

## Support Program for Organizations in Japanese-Language Education (Special Program for Sakura Network members) Application Instructions

### 1. Overview

This program is intended to promote Japanese-language education by offering partial grants to cover expenses for activities essential for the dissemination of Japanese-language and the development of Japanese-language education provided by JF Nihongo Network (Sakura Network) member organizations in countries and regions that cannot easily access support from the Japan Foundation overseas offices. Based on questionnaires conducted in 2020, this special program also covers e-books, especially in light of the situation that has forced the development of a new educational environment in response to COVID-19. Books related to Japan and Japanese studies will also be included in this special category, including e-books. We will cover the cost of Online Environment Development and Maintenance (web conference systems useful for online classes or project implementation, designing/redesigning learning support systems and your organization’s website).

### 2. Eligible Areas

These Application Instructions apply only to Cambodia, Laos, Russia and countries that DO NOT have a Japan Foundation overseas offices.

Support is provided through the Japan Foundation overseas offices in countries where overseas offices are located, with the exception of Cambodia, Laos, and Russia (i.e., Korea, China, Indonesia, Thailand, the Philippines, Vietnam, Myanmar, Malaysia, India, Australia, Canada, the US, Mexico, Brazil, Italy, the UK, Spain, Germany, France, Hungary, and Egypt). Applicants should contact the Japan Foundation’s overseas offices directly for more information on available programs.

### 3. Requirements of the Proposed Projects

- (1) **Projects to be implemented during FY2021 (by March 31, 2022).** To meet the first deadline, projects must begin on November 1, and to meet the second deadline, on January 1, 2022.
- (2) The Japan Foundation will accept applications for projects that fulfill the following requirements:
  - a. The plan and method of implementation must be appropriate and there must be ample expectations that programs will yield good results.
  - b. Programs must not be used for religious or political purposes.
  - c. Programs must not be conducted as commercial activities.

### 4. Eligibility

Must be a JF Nihongo Network (Sakura Network) member organization.

### 5. Program Description

#### (1) Outline

Items	Description
Teaching Materials and Books Purchase Grant	This grant partially covers the cost of purchasing teaching materials, supplementary materials, and educational materials (including e-books *2) needed by Japanese-language teachers when conducting Japanese-language courses. Materials that are to be given to students are not eligible for this grant. This time only, books (including e-books) related to Japan and Japanese studies will be eligible in addition to books on Japanese language education. For details, please refer to the attached sheet.
Other Original Proposals	This grant partially covers the costs involved in implementing projects planned by the applicant that aim to promote Japanese-language education and train Japanese-language teachers.

	<ul style="list-style-type: none"> <li>➤ Online Environment Development and Maintenance (web conference systems useful for online classes or project implementation, designing/redesigning learning support systems and your organization's website)</li> <li>➤ Debate contests and presentations for Japanese-language learners</li> <li>➤ Seminars and workshops for Japanese-language teachers</li> </ul>
--	--

\*1 Applying organizations and groups may apply for a combination of programs that meet their needs, depending on their activity.

\*2 Electronic teaching materials and e-books are also eligible in addition to conventional printed teaching materials and books.

(2) Grant Coverage

a. Grant limit up to 2 million yen

b. Examples of direct costs for eligible projects are given below.

- Cost of purchasing teaching materials and books (including e-books)
- Cost of installing web conference and learning systems, designing/redesigning organization website
- Travel costs (domestic and international transportation)
- Accommodation fees
- Honorariums and personnel expenses
- Conference costs (rental fees for venues and equipment, interpreters, communication expenses for online events etc.)
- Public relations expenses
- Preparation costs for proceedings, reports, and other documents
- Printing Costs
- Costs for Prizes

\* In addition to the costs listed above, other miscellaneous expenses (e.g., bank fees) incurred in relation to the listed costs can be requested as long as the total amount of such expenses does not exceed 10% of the total amount of the listed costs.

c. The grant does not cover the following:

- (a) Business meetings, such as general meetings and board meetings, that are held regularly by the applicants;
- (b) The cost of office equipment that will remain for a long time (e.g., desks, chairs, racks, etc.);
- (c) The cost of buying real estate and the cost of construction;
- (d) Rental fees for facilities that would be used for a long time;
- (e) Rental fees for halls owned by the applying organization or group;
- (f) International airfare exceeding the estimated fare for the shortest route from the city of boarding to the destination by economy class, Special Excursion Fares (PEX discount fare);
- (g) Banquet costs and entertainment costs;
- (h) Capital funds and endowment drives, public relations campaigns, the creation of awards;
- (i) The cost of purchase of electric devices (e.g., computers, faxes, copy machines, digital cameras, etc.);
- (j) The cost of the erection of a monument; and
- (k) Costs for persons involved in the Japan Foundation;
  - e.g., Japanese-language specialists
  - Travel costs (domestic and international transportation);
  - Accommodation fees
  - Honorariums and personnel expenses

(3) Points to be Noted

a. The same project will not be selected for another grant program run by the Japan Foundation.

b. If your project was selected for the Japan Foundation Support Program for Organizations in Japanese-Language Education (Grants) in 2020 but put on hold or postponed due to the impact of

COVID-19, or if you have a project that was selected for the same grant program in 2021, please contact the person in charge at the Foundation before applying for this additional grant.

**6. Selection Policy**

Screening will be made in line with the following criteria:

- (1) Specific outcome expected;
- (2) Coalition with other organizations and groups;
- (3) Feasibility of the plan (program to be implemented, framework, schedule, etc.);
- (4) Ripple effect on Japanese-language in the country and region;
- (5) Safety and Security in the area of the project

**7. Application Procedures**

(1) Application Documents

a. Please visit the following website to download the Application Forms.

[https://www.jpf.go.jp/j/program/closed/sakura\\_nw\\_sp.html](https://www.jpf.go.jp/j/program/closed/sakura_nw_sp.html)

b. An application must contain the following components. Please submit the complete set of documents by e-mail (sakura\_grant@jpf.go.jp ) and send hard copies of the original documents to the Japan Foundation Headquarters by post at a later date. An application missing any of the required elements will be considered incomplete and therefore ineligible for consideration.

Support Program for Organizations in Japanese-Language Education (Special Program for Sakura Network members) Application Form A. Application Cover Sheet B. Information about Bank Account	Plus	C. Project Sheet for the project (I) Teaching Materials and Books Purchase Grant (II) Other Original Proposals
---	------	--

(2) Application Deadline and Place for Submission

**First deadline: The application must reach us no later than September 3, 2021.**

**Second deadline: The application must reach us no later than October 22, 2021.**

Submit to: sakura\_grant@jpf.go.jp  
 International Operations Section 1 & 2  
 Japanese-Language Department I  
 The Japan Foundation, Headquarters  
 YOTSUYA CRUCE 1-6-4 Yotsuya, Shinjuku-ku, Tokyo 160-0004, Japan

(3) Points to be Noted

- Applicants are requested to promptly notify the Japan Foundation if any of the information given on the application changes.
- Once they are submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.
- If you find it difficult to attach your signature to the application form because of COVID-19, please submit it by e-mail without your signature and send a hard copy of the original document with your signature by mail at a later date.

**8. Notification of the Grant Decision**

First: The last day of October 2021 (scheduled)

Second: The last day of December 2021 (scheduled)

If the application is adopted, the amount of the grant applied for will be assessed in accordance with the Japan Foundation’s regulations, level of prices in the country, and balanced with other projects applied for by other applicants. The finally determined amount of grant may be much less than the amount requested according to the assessment.

## 9. Obligations

- (1) Programs of the Japan Foundation are operated in accordance with its own regulations as well as the relevant Japanese laws and regulations including "Law for the Proper Execution of a Budget Relating to Subsidies" (Law. No. 179 of 1955)"
- (2) The Grantee shall carry out the Grant Project as described in the Project Sheet and, if there is any change in the Grant Project (except "minor changes"), shall promptly report to, and obtain approve from, the Foundation.
- (3) The Grantee shall acknowledge the Foundation's financial support when the Grantee publicizes the Grant Project.
- (4) The Grantee shall submit the Final Project and Financial Reports about the activities and expenditures, when the project has been completed. Based on the reports, the Japan Foundation finalizes the amount of the grant. In case there is remaining balance of the grant, the Grantee shall refund it to the Foundation according to its instructions. Fees or charges incurred for refunding shall be borne by the Grantee.
- (5) The Grantee shall prepare account books and documented evidence pertaining to all revenues and expenditures relating to the Grant Project and preserve them for five years from the year after the year during which the Grant Project was carried out.
- (6) The Japan Foundation is intolerant of any fraudulent activity from the application process through the grant duration. 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 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.

## 10. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant and project descriptions) will be made public in the *Kokusai Kōryū Kikin Jigyō Jisseki* (Detailed Annual Report of the Japan Foundation), on the Japan Foundation's website, and in other public-relations materials.
- (2) When a request for information based on the "Law Concerning the Disclosure of Information Held by an Independent Administrative Institution, Etc." (Law No. 140 of 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

## 11. Handling of Personal Information

- (1) The Japan Foundation handles personal information appropriately and in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003) and other applicable laws. Details of the Japan Foundation's policy can be reviewed at: <https://www.jpf.go.jp/e/privacy>
- (2) The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. It may also be used for the following purposes:
  - a. Details of the successful applicants, such as names, gender, job and position, affiliation, project duration, and project description, are published in the *Kokusai Kōryū Kikin Jigyō Jisseki* (Detailed Annual Report of the Japan Foundation), the Annual Report, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
  - b. There may be cases in which these details are released to Ministry of Foreign Affairs of Japan, or the Embassies or Consulates-General of Japan at the place where a project is undertaken.
  - c. There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure the safety of the provided personal information.
  - d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.

- e. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.
- (3) Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.
- (4) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.
- (5) There may be cases in which the project reports and other related publications are released to the public.

## 12. Ensuring the Necessary Safety and Security of Projects

Considering the recent spread of COVID-19 and instability in global security, with the increase of terrorist attacks in particular, the Japan Foundation highly recommends that you take the following security measures to ensure safety when conducting projects that involve travel, especially when accepting participants from overseas.

- (1) Check if there are any security alerts issued in the countries or cities where your project is taking place;
- (2) Check to make sure that the danger level is not higher than Level 2 issued by the Ministry of Foreign Affairs of Japan in each country or region.
- (3) Provide information on security and safety issues for your international guests (if any).
- (4) Inform your guests from Japan (if any) to see the “Overseas Safety Website” of the Ministry of Foreign Affairs of Japan before their travel and encourage them to register to the e-mail service, “Tabi Regi,” which will provide updated security information on overseas travel.

Overseas Safety Website: <https://www.anzen.mofa.go.jp/>

Tabi Regi: <https://www.ezairyu.mofa.go.jp/tabireg/>

- (5) Prepare an emergency contact list for participants of the grant project and member organization.
- (6) Notify the Japan Foundation as soon as possible of any changes in the location or schedule of the grant project after you apply.

## 13. Contact

Division in Charge

International Operations Section 1 & 2

Japanese-Language Department I

The Japan Foundation, Headquarters

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

Tel: +81-(0)3-5369-6067 (6068) FAX: +81-(0)3-5369-6040

E-mail: [sakura\\_grant@jpf.go.jp](mailto:sakura_grant@jpf.go.jp)

## Instructions on How to Fill in the Application Form

### \* General Instructions

1. Please send the application form by e-mail first, then mail a hard copy of the original document by post at a later date.
2. Please fill in the application using either English (block letter print) or Japanese (standard square style), or both.
  - (1) Be sure to write the name of the organization in Japanese and in English, as well as in the original language.
  - (2) Please write the names of individuals in Japanese and in English, and use the names exactly as given in the passport. If a passport has not yet been issued, please use the name given in public identification such as driver's license.
3. Applicants are requested to notify the Japan Foundation promptly if any of the information given on the application changes.
4. If you find it difficult to attach your signature to the application form because of COVID-19, please submit it by e-mail without your signature and send a hard copy of the original document with your signature by mail at a later date.

### A. Application Cover Sheet

#### 1. Applying Institution:

Please fill in the official name of the applying organization or group (university, research institution, teachers' association, etc.) in its original language and its English and Japanese translation, as well as its location, legal status, telephone number, and other information.

#### 2. Department that will actually conduct the project:

Please fill in the name, address, telephone number, and other information of the department that will actually conduct the project at the applying organization or group (university department, university section, division, center, research institute, etc.). Please be sure to provide the e-mail address of the person in charge.

#### 3. Authorized Representative:

The authorized representative is the person responsible for managing the applying organization or group (such as a school principal) and under whose signature the organization officially submits the application, as well as the person in a position to guarantee responsibility for the application's content.

#### 4. Project Director:

The project director refers to the person who is responsible for implementing the project.

#### 5. Bursar:

The bursar is the person who represents the applying organization or group's financial division, and under whose signature the organization officially submits the project budget portion of the application, as well as the person in a position to guarantee responsibility for the application's content.

**\* Your application cannot be accepted unless you fully complete numbers 3-5.**

### B. 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 a 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 applying member organization for the Teaching Materials and Books Purchase Grant wishes to purchase the materials from a publisher, bookstore, or e-book service provider in Japan, the Japan

Foundation can pay the publisher, bookstore, or e-book service provider directly (power of attorney must be submitted).

This payment method is limited to the purchase of teaching materials and books.

Applicants who choose (2) do not need to fill in 2 and 3 below.

**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:**

Please tick the one appropriate column of the currency in which the Japan Foundation should make remittances.

**C. Project Sheet (I)-(II)**

**Common Item in all Project Sheets**

**1. Evaluation of the projects:**

(1) Expected Outcome and Effect:

Please describe specifically, with numerical indexes as much as possible, how this project is expected to motivate students, the way in which it would motivate students, and how it would develop Japanese-language education in the country or region. (e.g., increase the number of Japanese-language teachers, students studying Japanese-language, students passing the Japanese-Language Proficiency Test [JLPT], and students studying abroad in Japan, etc.).

(2) Evaluation Method:

Please describe the specific methods that will be used to evaluate the outcome and effects described in (1) above after the project has been carried out (e.g., questionnaires and evaluations by program evaluators).

(3) Method to diffuse, and return the outcome and effects:

Please describe specifically how to diffuse and return the outcome and effects described in (1) above after the project has been carried out to students and your country or region (e.g., to publish a web page and to distribute the report).

**2. Budget:**

The budget proposal should be filled out **in the currency in which the expenses are actually paid.**

**3. Attachment required:**

(1) Brochure of the Institution:

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

(2) Letter from cooperating organizations/cooperators:

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

### Project Sheet (I): Teaching Materials and Books Purchase Grant

#### 1. Quantity and Condition of Materials Owned by the Applicant:

Please describe as accurately as possible the quantity of the teaching materials, supplementary materials, supplies that the applying organization can currently use for Japanese-language education. Also, please provide details about the current condition of the materials. If you are already using e-books, please describe the system and service you are using.

#### 2. Reason for application:

##### (1) Need for purchasing teaching materials and books:

Please describe the need to buy teaching materials and books, as best suits the plan for the promotion of Japanese-language education by the applicants (Please note that this grant aims at providing materials for “Japanese-language education”).

##### (2) Utilization of teaching materials and books:

What effect would buying teaching materials and books in this case have on the students of Japanese-language, and how would it develop Japanese-language education in the country or region? Please describe as pertains to the plan for the promotion of Japanese-language education by the applicants.

##### (3) The way of storage and management of teaching materials and books

Please describe specifically the way of storage and management of the newly-purchased teaching materials and books.

#### 3. Outline of Application:

Please note the total requested amount (the total for the cost of purchasing teaching materials and books, including necessary shipping costs and other costs), the number of units of teaching materials and books that the organization plans to buy, and the number of people generally expected to use the purchased teaching materials and books.

#### 4. List of Materials organization plans to buy:

- (1) A combination of texts, audio-visual materials (CDs and/or DVDs) or other materials (origami, yukata etc. to be used for Japanese-language education) may be requested. For a list of recommended Japanese textbooks (books), please refer to the following website of the Japanese-Language Institute, Kansai.

<https://kansai.jpf.go.jp/ja/library/useful/recommend-text.html>

Please refer to the attached references for the installation of e-books or a list of Japanese-studies books.

- (2) Please write down the title, volume number, name(s) of author(s) and/or editor, name of publisher, and all other information for books. (See (6))
- (3) Please provide information (product name, brands, vendors) for audio-visual materials or other materials so as to specify the goods to be purchased. For e-books, please enter the name of the service provider.
- (4) Specify the unit price and quantity for each item, and then enter the total amount. For e-books, please enter one, three, or however many books will be viewed simultaneously.
- (5) Please specify the cost for postage of purchases (incl. packing fee), if any. If such costs are not specified in the application, they will not be covered by the Grant. Basically, other expenses (e.g., customs clearance fees, storage, import duties, etc.) shall be borne by the grantee. If you wish to receive only e-books, you do not need to fill out the shipping information.
- (6) If you would like the Japan Foundation to remit money directly to a publisher/bookstore, or e-book supplier in Japan, please submit a copy of the estimate for the materials issued by the publisher/bookstore, or e-book service provider (if you provide a copy of the estimate, you do not need to fill out the form).
- a. The Japan Foundation can only remit money on your behalf to one publisher or bookstore in Japan. If you wish to purchase e-books, you may add up to two additional e-book service providers. This means that if you want to purchase both books and e-books, you can have up to three payment destinations: one publisher or bookstore for books and two e-book service providers. This also means that you will need three power of attorney statements.
  - b. Note that after the project is implemented, the grantee must submit to the Japan Foundation the list of teaching materials and books that the grantee purchased. Materials and books judged as inappropriate by the Japan Foundation cannot be covered by the grant and the grantee must return the cost to the Japan Foundation.



**5. Does your institution want the Japan Foundation to pay the grant directly to a bookstore in Japan?**  
Please answer “Yes” or “No”. If your answer is “Yes”, please select either “full amount” or “partial amount”.

**6. Proposed Schedule:**

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

**7. Evaluation:** (see page 7.)

**8. Attachment Required:**

If requesting the Japan Foundation remit the grant money directly to the publisher, bookstore, or e-book service provider, the applicant must submit a copy of the “estimate” of teaching materials and books to be purchased made by the publisher, bookstore, or e-book provider.

## Project Sheet (II) : Other Original Proposals

### Select project category

Please select and check the type:

- Online Environment Development and Maintenance (web conference system useful for online classes and project implementation, designing and redesigning learning support systems and your organization's website)
- Debate contests and presentations for Japanese-language learners
- Seminars and workshops for Japanese-language teachers

#### 1. Title of Project:

Please write down the name of the project that will be used externally in English and the Japanese translation. Please note that, as a general rule, all of these names will be used in communications once the application has been received.

#### 2. Outline of the project:

Please provide an outline of the planned conference, event, or training session, including the scale of the project and target audience. If you have chosen Online Environment Development and Maintenance (web conference system useful for online classes and project implementation, designing and redesigning learning support systems and your organization's website), please explain the specific details of the development and maintenance.

#### 3. Schedule of Conference and/or Project:

Please note the period (date of implementation) in which the planned conference or project would actually be implemented. Please note the period in which the project would be implemented using the Japan Foundation grants, the preparation period, and follow-up after the conference is held. This grant will expire at the end of March 2022. The full amount of the grant must be spent within the eligible period.

#### 4. Contents of the project:

##### (1) Objective and goal:

Please summarize the objective of this project and the anticipated result achieved with this project.

##### (2) Background and necessity:

Please summarize the need for this project, including the background for the analysis of the present status of the applying organization, your country or region.

##### (3) Proposed Schedule:

Please provide a summary of the schedule for this project that has been planned by the applicant, in chronological order, including advance preparations, arrangements after the event, and the procedures for running the conference or event, and the plan for using the teaching materials and books to be published.

##### (4) Venue/Place of the project:

Please provide the information of the venue or place (state, city, name of the hall, etc.) where the project is to be implemented.

##### (5) Major Cooperators/ Cooperating Institutions:

Please note the type of cooperation and the name, address, and affiliation of the major cooperators and cooperating institutions.

##### (6) Major Speakers, Participants:

Please briefly note the name, position, and roles of the major speakers and participants, as distinct from the main cooperating groups and cooperators noted in (5) above.

##### (7) If you have chosen Online Environment Development and Maintenance (designing and redesigning web conference system useful for online classes and project implementation, learning support systems and your organization's website), please explain in detail the system you plan to install and the image of your website after redesigning, for example.

**5. Preliminary arrangements and contacts:**

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

**6. Evaluation:** (see page 7.)**7. Budget:**

- (1) For necessary expenditures, please fill in the item and explain the details in the column provided. If you have a basis for calculation (e.g. unit price x number of days/hours x number of persons), please enter that as well.
- (2) If you are purchasing a system or redesigning your website, please submit a written estimate.

**8. Attachment Required:**

Details of the proposal:

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