## Japanese-Language Learners Event Grant

## Fiscal Year 2023-24



**Application Form**

**Applicant Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of**  **Applying Institution** | |  | | | | |
| **Dept./Section**  in charge of  the proposed project | |  | | | | |
| Address | | <Administrative Office> | | | <Dept./Section in charge of the proposed event> | |
| Legal Status | | Non-profit Public Educational Institution  Non-profit Private Educational Institution  Other Non-profit Organization | Educational Level | | Primary-school Education  Secondary Education  Higher Education  Other（     　） | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Authorized Representative**  President, Executive Director, Dean, Dept. Chair, District Superintendent, etc. | **Project Director** (Contact Person)  Person in charge of the proposed project | **Financial Director**  Person who will handle the grant  payment check for the proposed project |
| **Name** | Prof. Dr. Mr. Ms. | Prof. Dr. Mr. Ms. | Prof. Dr. Mr. Ms. |
| Position  within the  Applying Institution |  |  |  |
| Email |  |  |  |
| Tel (Ext.#) |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Signature**  (Authorized Representative) |  | **Date:** |

**Event Information**

|  |  |  |
| --- | --- | --- |
| **Event Title** |  | |
| Scale of Event | National Regional (multiple states) Statewide Regional (multiple counties/districts)  \*Events which are only open to, or only benefit a single school/institution are **ineligible**. | |
| Co-Host Institutions |  | |
| Other Supporting  Institutions/Organizations/Businesses |  | |
| Event Date | **From:**　　      /       / | **To:**　　      /       / |
| Event Venue  (please indicate whether event will be held virtually, in person, or both) |  | |
| Address: | |

1. **Event Summary** (objectives, contents, and expected outcome/effect, etc.)

|  |
| --- |
|  |

1. **Expected Number of Participants and Audience**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Expected Number of People | |
| **Participants**  (Japanese Language Learners) | Primary Level |  | (Total) |
| Secondary Level |  |
| Collegiate Level |  |
| Others |  |

|  |  |
| --- | --- |
| **Audience** |  |

1. **Names of Participating Schools** (sending students to your event as participants)

|  |  |
| --- | --- |
| **Primary Level**: |  |
| **Secondary Level**: |  |
| **Collegiate Level**: |  |
| **Others**: |  |

1. **Judges/Guest Speakers** (if applicable)

|  |  |
| --- | --- |
| **Name** | **Affiliation** |
|  |  |

1. **Schedule** (including preparation, announcements, etc.)

|  |  |
| --- | --- |
| **Date** | **Activities** |
|  |  |

**Budget Sheet**

1. **Expected Financial Resources for Your Project**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant (Own Funding) | Other Funding Sources | The Japan Foundation | TOTAL |
| $ | $ | $ | $ |

**< Status of Other Funding Sources >**

|  |  |  |
| --- | --- | --- |
| Sponsoring Institutions | Status of Application | Amount |
|  |  |  |

1. **Necessary Expenses for Entire Project**

Please check all that you wantthe Japan Foundation to cover.

|  |  |  |  |
| --- | --- | --- | --- |
| **↓** | Items | Breakdown  @ x day x persons, etc. | **Sub-Total** |
|  | **(1) Expenses for Inviting Judges/Guest Speakers** (Honorarium, Travel Cost, etc.) | | |
|  |  |  |  |
|  |  |  |  |
|  | **(2) Expenses for Venue** (Rental Fee for Venue and Audio Equipment, Tech Support, etc.) | | |
|  |  |  |  |
|  |  |  |  |
|  | **(3) Prize Expenses for Participating Japanese Language Learners** | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **(4) Expenses for Programs, Flyers, Handouts, etc.** | | |
|  |  |  |  |
|  |  |  |  |
|  | **(5) Expenses for Group Transportation of Participants/Student Audiences** (buses, vans, etc.) | | |
|  |  |  |  |
|  |  |  |  |
|  | **(6) Other Expenses** | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Grand Total：** | |  |

**3. Information for Grant Payment:**

If your application is successfully selected for our grant support, the grant will be paid by check upon receiving your signed Acceptance of Grant & Request for Payment form.   
Please make sure that you have a bank account in your institution or school district’s name to receive our payment check.

We have a bank account in our institution’s name.

We do not currently have a bank account, but will open an account by the time we receive the payment check.

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| --- |
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The check should be made payable to: