

【 Application Instruction 】 Grant Program for Japanese-Language Education Activities

Overview

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

Eligible Areas

Countries in which there are no Japan Foundation overseas offices (countries other than Korea, China, Indonesia, Thailand, the Philippines, Vietnam, Malaysia, India, Australia, Canada, the US, Mexico, Brazil, Italy, the UK, Spain, Germany, France, Hungary, Russia, and Egypt); Applicants in countries where the Japan Foundation overseas offices are located, are not eligible to this program, however, support is provided through the overseas offices in countries. Applicants should contact the Japan Foundation's overseas offices directly for more information on available programs.

Program Description

Applying organizations and groups may apply for a combination of programs that meet their needs, depending on their activity; examples of eligible programs for this support are given below.

Items	Description
Japanese-Language Activities Support Grant	This grant pays some of the costs involved in holding programs such as speech contests, presentations, and debate contests that are intended to motivate students and arouse interest in Japanese-language education in the area.
Staff Expansion Grant	This grant pays part of the reward given by an applicant to Japanese-language teachers when they start a new Japanese-language course or augment the number of courses.
Teaching Material Purchase Grant	This grant pays part of the cost of purchasing the teaching materials and supplementary materials needed by Japanese-language teachers when conducting Japanese-language courses. (However, the Japan Foundation is not able to buy and send teaching materials in kind from Japan.)
Conference Grant	This grant pays part of the cost involved in holding seminars, workshops, symposiums and training sessions for Japanese-language teachers.
Publication Grant	This grant pays part of the cost involved in preparing and publishing teaching materials consistent with the curriculum and needs.
Other Original Proposals	This grant pays part of the cost involved in carrying out projects that have been planned by the applicant aiming to promote Japanese-language education and train Japanese-language teachers, etc.

Conditions for Staff Expansion Grant

- (1) As a general rule, the posts for Japanese-language teachers that are the intended recipients of this grant would only be eligible if a new course is being established or if the number of courses is being augmented. In addition, this support is given on the condition that this course and the post of Japanese-language teachers are continued using the applying organization and group's own budget even after the Japan Foundation's subsidy has ended. Please note that teachers that the applicants have already hired for existing courses are not eligible for this grant program.
- (2) Grants are not given to cover overhead costs, such as the teacher's housing costs or commuting costs and the applicant's management costs.

(3) The maximum duration for the Staff Expansion Grant of this program is three years (36 months) from the date on which the new/augmented course is officially established for the relevant post. At this time, the Japan Foundation will accept grant applications for courses that will start within fiscal 2012 (from April 1, 2012 to March 31, 2013). The duration should be for this year (1 year), even if a continued grant is expected from the applicant. However, the grant from the Japan Foundation is not automatically extended over the three years. Rather, the Japan Foundation decides on whether to provide grants for the following fiscal year after reviewing the reports and other materials submitted by the applicants.

* As a general rule, a program would not be selected in the following fourth year, with the exception of cases in which the Japan Foundation determines that there are strong reasons for continuing to provide grants to an institution or group which has received support for the same program for the past three consecutive years. This is a measure designed to prevent the beneficiaries of the Japan Foundation's programs from becoming entrenched and to give a greater number of people opportunities to receive grant.

Conditions for Teaching Material Purchase Grant

Grant is to be used to buy teaching materials for the use of the teachers. The grant is not intended for supplementary materials distributed to students.

Moreover, **the Japan Foundation is not able to buy and send teaching materials in kind from Japan. However, if applicants plan to purchase teaching materials from bookstores in Japan, the Japan Foundation can remit the grant directly to the bookstores when the applicant delegates its right to receive the grants to the bookstores.**

* Submission of the list of teaching materials that applicants actually purchased by bookstores by using the grant is obligatory after the project is implemented. However, please note that if any teaching materials that are judged as inappropriate as Japanese-language teaching materials by the Japan Foundation are included in that list, and are not eligible for purchase with the grant, the organization must return their cost to the Japan Foundation.

Eligibility

1. Applicants are only accepted from overseas non-profit organization involved in Japanese-language education (including Japanese-language teacher's associations and academic societies); individuals are not eligible to apply. However, organizations whose national laws restrict them from receiving aid from foreign organizations affiliated with governments are not eligible.
2. In principle, the Japan Foundation does not provide grants for:
 - (1) Foreign governments, including their administrative organs such as ministries and their embassies and consulate-general in Japan; excluding academic, cultural, or research institutes such as universities and museums; and
 - (2) International organizations to which the Japanese government makes a financial contribution.
3. Receipt of grants or benefits from the Japan Foundation must not violate any laws and ordinances, etc. (please confirm this before applying).
4. Applicants must have a bank account in the institution's name capable of accepting grants from the Japan Foundation. Bank account may also be opened before remittance.
5. Applicants must have the capabilities necessary for implementing their planned projects.

Requirements of the Proposed Projects

1. The plan and method of implementation must be appropriate and there must be ample expectations that programs will yield good results.
2. Programs must not be used for religious or political purposes.
3. Programs must not be commercial activities.
4. This time the Japan Foundation will accept **applications for projects that would be implemented during fiscal 2012 (April 1, 2012 – March 31, 2013).**

Non Eligible Elements for Grant Project

Following elements are not eligible for Grant programs:

- Provision of teaching materials in kind
- Indirect costs: Expenses that are not directly needed to carry out the applied specific project,
- Administrative costs of the managing division,

- Regular operating costs of the Japanese-language courses and salaries of current teaching staff,
- Business meetings such as general meetings and board meetings that are held regularly by the applicants,
- Cost to purchase utensils that may remain for a long time such as computers, PC supplies, office supplies such as photocopier, facsimile machine electric appliances, furniture such as desk, chair, rack, all kinds of furnishing equipments etc.,
- Cost of buying real estate and cost of construction work,
- Rental fee for facilities that would be used for long term,
- Rental fee for halls owned by the applying organization or group,
- International airfare exceeding the estimated fare for the shortest route from the city of boarding to the destination using the economy class, Special Excursion Fares (PEX discount fare), and
- Banquet costs and entertainment costs.

Selection Method

Applications will be reviewed from the following perspectives and a decision will be made in light of the opinions of external experts:

- Role of grantee institution in the country and region,
- Specific outcome expected,
- Ripple effect on Japanese-language in the country and region,
- Coalition with other organizations and groups,
- 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.).

Application Procedures and Deadline

1. Applications should be submitted to the nearest Japanese diplomatic mission.
2. Applications must be received no later than December 1, 2011. Earlier submission is encouraged.

Notification of the Grant Decision

Applicants will be notified of the screening results at the end of April 2012 through Japanese diplomatic mission that received the application.

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.

Instructions to Fill in the Application Form

Application Format

Please attach the following documents to your application for submission.

A.	Application Cover Sheet (same for all projects)
B.	Overview of the Applying Institution (same for all projects)
C.	Information about Bank Account (same for all projects)
D.	Description of project (I)-(IV) (for each application component)

Please note that D. differs for each application component. The accompanying documents also differ for each application component, so please attach the documents in accordance with the instructions in "D. Description of project."

General Instructions

1. Please submit the original copy of the application and the copy of the application when submitting the application, please do not staple together, respectively. The Japan Foundation does not return the applications that have been submitted, so please make sure to keep one copy of the application on your file.
2. Please either type or write with a ballpoint pen in black, 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 English name of the organization, as well as its name in the original language.
 - (2) Please write the names of individuals in the Roman alphabet, as well as names in the original language.
4. Please notify the Japan Foundation promptly if there are changes in anything noted in the application after the application has been submitted.

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 on 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 responsible for actually running and implementing the project.

5. Bursar: The bursar is the person that 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 this section remains unanswered, the application can not 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:

Be sure to answer this question, as it is essential in determining whether or not grant money can be remitted and whether this project is eligible for a grant. If the question is not answered, this project will not be eligible.

(1) Applying institution will receive the grant directly from the Japan Foundation

Please select the way to receive the grant money 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) Applying institution will not receive the grant directly from the Japan Foundation

If applicants plan to purchase teaching materials from bookstores in Japan, the Japan Foundation can remit the grant directly to the bookstores when the applicant delegates its right to receive the grants to the bookstores. If applicants only apply for Teaching Material Purchase Grant, and would like the Japan Foundation to remit the entire grant directly to these bookstores, please mention it.

* You do not need to answer the questions 2 and 3 below, if you choose (2).

2. Bank Account:

Please provide account information.

* If the name on the remittance account is not the name of the applicants, a letter of attorney from the applying organization will be needed to receive the remittances after the Japan Foundation has decided to award the grant.

3. Currency:

Please select the currency in which the Japan Foundation would make remittances from the list and note it here.

D. Project Sheet (I)-(IV)

There are four project sheets for each of the types of grant that can be applied for: (1) Japanese-Language Activities Support Grant, (II) Staff Expansion Grant, (III) Teaching Material Purchase Grant, and (IV) Conference Grant, Teaching Material Purchase Grant, and Other Original Proposals. Please fill in the project sheets suited to your project. You do not need to submit a project sheet for types of grant that you are not applying for.

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), co-sponsoring organization, supporting organization, venue (name of the hall) and scale of project.

In the case of activities that have been held regularly as of this point, please note how many times this event will have been held, including the current event (for example, 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:

(1) Expected Outcome and Effect:

Please describe specifically 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.

(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. (For example, questionnaires, evaluations by program evaluators, etc.)

(3) Method to diffuse, 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. (For example, to publish a web page, to distribute the report, etc.)

7. Budget:

Please note the name of the currency in which payments will be made.

(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 (for example, adjudicators), need for payment, and in the column for breakdown, please write the basis for calculations (unit price x number of days or number of hours x number of people, etc.). Please use another piece of paper if the space provided in the column is insufficient. Salaries for the staff of the applying organization and group are not eligible for grants.

(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 resulting from the project's implementation, such as the cost of rental fees for venues and equipment.

8. 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 (II): Staff Expansion Grant

1. Reason for Application:

Please describe the need to establish a new course or augment the number of courses 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 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 to teach the new/augmented courses. In addition, please clarify the number of days the school would be closed (period in which classes would not be held) during this period. Please understand that the earliest the grants could be sent is one month before the start of this period, and the grant must be used during the period covered by the grant. Duration should be for this year (1 year) even if a continued grant is expected from the applicant. The Foundation will accept applications for grants only for courses that will start within fiscal 2012 (from April 1, 2012 through March 31, 2013).

(2) Outline of Courses Newly Established and/or Augmented:

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, Hours of Instruction).

(3) Appointee of the Staff to Teach the New/Augmented Courses:

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 Vita of the appointee.

If the appointee has not been chosen:

Please describe the recruitment and selection process for appointee and how he/she will be chosen.

3. Outline of All Existing Japanese-language Courses:

Please provide an outline of all existing Japanese-language courses offered by the applying organization (Course Titles, Course Content, Achievement of Japanese-language, Number of Students

per class, Hours of Instruction). Please note that only the courses mentioned above in 2. (2) are eligible for this grant program.

4. Budget:

Please list the annual costs required to pay an honorarium for a teacher who teaches the new/augmented course, divided into necessary expenses (outgo) and financial resources (income). 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. 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.

5. Plan to be Independent from Our Grant:

(1) Budget Plan:

Please write the budget plan to run the course independently without Japan Foundation grants after this grant has expired will be implemented every year.

(2) Implementation Plan:

Please describe the means by which the specific plans to run the course independently without Japan Foundation grants after this grant has expired will be implemented every year, as well as the means by which the post that has been established with the start of a new course or augmented courses will be maintained and utilized.

6. Evaluating Method of Expected Outcome and Effect:

Please describe exactly how implementing this project will have an effect on students and what this effect will be, and how this project will develop Japanese-language education in the country and region, as well as the specific methods that will be used to evaluate the outcome and effects after the project has been carried out (for example, questionnaires, evaluations by program evaluators, etc.).

7. Attachment Required:

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

(2) Brochure of the Institution: Please attach pamphlets for the applying organization, print-outs of organization's web site, and public relations materials.

Project Sheet (III): Teaching Material Purchase Grant

*** The Japan Foundation is not able to buy and send teaching materials in kind from Japan. However, if applicants plan to purchase teaching materials from bookstores in Japan, the Japan Foundation can remit the grant directly to the bookstores when the applicant delegates its right to receive the grants to the bookstores. In this case, the applicant must submit a copy of the estimate of teaching materials to be purchased made by the bookstores when applying for. And must submit the letter of attorney to delegate its right to receive the grants to the bookstores and a copy of the invoice of teaching materials made by the bookstores after the Japan Foundation has decided to award the grant.**

1. Quantity and Condition of Materials Owned by Your Institution:

Please describe as accurately as possible the quantity of the teaching materials and 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) Necessity to purchase teaching materials:

Please describe the need to buy teaching materials, as pertains to the plan for the promotion of Japanese-language education by the applicants.

(3) 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, DVDs) may be requested.
- (2) Please write down the title, volume number, name(s) of author and/or editor, name of publisher and all other information for books. Please provide information only for relevant items for video tapes, CDs, DVDs and other audiovisual media.
- (3) Specify the unit price and quantity for each item, and then enter the total amount.
- (4) Please note the necessary cost for postage of purchases or customs duties, etc. if purchasing from an overseas source, if relevant.
- (5) If the applicant plans to purchase teaching materials from bookstores in Japan and the Japan Foundation remit the grant money directly to the bookstores, the applicant must submit a copy of the estimate of teaching materials to be purchased made by the bookstores.

* Submission of the list of teaching materials that applicants actually purchased by the organization by using the grant is obligatory after the project is implemented. However, please note that if any teaching materials that are judged as inappropriate as Japanese-language teaching materials by the Japan Foundation are included in that list, and are not eligible for purchase with the grant, the organization must return their cost to the Japan Foundation.

5. Does your institution want the Japan Foundation to pay the grant directly to the bookstores in Japan?

Please answer whether the applicant want the Japan Foundation to remit the grant directly to the bookstores when the applicant plans to purchase teaching materials from bookstores in Japan. If you answer "Yes," please answer whether you would like the Japan Foundation to remit the entire grant directly to the bookstores or would like the Japan Foundation to remit the grant to buy teaching materials in Japan directly to the bookstores in Japan, and remit the rest of the grant (to buy teaching materials in countries other than Japan, or 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, in chronological order, including advance preparations, means of procurement, and plans for use.

7. Evaluation:

(1) Expected Outcome and Effect:

Please explain specifically how implementing this project will raise the level of applying organizations or groups and students and teachers in the country or region, and how it will lead to the development of Japanese-language education in the country or region.

(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. (For example, questionnaires, evaluations by program evaluators, etc.)

(3) Method to diffuse, 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 teachers in applying organizations, your country or region. (For example, to publish a web page, to distribute the report, etc.)

8. Attachment Required:

Brochure of the Institution: Please attach pamphlets for the applying organization, print-outs of organization's web site, and public relations materials. And request 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 bookstores.

Project Sheet (IV): Conference Grant, Publication Grant, Other Original Proposals

Select project category

Please select and check the type of project to be applied.

- 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 the original language (native language), 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. Proposed Grant Period:

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. Please note that the soonest the grants would be paid will be one month prior to the start of the period and the entire grant must be paid during the applicable period. The maximum period eligible for grants is 12 months, from April 1, 2012 to March 31, 2013.

4. Schedule of Conference and/or Project:

Please note the period (date of implementation) in which the planned conference or project would actually be implemented.

5. Contents of the project:

After referring to 9.(1) below, please submit the "Detail of the proposal" as an accompanying material to provide further information on the project to be implemented.

(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 present state of applying organization, your country or region, and describe.

(3) Proposed Schedule:

Please provide a summary of the schedule for this project that have 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 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.

6. Preliminary arrangements and contacts:

Please describe preliminary arrangement for implementation of the project, progress of contacts between the applicants and major cooperating institutions.

7. Evaluation:

(1) Expected Outcome and Effect:

Please explain specifically how implementing this project will raise the level of applying organizations or groups and students and teachers in the country or region, and how it will lead to the development of Japanese-language education in the country or region.

(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. (For example, questionnaires, evaluations by program evaluators, etc.)

(3) Method to diffuse, 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 teachers in applying organizations, your country or region. (For example, to publish a web page, to distribute the report, etc.)

8. 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 (for example, keynote speaker), need for payment, and in the column for breakdown, please write the basis for calculations (unit price x number of days or number of hours x number of people, etc.). Please use another piece of paper if the space provided in the column is insufficient. Salaries for the staff of the applying organization and group are not eligible for grants.

(2) Transportation: In the column for specification, please note the people whose travel costs will be paid 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.

9. Attachment Required:

(1) Detail of the proposal:

Please write the detail of proposal (methods of operation, contents of the project, etc.). Use size A4 paper. The format and organization are at the applicant's discretion.

(2) Brochure of the Institution:

Please attach pamphlets for the applying organization, print-outs of organization's web site, and public relations materials.

(3) Letter from cooperating organizations/cooperators:

Please include agreements from cooperating groups and cooperators. If such agreements have not been obtained, please describe progress made in obtaining such documents.

Disclosure of Information

1. Information on supported projects such as the name of the applicant and project descriptions will be made public on *Kokusai Koryu Kikin Jigyō Jisseki* (Detailed Annual Reports of the Japan Foundation Activities), the *Annual Report*, on the Japan Foundation's website, and other public relations materials.
2. When we receive a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No. 140 of 2001), as a general rule, submitted application forms and related materials will be disclosed, except for information stipulated the law as something not to be disclosed.

Access to Personal Information

The Japan Foundation collects, uses and manages personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Law No. 59 of 2003). Applying organizations and groups should inform those they intend to invite to participate (hereafter, "participants") of these uses of personal information.

- The Japan Foundation uses information such as the names of the accepted party and the participants, gender, job and position, affiliation, project duration, and project description in the *Kokusai Koryu Kikin Jigyō Jisseki* (Detailed Annual Reports of the Japan Foundation Activities), the *Annual Report*, on the Japan Foundation's website, and in other public-relations materials. This information is also used to prepare statistical materials included in the *Annual Report*.
- The Japan Foundation may provide information such as the names of the accepted party and the participants, gender, job and position, affiliation, project duration, and project description to the media and other groups for publicity purposes.
- There may be cases in which the Japan Foundation uses the information given on the application form to contact you to inform you of other Japan Foundation activities (such as requests for other projects) or to send information on the Japan Foundation.
- The application, attached materials and project report and deliverables may be provided to evaluators, such as outside experts, for screening and post-evaluations. When such information is provided, the evaluator will take steps to ensure the safety of personal information.
- There will be cases in which the Japan Foundation sends questionnaires to the addresses given on the application form after the project has ended.
- The Japan Foundation may release the project reports and deliverables that it has received for public relations purposes.
- The applications and attached materials submitted to the Japan Foundation are not returned.

Compliance with Relevant Laws and Obligation of Subsidy Recipients

The Japan Foundation's grant programs are operated in compliance with relevant laws and the Japan Foundation's regulations.

Download the Application Form

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

Division in Charge

Sakura Network Section

Teacher and Institutional Support Dept.

The Japan Foundation, Headquarters

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

Tel: 03-5369-6066 FAX: 03-5369-6040

E-mail: sakura_network@jpf.go.jp

日本語普及活動助成プログラム申請書
Grant Program for Japanese-Language Education Activities
Application Form

JN-FK

2012(平成24)年度用
For fiscal 2012 - 2013

The Japan Foundation

申請書は在外公館に提出してください。基金本部では海外からの申請を受け付けません。また、在外公館に申請する旨を事前に連絡していない場合は、申請書を提出しても無効となることがあります。インターネットやメールによる申請書の提出は受け付けません。
 Application should be submitted in the nearest diplomatic mission of Japan. The Japan Foundation Headquarters in Tokyo does not accept applications directly from overseas applicants. It is also necessary that you contact in the overseas agency mentioned above to inform them of your planning to apply in advance of submitting your application to them. We do not accept applications through the Internet or by e-mail.

A. 申請総表 Application Cover Sheet

※日付 (年Year) (月Month.) (日Day.)
 Date / /

1. 申請機関 Applying institution

原語名 Name in Native Language					
英語名 In English					
日本語名 In Japanese					
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	設置形態 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 ()
機関の住所 Address of Institution	国名 Country			法的地位 Legal Status	
				電話 Telephone	
				ファクシミリ Facsimile	
				メールアドレス E-mail	

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

英語名 Name in English			
住所 Address of Organization			電話 Telephone
			ファクシミリ Facsimile
担当者連絡先 Person in charge of this Application	氏名 Name	職位 Position	メールアドレス 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	Prof. Dr. Mr. Ms.	Prof. Dr. Mr. Ms.	Prof. Dr. Mr. Ms.
申請機関内の職名 Position within the Applying Institution	(President, Rector, etc.)	(President, Rector, etc.)	(President, Rector, etc.)
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。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 this section is not completed, your application can not 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

本セクションが未記入の場合は、申請を受け付けることができません。
If this section remains unanswered, your application can not be accepted.

