

# 【Program Guidelines】

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

FY 2021
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### 1. Overview

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

### 2. Eligibility

- (1) Applicants are only accepted from overseas non-profit organization involved in Japanese-language education (including Japanese-language teachers' associations and academic societies); individuals are not eligible to apply. However, organizations whose national laws restrict them from receiving aid from foreign organizations affiliated with governments are not eligible.
- (2) Applicants must fulfill the following requirements in order to be eligible:
  - a) Applicant must have the capabilities necessary for implementing the planned project(s).
  - b) The receipt of grants or support from the Japan Foundation must not violate any laws, regulations, or ordinances.
  - c) Applicants should have bank accounts in the name of the organization to which the grants by the Japan Foundation can be remitted, or should be able to open such accounts by the time the grants are sent.
- (3) In principle, the Japan Foundation does not provide grants for:
  - a) The Japanese government (including national institutions), Japanese local municipalities (including municipal schools and universities and other municipal institutions), Japanese independent administrative institutions, Japanese local independent administrative institutions, Japanese national university corporations (including national secondary schools), and lower branches of the above-mentioned organizations;
  - b) Foreign governments, including their administrative organs and their embassies and consulates-general in Japan (exceptions being academic, cultural, or research institutes, such as universities and museums); and
  - c) International organizations to which the Japanese government makes a financial contribution.

### 3. Requirements of the Proposed Projects

- (1) This time the Japan Foundation will accept **applications for projects that would be initiated during fiscal year 2021 (April 1, 2021–March 31, 2022) and in principle, the projects to be completed by March 31, 2022.**
- (2) The plan and method of implementation must be appropriate and there must be ample expectations that programs will yield good results.
- (3) Programs must not be used for religious or political purposes.
- (4) Programs must not be commercial activities.

### 4. Program Description

- (1) Applying organizations and groups may apply for a combination of programs that meet their needs, depending on their activity; examples of eligible programs for this support are given below.
  - a) Japanese-Language Activities Support Grant  
This grant partially covers the costs to hold programs such as speech, presentation and debate contests that are intended to motivate students and arise interest in Japanese-language education in the country or region.
  - b) Teaching Material Purchase Grant:  
This grant partially covers the cost of purchasing teaching materials, supplementary materials and educational materials to introduce Japanese culture (e.g., tools for Japanese calligraphy, yukata, and origami) needed by Japanese-language teachers when conducting Japanese-language courses. The costs of buying educational materials contributing broadly to Japanese-language education that are made widely available to the public in public libraries or other facilities are also eligible for this grant. Materials that are to be given to students are not eligible for this grant, with the exception of consumables like origami.  
※Although the Japan Foundation cannot send teaching materials directly from Japan, applicants who would like to purchase teaching materials from publishers, bookstores and other shops in Japan are able to delegate the right to receive the grant to publishers, bookstores and other shops, in which case the Japan Foundation would pay the cost of the purchase of such materials directly to publishers, bookstores and other shops. (See p.8 for details)
  - c) Conference Grant:

This grant partially covers the cost involved in holding seminars, workshops, symposia, and training sessions and meeting for Japanese-language teachers.

d) Publication Grant

This grant partially covers the cost involved in preparing and publishing teaching materials consistent with the local curriculum and needs.

e) Other Original Proposals:

This grant partially covers the cost involved in implementing projects planned by the applicant that aim to promote Japanese-language education and train Japanese-language teachers.

※Funding for administrative costs can be requested as indirect costs, provided that they account for no more than 10% of total direct costs.

(2) Points to be Noted

a) In principle, grants will not be provided to organizations that have received support as part of the same program for three consecutive fiscal years for a fourth consecutive fiscal year, unless the Japan Foundation assesses that there is strong justification for the continuation of the program.

b) In principle, following elements are not eligible for Grant programs:

- Provision of teaching materials in kind (only teaching materials for teachers are applicable);
- Business meetings such as general meetings and board meetings that are held regularly by the applicants;
- Cost to purchase utensils with high versatility that remain for a long time (i.e. computers, PC supplies, photocopier, fax, electric appliances, desk, chair, rack, etc.);  
    ※Electronic dictionaries and tablets with clear relevance to Japanese-language learning are applicable for the grant.
- Cost of buying real estate and cost of construction;
- Rental fee for facilities that would be used for long term;
- Rental fee for halls owned by the applying organization or group;
- International airfare exceeding the estimated fare for the shortest route from the city of boarding to the destination using the economy class, Special Excursion Fares (PEX discount fare), and
- Banquet costs and entertainment costs.
- Capital fund and endowment drives, public relations campaigns, creation of awards;

c) Payments in kind from the Japan Foundation (in which the Japan Foundation directly purchases teaching materials, prize for speech contests and other and sends them to the organization) are not made in this program.

d) The applicant cannot select more than one aid program administered by the Japan Foundation for the same project.

## 5. Selection Policy

Screening will be made in line with the following criteria:

- Role of the applicant in the country and region,
- Specific outcome expected,
- Coalition with other organizations and groups,
- Ripple effect on Japanese-language in the country and region,
- Ability to raise funds from sources other than the Japan Foundation, including its own funds, and
- Feasibility of the plan (program to be implemented, framework, schedule, etc.).

\*see <http://www.jpf.go.jp/e/project/japanese/education/network/index.html> for more information about “Sakura Network”

## 6. Application Procedures

### (1) Application Documents

An application must contain the following components. A copy of each application should be submitted together, collated and not stapled. An application missing any of the required elements will be considered incomplete and therefore ineligible for consideration.

- a) Application Form of Support Program for Organizations in Japanese-Language Education (Grants)
- b) Project Sheet for the project

### (2) Application Deadline and Place for submission

Applications should be submitted to the Japan Foundation, New Delhi.

Applications must be submitted by the following deadlines, depending on the commencing time of the project:

- **1<sup>st</sup> Deadline 15<sup>th</sup> August, 2021: Project to be implemented from 15<sup>th</sup> August to 31<sup>st</sup> October, 2021**
- **2<sup>nd</sup> Deadline 15<sup>th</sup> October : Project to be implemented from 1<sup>st</sup> November to 31<sup>st</sup> December, 2021**
- **3<sup>rd</sup> Deadline 15<sup>th</sup> December : Project to be implemented from 1<sup>st</sup> January to 31<sup>st</sup> March, 2022**

. Since applications will not be accepted through the Internet and by fax, earlier submission is encouraged.

(3) Points to be Noted

Once they are submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.

### 7. Notification of the Grant Decision

(1) The result will be notified in two weeks after the submission of the applications. (2) If the application is adopted, the amount of the grant applied for will be assessed in accordance with the Japan Foundation's regulations and level of prices in the country.

### 8. Obligations

- (1) Programs of the Japan Foundation are operated in accordance with the relevant Japanese laws and regulations of the Japan Foundation including "Law for the Proper Execution of a Budget Relating to Subsidies" (Law. No. 179 of 1955)"
- (2) The Grantee shall acknowledge the Foundation's financial support when the Grantee publicizes the Grant Project.
- (3) The Grantee shall submit the Final Project and Financial Reports about the activities and expenditures, when the project has been completed.
- (4) The Japan Foundation is intolerant of any fraudulent activity from the application process through the grant duration. Once a grant has been provided, committing any form of fraud with regard to the Japan Foundation grant funds could result in penalty measures such as revocation of decision to provide a grant in whole or in part, required return of rescinded portions of the grant including additional charges, late payment charges, suspension of the grant for a certain period of time, and/or other legal actions.

### 9. Disclosure of Information

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

### 10. Handling of Personal Information

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

- There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.
- (3) Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.
- (4) There may be cases in which the project reports and other related publication are released to the public.

