

Support Program for Organizations Providing Japanese-Language Education for Living and Working (Grants) APPLICATION GUIDELINES

1 Purpose

This grant program supports the costs of purchasing Japanese-language teaching materials, as well as the printing and bookbinding of *IRODORI: Japanese for Life in Japan*, by organizations and groups that provide Japanese-language education necessary for living and working in Japan for those who intend to come to Japan under the “Specified Skills” residence status system.

About “*IRODORI: Japanese for Life in Japan*”:

The Japanese-language coursebook “*IRODORI: Japanese for Life in Japan*” is a textbook for foreign people to learn basic Japanese communication skills that are needed for daily life and working in Japan. *IRODORI* is made up of three parts: Starter (A1), Elementary 1 (A2), and Elementary 2 (A2). You can download it from the following websites for free.

Japanese : <https://www.irodori.jpf.go.jp/index.html>

English : <https://www.irodori.jpf.go.jp/en/index.html>

Editions in other languages : <https://www.irodori.jpf.go.jp/editions.html>

2. Eligible Areas

Designated from countries where the Japan Foundation Test for Basic Japanese (JFT-Basic) is implemented (excluding countries where the Japan Foundation overseas offices are located).

3. Eligible Projects

- (1) The purchase of Japanese-language teaching materials, or the printing and bookbinding of *IRODORI: Japanese for Life in Japan*, for use in Japanese-language courses for those wish to work in Japan.
- (2) Projects must fulfil all of the following requirements.
 - a. The project’s objectives would be impossible or difficult to achieve without the provision of a grant.
 - b. The plan and method of implementing the project are appropriate for achieving the project’s objectives and can be expected to yield good results.
 - c. The project will not be used for religious or political purposes.

4. Eligible Applicants

- (1) Organizations or groups that are located in the area identified in Section 2 above and are providing Japanese-language education to persons, including those who plan to come to Japan under the “Specified Skills” residence status system. Applications from individuals will not be accepted.
- (2) Applicants that are not one of the following:
 - a. The Japanese government (including national institutions), Japanese local municipalities, Japanese independent administrative institutions, and Japanese local independent administrative institutions (hereinafter referred to as “Government Institutions”).
 - b. Educational institutions and research institutions established by Government Institutions or other organizations, groups or facilities affiliated to the Japanese government (excluding groups that have a fixed legal status such as a corporate juridical person or foundation, even if a Government Institution was involved in its establishment).
 - c. Governments outside of Japan (including their administrative organs such as ministries and agencies) and the overseas diplomatic missions of foreign governments.
 - d. International organizations to which the Japanese government makes a financial contribution.
- (3) Applicants that fulfill all of the following requirements.
 - a. Applicants that have the capacity to implement the planned project.
 - b. The receipt of grants or support from the Japan Foundation does not violate any local laws, regulations or ordinances (this must be confirmed prior to submitting an application).
 - c. In principle, organizations or groups that apply should possess a bank account capable of receiving the remittance of grant funds from the Japan Foundation, or be able to establish such an account prior to the disbursement of funds.

5. Program Explanation

(1) Overview

Item	Details
Teaching Material Purchase Grant	Grant to support the cost of purchasing teaching and supplementary materials that can be used in Japanese-language education for the purpose of living and working in Japan. However, items purchased for transfer or rental to individuals (including teachers and students at organization / groups) or other organizations are excluded.
Publication Grant (Grant for Printing and Bookbinding of <i>IRODORI: Japanese for Life in Japan</i>)	Grant to support the costs for printing and bookbinding of <i>IRODORI: Japanese for Life in Japan</i> that can be used in Japanese-language education for the purpose of living and working in Japan. However, this excludes items printed for transfer or rental to individuals (including teachers and students at organization / groups) or other organizations.

(2) Details of Support

- a. Expenses relating the following:
 - Expenses for purchasing teaching materials
 - Expenses for printing and bookbinding of *IRODORI: Japanese for Life in Japan*
- b. The following items are not eligible for grant funding.
 - (a) Business meetings that the applicant holds regularly, such as annual general meetings or board meetings, etc.
 - (b) Office equipment purchase expenses (furniture such as desks, chairs and shelving; long-lasting tangible assets such as fixtures)
 - (c) Real estate purchase or construction expenses
 - (d) Facility rental fees that are premised on long-term use
 - (e) Venue rental fees for a facility owned by the applicant organization or group
 - (f) International airfares that exceed the standard economy class fare (PEX fare) by the most direct route
 - (g) Entertainment and leisure expenses
 - (h) Solicitation of capital or funding, donation campaigns, establishment of prizes
 - (i) Machinery or equipment purchase expenses (e.g. fax or photocopy machines)
 - (j) Erection of monuments or commemorative edifices
 - (k) Expenses pertaining to persons affiliated with the Japan Foundation: e.g. expenses or honoraria, etc., for Japanese-language experts dispatched by the Japan Foundation

(3) Points to be noted

- a. This grant program covers cases in which the purchase of Japanese-language teaching materials, and/or the printing and bookbinding of *IRODORI: Japanese for Life in Japan*, are completed by March 31, 2025.
- b. Grant funds must be expended within the grant period. Expenses incurred outside the grant period (before the start of the grant period or after the end of the grant period) are not eligible for the grant funding.
- c. 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.
- d. Projects that are already being supported by a grant program operated by the Japan Foundation will not be approved for duplicate funding.
- e. Grant funds cannot be expended or diverted for items other than those approved by the Japan Foundation. The maximum amount of grant funding shall, in principle, be set at 1 million yen. The maximum amount of grant funding shall be determined for each application after screening and consideration of the content and necessity of the individual project.
- f. Projects will not be fully funded by a grant. Self-financing or another funding source being available is a condition of applying.
- g. If unused funds remain after the completion of the grant project, the remaining funds shall be returned by a deadline to be set by the Japan Foundation. Any bank charges relating to the return of grant funds are to be borne by the applicant.

6. Selection Method

Screening and selection will be conducted from the following perspectives.

- (1) Position of the applicant organization in the country/region in question (e.g. whether the organization is accredited by the government for sending persons under the Specific Skills residence status system)
- (2) Specific expected outcomes
- (3) Ripple effect in the country/region for disseminating Japanese-language skills for the purpose of living and working in Japan
- (4) Financing situation other than funds from the Japan Foundation, including self-financing, etc.
- (5) Feasibility of the plan (program to be implemented, framework, schedule, etc.)
- (6) Safety conditions in the region where the project is to be implemented

7. Application Procedures

(1) Application Documents

- a. Templates for application forms can be obtained at the following website.
URL: https://www.jpf.go.jp/e/program/closed/jp_2.html
- b. Documents required for application are as detailed below. Please submit all documents by email. If any of the documents are missing, the application will be excluded from consideration due to deficiency in the documentation.

<p>Support Program for Organizations Providing Japanese-Language Education for Living and Working (Grants) Application Form</p> <p>A. Application Cover Sheet B. Outline of the Applicant Institution C. Information About Bank Account</p> <p style="text-align: center;">+</p>	<p>D. Project Sheet</p> <p>(I) Teaching Material Purchase Grant (II) Publication Grant (Grant for Printing and Bookbinding of <i>IRODORI: Japanese for Life in Japan</i>)</p> <p style="text-align: center;">+</p> <p>*Depending on the activities to be implemented, it is possible to apply for a combination of the above-mentioned grants to cover required support.</p>
<p>(1) Overview of the applicant institution, including articles of association and bylaws (list of directors, organizational chart, etc.)</p> <p>(2) Documents such as published materials that explain the institution’s philosophy, details of its activities (results), etc.</p> <p>(3) Plan for the current fiscal year, income and expenditure plans (activity budget) including curricula for Japanese-language seminars and courses (including means of evaluating proficiency after conclusion of course) and information about course fees</p> <p>(4) If the applicant organization is accredited to send persons under the Specified Skills residence status system, documentary evidence of such accreditation (or a document that demonstrates that the organization has applied to the government concerned for such accreditation)</p> <p>(5) If the applicant organization is a member of a Japanese-Language Teachers’ Association, documentation that demonstrates such membership</p>	

(2) Applications for projects must be received **no later than December 1, 2023.**

Applications should be submitted to the Japanese diplomatic mission in the applicant’s country.

Points to be noted:

- Applications will not be accepted via post or fax.
- Applicants must promptly notify the Japan Foundation if any of the information given on the application changes.
- Submitted application documents will not be returned. Please be sure to retain a copy for yourself.

8. Notification of Results

- (1) Each applicant organization or group will be notified of the results of screening and selection from April 2024.
- (2) If a project is accepted, the specific amount of grant funding will be calculated taking various factors into account, including the regulations of the Japan Foundation, price levels in the relevant country, and balancing with grants to other accepted projects. This calculation process may result in the final grant amount being significantly less than the amount applied for.

9. Obligations of the Grantee

- (1) Programs of the Japan Foundation are operated in accordance with the relevant Japanese laws and regulations of the Japan Foundation including the “Law for the Proper Execution of a Budget Relating to Subsidies” (Law No. 179 of 1955).
Projects should be implemented in accordance with how they are described in the application form. In the event that any changes (with the exception of minor changes) to the basic information relating to the applicant or to the content of the project are made after application, these should be notified to and approved by the Japan Foundation.
- (2) The grantee shall acknowledge the Japan Foundation’s financial support when the Grantee publicizes the project.
- (3) Teaching materials, and other items acquired through the grant must be appropriately managed and used in line with the project purposes, and be utilized efficiently according to the purpose of the grant even after the grant program ends.
- (4) During the implementation of the grant project if the Japan Foundation considers it to be necessary it may request the submission of a report from the grantee concerning the status of implementation of the grant project and the use and management of equipment and teaching materials purchased with the grant. If it is recognized that the grantee is not implementing the project in accordance with the details that were the basis for deciding to provide funding, or other attached conditions, the provision of the grant may be halted.
- (5) The Grantee must submit a report upon completion of the project, detailing an overview of the project, its outcomes and matters pertaining to income and expenditure.
- (6) The Grantee shall prepare account books and documented evidences pertaining to all revenues and expenditures relating to the Grant Project and preserve them for five years from the next year of the year the Grant Project has been carried out.
- (7) The Japan Foundation does not tolerate any fraudulent activity of applicants during the application process and throughout the grant period. 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 the 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.
- (8) Grantees should comply with any other conditions that were appended at the time of the decision to provide a grant.

10. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant, project descriptions) will be made public in the *Kokusai Koryu Kikin Jigyō Jisseki* (Detailed Annual Reports of the Japan Foundation), the Annual Report, or on the Japan Foundation’s website, or via other public-relations materials.
- (2) Upon receiving a request for information disclosure based on the “Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc.” (Law No. 140 of 2001), the Japan Foundation will disclose materials such as submitted application forms (unless stipulated by laws as not to be disclosed).

11. Handling of Personal Information

- (1) Compliance with applicable laws
To the extent applicable, the Japan Foundation will comply with the “Act on the Protection of Personal Information” (Act No. 57 of 2003) (the “**Act**”), relevant cabinet and ministerial orders, various guidelines stipulated by the Personal Information Protection Commission or other organizations to which the Personal Information Protection Commission has delegated authority, the “EU General Data Protection Regulation (the “**GDPR**”),” the Personal Information Protection Law of the People’s Republic of China and related laws and regulations (the “**Chinese Laws**”), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal information, the Japan Foundation will properly collect, use and control the same. For more information on the Japan Foundation’s efforts to protect personal information (privacy policy), please visit the following websites:
(Related to the Act): (Japanese) <https://www.jpf.go.jp/j/privacy/>
(English) <https://www.jpf.go.jp/e/privacy/>
(Related to the GDPR): <https://www.jpf.go.jp/e/privacy/index.html#gdrp>
(Related to the Chinese Laws): https://www.jpfbj.cn/jp/personal_information/

(2) Acquisition of personal information

The Japan Foundation may acquire the following personal information (the “**Personal Information**”) from the applicants through the application forms, attachments, project reports, deliverables, etc. (the “**Project Materials**”). In addition, the Japan Foundation may acquire the applicants’ Personal Information through publicly available websites.

[Basic information of applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone number), fax number, e-mail address, ID number, passport number, photographs taken during or prior to the program, etc.

[Information on applicants’ educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

[Sensitive data on applicants]

Personal data such as bank account information

(3) Purposes of use and period of personal information

- a. Based on the consent of the applicant, the Japan Foundation will use the Personal Information acquired from the applicant for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the “**Purposes of Use**”).
- b. For the proper and smooth operation of the Japan Foundation projects, any information such as the applicants’ names, genders, jobs, titles, affiliations, project periods, project content, etc. will be: posted on published materials, such as the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyō Jisseki*), the Annual Report and the Japan Foundation’s website; used for preparation of statistics materials; and used for formulation of future Japan Foundation projects.
- c. In addition to the information specified in b. above, the applicants’ contact information (i.e., address, e-mail address and phone number) will be used to: request the applicants to answer questionnaires as follow-up to the project after completion thereof; provide a notice regarding other Japan Foundation projects; request the applicants to provide information for formulation of future Japan Foundation projects, and so on.
- d. The Japan Foundation will handle the Personal Information of the applicants for the period necessary to achieve the Purposes of Use stated above.

(4) Provision of personal information

- a. The Japan Foundation may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. The Japan Foundation will make sure that the recipients take measures to ensure the security of the Personal Information.
 - (a) The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for handling of security control, support for project implementation, etc.)
 - (b) Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
 - (c) News media and other organizations (for public relations for the projects)
 - (d) Other organizations and individuals who receive the information as needed for the projects
- b. The Personal Information acquired from the applicants may be used or provided for purposes other than those specified in the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other incorporated administrative agencies, local public entities or local incorporated administrative agencies (the “**Administrative Organs**”) as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.

(5) Cross-border transfer of personal information

- a. The Japan Foundation may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including the Japan Foundation headquarters) or other countries or regions for the Purposes of Use specified above. The Japan Foundation shall appropriately control the Personal Information in such countries or regions.
- b. In addition to the case specified in the preceding paragraph, the Japan Foundation may

provide the Personal Information acquired from the applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the projects, only when the conditions stipulated in laws and regulations are satisfied.

(6) Security control of personal information

The Japan Foundation shall endeavor to prevent unauthorized access and leakage of the Personal Information of the applicants by way of taking appropriate security control measures and control means.

(7) Rights pertaining to personal information of applicant

The applicant has the right to access his/her Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.

(8) Filing of objections against handling of personal information

In the case where the applicant is dissatisfied with the handling of the Personal Information in the Japan Foundation, such applicant may state his/her objections to the Japan Foundation to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, the applicant may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which the applicant belongs.

(9) Personal information of persons involved in the project

The Personal Information of persons involved in the project other than the applicant, which is submitted by the applicant to the Japan Foundation, shall also be handled in the same manner as stipulated in (1) to (8) above, and therefore, the applicants should provide explanations in advance to the persons involved in the project and obtain their consent.

(10) Contact information

Please use the contact details specified in “14 Inquiries” for any opinions, questions, etc. regarding any matters specified in this “Handling of Personal Information” section.

(11) Revocation of consent

The applicant has the right to revoke his/her consent to any matters specified in this “Handling of Personal Information” section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when the applicant does not provide his/her consent or revokes his/her consent, such applicant may not be able to receive necessary information and/or services from the Japan Foundation.

12. Response to Infectious Diseases

Depending on the impacts of infectious diseases, appropriate measures may be required when implementing the project in accordance with the regulations and instructions of the relevant authorities. Please understand that the Japan Foundation may unavoidably revoke its grant decision, or change the substance of its grant or the conditions attached as a result of changes in circumstances that have occurred after the decision to provide the grant.

13. Ensuring the Safety and Security of Projects Overseas

(1) When implementing projects overseas, security information regarding the project location should be obtained and confirmed from the Ministry of Foreign Affairs’ overseas safety website in order to ensure personnel can travel and stay in the location safely.

* Ministry of Foreign Affairs’ overseas safety website: <http://www.anzen.mofa.go.jp/index.html>

(2) When traveling overseas, register with “Tabireg” and strive to ensure safety overseas.

* “Tabireg”: <https://www.ezairyu.mofa.go.jp/tabireg/>

14. Inquiries

YOTSUYA CRUCE, 1-6-4 Yotsuya, Shinjuku-ku, Tokyo 160-0004, Japan

The Japan Foundation (Headquarters) Planning and Development Section, Japanese-Language Dept. II

Tel: +81-3-5369-6065

E-mail: nihongo_grant2@jpf.go.jp

Instructions on How to Fill in the Application Form

* General Instructions

- 1 When submitting the application form, please submit one set of electronic data via email.
- 2 The application form should be typed or written with black ink in block letters.
- 3 When filling in the form please use either English or Japanese, or both.
 - (1) For institution names, please insert the name in the original language, together with the name in both Japanese and English.
 - (2) Please write people's names in both Japanese and English.
In addition, please ensure that people's names exactly match the name that is written in their passports. If any persons on the application do not have a passport, please ensure that the name matches some other form of official identification issued by the country in question, e.g. a driving license.
- 4 Applicants are requested to promptly notify the Japan Foundation of any corrections to be made in their application after it has been submitted.

A. Application Cover Sheet

- 1 Applying institution:
Please insert the official name of the applying institution/group in the original language, together with its name in English and Japanese. Please also insert the address, legal status, and telephone number, etc.
- 2 Department that will actually conduct the project:
Please insert the name of the specific department at the applying institution/group that will conduct the project (faculty, department, section, center, research lab, etc.), together with a contact telephone number, the name of the person in charge of the application, and an e-mail address.
- 3 Authorized representative:
The authorized representative is the person (a school principal/president, etc.) who is responsible for management of the applying institution/group.
- 4 Project director:
The project director is the person with responsibility for the actual operation and implementation of the project.
- 5 Bursar:
The bursar is the person with responsibility for managing project budget proposals and grant expenditure.

※With regard to the positions detailed in points 3 to 5, the same person cannot perform two or more of the functions simultaneously. If the sections relating to the positions in 3 to 5 are not completed, the application cannot be accepted.

B. Outline of the Applying Institution

- 1 Outline of the history and the current status of Japanese-language education within the applying institution:
Please attach documents concerning the following: overview of the applying institution, including articles of association and bylaws; documents such as published materials that explain organizational philosophy, the institution's activities (results); and plan for the current fiscal year and income and expenditure plans, including curriculums for Japanese-language seminars and courses (including means of evaluating proficiency after conclusion of course). For organizations that are accredited to send persons under the Specified Skills residence status system, please provide documentary evidence of such accreditation. In addition, please also write about the history and the current status of Japanese-language education at the institution, the total number of students, number of students taking Japanese-language courses, total number of instructors, number of Japanese-language instructors, the Japanese-language teaching materials used, the curriculum, the level of Japanese taught, and the main types of students (age, purpose of study).
- 2 List of all grants received from the Japan Foundation during the past five years, if any:
Institutions that have received a grant from the Japan Foundation in the past five years should insert the name of the program for which the grant was received and the fiscal year in which the grant funding was provided.

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 a public company or bookstore in Japan, it is able to delegate the right to receive the grant to the public company or bookstore (Submission of a letter of attorney is required).

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

2. Bank Account: Please provide account information.
* If the name of the holder of the bank account differs from the name of the applicants, a letter of attorney from the applying institution/organization will be needed.
3. Currency: The Japan Foundation can only remit United States Dollar (USD) in principle.

D. Project Sheets

Project Sheet (I) Teaching Material Purchase Grant

1 Quantity and Condition of Materials Owned by the Applicant:

Please describe as accurately as possible the quantity and condition of teaching materials and supplies used to introduce Japanese culture that are currently owned by the applying institution/group, and which could be used for Japanese-language education for the purpose of living and working in Japan. In the column "Actual condition of materials" please detail the status of usage and storage conditions.

2 Reason for Application:

(1) Need for purchasing new teaching materials:

Please describe in specific terms the necessity for the applying institution/group to purchase teaching materials for promoting Japanese-language education for the purpose of living and working in Japan.

(2) Utilization of the newly-purchased teaching materials:

Please describe in line with the applying institution/group's plan for the promotion of Japanese-language education what effect the purchase of such teaching materials would have on students, and how these materials would lead to the invigoration of Japanese-language education.

3 Outline of Application:

Please insert the grand total (including the cost of purchasing materials and any necessary shipping costs), the number of items planned to be purchased, and the approximate number of people expected to use the purchased teaching materials.

4 List of Materials Organization Plan to Buy:

- (1) A combination of books, audiovisual materials (video tapes, CDs, DVDs, etc.) or other materials (origami, yukata, etc.) may be requested.
- (2) For books, please fill in all items, including the title, volume no., author/editor names, and publisher name.
- (3) For audiovisual and other materials that are planned to be purchased, please provide information to specify the goods to be purchased, including product name, brand name and name of vendor.
- (4) For price, please specify the unit price and quantity for each item, followed by the total amount.
- (5) Please specify the cost for shipment of purchases (incl. packaging fees), if any such costs are anticipated to arise. If such costs are not specified at the time of application they will not be covered by the grant. **If you wish the Japan Foundation to pay funds directly to a publishing company or bookstore in Japan, you must submit a copy of the estimate that has been issued by the publishing company or bookstore for the teaching materials that are planned to be purchased.**
 - a. The Japan Foundation can remit grant money in payment for materials to only one bookstore or publishing company in Japan.
 - b. Following the submission of the final project report, please submit a list of all teaching materials that were actually purchased. If the list includes any purchased items that are considered by the Japan Foundation to be inappropriate as teaching materials they will not be recognized as being covered by the grant and the grantee may have to return the cost of such items to the Japan Foundation.

5 Would your institution like the Japan Foundation to pay the grant directly to a publishing company or bookstore in Japan?:

Please select either "Yes" or "No."

If "Yes," please select whether you would like the Japan Foundation to remit "the entire grant amount" or "the rest of the grant amount."

6 Proposed Schedule:

Please provide a summary of the implementation plan for the purchase of the teaching materials, including advance preparations, means of procurement, and plans for use.

7 Required Supporting Documents:

If you wish the Japan Foundation to pay funds directly to a publishing company or bookstore in Japan, you must submit a **copy of the estimate** that has been issued by the publishing company or bookstore for the teaching materials that are planned to be purchased.

Project Sheet (II) Publication Grant (Grant for Printing and Bookbinding of *IRODORI: Japanese for Life in Japan*)

1 Contents of the Project:

(1) The expected period of printing and bookbinding of *IRODORI*:

Please describe the expected period of printing and bookbinding of *IRODORI*.

(2) Details of the printing and bookbinding of *IRODORI*:

Please indicate the number of copies of each of the following books you plan to print and bind:

“Starter,” “Elementary 1,” and “Elementary 2”.

(3) Utilization of the printed and bound version of *IRODORI*:

Please describe how you plan to use the printed *IRODORI* for Japanese language education for Japanese-language learners seeking to live and work in Japan, including the method of use and the number of students expected to use the printed *IRODORI*.

(4) Proposed schedule of Japanese language courses using printed and bound version of *IRODORI*:

Please describe in specific detail the implementation plan of the Japanese language course using the printed *IRODORI*.

2 Project Evaluation:

(1) Expected outcome and effects:

Please describe in specific detail how the project will motivate Japanese-language learners seeking to live and work in Japan, how it will help to enhance the language level of students and teachers at the applying institution and in the country/region concerned, and how it will lead to the further development of Japanese-language education. Please use specific figures wherever possible.

(Example: how the effects of the program will lead to increases in the anticipated number of Japanese-language teachers and students, increases in the number of people passing the JFT-Basic or Japanese-Language Proficiency Test, or increases in the number of students seeking to work and live in Japan, etc.)

(2) Method of evaluating outcomes and effects:

Please describe the specific methods that will be used to evaluate the expected outcomes and effects described in (1) above after the project has been implemented.

(Example: implementation of mock tests, conducting questionnaires, or evaluation by program evaluators, etc.)

(3) Method of sharing and disseminating outcomes and effects:

Please describe the specific methods that are planned to be used to share and disseminate the expected outcomes and effects described in (1) above after the project has been implemented to students and teachers in the applying institution/group and the country/region concerned.

(Example: online publication of outcomes, distribution of report, etc.)

3 Budget:

Budget plans should be detailed in the actual currency in which payments will be made. Please specify the cost of printing and binding per copy of *IRODORI*.

4 Required Supporting Documents:

Please submit a copy of an estimate issued by a printing company certifying the cost required for printing and bookbinding of *IRODORI*.