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 check a box that your institution would choose.

(1) 申請機関に対して助成金の送金が発生する

Applying institution will receive the grant directly from the Japan Foundation

- 申請機関名義の口座での受領を希望する。
 We have a bank account registered in the name of our institution to receive the grant.
- 申請機関名義の口座が開設できないため、申請機関所属者また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.

⇒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.

- 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.
- 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 can not open a bank account that is able to receive remittance from overseas.

(2) 申請機関に対して助成金の送金が発生しない

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

- (Ⅲ)教材購入助成のみの申請であり、且つ日本の出版社・書店にて全ての教材を購入するため、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 only apply for (Ⅲ)Teaching Material Purchase Grant, and plan to purchase all the teaching materials from bookstores in Japan, so we would like the Japan Foundation to remit the entire grant directly to these bookstores.

⇒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.

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	口座通貨 Currency
支店名 Branch Name	
住所 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 the authorization letter to receive the grant after the Japan Foundation has decided to award the grant.

3. 送金通貨 Currency

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○で囲んでください。

The Foundation can only remit those currencies listed below. Circle the one which is to be remitted.

Australian Dollar (A.\$)	Canadian Dollar (CAN.\$)	Danish Krone (D.KR.)
European Euro (EUR.)	Hong Kong Dollar (HK.\$)	Indian Rupee (RS.)
Indonesian Rupiah (RP.)	Japanese Yen (JPY)	Korean Won (W)
Mexican Nuevo Peso (M.N.PESO)	New Zealand Dollar (N.Z.\$)	Norwegian Krone (N.KR.)
Philippine Peso (PH.PESO.)	Pound Sterling (STG.£)	Singapore Dollar (S.\$)
Swedish Krona (S.KR.)	Swiss Franc (S.FRS.)	Thai Baht (B)
United States Dollar (U.S.\$)		

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 (No.	回))
	英語 In English					
	原語 In Native Language					
開催期間 Schedule of Project	自from	年Year/ 月Month/ 日Day	至to	年Year/ 月Month/ 日Day		

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

会場 Name of the Hall

事業規模 Scale of Project :

1. 全国 2. 地域 3. 校内 4. その他 ()
 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、滞日期間など） Qualifications of the Participant (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 Proposed schedule

※ 準備日程を含む including preparation

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 Expected Outcome and Effect****(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 separate form.

8. 添付書類 Attachments required

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 made in local currency.

(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	経費負担 Cost Coverage		
				申請機関 Applicant	その他の資金供与者 Other Funding	国際交流基金 The Japan Foundation
(1) 謝金・人件費 Honoraria/Wages (審査員謝金等 Adjudicator, etc.)						
(1) 小計 Subtotal						
(2) 交通費 Transportation (審査員交通費、参加者交通費等 Adjudicator, 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) 謝金助成
Project Sheet (Ⅱ) Staff Expansion Grant

■事業情報 Project Outline

1. 申請理由 Reason for application

ポスト設立の必要性・背景 Background and necessity for the Project (establishing/augmenting the new course)

目的・期待される効果 Objectives and Expected Results

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		至to	
うち休校期間（夏期休暇等） Period of school closing (e.g. summer vacation)			

※ 申請対象は、2012年4月1日から2013年3月31日の間に開始される講座（最長1年間）です。

※ Courses should start within fiscal 2012 – 2013 (from April 1, 2012 to March 31, 2013) and the maximum duration is one year.

(2) 新規開設・増設する日本語コース概要 Outline of Courses Newly Established and/or Augmented

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) 新規・増設コース担当予定講師 Appointee of the Staff to Teach the New/Augmented Courses

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

3. 既存の日本語コース概要 Outline of all existing Japanese-language 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

4. 予算 Budget ※ 新規・増設コース担当講師謝金の年間所要経費
 Necessary annual expenses of the teaching staff for the new/augmented courses

(実際に支払われる通貨で記入のこと) (Write in local currency)			通貨単位 Currency		
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 謝 金 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. 自助運営計画 Plan to be independent from our grant

(1) 予算計画 Budget Plan

来年以降、自助独立までの予算計画を記入してください。

Write the budget plan to be independent from our grant after next year.

