## Japanese-Language Learners Event Grant

## Fiscal Year 2024-25



**Application Form**

**NO LATE APPLICATIONS WILL BE ACCEPTED AT THIS TIME**

**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.

If your application is successfully selected for our grant support, the grant will be paid by check. Failing to submit your signed Acceptance of Grant & Request for Payment form by the specified due date (within 2 months of notice of grant approval) could result in JFLA rescinding its grant.

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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The check should be made payable to: