

<p style="text-align: center;">Application Guidelines for the Use of the Name “The Japan Foundation” as a Supporter</p>
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The Japan Foundation grants the use of its name as a supporter (nominal support) to cultural projects that contribute to the promotion of international mutual understanding or exchange.

1. Category of Projects: An eligible project falls into one of the following categories:

- a. Invitation or dispatch of people for the purpose of international cultural exchange;
- b. Support for Japanese studies;
- c. Promotion of Japanese language
- d. Performances, exhibitions, film screenings, lectures, conferences, seminars and competitions;
- e. Production and distribution of documents; and/or
- f. Other international cultural exchange projects.

Eligibility of Projects: The project should meet the following requirements:

- a. The project should be contributing to international mutual understanding or friendship and appropriate for the Japan Foundation's activities;
- b. The project should be feasibly and appropriately planned;
- c. The project should be not-for-profit;
- d. The project should not have any religious or political intentions, and
- e. The project should not disturb public order.

2. Eligibility of Applicants (Type of Applicant): The applicant should fall into one of the following categories:

- a. Organizations affiliated with national or regional governments;
- b. Foreign diplomatic missions in Japan;
- c. Public corporations or charitable corporations;
- d. Organizations and individuals of impeccable social and financial standings with sufficient ability to implement projects.

3. Names that may be used as a supporter:

- a. The Japan Foundation
- b. The Japan Foundation China Center
- c. The Japan Foundation Center for Global Partnership
- d. The Japan Foundation Asia Center
- e. The Japan Foundation Japanese-Language Institute, Urawa
- f. The Japan Foundation Japanese-Language Institute, Kansai
- g. The Japan Foundation Kyoto Office
- h. The Japan Foundation Overseas offices
- i. The Japan Foundation Center for Global Partnership (New York)

* In principle, the applications for the use of the names described in 3 a. through g. will be accepted only if they are submitted by individuals and/or organizations in Japan.

4. Types of Support:

- a. Support
- b. Cooperation
- c. Others

5. Responsibilities of Approved Applicant:

After obtaining approval from the Japan Foundation to use its name as a supporter, the applicant is responsible for:

- a. Presenting the approved name properly in advertisements.
- b. Submitting a concise report to the Japan Foundation soon after the completion of the project.
- c. Informing the Japan Foundation of any major changes made to the project proposal or cancellation of the project in a timely manner.

6. Application Procedures:

- a. Applicants should fill in “Application Form for the Use of the Name The Japan Foundation as a Supporter” and submit the form with attached documents to the section of the Japan Foundation that is in charge of similar projects.
- b. Applications should be submitted at least four weeks prior to commencement of the project.
- c. Depending on the project proposal, the Japan Foundation may request the applicant to submit additional materials.
- d. The designated section of the Japan Foundation notifies the applicant whether or not the use of the Japan Foundation name as a supporter is approved. Data of the logo and other materials will be sent to the approved applicants.

If you are not sure to which section you should submit the application, please contact the following:

The Japan Foundation Communication Center
4-4-1 Yotsuya, Shinjuku-ku, Tokyo 160-0004, Japan
Phone: +81-3-5369-6075 Fax: +81-3-5369-6044
Email: koenmeigi@jpf.go.jp

Granting the Use of the Name “The Japan Foundation” as a Supporter Application Form

To the President of the Japan Foundation:

Date: _____

Applicant	
Name of Applicant:	
Street Address:	
Country	Phone:
Fax:	
Email:	Website:
Type of Applicant: (Please refer to item 2 of the Guidelines)	Year of Establishment
Name of the Representative of Applying Organization:	
(Title) (Signature)	
Mr. Ms. Dr. Please circle one of the above.	
Phone:	Fax:
Email:	
Name of Project Director (Contact Person of the project):	
(Title)	
Mr. Ms. Dr. Please circle one of the above.	
Phone:	Fax:
Email:	

Project	
Title of Project:	
Category	a. Invitation or dispatch of people for the purpose of international cultural exchange b. Support for Japanese studies c. Promotion of Japanese language d. Performances, exhibitions, film screenings, lectures, conferences, seminars, and competitions e. Production and distribution of documents f. Other international cultural exchange projects Please circle one of the above.
Purpose and description of the Project:	
Dates : (day/month/year) ~ (day/month/year)	Venue(s):
Names that may be used as a supporter : (Please circle one of the following)	
a. The Japan Foundation b. The Japan Foundation China Center c. The Japan Foundation Center for Global Partnership d. The Japan Foundation Asia Center e. The Japan Foundation Japanese-Language Institute, Urawa f. The Japan Foundation Japanese-Language Institute, Kansai g. The Japan Foundation Kyoto Office h. The Japan Foundation Overseas offices i. The Japan Foundation Center for Global Partnership (New York)	
Types of Support: Please circle one of the following.	
a. Support b. Cooperation c. Others	
Support from Other Institutions Yes / No	Please list other organizations which you have applied to or have been authorized for the nominal and other types of support: (Name of Institutions) (Type of Support)
Event(s) or project(s) related to the applying project (if any):	

Please attach following documents:

1. Detailed information about your organization such as type of organization, background and aims, organizational chart (detail of board members, number of members, etc.), historical overview, past activities, financial status, articles of association and annual reports
2. Detailed plan of the project above (including the financial plan)