

Support Program for Organizations in Japanese-Language Education (Grants) Application Instructions

For Fiscal 2024-25 [JN-FK 2024]



JAPAN FOUNDATION
国際交流基金

1. Objectives

This program is intended to promote Japanese-language education in countries and regions that cannot easily access support from the Japan Foundation overseas offices by supporting a wide range of activities essential to the dissemination of the Japanese-language and the development of Japanese-language education, run by overseas organizations involved in Japanese-language education.

2. Eligible Areas

These Application Instructions apply only to Cambodia, Laos, Russia and countries that DO NOT have a Japan Foundation overseas office. 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, Malaysia, Myanmar, India, Australia, Canada, the U.S., Mexico, Brazil, Peru, Italy, the UK, Spain, Germany, France, Hungary, and Egypt). Applicants should contact the Japan Foundation overseas offices directly for more information on available programs.

3. Eligible Projects

- (1) Projects implemented during FY2024 (between April 1, 2024 and March 31, 2025).
 - * For Salary Assistance Grants, the Japan Foundation will accept applications for courses that start between April 1, 2024 to March 31, 2025; the grant covers a maximum of 12 months.
- (2) Eligible projects will fulfill the following requirements:
 - a. The plan and implementation method must be appropriate and there must be sufficient expectation that the project will yield positive results;
 - b. Projects must not be used for religious or political purposes; and
 - c. Projects must not be conducted as commercial activities.

4. Eligible Applicants

- (1) Applicants are only accepted from overseas organizations involved in Japanese-language education (including Japanese-language teachers' associations and academic societies); individuals are not eligible to apply.
- (2) In principle, the Japan Foundation does not provide grants for:
 - a. Japanese national government organs, local governments, incorporated administrative agencies, and local incorporated administrative agencies;
 - b. Organizations, institutions, and facilities attached to or established by the organizations in "a."

- (excluding organizations with their own legal personalities such as incorporated associations or incorporated foundations);
- c. Foreign governments (including their administrative organs, embassies, and consulates-general, but excluding educational, research, or cultural institutes such as universities and museums); and
 - d. International organizations to which Japanese national government organs contribute.
- (3) Applicants must fulfill the following requirements in order to be eligible:
- a. Applicants must have the capacity needed to implement the planned project(s);
 - b. The receipt of grants or support from the Japan Foundation must not violate any local laws, regulations, or ordinances (please confirm before applying); and
 - c. In principle, applicants should have a bank account in the name of the organization to which the grant from the Japan Foundation can be remitted, or should be able to open such an account by the time the grant is remitted.

5. Program Description

(1) Project types

- a. Japanese-language Activities Support Grant (I)
This grant partially covers the costs of holding activities such as speech, presentation, and debate contests that are intended to motivate students and increase interest in Japanese-language education in the country or region.
- b. Salary Assistance Grant (II)
This grant partially covers the salaries given to Japanese-language teachers teaching Japanese-language courses and to staff carrying out activities (teacher's associations, etc.) to enhance the network of Japanese-language institutions in the applicant's country/area. In principle, this grant covers these for up to three years (36 months). This grant is given on the condition that the course or activities are continued after the grant from the Japan Foundation ends.
- c. Teaching Material Purchase Grant (III)
This grant partially covers the cost of purchasing teaching materials (including e-books), supplementary materials, and educational materials needed by Japanese-language teachers when conducting Japanese-language courses. Materials that are to be given to students are not eligible for this grant.
- d. Conference Grant (IV)
This grant partially covers the costs involved in holding seminars, workshops, symposiums, and training sessions and conferences for Japanese-language teachers.
- e. Publication Grant (V)
This grant partially covers the costs involved in preparing and publishing teaching materials consistent with the local curriculum and needs.
- f. Other Original Proposals (VI)
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.

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

(2) Grant coverage

a. Examples of expenses for eligible projects are given below:

- Travel expenses (domestic and international transportation);
- Accommodation fees;
- Honorariums and personnel expenses;
- Conference costs (for venues, equipment, interpreters, etc.);
- Public relations expenses;
- Preparation costs for materials/reports, and other documents;
- Purchase of teaching materials;
- Printing costs;
- Costs for prizes;
- Rental fees for equipment, fees for using services, and communication charges for online events;
- Outsourcing expenses to implement online projects;
- Fees for special training lessons; and
- Charges for using websites that require payment.

- * 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.

b. The grant does not cover the following:

- Business meetings, such as general meetings and board meetings, that are held regularly by the applying institution;
- The cost of office equipment that will remain for a long time (e.g., desks, chairs, racks, etc.);
- The cost of buying real estate and the cost of construction;
- Rental fees for facilities that will be used for a long time;
- Rental fees for venues owned by the applying institution or organization;
- International airfare exceeding the estimated fare for the shortest route from the city of boarding to the destination using economy class discount tickets (PEX discount fare);
- Banquet costs and entertainment costs;
- Capital funds and solicitation of funds, public relations campaigns, the creation of awards;
- The cost of purchase of electronic devices (e.g., computers, FAX machines, copiers, digital cameras, etc.);
- The cost of the erection of a monument; and
- Costs for persons involved in the Japan Foundation;
e.g., Japanese-language specialists
- Travel expenses (domestic and international transportation);

- Accommodation fees; and
- Honorariums and personnel expenses.

(3) Points to note

- a. Organizations that have continually received support from the same project type for the past three fiscal years will not be provided with grants unless the Japan Foundation believes there is a compelling reason for them to continue receiving such support. If one does apply for a fourth consecutive fiscal year, low priority will be placed on such an application.
- b. The applicant cannot select more than one grant program administered by the Japan Foundation for the same project.
- c. In principle, grant funds must be expended within the grant period, which JF will approve and notify based on the project schedule you fill in the Application Form. 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.

6. Selection Policy

Projects will be selected after screening carried out based on the following criteria:

- (1) Role of the applicant in terms of Japanese-language education in the country and region;
- (2) Membership of the JF Nihongo Network (Sakura Network)*;
- (3) Specific outcome(s) expected;
- (4) Cooperation with other organizations and groups;
- (5) Ability to procure funds from sources other than the Japan Foundation, including its own funds;
- (6) Feasibility of the plan (project to be implemented, framework, schedule, etc.);
- (7) Ripple effect on Japanese-language in the country and region; and
- (8) Safety and security in the area of the project.

* See <https://www.jpf.go.jp/e/project/japanese/education/network/index.html> for more information about the JF Nihongo Network (Sakura Network).

7. Application Procedures

- (1) Application deadline
November 30, 2023, 1 p.m. (Japan Standard Time)
- (2) How to apply
 - a. Download the application documents from the website below:
<https://www.jpf.go.jp/e/program/japanese.html>
 - b. Complete your application documents, following the Application Instructions and the Application Documents Completion Guide.
 - c. Upload your application documents to the Online Application Portal.
Online Application Portal: <https://www.apply.jpf.go.jp>
 - * Visit the website to view the manual for this procedure.
- (3) Notification of results
After late April 2024

(4) Points to note

If the application is selected, the grant amount 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 final grant amount may be much less than the amount requested as a result of the assessment.

8. Number of Grants

- (1) The number of applications selected in FY2023 was 103 out of 152.
- (2) Estimated amount of assistance per application for FY2023: 30,000 - 1,600,000 yen

9. Terms of Agreement

By applying to our program the applicant will be deemed to have agreed to this statement:

(1) Obligations

- a. The Grantee shall carry out the Grant Project as described in the Application Form and, if there is any change in the Grant Project (except "minor changes"), shall promptly report to, and obtain approval from, the Foundation.
- b. The Grantee shall acknowledge the Foundation's financial support when the Grantee publicizes the Grant Project.
- c. The Grantee shall submit the Final Report about activities and expenditures upon completion of the project. Based on the report, the Japan Foundation will finalize the grant amount. If there is any remaining balance from 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.
- d. The Grantee shall prepare account books and documented evidence (receipts, etc.) pertaining to all revenues and expenditures relating to the Grant Project and retain them for five years from the year after the year during which the Grant Project was completed.
- e. The Japan Foundation is intolerant of any fraudulent activity by 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 a revocation of the decision to provide a grant in whole or in part, the required return of the rescinded portions of the grant including additional charges, late payment charges, suspension of the applicant's eligibility to apply for a grant for a certain period of time, and/or other legal actions (Ref. "Act on Regulation of Execution of Budget Pertaining to Subsidies, etc." (Act No. 179 of 1955)).

(2) Disclosure of information on the project

- a. If the project is selected, the information such as the name of the applicant/organization and the outline of the project will be made public in the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report, on the JF's website and in other public relations materials.
- b. When the JF receives a request for disclosure of information in accordance with the "Act on

Access to Information Held by Incorporated Administrative Agencies” (Act No. 140 of 2001), application forms submitted to the JF, except for non-disclosure information stipulated in such act, will be disclosed.

(3) Handling of personal information

a. 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/

b. 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, 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

c. 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, and for any and all other purposes for management of 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.
- d. 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.
 - i. The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for handling of security control, support for project implementation, etc.)
 - ii. Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
 - iii. News media and other organizations (for public relations for the projects)
 - iv. 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.
- e. 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.

f. 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.

g. 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.

h. 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.

i. 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 a. to h. above, and therefore, the applicants should provide explanations in advance to the persons involved in the project and obtain their consent.

j. Contact information

Please use the contact details specified in "10. Contact" for any opinions, questions, etc. regarding any matters specified in this "Handling of personal information" section.

k. 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.

(4) Response to the spread of infectious diseases

Depending on the spread of infectious diseases, appropriate measures may be required when implementing a 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. Please also understand that the Japan Foundation may set certain conditions for overseas travel-related programs, depending on the situation of the pandemic.

(5) Ensuring the necessary safety and security of projects

Considering the recent instability in global security, with the increase of terrorist attacks in

particular, the Japan Foundation highly recommends that you take the necessary security measures to ensure safety when you carry out your projects, including the following:

- a. Check if there are any security alerts issued in the countries and/or cities where your project is to be conducted;
- b. Provide information on security and safety issues for your international guests (if any).
- c. Tell your guests from Japan (if any) to check 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”: <http://www.anzen.mofa.go.jp/index.html>

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

10. Contact

International Operations Section I & II

Japanese-Language Department I

The Japan Foundation (Headquarters)

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

E-mail: nihongo_grant@jpf.go.jp Tel: +81-(0)3-5369-6067 (6068) FAX: +81-(0)3-5369-6040

- * The Application Instructions end here. The Application Documents Completion Guide follows.

Application Documents Completion Guide

1. List of Application Documents

<input checked="" type="checkbox"/>	Document	Format Specified/Free	Required/Optional
	A Application Form	Specified (PDF)	Required
	B Overview of the Applying Institution or Brochure	Specified (Word) Free (PDF)	Required
	C Bank Account Information	Specified (Word)	Required
	D Project Sheet (I) - (VI)	Specified (Word))	Required
	D (I), (IV)~(VI) Budget	Specified (Excel)	Required
	D (II) Budget	Specified (Excel)	Required
	Attachment (I), (IV)~(VI) Letters from cooperating organizations/individuals	Free (PDF/Word)	Optional
	Attachment (II) CV of the candidate	Free (PDF/Word)	Required
	Attachment (III) List of materials or estimate of teaching materials (copy)	Specified (Excel) Free (PDF/Word)	Required
	Attachment (V) Draft of the materials	Free (PDF/Word)	Optional
	Attachment (VI) Detailed project description	Free (PDF/Word)	Required

2. How to Fill in the Application Documents

A Application Form [JN-FK 2024 A]

* Please use Adobe Acrobat Reader to complete this form. Other applications may cause incompatibility issues.

1 Application Summary:

(1) Name of the applying institution:

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

(2) Grant projects:

Please fill in the project type, name of the project title, and project schedule for each of the projects for which you are applying. It is possible to apply for up to five projects.