**生活・就労のための日本語教育機関支援（助成）
プログラム 申請書**

**Support Program for Organizations Providing Japanese-Language Education
for Living and Working (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	<input type="checkbox"/> 学校教育を行う機関（中等・高等専門学校等） Institution Providing School Education (Secondary to Technical College Level, etc.) <input type="checkbox"/> 学校教育の補修教育を行う機関（学習塾等） Institution Providing Supplementary Education to School Education (Cram Schools, etc.) <input type="checkbox"/> 教養、技能技術などを教授する機関（技能研修所、日本語学校等） Institutions Providing Instruction in the Liberal Arts or Technological Skills (Technical Training, Japanese-language School, etc.) <input type="checkbox"/> その他 Other ()	法的地位 Legal Status	<input type="checkbox"/> 公教育機関 Public Education <input type="checkbox"/> 社団法人 Corporate Juridical Person <input type="checkbox"/> 任意団体 Private Organization <input type="checkbox"/> 営利団体 Commercial Organization <input type="checkbox"/> その他 Other ()

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				
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／事業担当責任者／経理責任者 Authorized Representative / Project Director / Bursar

	(1) 代表者 Authorized Representative	(2) 事業担当責任者 Project Director	(3) 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			

※ なお、上記(1)～(3)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、(1)～(3)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 (1)-(3), the same person cannot perform two or more of the functions. If this section is not completed, your application cannot be accepted

独立行政法人国際交流基金理事長 殿

To: President, The Japan Foundation

申請機関を代表して以下の点を誓約し、公募プログラムに申請いたします。

On behalf of the applying institution, I hereby submit this application for a grant from this program, and pledge the following.

- 団体代表者・事業担当責任者・経理責任者の三者は別々の者であり、三者とも申請要領に記載された内容（「個人情報」の取扱い）を含む）をすべて確認し、同意しました。

The authorized representative, project director, and bursar (three different individuals) understand and accept all the matters stated in the Application Instructions (including “Handling of personal information”).

- 団体代表者・事業担当責任者・経理責任者の三者とも本申請内容を確認し、真正かつ遺漏なきものとして承認しました。

The authorized representative, project director, and bursar have all reviewed the contents of this application and affirm that it is complete and true to the best of their knowledge.

↑必ずご確認のうえ、チェックしてください。

↑Please confirm and check the items above.

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

以下の書類を添付すること。

- ① 規約・会則含む団体概要（役員名簿、組織体制図など）
- ② 活動理念、活動内容（実績）等が分かる刊行物等の資料
- ③ 今年度の事業計画書、収支計画書（活動予算書）
（日本語講座／コースのカリキュラム（コース終了時の能力判定手段を含む）と受講料を含む）
- ④ 日本語教師会に参加している団体については、そのことが分かる書類

Applicants should attach the following documentation:

1. Overview of the applying institution, including articles of association and bylaws (e.g. list of directors, organizational chart, etc.)
2. Documents such as published materials that explain organizational philosophy, the institution's activities (results), etc.
3. Plan for the current fiscal year, income and expenditure plans (budgeted activities) (including curriculums for Japanese-language seminars and courses (including means of evaluating proficiency after conclusion of course) and information about course fees)
4. If the applying organization is a member of a Japanese Language Teachers' Association, documentation that demonstrates such membership

1 申請機関における日本語教育、活動の沿革及び現況

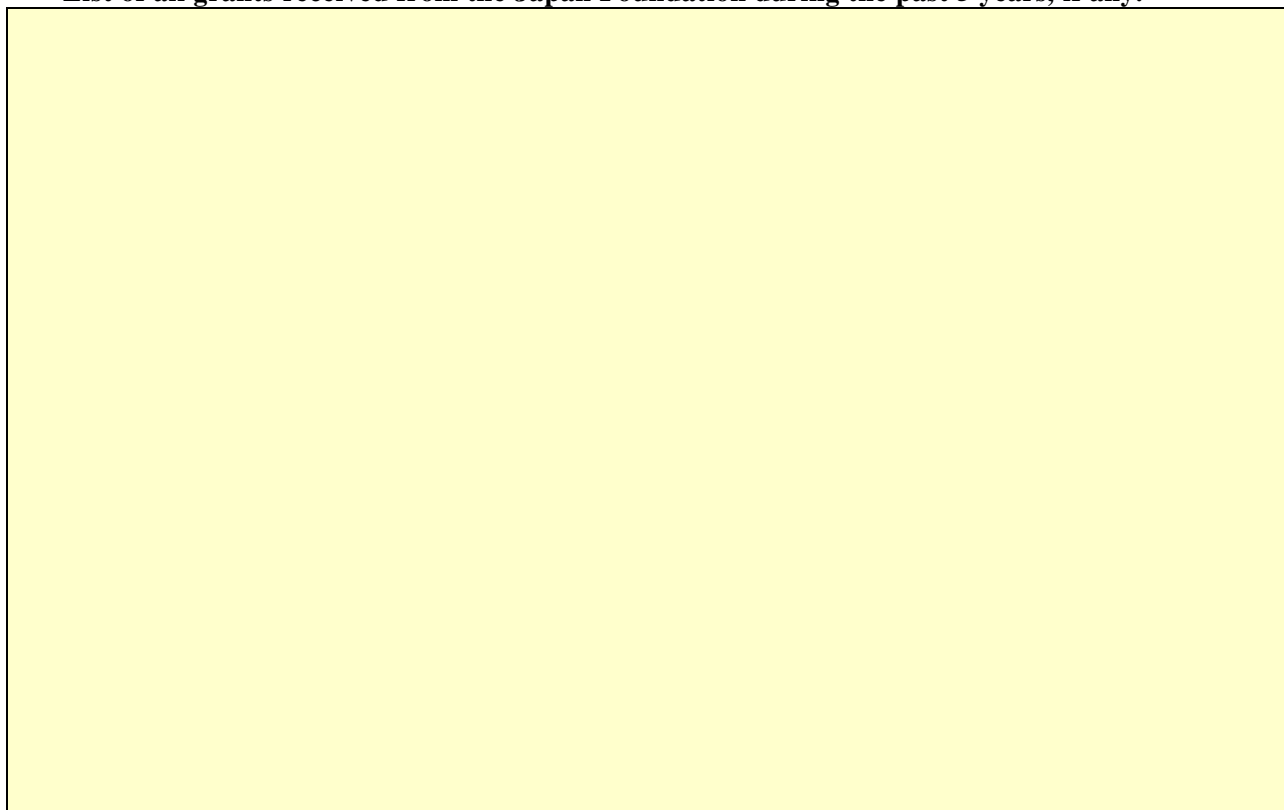
Outline of the history and the current status of Japanese-language education within the applying institution.