11. Person in Charge

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## Instructions to Fill in the Application Form

### Application Format

Application form comprises the following A-D. Please attach all the following documents to your application for submission.

A.	Application Cover Sheet (same for all projects)
B.	Overview of the Applying Institution (same for all projects)
C.	Information about Bank Account (same for all projects)
D.	Description of project (I)-(IV) (for each application component)

Please note that D. differs for each application component. Please confirm the instructions in “D. Description of project.” and attach required supporting documents.

### General Instructions

1. Please submit the original application and a copy of it without stapling. Make sure to keep a copy of the application, since application forms are kept and not returned.
2. Application form should be typed or written with black ink in block letters.
3. Please fill in the application using either English (block letter print) or Japanese (standard square style), or both.
  - (1) Be sure to write the name of the organization in English, as well as in the original language.
  - (2) Please write the names of individuals in the Roman alphabet, as well as in the original language.
4. Applicants are requested to notify promptly the Japan Foundation if information written in the application has changed.

### A. Application Cover Sheet

#### 1. Applying Institution:

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

#### 2. Department that conducts the project:

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

#### 3. Authorized Representative:

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

#### 4. Project Director:

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

#### 5. Bursar:

The bursar is the person that 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 (if the applying organization is a member of the Sakura Network, it can be the same person). If their signatures are not attached, the application cannot be accepted.

### B. Outline of the Applying Institution

#### 1. Outline the history and the current status of Japanese-language education within the department:

Please note the applying organization or group's founding year, 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, and the levels, etc.

#### 2. List all grants received from the Japan Foundation during the past 5 years:

Please note the 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. Information about Bank Account

#### 1. Receiving the grant:

Be sure to fill in the form, as it is essential in determining whether or not grant money can be remitted and whether the applied project is eligible. The application could be accepted provided the information is given properly.

(1) Applying institution will receive the grant directly from the Japan Foundation

Please select the way to receive the grant from the Japan Foundation.

The Japan Foundation cannot accept an application unless the grant can be remitted directly to the applying institution by cheque. However, this may not be the case if the applying institution cannot open the bank account for some unavoidable reason, and can delegate receipt of the remittance to a person who is related to the applying institution.

(2) Applying institution will not receive the grant directly from the Japan Foundation

If the applicant would apply for “Teaching Material Purchase Grant” and like to purchase teaching materials from bookstores in Japan, it is able to delegate the right to receive the grant to the bookstores.

\*If (2) is chosen, the following questions 2 and 3 are could be remained unanswered.

#### 2. Bank Account:

Please provide account information.

\* If the name of the holder of the bank account differs from the name of the applicants, a letter of attorney from the applying institution/organization will be needed.

#### 3. Currency:

The grant will be awarded in Indian Rupees.

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

There are four project sheets for each of the types of grant that can be applied for: (I) Japanese-Language Activities Support Grant, (II) Staff Expansion Grant, (III) Teaching Material Purchase Grant, and (IV) Conference Grant, Teaching Material Purchase Grant, and Other Original Proposals. Please fill in the project sheets suited to your project. Only the project sheet that is applied for is required to be sent.

#### Project Sheet (I) Japanese-Language Activities Support Grant

##### 1. Outline of the project:

Please note the name of the project, its duration (date on which it will be held), co-sponsoring organization, supporting organization, venue (name of the hall) and scale of project.

In the case of activities that have been held regularly as of this point, please note how many times this event will have been held, including the current event (e.g., the \*\*the Japanese Speech Contest).

##### 2. Objectives and details of the project:

Please note the objectives and intended aim of the project to be carried out, as well as outline of the project, including the form of the event and the intended audience.

##### 3. Participants:

Please note the qualifications and positions of those planned to participate as well as the anticipated number.