The order in which the projects are written on the form does not have an effect on selection. In principle, grant funds must be expended within the grant period, which JF will approve and notify based on the project schedule you fill in the Application Form. 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. Please keep this point when you set the project schedule.

2 Applying Institution:

(1) Applying institution:

Please fill in the educational level, legal status, address, a URL that will enable us to find the institution's information, and the JF Nihongo Network member ID if the applying institution is a member of the JF Nihongo Network (Sakura Network).

(2) Faculty/department that will actually carry out the project:

Please fill in the name of the faculty/department, etc., that will actually carry out the project at the applying institution or organization (university department, university faculty, division, center, research institute, etc.).

(3) Authorized representative:

The authorized representative is the person responsible for managing the applying institution or organization (such as a school principal).

(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 institution or organization's financial division.

* In regard to (3), (4), (5), the same person cannot perform two or more of these functions (however, if the applying institution is a member of the JF Nihongo Network (Sakura Network), the same person can perform these functions). If these sections are not completed, your application cannot be accepted.

(6) Previous JF grants:

Please note the name of any grants received by the implementing department from a Japan Foundation grant program in the past five years and the fiscal year in which the grant was received, if any.

B. Overview of the Applying Institution [JN-FK 2024 B]

Overview of the History and the Current Status of Japanese-language Education within the Applying Institution:

Please note the applying institution or organization's founding year, history, main activities, annual budget, etc., and the number of members in the case of academic societies and teachers' associations. 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, the levels of Japanese learners (e.g., Japanese-Language Proficiency Test [JLPT] N1-N5, etc.) and their main reasons for learning Japanese (cultural exchange, work or study in Japan, etc.), etc.

If it covers all the information above, you can submit a brochure in place of this.

C. Bank Account Information [JN-FK 2024 C]

1 Receiving the Grant:

(1) Project Type (I), (II), (IV) to (VI)

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 a bank account belonging to the applying institution. However, if the applying institution cannot open a bank account to receive the grant for some unavoidable reason, it can delegate receipt of the remittance to a person who is related to the applying institution.

(2) Project Type (III)

Please select a method of receiving the grant from a. or b, if the applicant is applying for the Teaching Material Purchase Grant.

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 a bank account belonging to the applying institution. However, if the applying institution cannot open a bank account to receive the grant for some unavoidable reason, it 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 applying institution would like to purchase teaching materials from a publisher, bookstore, or e-book supplier in Japan, it is able to ensure direct payment of the purchase cost to the publisher, bookstore, or e-book supplier. This is only available for the Teaching Material Support Grant. (Submission of a letter of attorney is required when the applying institution/organization requests to receive the grant.)

* If b. is chosen, the following questions 2 and 3 may remain unanswered.

2 Bank Account:

Please provide account information.

* If the name of the holder of the bank account differs from the name of the applying institution, a letter of attorney from the applying institution/organization will be needed when it requests to receive the grant.

3 Currency:

Please tick one currency in which you wish to receive the grant.

D. Project Sheet (I) Japanese-Language Activities Support Grant [JN-FK 2024 D(I)]

1 Project Summary:

(1) Project title:

Please note the name of the project. If an activity has been held regularly until now, please note how many times it has been held, including its current iteration (e.g., the **th Japanese Speech Contest).

(2) Implementation method:

Please select how you plan to implement the project (on-site, online, or hybrid).

(3) Venue/city:

Please note the name of the venue and city.

(4) Co-sponsoring organization:

Please note if you have a co-sponsoring organization.

(5) Supporting organization:

Please note if you have a supporting organization.

(6) Scale of project:

Please note the scale of the project to be implemented.

2 Purposes and Project Description:

(1) Purposes and goals:

Please summarize the purposes of the project and the goals you anticipate the project achieving.

(2) Background and necessity:

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

3 Participants:

Please note the qualifications and positions of planned participants as well as the anticipated number thereof.

4 Judges:

Please note the names and positions of individuals who will serve as judges for this project, if any.

5 Schedule Details:

Please describe in detail the schedule for implementing this project, including the duration of preparations and follow-up after the project.

6 Evaluation:

(1) Expected outcomes and effects:

Please describe specifically, making as much use of numbers as possible, how this project is expected to motivate students, and how it will increase the levels of students and teachers and develop Japanese-language education in the applying institution or organization, and 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 methods:

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

(3) Method to disseminate and pass on outcomes and effects:

Please describe specifically how you will disseminate and pass on the outcomes and effects described in (1) above after the project has been carried out to students and teachers in the applying institution and your country or region (e.g., publishing on a website, distributing reports).

7 Budget:

Please write on a separate form [JN-FK 2024 D(I),(IV)~(VI) Budget].

- (1) Honorariums and personnel expenses:
In the column given for specification, please 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 (e.g., judge), and in the column for breakdown, please write the basis for your calculation (e.g., unit price x number of days or number of hours x number of people). Please use another sheet of paper if the space provided in the column is insufficient.
- (2) Transportation/accommodation:
In the column given for specification, please note the people whose travel costs and accommodation costs will be paid, and the number of these people.
- (3) Other expenses:
In the column given for specification, please note the overhead costs related to the project's implementation, such as the cost of rental fees for venues and equipment, and editorial costs. Only prizes related to Japanese-language education are covered by the grant. Please specify the items you plan to purchase as prizes in the Application Form.
- (4) Cost coverage:
In the column given for cost coverage, please note parts of the applicant and other funding sources to define the percentage that the grant from the Japan Foundation will be used for.

* Purposes and Project Description:

Other Expenses (Rental Fees for Venues and Equipment, Purchase of Prizes, Production of Materials & Reports, Public Relations, Interpreter, Translation, etc.)		
Items	Specification	Breakdown
Purchase of Prizes	First Place: Japanese dictionary and trophy	Japanese dictionary: \$30 X 1, Trophy: \$15 X 1,
	Second Place: Books written in Japanese and medals	Books written in Japanese: \$15 X 2, Medal: \$5 X 2,
	Third Place: Stationery set and certificates	Stationery set: \$10 X 3, Certificate: \$5 X 3

- 8 Attachment:
Letter from cooperating organizations/individuals (optional):
Please include letters from cooperating organizations and individuals that verify the possibility of their participation/cooperation.

D. Project Sheet (II): Salary Assistance Grant [JN-FK 2024 D(II)]

- 1 Project Summary:
 - (1) Proposed project duration:
Please write down the duration for which you would like to receive grants from the Japan Foundation for overhead costs of staff. In addition,
 - a. Please clarify the number of days your school/institution would be closed (period in which classes would not be held) during this time.

- b. The grant duration is 12 months or less, and the grant must be used during this period.
 - c. The Japan Foundation will accept applications for grants only for courses and activities that will start within FY2024 (from April 1, 2024 to March 31, 2025).
 - d. Please fill in the grant duration for the proposed course or activities only for application in FY2024, even if you also plan to apply to the program for the next fiscal year.
 - (2) Overview of Japanese-language courses, etc:
Please provide an overview of the new/augmented course(s) offered by the applying institution that will be receiving grants through this program (course title, course content, achievement of Japanese-language, number of students per class, and hours of instruction). Please note if the course is implemented online.
 - (3) Staff or teacher(s) responsible for courses (only those who are currently employed or expected to be employed by the applying institution):
 - a. If a candidate has been chosen:
Please note the name, current position, area of expertise, and position after hiring of the candidate, as well as why and how they were selected. Please attach a Curriculum Vitae of the candidate.
 - b. If a candidate has not been chosen:
Please describe the recruitment and selection process for the candidate and indicate how they will be chosen.
- 2 Reason for Application:
Please describe the need for the courses or activities (e.g., teachers' association activities) for which the applying institution would like to receive a grant based on the current status of its Japanese-language education. Moreover, please summarize the impact and effect these courses and activities would have on students and on Japanese-language education in the country or region, making good use of numbers to do so.
- 3 Plan to be Independent from Our Grant:
Budget plan and implementation plan: Please write a budget plan and implementation plan indicating that the course will be run and the post will be maintained independently without a Japan Foundation grant after this grant has expired.
- 4 Budget:
Please write on a separate form [JN-FK 2024 D(II) Budget]. Please list the annual costs required to pay a salary for a teacher who teaches the course or administrative staff. This should be listed by person.
 - (1) For planned expenditure, please note 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.
 - (2) For cost coverage, please note the weight of tuition in the portion of the costs covered by the applying institution so that income from course fees and other financial sources are clearly divided. Please note the currency in which the salary will be paid. Then please decide the percentage that the grant from the Japan Foundation will be used for.
- 5 Evaluation:

(1) Expected outcomes and effects:

Please describe specifically, making as much use of numbers as possible, how this project is expected to motivate students, and how it will increase the levels of students and teachers and develop Japanese-language education in the applying institution or organization, and 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 methods:

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

(3) Method to disseminate and pass on outcomes and effects:

Please describe specifically how you will disseminate and pass on the outcomes and effects described in (1) above after the project has been carried out to students and teachers in the applying institution and your country or region (e.g., publishing a web page, distributing reports).

6 Attachment:

Curriculum Vitae of the candidate: Please include a résumé if a candidate has been selected (required).

7 After the project is implemented:

The grantee must submit the following documents with the Final Report:

- (1) A copy of the proofs of payment for salary or the salary receipts for teachers/administrative staff with the signatures of the recipient(s)
- (2) A copy of the syllabus for the Japanese-language course run with the grant

D. Project Sheet (III): Teaching Material Purchase Grant [JN-FK 2024 D(III)]

1 Project Summary:

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

2 Quantity and Condition of Materials Owned by the Applicant:

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

3 Reason for Application:

(1) Need for purchasing teaching materials:

Please describe the need to buy teaching materials, as best suits the plan for the promotion

of Japanese-language education by the applying institution or organization (please note that this grant aims at providing materials for “Japanese-language education”).

(2) Utilization of teaching materials:

What effect would buying teaching materials in this case have on Japanese-language students, 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 applying institution or organization.

(3) The way of storing and managing the materials:

Please describe specifically how the newly purchased teaching materials will be stored and managed.

4 Schedule Details:

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

5 Evaluation:

(1) Expected outcomes and effects:

Please describe specifically, making as much use of numbers as possible, how this project is expected to motivate students, and how it will increase the levels of students and teachers and develop Japanese-language education in the applying institution or organization, and 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 methods:

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

(3) Method to disseminate and pass on outcomes and effects:

Please describe specifically how you will disseminate and pass on the outcomes and effects described in (1) above after the project has been carried out to students and teachers in the applying institution and your country or region (e.g., publishing on a website, distributing reports).

6 Attachment:

Please attach either (1) or (2) (required).

(1) If the applying institution will receive the grant directly from the Japan Foundation and pay bookstores;

List of materials the institution plans to buy [JN-FK 2024D(III) List of materials]

- * A combination of texts (including e-books), audio-visual materials (CDs and/or DVDs) and other materials (origami, yukata, etc., to be used for Japanese-language education) may be requested.
- * Please write down the title, volume number, name(s) of author(s) and/or editor, name of publisher, and all other information for books.
- * 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 provide the name of the service provider.

- * Specify the unit price and quantity for each item, and then enter the total amount. For e-books, please also enter the number of simultaneous views per service.
- * 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. In principle, 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.
- * Note that after the project is implemented, the grantee must submit the list of teaching materials that the grantee purchased to the Japan Foundation. Materials judged as inappropriate by the Japan Foundation cannot be covered by the grant and the grantee must return the cost to the Japan Foundation.

- (2) If the applying institution will NOT receive the grant directly from the Japan Foundation and the grant is to be remitted to a publisher, bookstore, or e-book supplier in Japan;
A copy of the estimate of teaching materials to be purchased issued by the publisher, bookstore, or e-book supplier in Japan.
Please note that the Japan Foundation can remit the grant money only to one publisher, bookstore or e-book supplier.

D. Project Sheet (IV): Conference Grant [JN-FK 2024 D(IV)]

- 1 Project Summary:
 - (1) Project title:

Please note the name of the project. If an activity has been held regularly until now, please note how many times it has been held, including its current iteration (e.g., the **th Conference Grant). If you are planning an online event, please indicate this.
 - (2) Implementation method:

Please select how you plan to implement the project (on-site, online, or hybrid).
 - (3) Venue/city:

Please note the name of the venue and city.
 - (4) Major cooperating organizations/individuals:

Please note the type of cooperation and the name, address, and affiliation of the major cooperating organizations and individuals.
 - (5) Major speakers, participants:

Please note the name, title, and role of any major speakers or participants apart from the above (4) major cooperating organizations/individuals.
- 2 Purposes and Project Description:
 - (1) Purposes and goals:

Please summarize the purposes of the project and the goals you anticipate the project achieving.

(2) Background and necessity:

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

3 Schedule Details:

Please describe in detail the schedule for implementing this project, including the duration of preparations and follow-up after the project.

4 Preliminary Arrangements and Contacts:

Please describe the preliminary arrangements for implementation of the project, and the progress of discussions and meetings between the applying institution and co-sponsors/cooperating organizations.

5 Evaluation:

(1) Expected outcomes and effects:

Please describe specifically, making as much use of numbers as possible, how this project is expected to motivate students, and how it will increase the levels of students and teachers and develop Japanese-language education in the applying institution or organization, and 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 methods:

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

(3) Method to disseminate and pass on outcomes and effects:

Please describe specifically how you will disseminate and pass on the outcomes and effects described in (1) above after the project has been carried out to students and teachers in the applying institution and your country or region (e.g., publishing a web page, distributing reports).

6 Budget:

Please write on a separate form [JN-FK 2024 D(I),(IV)~(VI) Budget].

(1) Honorariums and personnel expenses:

In the column given for specification, please 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 (e.g., judge), and in the column for breakdown, please write down the basis for your calculation (e.g., unit price x number of days or number of hours x number of people). Please use another sheet of paper if the space provided in the column is insufficient.

(2) Transportation/accommodation:

In the column given for specification, please note the people whose travel costs and accommodation costs will be paid, and the number of these people.

(3) Other expenses:

In the column given for specification, please note the overhead costs relating to the project's implementation, such as the cost of rental fees for venues, the cost of preparing materials,

and editorial costs.

(4) Cost coverage:

In the column given for cost coverage, please note parts of the applicant and other funding sources to define the percentage that the grant from the Japan Foundation will be used for.

7 Attachment:

Letter from cooperating organizations/individuals (optional) :

Please include letters from cooperating organizations and individuals that verify the possibility of their participation/cooperation.

D. Project Sheet (V): Publication Grant, [JN-FK 2024 D (V)]

1 Project Summary:

(1) Project title:

Please note the name of the project.

(2) Major cooperating organizations/individuals:

Please note the type of cooperation and the name, address, and affiliation of the major cooperating organizations and individuals.

2 Purposes and Project Description:

(1) Purposes and goals:

Please summarize the purposes of the project and the goals you anticipate the project achieving.

(2) Background and necessity:

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

(3) Contents and forms of teaching materials

Please describe the content and form of teaching materials (e.g., published materials, online materials). If you already have a draft of the materials, please attach it to this form.

3 Schedule Details:

Please describe in detail the schedule for implementing this project, including the duration of preparations and follow-up after the project.

4 Preliminary Arrangements and Contacts:

Please describe the preliminary arrangements for implementation of the project, and the progress of discussions and meetings between the applying institution and co-sponsors/cooperating organizations.

5 Evaluation:

(1) Expected outcomes and effects:

Please describe specifically, making as much use of numbers as possible, how this project is expected to motivate students, how it will increase the levels of students and teachers and develop Japanese-language education in the applying institution or organization, and 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 methods:

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

(3) Method to disseminate and pass on outcomes and effects:

Please describe specifically how you will disseminate and pass on the outcomes and effects described in (1) above after the project has been carried out to students and teachers in the applying institution and your country or region (e.g., publishing on a website, distributing reports).

6 Budget:

Please write on a separate form [JN-FK 2024 D(I),(IV)~(VI) Budget].

(1) Honorariums and personnel expenses:

In the column given for specification, please 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 (e.g., judge), and in the column for breakdown, please write down the basis for your calculation (e.g., unit price x number of days or number of hours x number of people). Please use another sheet of paper if the space provided in the column is insufficient.

(2) Transportation/accommodation:

In the column given for specification, please note the people whose travel costs will be paid, and the number of these people.

(3) Other expenses:

In the column given for specification, please note the overhead costs related to the project's implementation, such as the cost of preparing materials, and editorial costs.

(4) Cost coverage:

In the column given for cost coverage, please note parts of the applicant and other funding sources to define the percentage that the grant from the Japan Foundation will be used for.

7 Attachments:

(1) A draft of the materials (optional):

If you already have a draft of the materials, please attach it to this form.

(2) Letter from cooperating organizations/individuals (optional):

Please include letters from cooperating organizations and individuals that verify the possibility of their participation/cooperation.

D. Project Sheet (VI): Other Original Proposals [JN-FK 2024 D(VI)]

1 Project Summary:

(1) Project title:

Please note the name of the project. If an activity has been held regularly until now, please note how many times it has been held, including its current iteration (e.g., the **th Japanese Speech Contest).

- (2) Implementation method:
Please select how you plan to implement the project (on-site, online, or hybrid).
 - (3) Venue/city:
Please note the name of the venue and city.
 - (4) Major cooperating organizations/individuals:
Please note the type of cooperation and the name, address, and affiliation of the major cooperating organizations and individuals.
- 2 Purposes and Project Description:
- (1) Purposes and goals:
Please summarize the purposes of the project and the goals you anticipate the project achieving.
 - (2) Background and necessity:
Please summarize the need for this project, including background such as analysis of the present status of the applying institution or organization, your country or region, etc.
- 3 Schedule Details:
Please describe in detail the schedule for implementing this project, including the duration of preparations and follow-up after the project.
- 4 Preliminary Arrangements and Contacts:
Please describe the preliminary arrangements for implementation of the project, and the progress of discussions and meetings between the applying institution and co-sponsors/cooperating organizations.
- 5 Evaluation:
- (1) Expected outcomes and effects:
Please describe specifically, making as much use of numbers as possible, how this project is expected to motivate students, and how it will increase the levels of students and teachers and develop Japanese language education in the applying institution or organization, and 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 outcomes and effects described in (1) above after the project has been carried out (e.g., questionnaires and evaluations by program evaluators).
 - (3) Method to disseminate and pass on outcomes and effects:
Please describe specifically how you will disseminate and pass on the outcomes and effects described in (1) above after the project has been carried out to students and teachers in the applying institution and your country or region (e.g., publishing a web page, distributing reports).
- 6 Budget:
Please write on a separate form [JN-FK 2024 D(I),(IV)~(VI) Budget].
- (1) Honorariums and personnel expenses:

In the column given for specification, please 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 (e.g., judge), and in the column for breakdown, please write down the basis for your calculation (e.g., unit price x number of days or number of hours x number of people). Please use another sheet of paper if the space provided in the column is insufficient.

(2) Transportation/accommodation:

In the column given for specification, please note the people whose travel costs and accommodation costs will be paid, and the number of these people.

(3) Other expenses:

In the column given for specification, please note the overhead costs related to the project's implementation, such as the cost of rental fees for venue and equipment, and editorial costs.

(4) Cost coverage:

In the column given for cost coverage, please note parts of the applicant and other funding sources to define the percentage that the grant from the Japan Foundation will be used for.

7 Attachments:

(1) Details of the project (required):

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

(2) Letter from cooperating organizations/individuals (optional):

Please include letters from cooperating organizations and individuals that verify the possibility of their participation/cooperation.