

## The 2023 Japan Foundation, Toronto Local Grant Program for Japanese-Language Education Program Guidelines

### Overview

This program is intended to promote Japanese-language education in Canada by providing support to a wide range of activities essential to the dissemination of Japanese-language and the development of Japanese-language education.

**Eligible Areas** Canada

### Program Description

Applying organizations and groups may apply for a combination of programs that meet their needs, depending on their activity. Examples of programs eligible for this support are given below.

Items		Description	Application Forms
C-I Japanese-Language Speech Contest and Activities Support Grant		This grant pays some of the costs of holding programs such as speech contests, presentations, and debate contests that are intended to motivate students and raise local interest in Japanese-language education.	Form AB, C-I
C-II Staff Expansion Grant		This grant pays part of the salary and wages paid by an applicant to Japanese-language teachers when they start a new Japanese-language course or increase the number of courses.	Form AB, C-II
C-III Teaching Material Purchase and Support for Resource Centre Grant		This grant pays part of the cost of purchasing teaching materials and supplementary materials needed by Japanese-language teachers when conducting Japanese-language courses.	Form AB, C-III
C-IV	Conference Grant	This grant pays part of the cost of holding seminars, workshops, symposiums and training sessions for Japanese-language teachers.	Form AB, C-IV
	Publication Grant	This grant pays part of the cost of preparing and publishing teaching materials consistent with the curriculum and needs.	
	Other Original Proposals	This grant pays part of the cost of carrying out projects that have been planned by the applicant to promote Japanese-language education and/or train Japanese-language teachers.	

\* As a general rule, programs do not receive support in their fourth year, with the exception of cases in which the Japan Foundation determines that there are strong reasons for continuing to provide grants to an organization or group which has received support for the same program for the past three consecutive years. This is a measure designed to ensure a wider range of grant recipients.

#### C-I Conditions for Japanese-Language Speech Contest and Activities Support Grant

- In principle, the maximum remittance amounts for speech contests are \$5,000 CAD for a national contest and \$500 CAD for a regional contest.
- This grant cannot be used for monetary prizes e.g. gift cards, cheques, or cash to be given to contestants.**

#### C-II Conditions for Staff Expansion Grant

- In principle, the maximum remittance amount for Staff Expansion Grant for each applicant is \$5,000 CAD.

2. As a general rule, the posts for Japanese-language teachers who are the intended recipients of this grant would only be eligible if a new course is being established or if the number of existing courses is being increased. Existing positions are not eligible for support from this grant.
3. In addition, this support is given on the condition that this newly-established course and its associated Japanese-language teaching position(s) will be continued using the applying organization's own budget even after the Japan Foundation's subsidy has ended.
4. Priority will be given to projects deemed likely to further the reach of Japanese-language education in Canada or a region within Canada and increase the number of students studying the Japanese language.
5. Grants are not given to cover overhead costs, such as the teacher's housing or commuting costs, or the applicant's management costs.
6. This application is for the period beginning April 1, 2023 until March 31, 2024. The maximum duration of the subsidy is three years (36 months) from the date on which the teacher is officially hired for the relevant post. However, the grant from the Japan Foundation is not automatically extended over the three years. Rather, the Japan Foundation will decide whether to provide grants for the following fiscal year after reviewing reports and other materials submitted by the applicants.

### **C-III Conditions for Teaching Material Purchase and Support for Resource Centre Grant**

1. In principle, the maximum remittance amounts are \$1,000 CAD for teaching material purchase and \$5,000 CAD for Japanese education resource centre.
2. For C-III only, successful applicants are required to provide a receipt of purchase before the grant cheque is issued.
3. This grant is to be used to purchase teaching materials for the use of the teachers (or to temporarily lend to students). The grant is not intended for personal-use or supplementary materials distributed to students. Additionally, since this grant is for the purchase of teaching materials intended for long-term use, consumable goods (e.g. origami, Japanese calligraphy paper, etc.) are not eligible.
4. We strongly encourage applicants to order through Canadian vendors who can provide a quote in Canadian dollars. For a list of distributors of Japanese-language education materials in Canada please refer to: <https://tr.jpf.go.jp/language/resources/teacher/#distributors>
5. The Japan Foundation is not able to purchase and mail teaching materials.
6. Organizations offering new courses are given higher priority for Teaching Material Purchase Grant. Organizations that have already received the Teaching Material Purchase Grant in the past are given lower priority.
7. For the Support for Resource Centre Grant, the use of the materials purchased by the grant must not be restricted to members of the institution; the centre must be a resource for the area in which it is located. A resource centre is defined as a facility which provides and makes its resources available for the public/those outside the organization to use, such as a university library. For example, the centre can offer inter-library loans within the region or Canada.

### **C-IV Conditions for Conference Grant, Publication Grant, Other Original Proposals**

1. In principal, the maximum remittance amount for grants offered to teachers to support participation in training seminars is \$500 CAD, and \$5,000 CAD each for all other projects.
2. Regarding "C-IV Conditions for Publication Grant" the proposed work must be made available on the commercial market sometime between April 1, 2023 and March 31, 2024. (Works already on the market will NOT be considered.)

#### **Eligibility**

1. Applicants are only accepted from Canadian non-profit organizations involved in Japanese-language education (including Japanese-language teachers' associations and academic societies); individuals are not eligible to apply. Organizations whose national laws restrict them from receiving aid from foreign organizations affiliated with governments are not eligible.
2. In principle, the Japan Foundation does not provide grants for:
  - (1) Governmental organizations, including their administrative organs such as ministries, embassies and consulates (excluding academic, cultural, or research institutes such as universities and museums)
  - (2) International organizations to which the Japanese government makes a financial contribution.
3. Receipt of grants or benefits from the Japan Foundation must not violate any laws and ordinances, etc. (Please confirm this before applying.)
4. Applying institutions must be capable of accepting grants (cheque) from the Japan Foundation.

5. Applicants must have the capabilities necessary for implementing their planned projects as well as for preparing and submitting the required documents before the deadlines.

#### Requirements of the Proposed Projects

1. The plan and method of implementation must be deemed appropriate and there must be reasonable, well-supported expectations that programs will yield good results.
2. Programs must not be used for religious or political purposes.
3. Programs must not be commercial activities.
4. During the current application period, the Japan Foundation will accept applications for projects that would be implemented during the Japanese fiscal year of 2023 (April 1, 2023 – March 31, 2024).

#### Non-Eligible Elements for Grant Projects

The following elements are not eligible for Grant programs:

1. Indirect costs: expenses that are not essential to carrying out the application's specific project.
2. Office management expenses.
3. Regular operating costs of Japanese-language courses and salaries of current teaching staff.
4. Business meetings such as general meetings and board meetings held regularly by the applicants.
5. Cost to purchase tools that may be used on a permanent, ongoing basis, such as computers, PC supplies, office supplies (e.g. photocopiers, facsimile machines, electric appliances), or furniture (e.g. - desks, chairs, racks), Calligraphy kit
6. Cost of buying real estate and cost of construction work.
7. Rental fee for facilities that would be used long-term.
8. Rental fee for halls owned by the applying organization or group.
9. International airfare exceeding the estimated fare for the shortest route from the city of boarding to the destination using economy class, IATA Special Excursion Fares (PEX discount fare).
10. Banquet and entertainment costs.
11. Gift cards.

#### Selection Method

Applications will be reviewed from the following perspectives and a decision will be made based on:

1. Role of grantee organization in the country and region.
2. Specific outcome expected.
3. Ripple effect on Japanese-language in the country and region.
4. Cooperation with other organizations and groups.
5. Ability to raise funds from sources other than the Japan Foundation, including the organization's own funds.
6. Feasibility of the plan (program to be implemented, framework, schedule, etc.).