##### 4. Judges:

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

##### 5. Proposed Schedule:

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

##### 6. Evaluation of the projects:

(1) Expected Outcome and Effect:

Please describe specifically, with numerical indexes as much as possible, how this project is expected to motivate students, the way in which it would motivate students, and how it would develop Japanese-language education in the country or region.

(2) Evaluating Method:

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

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

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

### 7. Budget:

(1) Honoraria and wages:

In the column 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., adjudicators), need for payment, and in the column for breakdown, please write the basis for calculations (e.g., unit price x number of days or number of hours x number of people). Please use another piece of paper if the space provided in the column is insufficient.

(2) Transportation:

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

(3) Other Expenses:

In the column for specification, please note 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 Institution:

Please attach pamphlets for the applicants, print-outs of applicant's web site, and public relations materials. Sakura Network members are not required to attach the brochure.

(2) Letter from cooperating organizations/cooperators:

Please include agreements from cooperating organizations and cooperators, if any.

## Project Sheet (II): Salary Assistance Grant

### 1. Reason for Application:

Please describe the need of the courses or activities for which the applicants would like to receive grant 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:

Please write down the duration for which the applicants would like to receive grants from the Japan Foundation for overhead costs of the staff. In addition, please 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. Duration should be for this year (1 year) even if a continued grant is expected from the applicant. The Foundation will accept applications for grants only for courses and activities that will start within fiscal 2017 (from April 1, 2017 through March 31, 2018).

(2) Outline of Courses, etc. (this does not have to be noted if the grant only covers compensation for administrative staff):

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, and Hours of Instruction).

(3) Appointee of the Staff to Teach the Courses (this does not have to be noted if the grant only covers compensation for administrative staff):

① If the appointee has been chosen:

Please note the name, current position, area of expertise, and position after hiring of the appointee, as well as why the appointee was selected and how he/she was selected. Please attach a Curriculum Vita of the appointee.

② If the appointee has not been chosen:

Please describe the recruitment and selection process for appointee and how he/she will be chosen.

### 3. Budget:

Please list the annual costs required to pay an honorarium for a teacher who teaches the course or administrative staff, divided into necessary expenses (outgo) and financial resources (income). For outgo, please note the salary expressed 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, please 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.

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

Budget Plan and Implementation Plan: Please write the budget plan and implementation plan to run the course and the post will be maintained independently without Japan Foundation grants after this grant has expired will be implemented every year.

**5. Evaluating Method of Expected Outcome and Effect:**

Please describe exactly, with 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 (e.g., questionnaires and evaluations by program evaluators).

**6. 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. Sakura Network members are not required to attach the brochure.

**Project Sheet (III): Teaching Material Purchase Grant**

**\* The Japan Foundation cannot buy and send actual teaching materials and supplies needed to introduce Japanese culture from Japan. However, if the applicant plans to purchase teaching materials from bookstores in Japan, the Japan Foundation can remit the grant directly to the bookstores provided the applicant delegates its right to receive the grants to the bookstores. The applicant must attach a copy of the estimate issued by the bookstores with the application documents to remit to the bookstore. If the application is approved, the letter of attorney to delegate the right to receive the grants to the bookstores and a copy of the invoice are requested..**

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

Please describe as accurately as possible the quantity of the teaching materials, supplementary materials, supplies needed to introduce Japanese culture and other equipment that the applying organization or group can currently use for Japanese-language education. This is a numerical value necessary in determining the need for this grant. Please provide details about the condition, such as the type of teaching materials, the status of use, and storage conditions.

**2. Reason for application:**

(1) Necessity to purchase teaching materials:

Please describe the need to buy teaching materials, as pertains to the plan for the promotion of Japanese-language education by the applicants.

(2) 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? Please describe as pertains to the plan for the promotion of Japanese-language education by the applicants.

**3. Outline of Application:**

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 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:**

(1) A combination of texts and audiovisual materials (video tapes, CDs, and/or DVDs) may be requested.

