

## 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 binding of *IRODORI: Japanese for Life in Japan*\*, by organizations and groups that provide Japanese-language education necessary for people living and working in Japan, including those who plan to come to Japan under the Specified Skilled Worker status of residence.

\*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

Mongolia, Bangladesh, Nepal, Sri Lanka, and Uzbekistan

### 3. Eligible Projects

- (1) The purchase of Japanese-language teaching materials, or the printing and binding of *IRODORI: Japanese for Life in Japan*, for use in Japanese-language education for the purpose of living and working 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 areas identified in Section 2 above and are providing Japanese-language education necessary for people living and working in Japan, including those who plan to come to Japan under the Specified Skilled Worker status of residence. 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) Type of Projects

Purchase of Teaching Materials (I)	This grant partially covers the costs of purchasing teaching materials and supplementary materials that can be used in Japanese-language education for the purpose of living and working in Japan.
Printing and Binding of <i>IRODORI: Japanese for Life in Japan</i> (II)	This grant partially covers the costs of the printing and binding of <i>IRODORI: Japanese for life in Japan</i> for use in Japanese-language education for the purpose of living and working in Japan.

\*Items purchased or printed for transfer or rental to individuals (including teachers and students at organization / groups) or other organizations are excluded.

### (2) Details of Support

Expenses relating the following:

- Expenses for purchasing teaching materials
- Expenses for printing and binding of *IRODORI: Japanese for Life in Japan*

### (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 binding of *IRODORI: Japanese for Life in Japan*, are completed by March 31, 2026.
- 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 total amount of grant funding shall, in principle, be set at one million yen per institution. 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 Specified Skilled Worker status of residence)
- (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 sources 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 Deadline

No later than December 2, 2024

### (2) Application Method

- a. Templates for application forms can be downloaded from the following website:  
URL: <https://www.jpf.go.jp/j/program/japanese.html>

- b. Please prepare application documents according to these Application Guidelines and “Instructions on How to Fill in the Application Form” (7-11 pages).
  - c. After completing all application documents, please submit all documents by e-mail to the Japanese diplomatic mission in the applicant’s country.  
\*Application documents are not to be submitted to the Japan Foundation.
- (3) Notification of Results  
Late April 2025
- (4) Points to be noted:
- Applications will not be accepted via post or fax.
  - If any of the documents are missing, the application will be excluded from consideration due to deficiency in the documentation.
  - Applicants must promptly notify the Japan Foundation if any of the information given on the application changes.
  - 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.

## 8. 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 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) The Grantee should comply with any other conditions that were appended at the time of the decision to provide a grant.

## 9. 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 Jigyo 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).

## 10. 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/](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 Jigyo 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 applicant 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 “13 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.

## 11. 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.

**12. 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/>

**13. 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](mailto:nihongo_grant2@jpf.go.jp)

## Instructions on How to Fill in the Application Form

### 1. List of documents to be submitted

	Documents to be submitted		Type of format
(1)	Application Form	A. Application Cover Sheet B. Outline of the Applicant Institution C. Information About Bank Account	Designated format (Word)
(2)	D. Project Sheet	- Purchase of Teaching Materials (I)	
		Fill out the Project Sheet (I) Purchase of Teaching Materials.	Designated format (Word)
		- Printing and Binding of <i>IRODORI: Japanese for Life in Japan</i> (II)	
		Fill out the Project Sheet(II) Printing and Binding of <i>IRODORI: Japanese for Life in Japan</i> .	Designated format (Word)
(3)	Copy of the estimate	- Purchase of Teaching Materials (I)	
		If you wish the Japan Foundation to pay funds directly to a publishing company or bookstore in Japan, please submit a copy of the estimate issued by the publishing company or bookstore for the teaching materials that are planned to be purchased.	Free format
		- Printing and Binding of <i>IRODORI: Japanese for Life in Japan</i> (II)	
		Submit a copy of the estimate issued by the printing company certifying the cost required for printing and binding of <i>IRODORI</i> .	Free format
(4)	Overview of the applicant institution, including articles of association and bylaws	List of directors, organizational chart, etc.	Free format
(5)	Documents such as published materials	Submit documents that explain the institution's philosophy, details of its activities (results), etc.	Free format
(6)	Plan for the current fiscal year		Free format
(7)	Income and expenditure plans (activity budget)	Submit documents showing course fees, etc.	Free format
(8)	Curriculums for Japanese-language seminars and courses	Submit documents that show the means of evaluating proficiency after the conclusion of the course.	Free format

#### For organizations that are accredited to send persons

(9)	Documentary evidence of such accreditation (or a document that demonstrates that the organization has applied to the government concerned for such accreditation)	Free format
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#### For organizations participating in a Japanese-Language Teachers' Association

(10)	Documentation that demonstrates such membership	Free format
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### 2. General Instructions

- (1) When submitting the application form, please submit one set of electronic data via e-mail.
- (2) Please fill out the application form either by typing directly into the file or by using block letters with black ink.
- (3) When filling in the form please use either English or Japanese, or both.
  - a. For institution names, please insert the name in the original language, together with the name in both Japanese and English.

- b. 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.

### 3. Application Form Completion Instructions

#### 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 type of institution, its legal status, address, telephone number, and a URL where the information on the applying institution/group can be found.
- 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.).
- 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 write about the year of establishment, history, main activities, total number of students, number of students taking Japanese-language courses, total number of instructors, number of Japanese-language instructors, number of Japanese language courses, the main types of students (age, purpose of study), and specific details about implementation of Japanese language courses, etc.
- 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) Project Type: Purchase of Teaching Materials (I)  
If the applicant applies for the "Purchase of Teaching Materials", the applicant can choose one of the following items.
    - a. **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.
    - b. **The applying institution will NOT receive the grant directly from the Japan Foundation**  
If the applicant would like to purchase teaching materials from a publishing company or



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

\* If b. is chosen, the applicant does not need to answer “2 Bank account” below.

- (2) Project Type: Printing and Binding of *IRODORI: Japanese for Life in Japan* (II)

**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 Bank Account: Please provide account information.

\* If the name of the holder of the bank account differs from the name of the applicant, a letter of attorney from the applying institution/group will be needed.

- 3 Currency: The Japan Foundation can only remit United States Dollar (USD) in principle.

#### **D. Project Sheet (I) Purchase of Teaching Materials**

- 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 Proposed Schedule:

Please provide the expected period of purchasing the new teaching materials and the proposed schedule for using the teaching materials (period, activities, names of materials to be used, number of users, and purpose of utilization).

- 5 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.)

- 6 List of Materials Organization Plans to Purchase:
- (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 name of the publishing company.
  - (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.

#### **D. Project Sheet (II) Printing and Binding of *IRODORI: Japanese for Life in Japan***

- 1 Contents of the Project:
  - (1) The expected period of printing and binding of *IRODORI*:  
Please describe the expected period of printing and binding of *IRODORI*.
  - (2) Details of the printing and binding of *IRODORI*:  
Please indicate the expenses of printing and binding (the cost per book, the number of books printed and bound, and the total amount, etc.), consistent with the estimate: “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 using the printed and bound version of *IRODORI*:  
Please describe the plan for using the printed and bound version of *IRODORI* (period, activities, *IRODORI* to be used, number of users, and purpose of utilization).
- 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 Required Supporting Documents:  
Please submit a copy of the estimate issued by a printing company certifying the cost required for printing and binding of *IRODORI*.