#### Application Procedures and Deadline

1. Applications should be submitted to the Japan Foundation, Toronto by e-mail.
2. Applications must be received no later than April 17, 2023. If funds allow, there may be a second round of applications, but we recommend you submit your applications for the 2023 fiscal year by April 17, 2023. Earlier submission is encouraged, at least 2 months prior to the expected start of your project.

\* Under certain circumstances, it may be possible for applications to be accepted even after the deadline, especially for the Staff Expansion Grant, Conference Grant, Publication Grant, and Other Original Proposals. Please contact the Japan Foundation Toronto (JFT) if you are planning projects that will have ripple effects on Japanese language education in Canada.

\* If you are planning a large-scale project, please consult with us as early as possible (preferably one year before the start of the project) to ensure that it is eligible for funding.

\* Please consult with us if you have a 2023-2024 project that would require funding before mid-May, 2023.

#### Notification of the Grant Decision

Applicants will be notified of the screening results in mid-May, 2023.

\* If the application is approved, the amount of the grant applied for will be assessed in accordance with the Japan Foundation's regulations. As a result of the assessment, the approved grant amount may be substantially reduced from the amount applied for.

### Disclosure of Information

1. Information on supported projects such as the name of the applicant and project descriptions will be made public on *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation Activities), the *Annual Report*, on the Japan Foundation's website, and other public relations materials.
2. When we receive a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Organizations, etc." (Law No. 140 of 2001), as a general rule, submitted application forms and related materials will be disclosed, except for information stipulated the law as something not to be disclosed.

### Access to Personal Information

The Japan Foundation collects, uses and manages personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Organizations (Law No. 59 of 2003). Applying organizations and groups should inform those they intend to invite to participate (hereafter, "participants") of these uses of personal information.

- The Japan Foundation uses information such as the names of the accepted party and the participants, gender, job and position, affiliation, project duration, and project description in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation Activities), the *Annual Report*, on the Japan Foundation's website, and in other public-relations materials. This information is also used to prepare statistical materials included in the *Annual Report*.
- The Japan Foundation may provide information such as the names of the accepted party and the participants, gender, job and position, affiliation, project duration, and project description to the media and other groups for publicity purposes.
- The Japan Foundation may use the information given on the application form to contact you to inform you of other Japan Foundation activities (such as requests for other projects) or to send information on the Japan Foundation.
- The application, attached materials and project report and deliverables may be provided to evaluators, such as outside experts, for screening and post-evaluations. When such information is provided, the evaluator will take steps to ensure the safety of personal information.
- The Japan Foundation may send questionnaires to the addresses given on the application form after the project has ended.
- The Japan Foundation may release project reports and deliverables that it has received for public relations purposes.
- Applications and attached materials submitted to the Japan Foundation will not be not returned.

### Compliance with Relevant Laws and Obligation of Subsidy Recipients

The Japan Foundation's grant programs are operated in compliance with relevant laws and the Japan Foundation's regulations.

### Download the Application Form

[https://tr.jpf.go.jp/language/jl\\_grants](https://tr.jpf.go.jp/language/jl_grants)

### Division in Charge

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## The 2023 Japan Foundation, Toronto Local Grant Program for Japanese-Language Application Instructions

### Application Format

Include the following documents to your application. Use the 2023 JFT Local Grant Program Application Form unless instructed otherwise.

A.	Application Cover Sheet (same for all projects)
B.	Overview of the Applying Organization (same for all projects)
C.	Description of project (differs by project type)

Note that C. differs depending on the project you are applying under. The accompanying documents also differ for each project type, so please attach the documents in accordance with the instructions in “C. Description of project.”

### General Instructions

1. The Japan Foundation does not return applications that have been submitted, so please make sure to keep a copy of the application for your files.
2. Either type or write in block letters with a ballpoint pen in black ink.
3. 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 your organization in the official language(s) (English or French) and Japanese.
  - (2) Write the names of individuals in the official language(s) (English or French) and Japanese.
  - (3) At the application stage only the signature of the Authorized Representative is required.
4. Notify the Japan Foundation promptly if there have been changes to any of the information noted in the application after the application has been submitted.
5. Incomplete applications and applications containing errors will not be considered for funding.

