Support Program for Organizations in Japanese-Language Education (Grants) Application Instructions

1. Overview
This program is intended to promote Japanese-language education in countries and regions that cannot easily access support from the Japan Foundation overseas offices by supporting a wide range of activities essential to the dissemination of the Japanese-language and the development of Japanese-language education.

2. Eligible Areas
These Application Instructions apply only to Cambodia, Laos, Russia and countries that DO NOT have a Japan Foundation overseas offices. Support is provided through the Japan Foundation overseas offices in countries where overseas offices are located, with the exception of Cambodia, Laos, and Russia (i.e., Korea, China, Indonesia, Thailand, the Philippines, Vietnam, Myanmar, Malaysia, India, Australia, Canada, the US, Mexico, Brazil, Italy, the UK, Spain, Germany, France, Hungary, and Egypt). Applicants should contact the Japan Foundation’s overseas offices directly for more information on available programs.

3. Requirements of the Proposed Projects
(1) This time the Japan Foundation will accept applications for projects that would be initiated during fiscal 2020 (April 1, 2020 – March 31, 2021).
   * For Salary Assistance Grants, the Japan Foundation will accept applications for courses that start within fiscal 2020 (from April 1, 2020 to March 31, 2021); the grant covers a maximum of 12 months.
(2) The Japan Foundation will accept applications for projects that fulfill the following requirements:
   a. The plan and method of implementation must be appropriate and there must be ample expectations that programs will yield good results.
   b. Programs must not be used for religious or political purposes.
   c. Programs must not be conducted as commercial activities.

4. Eligibility
(1) Applicants are only accepted from overseas organizations involved in Japanese-language education (including Japanese-language teachers’ associations and academic societies); individuals are not eligible to apply.
(2) In principle, the Japan Foundation does not provide grants for:
   a. The State (Japanese national government organs), local governments, incorporated administrative agencies, local incorporated administrative agencies (hereinafter referred to as “the State, etc.”)
   b. Organizations and facilities belonging to the State, etc. such as educational or research institutes established by the State, etc. (excluding organizations with their own legal personalities such as incorporated associations or incorporated foundations, even if the State etc. are involved in their establishment)
   c. Foreign governments (including their administrative organs and their embassies and consulates-generals, but excluding educational, research, or cultural institutes such as universities and museums); and
   d. International organizations to which the Japanese government makes a financial contribution.
(3) Applicants must fulfill the following requirements in order to be eligible:
   a. Applicant must have the capabilities necessary for implementing the planned project(s).
   b. The receipt of grants or support from the Japan Foundation must not violate any laws, regulations, or ordinances.
   c. Applicants should have bank accounts in the name of the organization to which the grants from the Japan Foundation can be remitted, or should be able to open such accounts by the time the grants are sent.
5. Program Description

(1) Outline

<table>
<thead>
<tr>
<th>Items</th>
<th>Description</th>
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<tbody>
<tr>
<td>Japanese-Language Activities Support Grant</td>
<td>This grant partially covers the costs to hold programs such as speech, presentation, and debate contests that are intended to motivate students and increase interest in Japanese-language education in the country or region.</td>
</tr>
<tr>
<td>Salary Assistance Grant</td>
<td>This grant partially covers the salaries given to Japanese-language teachers teaching the Japanese-language courses and to the staff carrying out activities to enhance the network of Japanese-language institutions in the applicant’s region/country. In principle, this grant covers them for up to three years (36 months). This grant is given on the condition that the course or activities are continued after the grant from the Japan Foundation ends.</td>
</tr>
<tr>
<td>Teaching Material Purchase Grant</td>
<td>This grant partially covers the cost of purchasing teaching materials, supplementary materials, and educational materials needed by Japanese-language teachers when conducting Japanese-language courses. Materials that are to be given to students are not eligible for this grant.</td>
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<tr>
<td>Conference Grant</td>
<td>This grant partially covers the costs involved in holding seminars, workshops, symposiums, and training sessions and meetings for Japanese-language teachers.</td>
</tr>
<tr>
<td>Publication Grant</td>
<td>This grant partially covers the costs involved in preparing and publishing teaching materials consistent with the local curriculum and needs.</td>
</tr>
<tr>
<td>Other Original Proposals</td>
<td>This grant partially covers the costs involved in implementing projects planned by the applicant that aim to promote Japanese-language education and train Japanese-language teachers.</td>
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※ Applying organizations and groups may apply for a combination of programs that meet their needs, depending on their activity.

(2) Grant Coverage

a. Examples of direct costs for eligible projects are given below.
   - Travel costs (domestic and international transportation)
   - Accommodation fees
   - Honorariums and personnel expenses
   - Conference costs (rental fees for venues and equipment, interpreter, etc.)
   - Public relations expenses
   - Preparation costs for proceedings, reports, and other documents
   - Purchase of teaching materials
   - Printing Costs
   - Costs for Prizes
   * In addition to the costs listed above, other miscellaneous expenses (e.g., bank fees) incurred in relation to the listed costs can be requested as long as the total amount of such expenses does not exceed 10% of the total amount of the listed costs.

b. The grant does not cover the following:
   (a) Business meetings, such as general meetings and board meetings, that are held regularly by the applicants;
   (b) The cost of office equipment that will remain for a long time (e.g., desks, chairs, racks, etc.);
   (c) The cost of buying real estate and the cost of construction;
   (d) Rental fees for facilities that would be used for a long time;
   (e) Rental fees for halls owned by the applying organization or group;
   (f) International airfare exceeding the estimated fare for the shortest route from the city of boarding to the destination by economy class, Special Excursion Fares (PEX discount fare);
   (g) Banquet costs and entertainment costs;
   (h) Capital funds and endowment drives, public relations campaigns, the creation of awards;
   (i) The cost of purchase of electric devices (e.g., computers, faxes, copy machines, digital cameras, etc.);
   (j) The cost of the erection of a monument; and
   (k) Costs for persons involved in the Japan Foundation;
e.g., Japanese-language specialists
- Travel costs (domestic and international transportation);
- Accommodation fees
- Honorariums and personnel expenses

(3) Points to be Noted
a. In principle, grants will not be provided to organizations that have received support as part of the same program for three consecutive fiscal years for a fourth consecutive fiscal year, unless the Japan Foundation assesses that there is strong justification for the continuation of the program.

b. The applicant cannot select more than one grant program administered by the Japan Foundation for the same project.

6. Selection Policy
Screening will be made in line with the following criteria:
(1) Role of the applicant in the country and region;
(2) Specific outcome expected;
(3) Coalition with other organizations and groups;
(4) Ripple effect on Japanese-language in the country and region;
(5) Ability to raise funds from sources other than the Japan Foundation, including its own funds;
(6) Feasibility of the plan (program to be implemented, framework, schedule, etc.);
(7) Safety and Security in the area of the project
(8) Membership of “JF Nihongo Network (Sakura Network)”*.  
  * See https://www.jpf.go.jp/e/project/japanese/education/network/index.html for more information about “JF Nihongo Network (Sakura Network)” (Unfortunately, there is no plan to add new members to the Network for the time being.)

7. Application Procedures
(1) Application Documents
   a. Please visit the following website to download the Application Forms.
      https://www.jpf.go.jp/e/program/list.html
   b. An application must contain the following components. A copy of each application should be submitted together, collated and not stapled. An application missing any of the required elements will be considered incomplete and therefore ineligible for consideration.

   Application Form of Support Program for Organizations in Japanese-Language Education (Grants)
   A. Application Cover Sheet
   B. Outline of the Applying Institution
   C. Information about Bank Account
   D. Project Sheet for the project
      (Ⅰ) Japanese-Language Activities Support Grant
      (Ⅱ) Salary Assistance Grant
      (Ⅲ) Teaching Materials Purchase Grant
      (Ⅳ) Conference Grant / Publication Grant / Other Original Proposals
   ※Please submit the project sheet(s) for the grant(s) you wish to apply for.

   Plus
   Brochure / public relations materials of the Institution

(2) Application Deadline and Place for submission
   Applications for projects must be received no later than 2 December 2019. 
   Applications should be submitted to the Japanese diplomatic mission in the applicant’s country. Prior to application, be sure to confirm the submission destination and qualification to the nearest Japanese diplomatic mission.

(3) Points to be Noted
   - Applications will not be accepted through the Internet or by fax.
   - Applicants are requested to promptly notify the Japan Foundation if any of the information given on the application changes.
   - Once they are submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.

8. Notification of the Grant Decision
(1) Applicants will be notified of the result at the end of April 2020 through the Japanese diplomatic
mission that received the application.

(2) If the application is adopted, the amount of the grant applied for will be assessed in accordance with the Japan Foundation’s regulations, level of prices in the country, and balanced with other projects applied for by other applicants. The finally determined amount of grant may be much less than the amount requested according to the assessment.

9. Obligations

(1) Programs of the Japan Foundation are operated in accordance with its own regulations as well as the relevant Japanese laws and regulations including "Law for the Proper Execution of a Budget Relating to Subsidies" (Law. No. 179 of 1955)"

(2) The Grantee shall carry out the Grant Project as described in the Project Sheet and, if there is any change in the Grant Project (except “minor changes”), shall promptly report to, and obtain approve from, the Foundation.

(3) The Grantee shall acknowledge the Foundation’s financial support when the Grantee publicizes the Grant Project.

(4) The Grantee shall submit the Final Project and Financial Reports about the activities and expenditures, when the project has been completed. Based on the reports, the Japan Foundation finalizes the amount of the grant. In case there is remaining balance of the grant, the Grantee shall refund it to the Foundation according to its instructions. Fees or charges incurred for refunding shall be borne by the Grantee.

(5) The Grantee shall prepare account books and documented evidence pertaining to all revenues and expenditures relating to the Grant Project and preserve them for five years from the year after the year during which the Grant Project was carried out.

(6) The Japan Foundation is intolerant of any fraudulent activity from the application process through the grant duration. Once a grant has been provided, committing any form of fraud with regard to the Japan Foundation grant funds could result in penalty measures such as revocation of decision to provide a grant in whole or in part, required return of rescinded portions of the grant including additional charges, late payment charges, suspension of the grant for a certain period of time, and/or other legal actions.

10. Disclosure of Information

(1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant and project descriptions) will be made public in the Kokusai Kōryū Kikin Jigyō Jisseki (Detailed Annual Report of the Japan Foundation), on the Japan Foundation’s website, and in other public-relations materials.

(2) When a request for information based on the "Law Concerning the Disclosure of Information Held by an Independent Administrative Institution, Etc." (Law No. 140 of 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

11. Handling of Personal Information

(1) The Japan Foundation handles personal information appropriately and in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003) and other applicable laws. Details of the Japan Foundation's policy can be reviewed at: https://www.jpf.go.jp/e/privacy

(2) The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. It may also be used for the following purposes:
   a. Details of the successful applicants, such as names, gender, job and position, affiliation, project duration, and project description, are published in the Kokusai Kōryū Kikin Jigyō Jisseki (Detailed Annual Report of the Japan Foundation), the Annual Report, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
   b. There may be cases in which these details are released to Ministry of Foreign Affairs of Japan, or the Embassies or Consulates-General of Japan at the place where a project is undertaken.
   c. There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure the safety of the provided personal information.
   d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
e. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.

3. Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.

4. It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

5. There may be cases in which the project reports and other related publications are released to the public.

12. Ensuring the Necessary Safety and Security of Projects
Considering the recent instability in global security, with the increase of terrorist attacks in particular, the Japan Foundation highly recommends that you take the necessary security measures to ensure safety when you conduct your projects, such as the following:

(1) Check if there are any security alerts issued in the countries or cities where your project is taking place;
(2) Provide information on security and safety issues for your international guests (if any);
(3) Inform your guests from Japan (if any) to see the “Overseas Safety Website” of the Ministry of Foreign Affairs of Japan before their travel and encourage them to register to the e-mail service, “Tabi Regi,” which will provide updated security information on overseas travel.

“Tabi Regi”   https://www.ezairyu.mofa.go.jp/tabireg/

13. Contact
Division in Charge
International Operations Section 1 & 2
Japanese-Language Department I
The Japan Foundation, Headquarters
4-4-1 Yotsuya, Shinjuku-ku, Tokyo 160-0004, Japan
Tel: +81-(0)3-5369-6067 (6068)   FAX: +81-(0)3-5369-6040
E-mail: nihongo_grant@jpf.go.jp
Instructions on How to Fill in the Application Form

* General Instructions
1. Please submit the original application and a copy of it without stapling. Make sure to keep a copy of the application for your own records, since application forms are kept and not returned.
2. The application form should be typed or written with black ink in block letters.
3. Please fill in the application using either English (block letter print) or Japanese (standard square style), or both.
   (1) Be sure to write the name of the organization in Japanese and in English, as well as in the original language.
   (2) Please write the names of individuals in Japanese and in English, and use the names exactly as given in the passport. If a passport has not yet been issued, please use the name given in public identification such as driver's license.
4. Applicants are requested to notify the Japan Foundation promptly if any of the information given on the application changes.

A. Application Cover Sheet
1. Applying Institution:
   Please fill in the official name of the applying organization or group (university, research institution, teachers’ association, etc.) in its original language and its English and Japanese translation, as well as its location, legal status, telephone number, and other information.
2. Department that will actually conduct the project:
   Please fill in the name, address, telephone number, and other information of the department that will actually conduct the project at the applying organization or group (university department, university section, division, center, research institute, etc.). Please be sure to provide the e-mail address of the person in charge.
3. Authorized Representative:
   The authorized representative is the person responsible for managing the applying organization or group (such as a school principal) and under whose signature the organization officially submits the application, as well as the person in a position to guarantee responsibility for the application’s content.
4. Project Director:
   The project director refers to the person who is responsible for implementing the project.
5. Bursar:
   The bursar is the person who represents the applying organization or group’s financial division, and under whose signature the organization officially submits the project budget portion of the application, as well as the person in a position to guarantee responsibility for the application’s content.
   *In regards to 3.-5., the same person cannot perform two or more of the functions (if the applying organization is a member of the JF Nihongo Network (Sakura Network), it can be the same person). If their signatures are not attached, the application cannot be accepted.

B. Outline of the Applying Organization
1. Outline of the history and the current status of Japanese-language education within the department:
   Please note the applying organization or group’s founding year, main activities, annual budget, etc., and the number of members in the case of academic societies and teachers’ associations. In the case of educational organizations and groups, please note the number of courses, teachers, students, the units and academic degrees that can be earned, the levels of learners (e.g., Japanese-Language Proficiency Test [JLPT] N1-N5, etc.), and the main reasons for learning Japanese (cultural exchange, working or study in Japan, etc.), etc.
2. List of all grants received from the Japan Foundation during the past 5 years:
   Please note the name of any Japan Foundation grant program received by the implementing division in the past five years and the fiscal year in which the grant was received, if any.

C. Information about Bank Account
1. Receiving the grant:
   Please select the method of receiving the grant from the Japan Foundation.
   (1) The applying institution will receive the grant directly from the Japan Foundation
   The Japan Foundation cannot accept an application unless the grant can be remitted directly to the
applying institution. However, this may not be the case if the applying institution cannot open a bank account for some unavoidable reason, and can delegate receipt of the remittance to a person who is related to the applying institution.

(2) **The applying institution will NOT receive the grant directly from the Japan Foundation**

If the applicant applies for the “Teaching Materials Purchase Grant” and would like to purchase teaching materials from a bookstore in Japan, it is able to delegate the right to receive the grant to the bookstore (Submission of a letter of attorney is required).

* If (2) is chosen, the following questions 2 and 3 may remain unanswered.

2. **Bank Account:**
   Please provide account information.
   * If the name of the holder of the bank account differs from the name of the applicants, a letter of attorney from the applying institution/organization will be needed.

3. **Currency:**
   Please tick the one appropriate column of the currency in which the Japan Foundation should make remittances.

D. **Project Sheet (I)-(IV)**

**Common Item in all Project Sheets**

1. **Evaluation of the projects:**
   (1) **Expected Outcome and Effect:**
   Please describe specifically, with numerical indexes as much as possible, how this project is expected to motivate students, the way in which it would motivate students, and how it would develop Japanese-language education in the country or region. (e.g., increase the number of Japanese-language teachers, students studying Japanese-language, students passing the Japanese-Language Proficiency Test, and students studying abroad in Japan, etc.).

   (2) **Evaluation Method:**
   Please describe the specific methods that will be used to evaluate the outcome and effects described in (1) above after the project has been carried out (e.g., questionnaires and evaluations by program evaluators).

   (3) **Method to diffuse, and return the outcome and effects:**
   Please describe specifically how to diffuse and return the outcome and effects described in (1) above after the project has been carried out to students and your country or region (e.g., to publish a web page and to distribute the report).

2. **Budget:**
   The budget proposal should be filled out **in the currency in which the expenses are actually paid.**

3. **Attachment required:**
   (1) **Brochure of the Institution:**
   Please attach pamphlets for the applicants, print-outs of applicant’s web site, and public relations materials.

   (2) **Letter from cooperating organizations/cooperators:**
   Please include agreements from cooperating organizations and cooperators. If such agreements have not been obtained, please describe progress made in obtaining such letters.
Project Sheet (I) Japanese-Language Activities Support Grant

1. Outline of the project:
   Please note the name of the project, its duration (date on which it will be held), the co-sponsoring organization(s), the supporting organization(s), the venue (name of the hall), and the scale of the project. In the case of activities that have been held regularly as of this point, please note how many times this event has been held, including the current event (e.g., the **th Japanese Speech Contest).

2. Objectives and details of the project:
   Please note the objectives and intended aim of the project to be carried out, as well as outline of the project, including the form of the event and the intended audience.

3. Participants:
   Please note the qualifications and positions of those planned to participate as well as the anticipated number.

4. Judges:
   Please note the names and positions of individuals who will serve as judges for this event, if any.

5. Proposed Schedule:
   Please describe in detail the schedule for implementing this project, including the duration of preparations and follow-up after the project.

6. Evaluation: (see page 7)

7. Budget:
   (1) Honorariums and wages:
      In the column for specification, please write the name of the person to whom the honorarium will be paid, his/her professional affiliation, the function for which he/she will receive the honorarium (e.g., adjudicators), the need for payment, and in the column for breakdown, please write the basis for calculations (e.g., unit price x number of days or number of hours x number of people). Please use another piece of paper if the space provided in the column is insufficient.
   (2) Transportation:
      In the column for specifications, please note the people whose travel costs will be paid and the number of people.
   (3) Other Expenses:
      In the column for specifications, please note the overhead costs related to the project’s implementation, such as the cost of rental fees for venues and equipment. Only prizes related to Japanese-language education are covered by the grant. Please specify the items you plan to purchase as prizes in the Application Form.

   * Please see the examples when filling in the detail of Purchase of Prizes

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<tr>
<td></td>
<td>Second Place: books written in Japanese and medals</td>
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<td></td>
<td>Third Place: stationery set and certificates</td>
<td>etc.</td>
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Project Sheet (II): Salary Assistance Grant

1. **Reason for Application:**
   Please describe the need for the courses or activities for which the applicants would like to receive a grant based on the current status of Japanese-language education at the applying organization. Moreover, please summarize the impact and effect this would have on students and on Japanese-language education in the country or region.

2. **Outline of Proposed Project:**
   (1) **Period of the Proposed Project:**
   Please write down the duration for which the applicants would like to receive grants from the Japan Foundation for overhead costs of the staff. In addition,
   - Please clarify the number of days the school would be closed (period in which classes would not be held) during this period.
   - The grant must be used during the period covered by the grant. Duration should be for this year (12 months) even if a continued grant is expected from the applicant.
   - The Japan Foundation will accept applications for grants only for courses and activities that will start within fiscal 2019 (from April 1, 2020 through March 31, 2021).
   - Please fill in the period of proposed course or activities only for application in fiscal year 2020 in case you plan to apply to the program in the next fiscal year
   (2) **Outline of Courses, etc.**
   Please provide an outline of the new/augmented course(s) that will be receiving the grants through this program offered by the applying organization (Course Title, Course Content, Achievement of Japanese-language, Number of Students per class, and Hours of Instruction).
   (3) **Appointee of the Staff or teacher of the Courses (only those who are currently employed or planned to be employed by the applying organization.):**
   a. If the appointee has been chosen:
      Please note the name, current position, area of expertise, and position after hiring of the appointee, as well as why the appointee was selected and how he/she was selected. Please attach a Curriculum Vitae of the appointee.
   b. If the appointee has not been chosen:
      Please describe the recruitment and selection process for the appointee and indicate how he/she will be chosen.

3. **Budget:**
   Please list the annual costs required to pay a salary for a teacher who teaches the course or administrative staff, divided into necessary expenses (outgo) and financial resources (income).
   (1) For outgo, please note the salary expressed as wages per hour of instruction and the total teaching hours per year for which the teacher will be responsible, as well as the total salary paid annually.
   (2) For income, please note the percentage that the applicant will pay and the percentage that the grant from the Japan Foundation will be used for, as well as the weight of tuition in the portion of the costs covered by the applying organization so that income from course fees and other financial sources are clearly divided. Please note the currency unit in which the salary will be paid.

4. **Plan to be Independent from Our Grant:**
   Budget Plan and Implementation Plan: Please write the budget plan and implementation plan to run the course, indicating that the post will be maintained independently without the Japan Foundation grants after this grant has expired and will be implemented every year.

5. **Evaluation:** (see page 7.)

6. **Attachment Required:**
   Curriculum Vitae of the Appointee: Please include a resume if a candidate has been selected.

7. **After the project is implemented:**
   The grantee must submit the following documents with the Final Report;
   (1) A copy of the salary receipts for teacher/administrative staff with the signatures of recipient(s)
   (2) A copy of the Syllabus for Japanese-language course.
Project Sheet (III): Teaching Materials Purchase Grant

1. Quantity and Condition of Materials Owned by the Applicant:
   Please describe as accurately as possible the quantity of the teaching materials, supplementary materials, supplies that the applying organization can currently use for Japanese-language education. Also, please provide details about the current condition of the materials.

2. Reason for application:
   (1) Need for purchasing teaching materials:
      Please describe the need to buy teaching materials, as best suits the plan for the promotion of Japanese-language education by the applicants. (Please note that this grant aims at providing materials for “Japanese-language education”).
   (2) Utilization of teaching materials:
      What effect would buying teaching materials in this case have on the students of Japanese language, and how would it develop Japanese-language education in the country or region? Please describe as pertains to the plan for the promotion of Japanese-language education by the applicants.
   (3) The way of storage and management of the materials
      Please describe specifically the way of storage and management of the newly-purchased teaching materials.

3. Outline of Application:
   Please note the total requested amount (the total for the cost of purchasing teaching materials, including necessary shipping costs and other costs), the number of units of teaching materials that the organization plans to buy, and the number of people generally expected to use the purchased teaching materials.

4. List of Materials organization plans to buy:
   (1) A combination of texts, audio-visual materials (video tapes, CDs, and/or DVDs) or other materials (origami, yukata etc. to be used for Japanese-language education) may be requested.
   (2) Please write down the title, volume number, name(s) of author(s) and/or editor, name of publisher, and all other information for books.
   (3) Please provide information (product name, brands, vendors) for audio-visual materials or other materials so as to specify the goods to be purchased. CDs, DVDs and other audio-visual media.
   (4) Specify the unit price and quantity for each item, and then enter the total amount.
   (5) Please specify the cost for postage of purchases (incl. packing fee), if any. If such costs are not specified in the application, they will not be covered by the Grant. Basically, other expenses (e.g., customs clearance fees, storage, import duties, etc.) shall be borne by the grantee.
   (6) If the applicant plans to purchase teaching materials from bookstores in Japan and wants the Japan Foundation to remit the grant money directly to the bookstore, the applicant must submit a copy of the “estimate” of teaching materials to be purchased made by the bookstore. (As far as a copy of the “estimate” is attached, the above-mentioned list of materials is not necessary.)
      a. Please note that the Japan Foundation can remit the grant money only to one bookstore.
      b. Note that after the project is implemented, the grantee must submit to the Japan Foundation the list of teaching materials that the grantee purchased. Materials judged as inappropriate by the Japan Foundation cannot be covered by the grant and the grantee must return the cost to the Japan Foundation.

5. Does your institution want the Japan Foundation to pay the grant directly to a bookstore in Japan?
   Please answer “Yes” or “No”.
   If you answer “Yes,” please answer whether you would like the Japan Foundation to remit the entire grant directly to the bookstore or would like the Japan Foundation to remit the grant to buy teaching materials in Japan directly to the bookstore in Japan, and remit the rest of the grant (customs fee, etc.) to the institution’s bank account.

6. Proposed Schedule:
   Please provide a summary of the schedule for the purchase of teaching materials, including advance preparations, means of procurement, and plans for use.

7. Evaluation: (see page 7.)

8. Attachment Required:
   If requesting the Japan Foundation remit the grant money directly to the bookstore, the applicant must submit a copy of the “estimate” of teaching materials to be purchased made by the bookstore.
Project Sheet (IV): Conference Grant, Publication Grant, Other Original Proposals

Select project category
Please select and check the type:
- Conference Grant
- Publication Grant
- Other Original Proposals (please provide a brief description of proposal)

1. Title of Project:
Please write down the name of the project that will be used externally in English and the Japanese translation. Please note that, as a general rule, all of these names will be used in communications once the application has been received.

2. Outline of the project:
Please provide an overview of the planned conference and event or the content of the teaching materials to be published, including the scale of the project and the beneficiaries.

3. Schedule of Conference and/or Project:
Please note the period (date of implementation) in which the planned conference or project would actually be implemented. Please note the period in which the project would be implemented using the Japan Foundation grants, the preparation period, and follow-up after the conference is held. The entire grant must be spent during the grant period.

4. Contents of the project:
   (1) Objective and goal:
   Please summarize the objective of this project and the anticipated result achieved with this project.
   (2) Background and necessity:
   Please summarize the need for this project, including the background for the analysis of the present status of the applying organization, your country or region.
   (3) Proposed Schedule:
   Please provide a summary of the schedule for this project that has been planned by the applicant, in chronological order, including advance preparations, arrangements after the event, and the procedures for running the conference or event, and the plan for using the teaching materials to be published.
   (4) Venue/Place of the project:
   Please provide the information of the venue or place (state, city, name of the hall, etc.) where the project is to be implemented.
   (5) Major Cooperators/Cooperating Institutions:
   Please note the type of cooperation and the name, address, and affiliation of the major cooperators and cooperating institutions.
   (6) Major Speakers, Participants:
   Please briefly note the name, position, and roles of the major speakers and participants, as distinct from the main cooperating groups and cooperators noted in (5) above.

5. Preliminary arrangements and contacts:
Please describe the preliminary arrangements for implementation of the project, the progress of contact between the applicants and major cooperating institutions.

6. Evaluation: (see page 7.)

7. Budget:
   (1) Honorariums/Wages:
   In the column for specifications, please write the name of the person to whom the honorarium will be paid, his/her professional affiliation, the function for which he/she will receive the honorarium (e.g., keynote speaker), the need for payment, and in the column for breakdown, please write down the basis for calculations (e.g., unit price x number of days or number of hours x number of people). Please use another piece of paper if the space provided in the column is insufficient.
   (2) Transportation:
   In the column for specifications, please note the people whose travel costs will be paid for and the number of people.
   (3) Accommodation Expenses:
   Please note the location and person receiving payment in the column provided for specification.
   (4) Other Expenses:
   In the column for specifications, please note the overhead costs resulting from the project’s implementation, such as rental fees of venue and equipment, the cost of preparing materials, and editorial costs.

8. Attachment Required:
Details of the proposal:
Please write the details of proposal (methods of operation, contents of the project, etc.). Use size A4 paper. The format and organization are at the applicant’s discretion.