

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

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 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 Russia (i.e., Korea, China, Indonesia, Thailand, the Philippines, Vietnam, 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 2018 (April 1, 2018 – March 31, 2019).**

※For Salary Assistance Grants, the Japan Foundation will accept applications for courses that start within fiscal 2018 (from April 1, 2018 to March 31, 2019); 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 Japanese government (including national institutions), Japanese local municipalities (including municipal schools and universities and other municipal institutions), Japanese independent administrative institutions, Japanese local independent administrative institutions, Japanese national university corporations (including national secondary schools), and lower branches of the above-mentioned organizations;
- b) Foreign governments, including their administrative organs and their embassies and consulates-general in Japan (exceptions being academic, cultural, or research institutes, such as universities and museums); and
- c) 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 by 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

Items	Description
Japanese-Language Activities Support Grant	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.
Salary Assistance Grant	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.
Teaching Material Purchase Grant	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.
Conference Grant	This grant partially covers the costs involved in holding seminars, workshops, symposia, and training sessions and meetings for Japanese-language teachers.
Publication Grant	This grant partially covers the costs involved in preparing and publishing teaching materials consistent with the local curriculum and needs.
Other Original Proposals	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.

※Applying organizations and groups may apply for a combination of programs that meet their needs, depending on their activity.

(2) Grant Coverage

Examples of direct costs for eligible projects are given below.

- Travel costs (domestic and international transportation)
- Accommodation fees
- Honoraria 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

Administrative costs of the projects that account for no more than 10% of total direct costs can be requested as indirect costs.

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 (i.e., desks, chairs, racks, etc.);
- c) The cost of buying real estate and the cost of construction;
- d) Rental fee for facilities that would be used long term;
- e) Rental fee 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), and

- g) Banquet costs and entertainment costs.
- h) Capital fund and endowment drives, public relations campaigns, the creation of awards;
- i) The cost of purchase electric devices (i.e., computers, faxes, copy machines, digital cameras, etc.)
- j) The cost of the erection of a monument
- k) Costs for persons involved in the Japan Foundation; e.g., Japanese language specialists
 - Travel cost (domestic and international transportation);
 - Accommodation fees
 - Honoraria 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:

- Role of the applicant in the country and region,
- Specific outcome expected,
- Coalition with other organizations and groups,
- Ripple effect on Japanese-language in the country and region,
- Ability to raise funds from sources other than the Japan Foundation, including its own funds, and
- Feasibility of the plan (program to be implemented, framework, schedule, etc.).
- Membership of “JF Nihongo Network(Sakura Network)”*,

*see <http://www.jpf.go.jp/e/project/japanese/education/network/index.html> for more information about “JF Nihongo Network(Sakura Network)”

7. Application Procedures

(1) Application Documents

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

Plus

D. Project Sheet for the project

- (I) Japanese-Language Activities Support Grant
- (II) Salary Assistance Grant
- (III) Teaching Material 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 should be submitted to the Japanese diplomatic mission in the applicant’s country. Applications for projects must be received no later than **1 December 2017**. Applications will not be accepted through the Internet or by fax.

(3) Points to be Noted

- Applicants are requested to notify promptly 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 2018 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 and level of prices in the country.

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 acknowledge the Foundation's financial support when the Grantee publicizes the Grant Project.
- (3) The Grantee shall submit the Final Project and Financial Reports about the activities and expenditures, when the project has been completed.
- (4) 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). Details of the Japan Foundation's personal information protection policy can be reviewed at: <http://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:
 - 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.
 - 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.
 - 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.
 - There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
 - 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) 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).

13. Download the Application Form

Please click on the following link to download the Application Forms.

<http://www.jpf.go.jp/e/program/>

14. Division in Charge

Planning and Coordination Section

Japanese-Language Department

The Japan Foundation, Headquarters

4-4-1 Yotsuya, Shinjuku-ku, Tokyo 160-0004, Japan

Tel: +81-(0)3-5369-6066 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.
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 conducts 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 project director.

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 Institution

1. Outline 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, and the levels, etc.

2. List 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 the 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 the bookstore in Japan, it is able to delegate the right to receive the grant to the bookstore.

*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 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) Evaluating 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 really 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. Budget:

(1) Honoraria 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), 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 specification, please note the people whose travel costs will be paid and the number of people.

(3) Other Expenses:

In the column for specification, please note the overhead costs resulted to the project's implementation, such as the cost of rental fees for venues and equipment.

Prizes only to be related to Japanese-language education are covered by the grant. Please specify the items you plan to purchase as the prizes in the Application Form.

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

(3)その他 Other Expenses (会場・機器借料、賞品購入費、資料・報告書作成費、広報費、通訳費、翻訳費等) (Rental fees for Venue and Equipment, Purchase of Prizes, Production of Proceedings & Report, Public Relations, Interpreter, Translation, etc.)		
Purchase of Prizes	First Place: Japanese dictionary and trophy Second Place: books written in Japanese and medals Third Place: stationery set and certificates	Japanese dictionary: USD 30 X 1, trophy: USD 15 X 1 books written in Japanese: USD 15 X 2, medal: USD 5 X 2 stationery set: USD 10 X 3, certificate: USD 5 X 3

etc.

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 2018 (from April 1, 2018 through March 31, 2019).

- Please fill in the period of proposed course or activities **only for application in fiscal year 2018** 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 to Teach the Courses:

① 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.

② 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. Attachment Required:

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

6. Note that after the project is implemented:

From fiscal 2018 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 Material 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 needed to introduce Japanese culture and other equipment that the applying organization or group can currently use for Japanese-language education. This is a numerical value necessary in determining the need for this grant. Please provide details about the condition, such as the type of teaching materials, the status of use, and storage conditions.

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.

(2) Utilization of teaching materials:

What effect would buying teaching materials in this case have on the students, 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. 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 and audiovisual materials (video tapes, CDs, and/or DVDs) 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 only for relevant items for video tapes, CDs, DVDs and other audiovisual media.

(4) Specify the unit price and quantity for each item, and then enter the total amount.

(5) Please note the necessary cost for postage of purchases or customs duties if purchasing from an overseas source, if relevant.

(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.**

- Please note that the Japan Foundation can remit the grant money **only to one bookstore**.

- 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. 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 paid during the applicable period. The maximum period eligible for grants is 12 months, from April 1, 2018 to March 31, 2019.

4. Contents of the project:

(1) Objective and goal:

Please summarize the objective of this project and the anticipated result achieved with this project, and describe.

(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, and describe.

(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) Major Cooperators/ Cooperating Institutions:

Please note the type of cooperation and the name, address, and affiliation of the major cooperators and cooperating institutions.

(5) 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 (4) 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. Budget:

(1) Honoraria/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., 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 specification, 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 specification, 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.

7. 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.

海外日本語教育機関支援（助成）プログラム 申請書
Support Program for Organizations in Japanese-Language Education (Grants)
Application Form

A. 申請総表 Application Cover Sheet

申請日 Date	(年 Year)	(月 Month)	(日 Day)

1. 申請機関 Applying Institution

申請機関名 Name of Institution					
日本語名 In Japanese					
英語名 In English					
申請機関の種別 Educational Level of Institution	1. 初等教育機関 Elementary Education	4. 教師会 Teachers' Association	法的地位 Legal Status	1. 公教育機関 Public Education	3. 任意団体 Private Organization
	2. 中等教育機関 Secondary Education	5. その他 Others ()		2. 社団法人 Corporate Juridical Person	4. その他 Others ()
	3. 高等教育機関 Higher Education				

2. 事業実施部門 Department that will actually conduct the project

代表者氏名 Authorized Representative	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		役職 Title of position	
住所 Address of Institution				国名 : Country
TEL/FAX	TEL:	FAX:		
E-mail				
事業実施部門 Department that will actually conduct the project	学部・学科等 : Faculty and Department			
事業担当者氏名 Name of Person in charge of this application	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		役職 Title of Position	
TEL/FAX	TEL:	FAX:		
E-mail				

3. 代表者 / 4. 事業担当責任者 / 5. 経理責任者 Authorized Representative / Project Director / Bursar

	3. 代表者 Authorized Representative	4. 事業担当責任者 Project Director	5. 経理責任者 Bursar
氏名 Name	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
役職 Position within the Applying Institution			
署名 Signature			

※ なお、上記3.~5.については同一人物が2つ以上の立場を兼ねることは認められません（申請機関がJFにほんごネットワーク（さくらネットワーク）メンバーの場合には、同一人物であっても構いません）。また、3.~5.の全てを必ず記入してください。未記入の場合は申請を受け付けることができません。

In regard to 3.-5., the same person cannot perform two or more of the functions (If the applying institution is a member of "JF Nihongo Network (Sakura Network)", the same person can perform two or more of the functions). If this section is not completed, your application cannot be accepted.

B. 申請機関概要 Outline of the Applying Institution

※機関紹介パンフレット等があれば添付すること。Please attach brochures of the institution, if any.

1. 申請機関における日本語教育、活動の沿革及び現況

Outline the history and the current status of Japanese-language education within the applying institution.

2. 過去5年間の国際交流基金からの助成実績

List all grants received from the Japan Foundation during the past 5 years, if any.

C. 助成金送金口座情報 Information about Bank Account

1. 助成金受領について Receiving the grant

以下の(1)、(2)のどちらかを必ず選択し、あてはまる項目にチェックしてください。
Choose either (1) or (2), and tick the appropriate boxes.

(1) 助成金を国際交流基金から直接受け取る

Applying institution will receive the grant directly from the Japan Foundation

<input type="checkbox"/>	<p>申請機関名義の口座での受領を希望する。 We would like to receive the grant in the bank account in the name of our institution.</p>
<input type="checkbox"/>	<p>申請機関名義の口座が開設できないため、申請機関所属者又は関係者の個人口座での受領を希望する。 We do not have a bank account registered in the name of our institution that can accept remittance from the Japan Foundation, and thus would like the grant to be remitted to the account under the name of the person involved in this project.</p> <p>⇒口座を開設できない理由を以下の2つより選択してください。 Please select the reason why your institution can not hold a bank account.</p>
<input type="checkbox"/>	<p>申請機関は法人格がないため、個人名口座は開設できるが、機関としての口座開設できないため。 We do not have the legal status to open an account in the institution's name. Therefore, we would like to use the representative's account alternatively.</p>
<input type="checkbox"/>	<p>海外からの送金を受領できる口座を開設することができないため。 We cannot open a bank account that is able to receive remittance from overseas.</p>

(2) 助成金を国際交流基金から直接受け取らない

Applying institution will NOT receive the grant directly from the Japan Foundation

<input type="checkbox"/>	<p>(Ⅲ)教材購入助成のみの申請であり、かつ日本の出版社・書店にて全ての教材を購入するため、国際交流基金から出版社・書店に助成金全額を直接送金することを希望する。 We are applying only for (Ⅲ)Teaching Material Purchase Grant, and plan to purchase all the teaching materials from a bookstore in Japan, so we would like the Japan Foundation to remit <u>the entire grant</u> directly to the bookstore.</p> <p>⇒申請機関の銀行口座での助成金の受け取りが発生しないため、以下の2及び3の記入は必要ありません。 You do not need to answer the questions 2~3 below, since your institution will not receive the grant directly from the Japan Foundation.</p>
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2. 送金口座情報 Bank account

必ず以下の全ての情報を記入してください。 Please fill in all the sections below.

銀行名 Bank Name	
支店名 Bank Branch Name	
住所 Bank Address	
口座番号 Account number/ IBAN for 24 European nations	
銀行コード Bank Code BIC/Swift Code for 24 European nations	
口座名義人 Name of Account Holder	
口座名義人住所 Address of Account Holder	

※ 送金口座が申請機関名義でない場合には、助成金交付決定後、申請機関からの助成金受け取りの委任状が必要です。
If the above account is not registered in the name of the applying institution, the applying institution needs to submit a letter of attorney to receive the grant after the Japan Foundation has decided to award the grant.

3. 送金希望通貨 Currency

国際交流基金から送金できる通貨は以下の通りです。送金を希望する通貨を1つ選択しチェックしてください。

The Japan Foundation can only remit those currencies listed below. Please choose one of them and tick the appropriate column.

Australian Dollar (AUD)	<input type="checkbox"/>	Bahraini Dinar (BHD)	<input type="checkbox"/>	Canadian Dollar (CAD)	<input type="checkbox"/>
Czech Koruna (CZK)	<input type="checkbox"/>	Danish Krone (DKK)	<input type="checkbox"/>	European Euro (EUR)	<input type="checkbox"/>
Hong Kong Dollar (HKD)	<input type="checkbox"/>	Hungarian Forint (HUF)	<input type="checkbox"/>	Indian Rupee (INR)	<input type="checkbox"/>
Indonesian Rupiah (IDR)	<input type="checkbox"/>	Japanese Yen (JPY)	<input type="checkbox"/>	Korean Won (KRW)	<input type="checkbox"/>
Kuwaiti Dinar (KWD)	<input type="checkbox"/>	Mexican Nuevo Peso (MXN)	<input type="checkbox"/>	New Zealand Dollar (NZD)	<input type="checkbox"/>
Norwegian Krone (NOK)	<input type="checkbox"/>	Pakistan Rupee (PKR)	<input type="checkbox"/>	Philippine Peso (PHP)	<input type="checkbox"/>
Polish Zloty (PLN)	<input type="checkbox"/>	Pound Sterling (GBP)	<input type="checkbox"/>	Qatari Riyal (QAR)	<input type="checkbox"/>
Saudi Riyal (SAR)	<input type="checkbox"/>	Singapore Dollar (SGD)	<input type="checkbox"/>	South African Rand (ZAR)	<input type="checkbox"/>
Swedish Krona (SEK)	<input type="checkbox"/>	Swiss Franc (CHF)	<input type="checkbox"/>	Taiwan Dollar (TWD)	<input type="checkbox"/>
Thai Baht (THB)	<input type="checkbox"/>	United States Dollar (USD)	<input type="checkbox"/>	Utd. Arab Emir. Dirham (AED)	<input type="checkbox"/>

D.事業内容書(I) 学習者奨励活動助成
Project Sheet (I) Japanese-Language Activities Support Grant

■事業情報 Project Outline

1. 事業概要 Outline of the project

事業名 Name of the Project	日本語 In Japanese							(第 <input type="text"/> 回) (No. <input type="text"/>)
	英語 In English							
準備期間を含む実施期間 Schedule of Project Including preparation	自from	年Year / 月Month / 日Day			至to	年Year / 月Month / 日Day		
		<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
事業実施日 Date of the project	自from	<input type="text"/>	<input type="text"/>	<input type="text"/>	至to	<input type="text"/>	<input type="text"/>	<input type="text"/>

共催団体 (1) Co-sponsoring Organization(1)	
所在都市 City	
共催団体 (2) Co-sponsoring Organization(2)	
所在都市 City	
共催団体 (3) Co-sponsoring Organization(3)	
所在都市 City	

後援団体 Supporting Organization	
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開催地 Venue	
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事業規模 Scale of Project				
<input type="checkbox"/> 1. 全国	<input type="checkbox"/> 2. 地域	<input type="checkbox"/> 3. 校内	<input type="checkbox"/> 4. その他 (<input type="text"/>)	
National	Regional	Institutional	Others	

2. 目的及び事業内容 Objectives and details of the project

3. 参加者 Participants

部門 Classes	参加資格（所属、年齢、学習時間数、滞日期间など） Qualifications of the Participant (Institution, age, hours of study, total length of stay in Japan, etc.)	参加者数 Number of Participants	応募者数 Total Number of Entrants

4. 審査員 Judges

氏名 Name	所属 Institution

5. 実施日程詳細 The schedule details

準備・事後を含めた事業の実施日程を記入してください。including the schedule of preparation and follow up

年月日 Date	活動内容 Activities

6. 事業の評価 Evaluation

- (1) 期待される成果及び効果 (可能な範囲で数量的指標も用いて説明してください。)
Expected Outcome and Effect (Please describe with a numerical index as much as possible.)

- (2) 成果及び効果の評価方法 Evaluating Method

- (3) 成果及び効果の周知・還元方法 Method to diffuse, and return the outcome and effects

7. 予算 Budget

別紙に記入。 Please write on a separate form.

8. 添付書類 Required Supporting Documents

申請機関の説明資料 Brochure of the Institution
協力団体・協力者の参加・協力の可能性を証する文書 Letter from cooperating organizations/cooperators

7. 予算 Budget

(1) 通貨単位 Currency

※実際に経費が支払われる通貨で記入してください。

The budget proposal should be written in the currency in which expenses are actually paid.

