**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）

1. 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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 申請機関・団体の設立年、沿革、主な活動内容  The applying institution’s founding year, history, and main activities | | | | | | | |
|  | | | | | | | |
| 学生  Students | 総学生数  Total no. of students in the applying institution | | | |  | | 人  persons |
| 日本語講座学生数  No. of students taking Japanese language courses | | | |  | | 人  persons |
| 教師  Instructors | 総教師数  Total no. of instructors in the applying institution | | | |  | | 人  persons |
| 日本語教師数  No. of Japanese language instructors | | | |  | | 人  persons |
| 日本語講座  Japanese　language courses | 日本語講座数  Number 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 | 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 |  |  | |  | |