

Northern Territory (NT) Tasmania (TAS) Other:

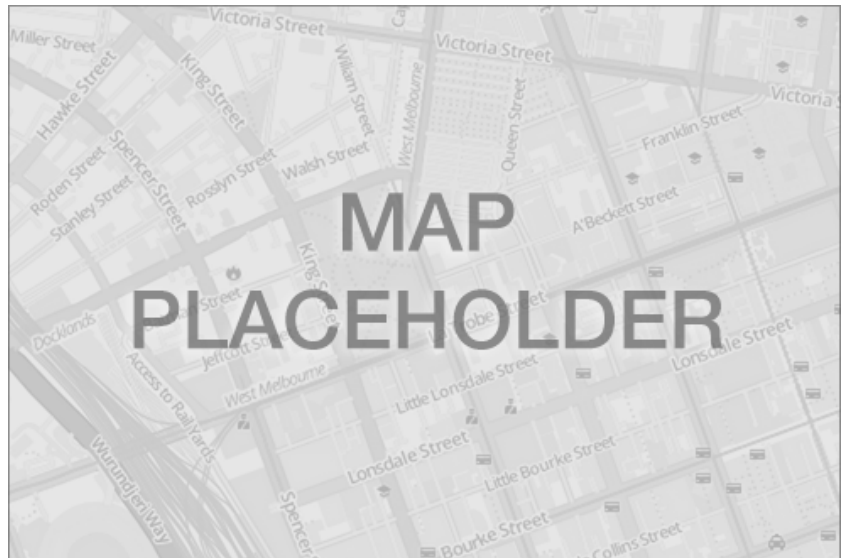
If the project will take place in Japan, select 'Other' and specify the region

Primary project location *

Address

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Address Line 1, Suburb/Town, State/Province, and Country are required.
Must be a valid post code.

Main Activities

Indicate the milestone activities that will take place in the course of your project.

Planned activity	Activities start date	Activities end date	City / Country
	Must be a date.	Must be a date.	

Alignment with Australia-Japan Foundation priority areas

The AJF advances Australia's engagement with Japan by supporting people-to-people links through programs and partnerships aligned with the Australian Government's priorities.

Read more about the [AJF objectives](#) and [AJF Strategy 2025-2030](#).

Which Australia-Japan Foundation priority area does your project primarily relate to? *

- Activities that promote cooperation on bilateral, economic security and broader geostrategic issues
- Activities that expand Japanese literacy in Australia and/or an understanding of Australia in Japan
- Arts, culture, sport, and youth engagement
- Activities that advance cooperation in key emerging sectors, including energy transition, critical minerals, resilient supply chains, agriculture, artificial intelligence, robotics, cybersecurity and advanced technologies

No more than 1 choice may be selected.

Criterion 1

* indicates a required field

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How will the grant activity contribute in the long term to the objectives of the AJF?

Your response to this criterion should demonstrate how the grant activity will:

- deliver AJF objectives (listed in section 2) with long-lasting impact
- drive implementation of one of the AJF priority areas (listed in section 2.1) through measurable outcomes
- create or strengthen people-to-people and/or institutional relationships
- promote diversity and inclusion—for example, through First Nations and gender-balanced representation, inclusive participation in the development and delivery of the activity, and representation of communities across Australia.

You should also include an explanation on how the project's contribution to the AJF objectives can be sustained into the future (after AJF grant funding is expended and the project is completed).

*

Word count:

Must be no more than 250 words.

Criterion 2

* indicates a required field

How will you maximise the reach, influence and impact of the grant funding through your project?

In responding to this criterion, you should demonstrate how your grant activity will:

- promote public awareness and understanding of the Australia-Japan bilateral relationship through high-quality engagement and communication
- raise awareness of Australia in Japan/Japan in Australia and promote a contemporary and positive image of Australia in Japan
- reach a broad audience and build networks (e.g. the public and/or decision-makers) and explain how you will create, strengthen and sustain formal or other relationships.

This can include how you will:

- use branding opportunities and leverage partnerships to maximise visibility, influence and impact.
- develop and implement a communications plan that outlines your intended platforms, target audiences, reach and coverage, and the key messages to be conveyed.
- create promotional materials and digital content (e.g. photography, video, social media assets) that can be used to extend the reach of your activity and contribute to AJF's broader communications efforts.
- reach a broad and diverse audience, including the public and/or decision-makers, and build or strengthen networks between individuals and institutions.

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- sustain relationships and engagement beyond the life of the grant activity, for example through follow-up initiatives or alumni networks.

You can also include proposed performance measures to indicate expected reach and impact, such as:

- number and profile of participants or audience members, and rationale for expected engagement levels.
- media engagement plans (including social media), and the type of media interest you aim to generate (e.g. articles, radio, television).
- distribution plans for any publications or outputs.

*

Word count:

Must be no more than 250 words.

Attach proposed performance measures (optional)

Attach a file:

Criterion 3

* indicates a required field

Why is the grant activity needed and how does it address an existing gap in a practical and innovative way?

In responding to this criterion, your response should include but not be limited to the following:

- describe the existing gap that your grant activity will address. Provide evidence to demonstrate the gap you have identified.
- describe why there is such a gap.
- describe the practical and innovative ways in which your grant activity can address this gap.
- describe how your grant activity will be different from activities already undertaken by other organisations previously.
- demonstrate how your grant activity will foster a new and innovative area of interest and cooperation between Australia and Japan.

*

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Word count:
Must be no more than 250 words.

Criterion 4

* indicates a required field

What are the capability and capacity of the applicant and project partner in Japan and/or Australia to undertake the grant activity?

Your response should demonstrate your (and your project partner's) ability to successfully deliver the proposed project, including effective planning, governance and resource management.

You may wish to demonstrate:

- commitment to, and strong working relationship with, the project partner in Japan and/or Australia.
- proven track record of successful collaboration between the applicant and project partner, including past achievements.
- evidence and experience in cross-cultural awareness and engagement, including with relevant Japanese and Australian stakeholders, and how you will apply this in your project
- evidence of capability, capacity and diverse skills and experience across project teams to successfully deliver and promote the proposed activity.
- the governance and risk management frameworks in place to support delivery.
- your capacity to demonstrate success through measurable qualitative and quantitative data.
- your commitment to the project, including any co-contributions (in-kind and/or cash) from your organisation or other parties.

You will also be required to provide relevant supporting documents, as per section 7.1, to support your claims against this criterion.

*

Word count:
Must be no more than 250 words.

Attach relevant supporting documents

Attach a file:

Project Partner, Team and Participant

* indicates a required field

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Provide information on any individuals or organisations who will contribute to your project. Please classify them under the following categories: Project Partner (if applicable):

- An organisation, entity or individual that collaborates with you to deliver the project
- Shares responsibility, resources or expertise
- May provide funding, staff or in-kind support

Project Team:

- Individuals that are responsible for planning, managing and delivering the project
- Works closely with Project Partner

Project Participant:

- Key individuals who take part in the project activities and engages in workshops, events or programs created by the Project Team
- They are the attendees or beneficiaries - not responsible for delivery of the project

Attach a letter of support to show their commitment to the project and/or CV where appropriate. *Please note the AJF may contact the organisations or individuals listed to confirm details of your application.

Do you have have Project Partners? * Yes No

Project Partner

Project Partner	Email address	Qualifications and/or Experience	What is their role in the project? <small>Must be no more than 50 words.</small>	Evidence of commitment

Have you and your project partners discussed how the AJF funds will be utilised for the project? Yes No N/A

Is the Project Team the same as the Project Partners? * Yes No

Project Team

Project Team	Email address	What is their role in the project? <small>Must be no more than 50 words.</small>	Please attach a one-page CV

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Project Participant

Project Participant	Email address	What is their role in the project?	Please attach a one-page CV or other relevant documents, if applicable
		Must be no more than 50 words.	

Referees

* indicates a required field

Please attach one-page letters of support from two referees with no direct financial interest or involvement in this project. Referees should comment on the project's objectives and the strategies to achieve them. The two referees would ideally provide different perspectives on the proposal and would work for different organisations.

Note: It's the applicant's responsibility to contact referees and ensure their signed letters are received/attached to this application prior to submission by the grant round closing date.

The Australia-Japan Foundation reserves the right to seek advice on the application from other persons, as appropriate.

Referee 1:

Name *	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number *	<input type="text"/>		
Email Address *	<input type="text"/>		
Position Title	<input type="text"/>		
Organisation	<input type="text"/>		
Relationship to Applicant *	<input type="text"/>		
How long have you known this referee? *	<input type="text"/>		
Referee's Report 1 *	Attach a file:		

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Referee 2:

Name *

Title

First Name

Last Name

Phone Number *

Email Address *

Position Title

Organisation

Relationship to Applicant *

How long have you known this referee? *

Referees Report 2 *

Attach a file:

Supporting documentation

Organisations, including universities, that are submitting multiple applications in this round may wish to attach a short letter of support from your Research Office or equivalent. This letter should explain how the planned project results align with joint priorities identified with equivalent institutions in the partner country; for instance, how the project supports active engagement under a Memorandum of Understanding.

If you're an individual from a large organisation, your application will be more competitive if you have your organisation's support.

Attach relevant supporting documentation

Attach a file:

Project Budget

* indicates a required field

Instructions

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List all projected income and expenditure items for the entire project under the headings given. If there are headings not relevant to your proposal, leave the item blank.

A total of up to \$850,000 AUD is available in this grant opportunity. We will consider grant applications for a minimum of \$50,000 AUD up to a maximum of \$150,000 AUD per year, for single-year grants and multi-year grants (up to three years). All payments are GST exclusive.

Multi-year grants of up to \$150,000 AUD per year for maximum of three years may be considered in exceptional circumstances where a project addresses a specific need, demonstrates larger scale partnership and collaboration, is sustainable and has potential for a strong Australia-Japan relationship over a number of years.

Applicants are encouraged to seek co-contributions from other parties in addition to the funding sought from the AJF.

Successful applicants may be offered a lower amount of funding than requested. They would be given an opportunity to decide whether they wish to accept any reduced funding.

We encourage you to apply with a realistic budget plan and to also consider alternative funding sources and a back-up plan to demonstrate how the project would continue to meet the AJF objectives should we offer partial funding only.

Ensure you formulate the budget carefully and the costings are reasonable, realistic and appropriate as you may not be able to amend them later. Your activity and the funding you apply for will be assessed for value with money.

Australian Goods and Services Tax (GST)

Notes on GST:

All grant payments will be GST exclusive. Payments will be made as set out in the grant agreement. Grant payments are not considered payments for a taxable supply. Grants are provided based on eligibility criteria, not in exchange for goods or services supplied to DFAT. Therefore, GST does not apply to grant payments. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on your particular taxation circumstances.

Budgeted Income

List all contributors to your project here, including indications of whether each source of funding is confirmed, conditional or pending approval. Documentary evidence should be supplied for assurances of confirmed and conditional funding support. Applicants are encouraged to seek co-contributions from other parties in addition to the funding sought from the AJF.

A. Internal Contribution	AUD \$	Comments (to be completed by Applicant)
	Must be a dollar amount.	
	\$	e.g. contribution from your organisation (confirmed/conditional/pending approval).

List all other income for your project here, including indications of whether each source of income is confirmed, conditional or pending approval. Other income can include grants

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from Australian Federal Government, State Government, Local Government, etc, and other income like cash, in-kind, etc.

B. Other Income	AUD \$	Comments (to be completed by Applicant)
	Must be a dollar amount.	
	\$	e.g. other grant (confirmed/conditional/pending agreement)

C. DFAT Grant

DFAT Grants Program Funding Requested *

\$

Must be a dollar amount.

DFAT Grant = DFAT Funded Expenditure Validation

DFAT Grant Validation *

\$

Must be a dollar amount and equal to 0. This number/amount is calculated.

Total Income

A + B + C

Total Project Income *

\$

Must be a dollar amount. This number/amount is calculated.

Budgeted Expenditure

List all expenditures for your project here, including indications of whether it will be DFAT funded or from other sources. Applicants should ensure that the proposed budget reflects a balanced allocation of grant funding across all elements of the activity. **Grants can NOT be used for** fixed or recurrent expenditure of your organisation, such as the cost of salaries and business-as-usual wages or fees (including for research assistants or administrative staff) and management fees, which would be incurred irrespective of whether this project proceeded. This includes fees for the use of equipment, facilities and other costs that your own organisation may charge you. Grants cannot be used to contribute to capital expenditure such as equipment or computer software. As a general principle, travel budgets should reflect basic travel, accommodation and sustenance costs that align with what an applicant would personally use while ensuring value for taxpayer money.

- - Airfares should be budgeted at a reasonable economy rate without regard to airline preferences (AJF would fund up to \$1,500 AUD return economy airfares).
 - Accommodation costs should reflect the price of an appropriate, reasonably priced 3- or 4-star hotel.
 - Travel allowances will be limited to \$250 AUD per traveller/day.

Applicants should ensure that the proposed budget reflects a balanced allocation of grant funding across all elements of the activity. The AJF does not support applications that are solely or predominantly focused on travel.

For further details please refer to the [grant guidelines](#).

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D. Fees **DFAT Funded** **Other Source** **Comments (to be completed by Applicant)**

For example: Artists	Must be a dollar amount.	Must be a dollar amount.	
	\$	\$	

Explain need for all travel. Travel costs must be based on reasonable economy class travel. Modest travel budgets are strongly encouraged.

Your application could be unsuccessful if travel costs are not considered appropriate, reasonable, realistic, or value with money.

E. Travel Costs **DFAT Funded** **Other Source** **Comments (to be completed by Applicant)**

	Must be a dollar amount.	Must be a dollar amount.	Describe the breakdown of costs
Economy airfares total	\$	\$	eg (__ persons x __ ticket cost)
Travel and meals allowance	\$	\$	eg (__ per diem x __ persons x __ days)
Accommodation	\$	\$	eg (__ per diem x __ persons x __ days)
Other transport	\$	\$	Please specify
Other (IMPORTANT: passport costs will not be covered by AJF)	\$	\$	Please specify

F. Event Costs **DFAT Funded** **Other Source** **Comments (to be completed by Applicant)**

Must be a cost for a future event. Projects already completed will not be funded.	Must be a dollar amount.	Must be a dollar amount.	
	\$	\$	

Other Costs could include - publication costs and communication costs such as advertising and promotion, printed material, photography, graphic design and translation costs (only for Japanese-language materials to English or English-language materials to Japanese).

Capital expenditure (eg equipment, software) will not be funded by AJF. See AJF grant guidelines for eligible expenditure.

G. Other Costs **DFAT Funded** **Other Source** **Comments (to be completed by Applicant)**

	Must be a dollar amount.	Must be a dollar amount.	
	\$	\$	

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Contingency

\$

Not funded by DFAT

Total Expenditure

Total DFAT Funded Expenditure

\$

This number/amount is calculated.

Total Other Source Expenditure

\$

Must be a dollar amount. This number/amount is calculated.

TOTAL EXPENDITURE

\$

Must be a dollar amount. This number/amount is calculated.

Balanced Budget Check

Income = Expenditure *

\$

Must be equal to 0. This number/amount is calculated.

Multi-year Funding

Multi-year funding (up to three years) may be considered by the Board where a strong case has been given to demonstrate that a program addresses a specific need, is particularly worthwhile, sustainable and will advance the Australia-Japan relationship in line with AJF objectives over a number of years. **Multi-year funding is only provided in exceptional circumstances.**

Is this Multi year funding? *

Yes

No

Does your project involve grant payments, or tranches, over multiple years? *

Yes

No

Why do you think your proposal should be considered for multiyear funding? *

Word count:

Must be no more than 100 words.

If your project is not considered for multi-year funding and you'd like your grant proposal to be considered further, describe how you'd reduce the scale of your project to fit within a one-year project and specify the amount sought. *

Word count:

Must be no more than 150 words.

DFAT Grants Program Funding Request

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Enter the DFAT grant funding requested for each year.

NOTE: The total must equal the amount entered in section C. DFAT Grants Program Funding Requested

Year 1 *	Year 2 *	Year 3 *	Total Multiyear funding *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Must be a dollar amount. Must be a dollar amount. Must be a dollar amount. This number/amount is calculated.

Validation: Multiyear funding = DFAT Grants Program Funding Requested *

This number/amount is calculated.
Must be equal to 0.

Working with Children

* indicates a required field

Working with Children

DFAT considers a child to be a person under the age of 18 years. [DFAT's Child Protection Policy](#) provides a framework for protecting children from exploitation and abuse in the delivery of projects supported by DFAT.

Will your project involve working with children? * Yes No

IMPORTANT: If your grant application is successful, you'll need to provide a copy of your child protection guidelines. Your guidelines will need to be cleared by DFAT's Child Protection Policy area BEFORE a grant agreement is offered to you or your organisation.

An example code of conduct on Child Protection is provided within DFAT's Child Protection Policy. If you or your organisation would like further information, contact childprotection@dfat.gov.au or on +61 2 6178 5100, ideally well in advance of the grants round closing date.

Do you have child protection guidelines for your project? * Yes No

Upload a copy of your child protection guidelines * Attach a file:

Certification

* indicates a required field

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Conflict of Interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Department of Foreign Affairs and Trade staff, any member of the assessment committee and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

To the best of your knowledge, are there any perceived or existing conflicts of interest relating to your application? *

Yes No
Conflicts of interest must be declared.

If you answered 'Yes' please outline any perceived or existing conflicts of interests *

Word count:
Must be no more than 100 words.

Privacy and Freedom of Information

The Department of Foreign Affairs and Trade (DFAT) must comply with the [Australian Privacy Principles](#) contained in the *Privacy Act 1988* (Cth) (Privacy Act). You can also view the [DFAT Privacy policy](#).

The information you provide in your funding submission is used by DFAT to assess your application. This information, including personal information, will be disclosed to the Board and Secretariat, Commonwealth and State or Territory governments, organisations which are responsible for grants programs, and may be made public through national and local media or via the DFAT websites. DFAT may also publish this information, including personal information, in its Annual Report and on the [DFAT website](#). Applicants should also note the provisions of the [Freedom of Information Act 1982](#) apply to documents in DFAT's possession.

I certify that:

- I have read the relevant information provided for grant applicants regarding eligibility and funding conditions, and confirm the proposed project meets the eligibility criteria and probity requirements.
- The statements in this application are true to the best of my knowledge and any supporting material is my own work or the work of the persons named in this application.
- I accept that DFAT reserves the right to use whatever assessment processes and selection criteria they deem necessary to evaluate this and other applications for grant funding.
- I acknowledge that this application will be assessed on its merits, and compared to other projects, and that it may not be funded, or it may not be funded at the amount requested.

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- I understand that my contact details may be used to receive information updates about relevant DFAT activities, and that I may choose to opt out of further updates at any time.
- If my application is successful, I consent to the media or members of parliament being given information about the funded project and agree I may be contacted directly by them on the contact number provided under Applicant Details above.
- If my application is successful, I will provide a final project report in accordance with the acquittal reporting requirements, which will include all related information and supporting documentation required to acquit properly and fully the money received.

I understand that any information given to applicants by the Secretariat should be seen as information only, and that I should not alter my circumstances or act upon expectations arising from such information.

Certification: *

Yes, I have read and agree to the above conditions.

Date of Certification *

Must be a date.

Name *

Title

First Name

Last Name

Position *

If you are applying as an individual, state "individual applicant".