## 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 grantpayment check for the proposed project |
| **Name** | [ ] Prof. [ ] Dr. [ ] Mr. [ ] Ms.       | [ ] Prof. [ ] Dr. [ ] Mr. [ ] Ms.       | [ ] Prof. [ ] Dr. [ ] Mr. [ ] Ms.       |
| Position within theApplying 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 SupportingInstitutions/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.

|  |
| --- |
|       |

The check should be made payable to: