

Report on Grant-Financed Project Implementation, Income and Expenditure

Date: _____

To: The President
The Japan Foundation

In connection with the Designated Grant that we have been allocated by the Japan Foundation, I hereby submit a report as follows on the implementation status of the Grant-Financed Project and income and expenditure.

Name

Name of representative:

Signature or seal:

Address:

Description

1 Grantee

2 Grant-Financed Project

(1) Name of project:

(2) Dates of project implementation: From _____ to _____

Note: In the case of a project that involves the establishment of a fund, please state the period of the project when said project has been implemented using said fund. At times other than this, please state the date on which accumulation of the fund commences and the date on which establishment is completed.

3 Project report

(1) Details of project implementation status:

Note 1: Please state concrete details of the results of the project, including the implementation schedule, the organizations cooperating in implementation, publications, etc.

Note 2: In the case of a project that involves the establishment of a fund, please describe the project when said project has been implemented using said fund. At times other than this, please describe the establishment status of the fund.

(2) Evaluation:

Note 1: Please give your own evaluation of the extent to which the objectives and the contents of the plan have been achieved, their effects and the response they have evoked, etc.

Note 2: In the case of a project that involves the establishment of a fund, please describe the project when said project has been implemented using said fund. At times other than this, please describe the establishment status of the fund.

4 Income and expenditure report

(As of (date): _____; units: _____)

Income		Expenditure		
Item	Amount	Item	Amount	Amount of Designated Grant used (estimate basis)
1. Japan Foundation Designated Grant (If payments are made on a number of occasions, please give details for each.)				
2. Own funds				
3. Other organizations (describe each separately)				
4. Other matters				
Total		Total		

(Foreign exchange conversion rate: _____ = ¥_____)

Note 1: If the amounts entered are in a foreign currency, please enter the yen exchange rate for the currency in question.

Note 2: In the case of a project that involves the establishment of a fund, please state the project income and expenditure when said project has been implemented using said fund. At times other than this, please describe the establishment status of the fund.

Note: This form is subject to change under the supervision of the President of the Japan Foundation.