**D．事業内容書(II)　給与助成**

**Project Sheet (II) Salary Assistance Grant**

1. **申請理由 Reason for application**

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| 日本語講座又は活動の必要性・背景　Background and necessity for the Project |
|  |
| 目的・期待される効果 （可能な範囲で数量的指標も用いて説明してください。）  Objectives and Expected Results（Please describe with numerical indexes as much as possible. ） |
|  |

1. **申請事業概要 Outline of the proposed project**
   1. 申請事業期間　Period of the Proposed Project

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 自from | 年Year / 月Month / 日Day | | | | | | 至to | 年Year / 月Month / 日Day | | | | |
|  | ／ |  | | ／ |  |  | ／ |  | ／ |  |
| うち休校期間  （夏期休暇等）  Period of school closing  (e.g. summer vacation) | | | |  | | | | | | | | |

* 申請対象は、2023年10月1日から2024年1月31日の間に実施される講座です。  
  Courses should start between October 1st, 2023 and January 31st, 2024.

日本語コース概要 Outline of Courses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| コース名  Course Title | コース内容  Course Content | 日本語学習到達度  Achievement of Japanese  -language | 1コース当たりの受講者数  Number of Students  /Class | 授業時間数  Hours of Instruction  時間/週×週数(In a Year)  Hours/Week×Weeks |
|  |  |  |  |  |
| 合計 / Total | | | 名/Persons | 時間/Hours |

* 1. コース担当予定講師  
     Appointee of the teacher or administrative staff
     1. 候補者が決定している場合 If the appointee has been chosen

|  |  |
| --- | --- |
| 氏名 Name | (姓 Last) (名 Given) |
|  |
| 現職　Present Position | (職名 Title) (所属 Institution) |
|  |
| 専門　Specialization |  |
| 採用後の身分・格付  Position of the Appointee  after hired | (職名 Title) (所属 Institution) |
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| * 履歴書を添付してください。 Attach Curriculum Vitae. | |

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| 候補者の選定理由 Reason of Selecting the Appointee |
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* + 1. 候補者未定の場合 If the appointee has not been chosen

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| 選定方法 Process of Selecting the Appointee |
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1. **予算 Budget**
   * コース担当講師給与の年間所要経費  
     Necessary annual expenses of the teacher or staff

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 通貨単位 Currency |  | | | 実際に支払われる通貨で記入すること The budget proposal should be written in the currency in which the expenses are actually paid. | | |
| 所要経費（支出）  Necessary Expenses (Outgo) | | | | 財源（収入）  Financial Resources (Income) | | |
| (a)  1時間当 単価  Salary expressed as Wages per Hour of Instruction | (b)  年間担当 総時間数  Total Teaching Hours  per Year | | (c)  年間支払  給与額  Total Annual Salary  (a)×(b) | (d)  申請機関負担額  To Be Borne by Applicant | | (g)  基金申請額  To Be Supported by the Japan Foundation |
| (e)授業料  Tuition | (f)その他  Others |  |
|  |  | |  |  |  |  |
| 合計  Total |  | 時間  Hours |  | 小計Subtotal | 小計Subtotal |  |
|  |  |
| うち、講師給与に充てられる金額  Amount which will be used for teacher salaries | |  |
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1. **事業の効果及び成果の評価方法** Evaluating method
2. **添付資料 Required Supporting Documents**

* 候補者の経歴 Curriculum Vitae of the Appointee

1. **事業実施後　After the project is implemented**  
   給与助成の最終報告書（会計報告）作成時には、以下2点の証拠書類の添付が必要となります。  
   The grantee must submit the following documents with the Final Report;
2. 講師の給与受領書（領収書）※受領者本人自署のあるもの  
   A copy of the salary receipts for teacher/administrative staff with their handwritten signature
3. 本助成により運営された日本語コースのシラバス  
   A copy of the Syllabus of the Japanese-language course operated by this grant

※　全ての収入・支出の証憑は5年間保存し、基金が要求した際は速やかに提出してください。

**\*Be sure to preserve the documented evidence of all revenues and expenditures of the project for five years and promptly submit them upon request from the Japan Foundation.**