(2) Please write down the title, volume number, name(s) of author and/or editor, name of publisher and all other information for books. Please provide information only for relevant items for video tapes, CDs, DVDs and other audiovisual media.

(3) Specify the unit price and quantity for each item, and then enter the total amount.

(4) Please note the necessary cost for postage of purchases or customs duties if purchasing from an overseas source, if relevant.

(5) If the applicant plans to purchase teaching materials from bookstores in Japan and the Japan Foundation remit

the grant money directly to the bookstores, the applicant must submit a copy of the estimate of teaching materials to be purchased made by the bookstores.

\*Note that after the project is implemented, grantee must submit the Japan Foundation the list of teaching materials. Materials judged as inappropriate by the Japan Foundation cannot be covered by the grant and grantee must return the cost to the Japan Foundation.

**5. Does your institution want the Japan Foundation to pay the grant directly to the bookstores in Japan?**

Please answer whether the applicant want the Japan Foundation to remit the grant directly to the bookstores when the applicant plans to purchase teaching materials from bookstores in Japan. If you answer “Yes,” please answer whether you would like the Japan Foundation to remit the entire grant directly to the bookstores or would like the Japan Foundation to remit the grant to buy teaching materials in Japan directly to the bookstores in Japan, and remit the rest of the grant (to buy teaching materials in countries other than Japan, customs fee, etc.) to the institution’s bank account.

**6. Proposed Schedule:**

Please 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.

**7. Evaluation:**

(1) Expected Outcome and Effect:

Please explain specifically, with numerical indexes as much as possible, how implementing this project will raise the level 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:

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

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

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

**8. Attachment Required:**

Brochure of the Institution: Please attach pamphlets for the applying organization, print-outs of organization’s web site, and public relations materials. Sakura Network members are not required to attach the brochure.

And request the Japan Foundation to remit the grant money directly to the bookstore, the applicant must submit a copy of the estimate of teaching materials to be purchased made by the bookstores.

**Project Sheet (IV): Conference Grant, Publication Grant, Other Original Proposals**

**Select project category**

Please select and check the type of project to be applied.

- Conference Grant
- Publication Grant
- Other Original Proposals (please provide a brief description of proposal)

**1. Title of Project:**

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

**2. Outline of the project:**

Please provide an 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. Schedule of Conference and/or Project:**

Please note the period (date of implementation) in which the planned conference or project would actually be implemented. Please note the period in which the project would be implemented using the Japan Foundation grants, the preparation period, and follow-up after the conference is held. 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, 2017 to March 31, 2018.

**4. Contents of the project:**

After referring to 8.(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:

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

(2) Background and necessity:

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

(3) Proposed Schedule:

Please provide a summary of the schedule for this project that have 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 Cooperators/ Cooperating Institutions:

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

(5) Major Speakers, Participants:

Please briefly note the name, position and roles of the major speakers and participants, as distinct from the main cooperating groups and cooperators noted in (4) above.

**5. Preliminary arrangements and contacts:**

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

**6. Evaluation of the projects:**

(1) Expected Outcome and Effect:

Please explain specifically, with numerical indexes

as much as possible, how implementing this project will raise the level 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:

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

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

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

**7. Budget:**

(1) Honoraria/Wages:

In the column 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., keynote speaker), need for payment, and in the column for breakdown, please write the basis for calculations (e.g., unit price x number of days or number of hours x number of people). Please use another piece of paper if the space provided in the column is insufficient.

(2) Transportation:

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

(3) Accommodation Expenses:

Please note the location and person receiving payment in the column provided for specification.

(4) Other Expenses:

In the column for specification, please note 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.

**8. Attachment Required:**

(1) Brochure of the Institution:

Please attach pamphlets for the applying organization, print-outs of organization's web site, and public relations materials. Sakura Network members are not required to attach the brochure.

(2) Letter from cooperating organizations/cooperators:

Please include agreements from cooperating groups and cooperators if any.