### A. Application Cover Sheet

1. **Applying Organization:** Official name of the applying organization or group (university, research institution, teachers' association, etc.) in the official language(s) (English or French), its Japanese translation, as well as its location, legal status, telephone number.
2. **Department that will actually conduct the project:** Name, address, telephone number of the department that will actually conduct the project at the applying organization or group (university department, university section, division, center, research institute, etc.). Be sure to provide the e-mail address of the project director. As we will contact you by email, please add [jpf.go.jp](mailto:jpf.go.jp) to your safe list to ensure that you can receive emails from us.
3. **Authorized Representative:** 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:** Person responsible for actually running and implementing the project.
5. **Bursar:** 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.

\* In regards to 3.-5., the same person CANNOT perform two or more of the functions.

### B. Outline of the Applying Organization

1. **Outline the history and the current status of Japanese-language education:**  
Applying organization or group's founding year, main activities, annual budget, etc., and, in the case of academic societies and teachers' associations, the number of members. In the case of educational organizations and groups, please note the number of courses, teachers, students, the units and academic degrees that can be earned, and the levels, etc.
2. **List all grants received from the Japan Foundation during the past 5 years:**  
Name of any Japan Foundation grant program received by the implementing division in the past five years and the fiscal year in which the grant was received, if any.

### C. Project Sheet (I)-(IV)

There is a separate project sheet for each type of grant. Please fill in the project sheets appropriate to your project. You do not need to submit a project sheet for grant types for which you are not applying.

- (I) Japanese-Language Speech Contest and Activities Support Grant
- (II) Staff Expansion Grant
- (III) Teaching Material Purchase and Support for Resource Centre Grant
- (IV) Conference Grant, Publication Grant, and Other Original Proposals.

### C-I: Japanese-Language Speech Contest and Activities Support Grant

1. **Outline of the project:** Name of the project, its duration (date on which it will be held), co-organizing organization, supporting organization, venue (name of the hall) and scale of project.  
In the case of activities that have been held regularly prior to the time of application, please note how many times this event will have been held, including the current event (for example, the \*\*th Japanese Speech Contest).
2. **Objectives and outline of the project:** Objectives and intended aim of the project to be carried out, as well as an outline of the project, including the structure of the event and its intended audience.
3. **Participants:** List the qualifications and positions of those expected to participate as well as the anticipated number.
4. **Judges:** Names and positions of individuals who will serve as judges for this event, if any.
5. **Proposed Schedule:** Describe in detail the schedule for implementing this project, including the duration of preparations and follow-up after the project.
6. **Evaluation:**
  - (1) Expected Outcome and Effect: Describe specifically 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.
  - (2) Evaluation Method: 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. (For example, questionnaires, evaluations by program evaluators, etc.)
  - (3) Method to diffuse, return the outcome and effects: 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. (For example, to publish a web page, to distribute the report, etc.)
7. **Budget:**
  - (1) Honoraria and wages: In the “Specification” column, write the name of the person to whom the honorarium will be paid, his/her professional affiliation, the function for which he/she will receive the honorarium (for example, adjudicators), need for payment. In the column for breakdown, write the basis for calculations (unit price x number of days or number of hours x number of people, etc.). Use another piece of paper if the space provided in the column is insufficient. Staff salaries of the applying organization and group are not eligible for grants.
  - (2) Transportation: In the “Specification” column, list the people whose travel costs will be paid and the number of people.
  - (3) Other Expenses: In the column for specification, list the overhead costs resulting from the project’s implementation, such as the cost of rental fees for venues and equipment.
8. **Attachment required:**
  - (1) Brochure of the Organization: Attach pamphlets for the applicants, print-outs of applicant’s web site, and public relations materials.
  - (2) Letter from supporting organizations/sponsors: Include agreements from supporting organizations and sponsors. If such agreements have not been obtained, describe progress made in obtaining such letters. Letters of recommendation do not need to be included.

### C-II Project Sheet: Staff Expansion Grant

1. **Reason for Application:** Describe the need to establish a new course or increase the number of courses based on the current status of Japanese-language education at the applying organization. Moreover, please summarize the impact and effect this would have on students and Japanese-language education in the country or region.
2. **Outline of Proposed Project:**
  - (1) Period of the Proposed Project: State the duration for which the applicants would like to receive grants for overhead costs from the Japan Foundation to hire new teachers. In addition, clarify the number of days the school would be closed (period in which classes would not be held) during this period. Please understand that the earliest the grants

could be sent is one month before the start of this period, and the grant must be used during the period covered by the grant. This application is for the period starting from April 1, 2023 until March 31, 2024. The maximum duration for the subsidy is three years (36 months) from the date on which the teacher is officially hired for the relevant post. However, the grant from the Japan Foundation is not automatically extended over the three year period. Rather, the Japan Foundation decides whether to provide grants for the following fiscal year after reviewing the reports and other materials submitted by the applicant.

(2) Outline of Courses Newly Established, Augmented, etc.:

Please provide an outline of the new/augmented course(s) that will be receiving the grants through this program offered by the applying organization (Course Title, Course Content, Achievement of Japanese-language, Number of Students per class, Hours of Instruction).

(3) Appointee of the staff to be newly hired:

- ① In case the appointee has already been chosen: List the name, current position, area of expertise, and position after hiring of the appointee, as well as reasons and process for the appointee's selection. Please attach the appointee's Curriculum Vitae.
- ② In case the appointee has not yet been chosen: Describe the recruitment and selection process.

**3. Outline of All Existing Japanese-language Courses:** Provide an outline of all existing Japanese-language courses offered by the applying organization (Course Titles, Course Content, Achievement of Japanese-language, Number of Students per class, Hours of Instruction). Please note that in principle, only the courses mentioned above in 2. (2) are eligible for this grant program.

**4. Budget:** List the annual costs required to pay a salary or wages for a newly hired teacher, divided into necessary expenses (outgoing) and financial resources (income). For outgoing, indicate the salary as wages per hour of instruction and the total teaching hours per year for which the teacher will be responsible, as well as the total salary paid annually. For income, note the percentage that the applicant will pay and the percentage that the grant from the Japan Foundation will be used for, as well as the weight of tuition in the portion of the costs covered by the applying organization so that income from course fees and other financial sources are clearly divided. Note the currency unit in which the salary will be paid.

**5. Plan to be Independent from Our Grant:**

- (1) Budget Plan: Provide a budget plan to run the course independently without Japan Foundation grants after this grant has expired that will be implemented every year.
- (2) Implementation Plan: Describe the means by which the specific plans to run the course independently without Japan Foundation grants after this grant has expired will be implemented every year, as well as the means by which the post that has been established with the start of a new course or augmented courses will be maintained and utilized.

**6. Evaluating Method of Expected Outcome and Effect:** Describe exactly, using numerical indexes as much as possible, how implementing this project will have an effect on students and what this effect will be, and how this project will develop Japanese-language education in the country and region, as well as the specific methods that will be used to evaluate the outcome and effects after the project has been carried out (for example, questionnaires, evaluations by program evaluators, etc.).

**7. Attachment Required:**

- (1) Curriculum Vitae of the Appointee: Please include a resume if a candidate has been selected.
- (2) Brochure of the Institution: Please attach pamphlets for the applying organization, print-outs of organization's web site, and public relations materials.

**C-III Project Sheet: Teaching Material Purchase and Support for Resource Centre Grant**

**\* Please note that this program is unable to purchase and mail teaching materials to your organization from the Japan Foundation.**

**1. Reason for application:**

- (1) Actual condition of material possessed by your organization: Describe the condition of the teaching materials that the applying organization currently owns. Provide details, such as the type of teaching materials, the number, and the status of use and storage conditions.
- (2) Necessity of purchasing teaching materials: Write the year the Japanese courses started and describe the need to buy teaching materials, as pertains to the plan for the promotion of Japanese-language education by the applicants.

- (3) Utilization of teaching materials: What effect would buying teaching materials in this case have on the students, and how would it develop Japanese-language education in the country or region? Describe as pertains to the plan for the promotion of Japanese-language education by the applicants.
2. **Quantity of Materials Currently in Your Organization's Possession:** Describe as accurately as possible the condition of the teaching materials and equipment that the applying organization or group can currently use for Japanese-language education. This is a numerical value necessary to determining the need for this grant.
3. **Outline of Application:** Note the total requested amount in Canadian Dollars (the total cost of purchasing teaching materials, including necessary shipping and other costs), the number of units of teaching materials that the organization plans to buy, and the number of people generally expected to use the purchased teaching materials.
4. **List of Materials organization plans to buy:**
- \* We strongly encourage applicants to order through Canadian vendors who can provide a quote in Canadian dollars. For a list of distributors of Japanese-language education materials in Canada please refer to:  
<https://tr.jpf.go.jp/language/resources/teacher/#distributors>
- A combination of texts and audiovisual materials (video tapes, CDs, DVDs) may be requested.
  - Include the title, volume number, name(s) of author and/or editor, name of publisher and all other information for books. Provide information only for relevant items for video tapes, CDs, DVDs and other audiovisual media.
  - Attach the proof of the price of each material, specify the unit price and quantity for each item, and then enter the total cost in Canadian dollars
  - If the materials you wish to acquire CANNOT be purchased through Canadian vendors, please attach the documents with the material cost in original currency, its Canadian value, and supporting documents for the currency conversion from the Bank of Canada (<https://www.bankofcanada.ca/>), using a rate within a week of your application date. The application form must be filled out in Canadian dollars.
  - Note the necessary cost for postage or custom duties with the proof of the cost if purchasing from an overseas source. Shipping, duties and other expenses incurred for purchasing materials from overseas sources may be covered with the submission of supporting and evidential documents, such as Quotation from vendors and print-outs of price list from online bookstores.
  - Items without prices listed in Canadian dollars will not be eligible.
5. **Proposed Schedule:**
- (1) Provide a summary of the schedule for the purchase of teaching materials, in chronological order, including advance preparations, means of procurement, and plans for use.
  - (2) Describe methods for reading and borrowing resources from the Japanese-language material resource centre in the *plans for use* section of your proposal.
6. **Evaluation:**
- (1) Expected Outcome and Effect: Explain specifically, using numerical indexes as much as possible, how implementing this project will improve the quality of Japanese Language education of applying organizations or groups and students and teachers in the country or region, and how it will lead to the development of Japanese-language education in the country or region.
  - (2) Evaluating Method: 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. (For example, questionnaires, evaluations by program evaluators, etc.)
  - (3) Method to diffuse, return the outcome and effects: 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 teachers in applying organizations, your country or region. (For example, to publish a web page, to distribute the report, etc.)
7. **Attachment Required:** Proof of total cost (Quotation from vendors and print-outs of price list from online bookstores) Organization's Brochure: Attach pamphlets for the applying organization, print-outs of organization's web site, and public relations materials.
8. **Others:** It is mandatory for organizations to submit the final reports with Japanese-language lesson plans that use teaching materials purchased through our grant program along with the receipts to the Japan Foundation, Toronto.

C-IV Project Sheet: Conference Grant, Publication Grant, Other Original Proposals

**Select project category**

Select and check the type of project to be applied.



- Conference Grant  
Project Sample: Japanese-language teacher workshop, workshop about the JLPT, etc.
- Publication Grant
- Other Original Proposals (Please explain about your proposal)  
\*This grant can be used to pay part of the cost for attending workshops and conferences related to Japanese language education. Clearly indicate in your application the need to attend the workshop/conference you are requesting funding for.

1. **Title of Project:** State the name of the project that will be used externally in the official language(s), English and a Japanese translation. As a general rule, all of these names will be used in official communications once the application has been received.
2. **Outline of the project:** Please provide an overview of the planned conference and event or the content of the teaching materials to be published, including the scale of the project and the beneficiaries.
3. **Proposed Grant Period:** 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. Please note that the soonest the grants would be paid will be one month prior to the start of the period and the entire grant must be paid during the applicable period. The maximum period eligible for grants is 12 months, from April 1, 2023 to March 31, 2024.
4. **Schedule of Conference and/or Project:** Note the period (date of implementation) in which the planned conference or project would actually be implemented.
5. **Contents of the project:** After referring to 9.(1) below, please submit the “Detail of the proposal” as an accompanying material to provide further information on the project to be implemented.
  - (1) Objective and goal: Summarize the objective of this project and the anticipated result achieved with this project.
  - (2) Background and necessity: Summarize the need for this project, including the background for the analysis of the present state of the applying organization, your country or region, and describe.
  - (3) Proposed Schedule: 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 to be published.
  - (4) Major Supporters/Supporting Institutions: Note type of cooperation and the name, address and affiliation of the major supporters and supporting institutions.
  - (5) Major Speakers, Participants: Briefly note the name, position and roles of the major speakers and participants, as distinct from the main cooperating groups and cooperators noted in (4) above.
6. **Preliminary arrangements and contacts:** Please describe preliminary arrangements for implementation of the project, progress of contacts between the applicants and major cooperating institutions.
7. **Evaluation:**
  - (1) Expected Outcome and Effect: Explain specifically, using numerical indexes as much as possible, how implementing this project will improve the quality of Japanese Language education of applying organizations or groups and students and teachers in the country or region, and how it will lead to the development of Japanese-language education in the country or region.
  - (2) Evaluating Method: 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. (For example, questionnaires, evaluations by program evaluators, etc.)
  - (3) Method to diffuse, return the outcome and effects: 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 teachers in applying organizations, your country or region. (For example, to publish a web page, to distribute the report, etc.)
8. **Budget**
  - (1) Honoraria/Wages: In the “Specification” column, write the name of the person to whom the honorarium/wages will be paid, his/her professional affiliation, the function for which he/she will receive the honorarium (for example, keynote speaker), need for payment. In the column for breakdown, write the basis for calculations (unit price x number of days or number of hours x number of people, etc.). Use another piece of paper if the space provided in the column is insufficient. Salaries for the staff of the applying organization and group are not eligible for grants.
  - (2) Transportation: In the “Specification” column, list the people whose travel costs will be paid and the number of people.

- (3) Accommodation Expenses: Note the location and person receiving payment in the column provided for specification.
  - (4) Other Expenses: In the "Specification" column, list the overhead costs resulting from the project's implementation, such as rental fees of venue and equipment, the cost of preparing materials, and editorial costs.
- 9. Attachment Required:** In addition to the Project Sheet, append documents (1)-(3) listed below. The application will not be considered if the Project Sheet is submitted alone without the documents described below.
- (1) Detail of the proposal: Please write the detail of proposal (methods of operation, contents of the project, etc.). Use letter size paper. The format and organization are at the applicant's discretion.  
When applying for the Partial Support of Participating in Educational Meetings such as Workshops and Conferences Grant, it is required that the applicant submits the following with their application in order to assess outcome and disseminative effect of the project:
    - If the applicant is presenting at the educational meeting being attended through this grant, such as workshops and conferences, the presentation abstract must be submitted.
    - A concrete plan to disseminate the outcome of the project by the applicant(s), such as sharing the information acquired through the project by presenting at teachers' workshops, etc.
    - The role(s) and CVs of the participant(s) in the applying institution.
  - (2) Brochure of the Institution: Please attach pamphlets for the applying organization, print-outs of organization's web site, and public relations materials.
  - (3) Letter from cooperating organizations/cooperators: Please include agreements from cooperating groups and cooperators. If such agreements have not been obtained, please describe progress made in obtaining such documents.