学生総定員数 Total no. of students	日本語講座学生数 No. of students taking Japanese language courses	総教員数 Total no. of instructors	日本語教師数 No. of Japanese language instructors
人 persons	人 persons	人 persons	人 persons
日本語講座数 No. of Japanese language courses		レベルの別 By level	

主な受講者（年齢層、 学習目的） Main type of students (age, purpose of study)			
日本語講座の具体的な 実施内容、使用日本語 教材・カリキュラム等 （コース終了時の能力 判定手段を含む） Specific details about implementation of Japanese language courses, Japanese language textbooks and curriculums used, etc. (including means of evaluating proficiency after conclusion of course)			
過去に基金が行った日本語教師向けのセミナーや研修に参加しましたか？ Have you ever participated in seminars or teacher training held by the Japan Foundation?	Yes <input type="checkbox"/>		
参加した日本語教師向けセミナーまたは研修の名称・実施時期・参加者について記載 （最大3件記載） List the name of the seminars or teacher training sessions, date, and name(s) of the participant(s). (List no more than three training sessions/seminars).			
	セミナー、研修名 Name of Seminar/Training	時期 Date	参加者氏名 Name(s) of Participant(s)
1			
2			
3			

2 過去5年間の国際交流基金からの助成実績

List of 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。

Please 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"/>	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.
<input type="checkbox"/>	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. ⇒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 cannot hold a bank account.
<input type="checkbox"/>	法人名の口座を開設する法的資格がない。よって代表者の口座を使用したい。 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.
<input type="checkbox"/>	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.

(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

(教材購入助成のみ) 国際交流基金が助成金を日本の出版社・書店へ直接支払う

(Only For Teaching Material Purchase Grant) The Japan Foundation will pay the grant directly to the publishing company or bookstore in Japan.

<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 the entire grant amount directly to the publishing company or bookstore in Japan.
<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）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 publishing company or bookstore in Japan, and remit the rest of the grant amount (to purchase teaching materials in countries other than Japan, etc.) to the institution's bank account.

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 publishing company or 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.

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

国際交流基金から海外送金できる通貨は、原則として米ドルのみです。

The Japan Foundation can only remit United States Dollar (USD) to overseas in principle.

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

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

図書教材 Printed Materials	視聴覚教材 Audio-visual Materials	その他教材 Other Materials
	テープTape / CD	(例: 折り紙、浴衣、けん玉) (e.g. Origami, Yukata, Kendama)
	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	(1) 国際交流基金から日本国内の出版社・書店への委任払いを希望する場合 If your institution would like the Japan Foundation to pay the grant directly to the publishing company or bookstore in Japan, please fill in below.	
	通貨 : JPY Currency	金額 : Amount
	(2) 申請機関が 助成金を国際交流基金から直接受け取る場合 If the applying institution will receive the grant directly from the Japan Foundation, please fill in below.	
	通貨 : USD Currency	金額 : Amount
購入予定教材点数 Number of Items		冊 / Books (Items)
利用予定者数 Number of Users		名 / Persons

4 購入予定教材リスト 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 publishing company or 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・梱包料等 Shipping/Wrapping 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 publishing company or bookstore in Japan?

	希望する / Yes ⇒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.
<input type="checkbox"/>	<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 the entire grant amount directly to the publishing company or bookstore in Japan.
<input type="checkbox"/>	<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）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 publishing company or bookstore in Japan, and remit the rest of the grant amount (to purchase teaching materials in countries other than Japan, etc.) to the institution's bank account.
<input type="checkbox"/>	希望しない / No

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 publishing company or 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.