(2) 事業予算 Budget Proposal

経費項目 Items	明細 Specification	積算根拠 例：単価×日数×人数 Breakdown; @ x day x persons, etc.	合計 Total (A)+(B)+(C)	経費負担内訳 Breakdown		
				申請機関自己資金 Covered by the Applicant (A)	その他の資金供与者提 供 Covered by Other Funding Sources (B)	国際交流基金申請額 Applied to The Japan Foundation (C)
(1) 謝金・人件費 Honoraria/Wages (審査員謝金等 Judge(s), etc.)						
(1) 小計 Subtotal						
(2) 交通費 Transportation (審査員交通費、参加者交通費等 Judge(s), Participants, etc.)						
(2) 小計 Subtotal						
(3) その他 Other Expenses (会場・機器借料、賞品購入費、資料・報告書作成費、広報費、通訳費、翻訳費等) (Rental fees for Venues and Equipment, Purchase of Prizes, Production of Proceedings & Report, Public Relations, Interpreter, Translation, etc.)						
(3) 小計 Subtotal						
総計 Grand Total						

**D. 事業内容書(II) 給与助成
Project Sheet (II) Salary Assistance Grant**

■事業情報 Project Outline

1. 申請理由 Reason for application

日本語講座又は活動の必要性・背景 Background and necessity for the Project

目的・期待される効果（可能な範囲で数量的指標も用いて説明してください。）
Objectives and Expected Results (Please describe with numerical indexes as much as possible.)

2. 申請事業概要 Outline of the proposed project

(1) 申請事業期間 Period of the Proposed Project

自from	年Year / 月Month / 日Day	至to	年Year / 月Month / 日Day
	/ /		/ /
うち休校期間（夏期休暇等） Period of school closing (e.g. summer vacation)			

※ 申請対象は、2018年4月1日から2019年3月31日の間に開始される講座（最長12か月間）です。
※ Courses should start within fiscal 2018 (from April 1, 2018 to March 31, 2019) and the maximum duration is 12 months.

(2) 日本語コース概要 Outline of Courses

コース名 Course Title	コース内容 Course Content	日本語学習到達度 Achievement of Japanese-language	1コース当たり の受講者数 Number of Students/class	授業時間数 Hours of Instruction 時間/週×週数（年間） Hours / Week × Weeks =Hours
合 計 / Total			名/Persons	時間/Hours

(3) コース担当予定講師または事務スタッフ Appointee of the teacher or administrative staff

①候補者が決定している場合 If the appointee has been chosen

氏名 Name	(姓 Last)	(名 Given)
現職 Present Position	(職名 Title)	(所属 Institution)
専門 Specialization		
採用後の身分・格付 Position of the Appointee after hired	(職名 Title)	(所属 Institution)

※ 履歴書を添付してください。 Attach Curriculum Vitae.

候補者の選定理由 Reason of Selecting the Appointee

②候補者未定の場合 If the appointee has not been chosen

選定方法 Process of Selecting the Appointee

4. 予算 Budget ※ コース担当講師または事務スタッフ給与の年間所要経費
Necessary annual expenses of the teacher or staff

(実際に支払われる通貨で記入すること)
 (The budget proposal should be written in the currency in which the expenses are actually paid.)

通貨単位 Currency	
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所要経費 (支出) Necessary Expenses (Outgo)			財源 (収入) Financial Resources (Income)		
(a) 1 時間当 単 価 Salary expressed as Wages per Hour of Instruction	(b) 年間担当 総時間数 Total Teaching Hours per Year	(c) 年間支払 給 与 額 Total Annual Salary (a)×(b)	(d) 申請機関負担額 To Be Borne by Applicant		(g) 基金申請額 (c) - (d) To Be Supported by the Japan Foundation
			(e) 授業料 Tuition	(f) その他 Others	
合 計 Total	時 間 Hours		小計Subtotal	小計Subtotal	
			(e) + (f)		

5. 財政的自立計画 Plan to be financially independent from our grant
 3年以内の、財政的自立までの実行計画を記入してください。
 Describe the plan to be financially independent from our grant within 3 years.