(2) 実行計画 Implementation Plan

来年以降のポスト維持のための具体的計画について、記入してください。

Write the concrete plan to keep the post after next year.

--

6. 事業の効果及び成果の評価方法 Evaluating method of expected outcome and effect

--

7. 添付資料 Attachments required

候補者の経歴 Curriculum Vitae of the Appointee
--

申請機関の説明資料 Brochure of the Institution

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
冊／Books	テープTape／CD ビデオVideo／DVD	(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)
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 Necessity to purchase 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	購入予定教材点数 Number of Items	
		利用予定者数 Number of User	

4. 購入予定日本語教材リスト List of materials organization plans to purchase

通貨 Currency

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					
			送料・通関手数料等 shipping cost, customs fee, etc		
			金額合計 Total		

※1 金額は本体価格（税込）で正確に記載してください。10項目以上必要な場合は、2枚目以降はこのページをコピーして利用してください。
Please indicate the price with the consumption tax. If you need more than 10 items, please copy this format and use it as second page or more.

※2 日本国内の出版社・書店等から教材を購入するために、基金から出版社・書店に教材の購入経費を直接支払うことを希望する場合は、出版社・書店が発行した購入予定教材の見積書の写しを添付してください。

If the applicant plans to purchase teaching materials from bookstores in Japan, and would like the Japan Foundation to remit the grant directly to the bookstores, please submit the a copy of the estimate of teaching materials to be purchased made by the bookstores.

5. 国際交流基金から日本の出版社・書店への直接支払いの希望

Does your institution want the Japan Foundation to pay the grant directly to the bookstores in Japan?

※ 申請機関・団体が、日本国内の出版社・書店等から教材を購入する場合は、基金からの助成金を申請機関・団体宛てに送金するのではなく、基金から出版社・書店に教材の購入経費を直接支払うことも可能です。この場合は、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 applicant plans to purchase teaching materials from bookstores in Japan, the Japan Foundation can remit the grant directly to the bookstores. In this case, the applicant must submit the letter of attorney to delegate its right to receive the grants to the bookstores after the Japan Foundation has decided to award the grant.

<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 a box that your institution would choose.</p> <p><input type="checkbox"/> 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 <u>the entire grant amount</u> directly to the bookstores.</p> <p><input type="checkbox"/> 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 bookstores in Japan, and remit the rest of the grant amount (to buy teaching materials in countries other than Japan, or customs fee, etc.) to the institution's bank account.</p>
<input type="checkbox"/>	希望しない / No

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 Expected Outcome and Effect****(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****8. 添付書類 Attachments required**

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 bookstores 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 bookstores 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 Select and check the type of project to be applied.

<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 Specify:)

■事業情報 Project Outline

1. 事業名称 Title of the project

原題 Original title	
英語 in English	
日本語訳 translation in Japanese	

2. 事業の概要 Outline of the project

--

3. 希望助成対象期間 Proposed grant period

自 from	年Year/ 月Month / 日Day	至 to	年Year/ 月Month / 日Day	()月間 Months
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4. 事業実施期間 Schedule of conference and/or project

自 from	年Year/ 月Month / 日Day	至 to	年Year/ 月Month / 日Day	()月間 Months
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5. 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 Goal

--

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

--

(3) 実施日程 Proposed Schedule

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

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

--

7. 事業の評価 Evaluation**(1) 期待される成果及び効果** Expected Outcome and Effect

--

(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

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8. 予算 Budget

別紙に記入。 Please write on separate form.

9. 添付書類 Attachments required

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

8. 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 made in local currency.

(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	経費負担 Cost Coverage		
				申請機関 Applicant	その他の資金供与者 Other Funding Sources	国際交流基金 The Japan Foundation
(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 (国際運賃、国内交通費等 International Transportation / 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) (Purchase of Research Materials/ Production of Proceedings & Report/ Rental fees for Venues and Equipment/ Interpreter/Translation/ Editorials, etc.)						
			(4) 小計 Subtotal			
総計 Grand Total						