期間 Period (○年○月○日～ ○年○月○日 From yyyy-mm-dd To yyyy-mm-dd)	日本語講座名 Name of Japanese language courses	使用する教材名 Name of textbook used for classess	学生数 Number of students	活動内容 Activities
			名 / students	
			名 / students	
			名 / students	
			名 / students	
			名 / students	

7 事業の評価 Project 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

添付書類 Required Supporting Documents

- ※ 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 publishing company or 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 publishing company or bookstore in Japan

- ※ 全ての収入・支出の証憑は5年間保存し、基金が要求した際は速やかに提出してください。

***Be sure to preserve the documented evidences of all revenues and expenditures of the project for five years and promptly submit them upon request from the Japan Foundation.**

D. 事業内容書(II) 教材制作助成 (『いろどり 生活の日本語』印刷・製本助成)
Project Sheet (II) Publication Grant (Grant for Printing and Bookbinding of *IRODORI: Japanese for Life in Japan*)

1 事業内容 Contents of the Project

(1) 『いろどり』印刷・製本予定時期 The expected period of printing and bookbinding of *IRODORI*

印刷・製本予定時期 Expected period of printing and bookbinding	
--	--

(2) 『いろどり』印刷内容 Details of the printing and bookbinding of *IRODORI*

印刷・製本予定の『いろどり』の冊数 Number of copies of <i>IRODORI</i> to be printed and bound	
入門 Starter	冊/ copies
初級1 Elementary 1	冊/ copies
初級2 Elementary 2	冊/ copies
合計点数 Total number of copies	冊/ copies

(3) 『いろどり』印刷・製本版の利用方法 Utilization of the printed and bound version of *IRODORI*

※『いろどり』印刷・製本版を個人または他機関に譲渡もしくは有償貸出する場合は助成対象外です。

This does not include giving or lending the printed and bound version of *IRODORI* for a fee to an individual or another institution.

<利用方法> Utilization		
該当する選択肢にチェックを付けてください。Please check the box of the appropriate option.		
<input type="checkbox"/> 日本語講座で使用 Used in Japanese language courses	<input type="checkbox"/> 日本語教師の研修のために使用 Used for Japanese language teachers' trainings	<input type="checkbox"/> その他 (自由記述) Other use (please describe freely)
利用予定者数 Number of users	名 / users	

(4) 『いろどり』印刷・製本版を用いた日本語講座の実施計画

Proposed schedule of Japanese language courses using printed and bound version of *IRODORI*

期間 Period (○年○月○日～○年○月○日 From yyyy-mm-dd To yyyy-mm-dd)	日本語講座名 Name of Japanese language courses	使用する『いろどり』にチェックをつけてください Please check the box which <i>IRODORI</i> textbook is planned to be used in classes.			学生数 Number of students	活動内容 Activities
		<input type="checkbox"/> 入門 Starter	<input type="checkbox"/> 初級1 Elementary 1	<input type="checkbox"/> 初級2 Elementary 2	名 / students	

		<input type="checkbox"/> 入門 Starter	<input type="checkbox"/> 初級 1 Elementary 1	<input type="checkbox"/> 初級 2 Elementary 2	名 / students	
		<input type="checkbox"/> 入門 Starter	<input type="checkbox"/> 初級 1 Elementary 1	<input type="checkbox"/> 初級 2 Elementary 2	名 / students	

2 事業の評価 Project 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 effects (as far as possible, please describe in quantitative figures.)

(2) 成果及び効果の評価方法 Method of evaluating outcomes and effects

(3) 成果及び効果の周知・還元方法 Method of sharing and disseminating outcomes and effects

3 予算 Budget

別紙Excelに記入 Please enter in the Excel file.

4 添付書類 Required Supporting Documents

『いろどり』印刷・製本に必要な費用を証明する印刷会社が発行した見積書の写し

A copy of an estimate issued by a printing company certifying the cost required for printing and bookbinding of *IRODORI*

※全ての収入・支出の証憑は5年間保存し、基金が要求した際は速やかに提出してください。

***Be sure to keep documented evidences of all revenues and expenditures of the project for five years and promptly submit them upon request from the Japan Foundation.**

D. 事業内容書(II)別紙 教材制作助成 (『いろどり』印刷・製本助成)

Project Sheet (II) Attachment Publication Grant (Grant for Printing and Bookbinding of IRODORI: Japanese for Life in Japan)

3. 予算 Budget

(1) 通貨単位 Currency

USD

(2) 事業予算 Budget Proposal

経費項目 Items	明細 Details	積算根拠 Basis of estimation		合計 Total
		単価 Unit price (1冊あたりの費用 Cost per copy)	印刷する冊数 Number of copies to be printed	
(1) 印刷・製本費 Printing and Bookbinding Expenses				
『いろどり』印刷・製本費(Printing and Bookbinding of IRODORI)	入門(Starter)			0
『いろどり』印刷・製本費(Printing and Bookbinding of IRODORI)	初級1 (Elementary 1)			0
『いろどり』印刷・製本費(Printing and Bookbinding of IRODORI)	初級2 (Elementary 2)			0
				0
				0
				0
			(1) 小計 Subtotal	0
(2) 送料等 Shipping costs				
			(2) 小計 Subtotal	0
			総計 Grand Total (1) + (2)	0