6. 事業の効果及び成果の評価方法 Evaluating method

7. 添付資料 Required Supporting Documents

候補者の経歴 Curriculum Vitae of the Appointee
申請機関の説明資料 Brochure of the Institution

8. 最終報告書作成時の注意点 Note that after the project is implemented

2018年度より、給与助成の最終報告書（会計報告）作成時には、以下2点の証拠書類の添付が必要となります。

From fiscal 2018 the grantee must submit the following documents with the Final Report;

- (1) 講師および事務スタッフの給与受領書（領収書）※受領者本人自署のあるもの
A copy of the salary receipts for teacher/administrative staff with their signatures
- (2) 本助成により運営された日本語コースのシラバス
A copy of the Syllabus of the Japanese-language course operated by this grant

**D. 事業内容書(III) 教材購入助成
Project Sheet (III) Teaching Material Purchase Grant**

■事業情報 Project Outline

1. 現在の保有教材・機材 Quantity and condition of materials owned by your institution

図書教材 Printed Materials	視聴覚教材 Audio-visual Materials	その他機材 Other Materials
	テープTape／CD	(例: パソコン、テレビ、ビデオ、プロジェクター等 e.g. PC, TV, Video, Projector)
	ビデオVideo／DVD	
冊／Books		
教材の現状 Actual condition of materials		

2. 申請理由 Reason for application

教材購入の必要性 Need for purchasing new teaching materials
教材の利用方法 Utilization of the newly-purchased teaching materials

3. 申請概要 Outline of application

申請総額 Grand total	通貨 Currency	金額 Amount	購入予定教材点数 Number of Items	冊/Books	利用予定者数 Number of Users		名/Persons
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4. 購入予定日本語教材リスト List of materials organization plans to purchase

国際交流基金から日本国内の出版社・書店への直接支払いを希望する場合は、出版社・書店が発行した購入予定教材の**見積書の写し**を提出してください。下記の記載は不要です。
If you would like the Japan Foundation to remit the grant directly to the bookstore in Japan, **please submit a copy of the estimate by the bookstore**, it is unnecessary to fill in the list.

優先順位 Priority	品名 Title of Item	出版社名 Publisher	単価 Unit Price	数量 Quantity	金額 Price
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
金額は正確に記載し、10項目以上必要な場合このページをコピーし2枚目以降として利用してください。 Please fill in the price exactly. If you need more than 10 items, please copy this format and use it as second page or more.				送料等 Shipping cost, etc.	
				金額合計 Total	

5. 国際交流基金から日本の出版社・書店への直接支払の希望

Would your institution like the Japan Foundation to pay the grant directly to the bookstore in Japan?

<input type="checkbox"/>	<p>希望する / Yes</p> <p>⇒以下のどちらを希望するか選択してください。 Please check the box of the method that your institution chooses.</p>
<input type="checkbox"/>	<p>助成金全額を出版社・書店に委任払いすることを希望する。 We would like the Japan Foundation to remit the entire grant amount directly to the bookstore in Japan.</p>
<input type="checkbox"/>	<p>日本での教材購入費分を出版社・書店に委任払いし、その他の経費（日本以外での教材等購入費、通関手数料等）については、申請機関の口座への送金を希望する。 We would like the Japan Foundation to remit the grant amount to cover the teaching materials purchased in Japan directly to the bookstore in Japan, and remit the rest of the grant amount (to purchase teaching materials in countries other than Japan, or required fees for clear through customs in your country, etc.) to the institution's bank account.</p>
<input type="checkbox"/>	<p>希望しない / No</p>

国際交流基金から出版社・書店に直接支払う場合は、助成交付決定後、基金からの助成金の受け取りを出版社・書店に委任するための委任状の提出が必要です。

If the Japan Foundation remit the grant directly to the bookstore in Japan, the applicant must submit a letter of attorney to delegate its right to receive the grants to the bookstore after the Japan Foundation has decided to award the grant.

6. 実施計画 Proposed schedule

※ 購入準備、実際の調達方法、購入後の活用計画等、時系列に沿って具体的に記入してください。

Write a summary of the schedule of your purchase of teaching materials, in chronological order, including advance preparations, means of procurement, and plans for use.

年月日 Date	活動内容 Activities

7. 事業の評価 Evaluation

(1) 期待される成果及び効果 (可能な範囲で数量的指標も用いて説明してください。)

Expected Outcome and Effect (Please describe with a numerical index as much as possible.)

(2) 成果及び効果の評価方法 Evaluating Method

(3) 成果及び効果の周知・還元方法 Method to diffuse, and return the outcome and effects

8. 添付書類 Required Supporting Documents

申請機関の説明資料 Brochure of the Institution

※ 以下、助成金の受領を日本国内の出版社・書店に委任する機関のみ。

Please attach below if the grant is to be remitted to the bookstore in Japan.

日本国内の出版社・書店が発行した購入予定教材の見積書の写し

A copy of the estimate of teaching materials to be purchased made by the bookstore in Japan

**D. 事業内容書(IV) 会議助成／教材制作助成／自由企画事業
Project Sheet (IV) Conference Grant, Publication Grant, Other Original Proposals**

申請事業形態を選んでチェックしてください Choose and tick one from the below.

<input type="checkbox"/>	会議助成 Conference Grant
<input type="checkbox"/>	教材制作助成 Publication Grant
<input type="checkbox"/>	自由企画事業 Other Original Proposals (内容 Specifics: _____)

■事業情報 Project Outline

1. 事業名称 Title of the project

日本語 Title in Japanese	
英語 Title in English	

2. 事業の概要 Outline of the project

3. 準備期間を含む事業実施期間 Schedule of project included preparation

自 from	年Year/ 月Month / 日Day / /	至 to	年Year/ 月Month / 日Day / /	()月間 Months
実施日 Date	/ /		/ /	

4. 事業内容 Contents of the project

※ 実施事業詳細については、添付資料として「申請事業詳細」を提出してください。
Please attach the details of the proposal.

(1) 目的・目標 Objective and Aim

(2) 事業の必要性、背景 Background and Necessity

--

(3) 実施日程詳細 The schedule details

準備・事後を含めた事業の実施日程を記入してください。 Include the schedule of preparation and follow up.

年月日 Date	活動内容 Activities

(4) 主要実施協力団体・協力者 Major Cooperators / Cooperating Institutions

協力形態 Role	協力者名（資金協力のみのものは除く） Name of Cooperators (Exclude funding sponsors)	国名 Country

(5) 主要講演者・参加者等 Major Speakers, Participants

役割 Role	氏名・概要・所属団体等 Name and Affiliation	人数 Number of persons	国名 Country

5. 準備状況、参加者・協力団体（者）との協議進捗状況 Preliminary arrangements and contacts

6. 事業の評価 Evaluation

(1) 期待される成果及び効果（可能な範囲で数量的指標も用いて説明してください。）

Expected Outcome（Please describe with a numerical index as much as possible.）

(2) 成果及び効果の評価方法 Evaluating Method

(3) 成果及び効果の周知・還元方法 Method to diffuse, return the outcome and effects

7. 予算 Budget

別紙に記入。 Please write on the next page.

8. 添付書類 Required Supporting Documents

申請事業詳細 Detail of the Project
申請機関の説明資料 Brochure of the Institution
協力団体・協力者の参加・協力の可能性を証する文書 Letter from cooperating organizations/cooperators

通貨単位 Currency

実際に経費が支払われる通貨で記入してください。
The budget proposal should be written in the currency in which the expenses are actually paid.

経費項目 Items	明細 Specification	積算根拠 例：単価×日数×人数 Breakdown; @ x day x persons, etc.	合計 Total (A)+(B)+(C)	経費負担内訳 Breakdown		
				申請機関自己資金 Covered by the Applicant (A)	その他の資金供与者提供 Covered by Other Funding Sources (B)	国際交流基金申請額 Applied to The Japan Foundation (C)
(1) 謝金・人件費 Honoraria/Wages (講演者・講師等 Speaker(s)/Lecturer(s))						
(1) 小計 Subtotal						
(2) 交通費 Transportation (国際・国内交通費等 International/Domestic Transportation)						
(2) 小計 Subtotal						
(3) 滞在費 Accommodation Expenses (申請国内等 Domestic/International, etc.)						
(3) 小計 Subtotal						
(4) その他 Other Expenses (資料購入費、資料・報告書作成費、会場・機器借料、通訳費、翻訳費、編集費等) (for Purchasing Research Materials, Writing Report, Venues & Equipment, Interpreter, Translation, Editing etc.)						
(4) 小計 Subtotal						
総計 Grand Total						