

# Japanese Language Local Project Support Programme 2021-2022

# Grant Application Form

# Section 1: Basic Applicant Details

* **Name of organisation:**
* **Address of organisation:**
* **Telephone number of organisation:**
* **Name of main contact for this application:**
* **Job title of main contact:**
* **E-mail address of main contact:**

# Section 2: Basic Project Details

* **Please tick the project type you are applying for (you may tick multiple boxes for a single project):**

□ Introducing Japanese into the curriculum at a primary or secondary school (up to £3,000)

□ Supporting GCSE or A-Level courses (up to £3,000)

□ Introducing Japanese as a club or enrichment activity (up to £2,000)

□ Enabling links between secondary institutions and institutions of higher education (up to £3,000)

□ Other (Please elaborate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

***(Please turn to Page 2)***

* **Project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Period of project:**
* Start date:
* End date:

# *Important:* In essence, the projects/events must occur during the periods of April 2021 – March 2022. This means that all payments for your project must be made within this period. Therefore, you need to set your project period to cover all of you project events (classes, events and so on) and payments. If you already know that your project continues into March 2022 (i.e. if you are applying for funding for classes), please let the Japan Foundation know in advance when you submit your application. If you are applying for a project that finishes beyond March 2022, you will be required to submit two final reports (one in February 2022 for funds used up until 28th February and one following the completion of your project for all remaining funds).

**Section 3: Authorisation**

* **Please read the General Information document, available to download at:** [**www.jpf.org.uk/language/funding.php**](http://www.jpf.org.uk/language/funding.php)

□ *I confirm that I have read and understood the “Japanese Language Local Project Support Programme 2021-2022 General Information document”.*

* **This document must be signed by a senior member of staff at your institution, such as a Headteacher, Bursar, or Head of Department in the case of universities.**

Name: Signature:

Job Title: 　 Date:

**Important: Make sure you turn to Page 6 of this document before submission.**

***(Please turn to Page 3)***

# Section 4: Detailed Project Information

* **Please tell us about your project and its objectives, including where possible:**
* *An overview of the project, explaining how it will introduce or support Japanese language education*
* *Quantitative data (how many students will be involved? How many hours a week for classes? Etc.)*
* *If your organisation already has Japan related activities, or has applied for this grant before*
* *Who the teacher of Japanese will be  
  If your project will involve partnership with any other schools, organisations or the wider community  
  If the project will be publicised in the local media*
* *Long-term plans you have for Japanese*

|  |
| --- |
| *Please add supplementary pages if necessary* |

# Section 5: Budget Proposal

We would like a representation of the budget for **the whole project**. Please remember to also **include information on items that will *not* be covered by the Japan Foundation**. For each of the items listed, please explain why these expenses are necessary and why they will be incurred. **Please include as much detail as possible**.

***Important:*** *Please be aware we are usually unable to provide funding for the following: reception fees such as food and drink, in-house printing/photocopying costs, exam fees, hardware (computers, iPads etc), online software accounts for software such as Zoom, consumables such as general use paper/stationary, exam fees, subscription fees etc, or the costs of school trips abroad. For supporting GCSE and A-Level projects, we are unable to supplement the salary of teachers already employed by the school.*

* **Expenditure**

***Important:*** *This refers to costs towards the project that will be made.*

|  |  |  |
| --- | --- | --- |
| Item | Amount | Breakdown |
| Project staff costs  / Honoraria |  |  |
| Costs of Japanese teaching materials \* |  |  |
| Venue hire |  |  |
| Travel and accommodation expenses |  |  |
| Other expenses |  |  |
| **Total** |  |

***(Please turn to Page 5)***

* **Income**

***Important:*** *This refers to how the costs in the Expenditure table will be funded. Please note that the “total” in the Income table must match the “total” in the Expenditure table. This is because this must reflect the total costs of the project.*

|  |  |  |
| --- | --- | --- |
| Item | Amount | Breakdown |
| Requested Japan  Foundation Grant: |  |  |
| Other income:  (e.g. income from other funding bodies) |  |  |
| Own funds: |  |  |
| **Total** |  |

***(Please turn to Page 6)***

# Thank you for filling out an application form for

# Japanese Language Local Project Support Programme 2021-2022

* **Form submission**

Once you have completed and signed this form, please send **both**:

* A data copy via e-mail to [info.language@jpf.org.uk](mailto:info.language@jpf.org.uk)
* A hard copy by post to the address below:

**ATTN: Miriam Starling**, **The Japan Foundation, London, 101-111 Kensington High Street, London, W8 5SA**

We must receive the data copy of the application by the application deadline, so please send your form in plenty of time.

* **Enquiries**

Please contact Miriam Starling via e-mail at: [info.language@jpf.org.uk](mailto:info.language@jpf.org.uk)

* **Covid-19**

We cannot support any project which involves invited guests travelling from Japan that goes against the travel advice and regulations set out by the Japanese government. If your project involves guest travel, please be advised that we will review our decision two months before the commencement of your project, taking into account the most up-to-date travel advice issued by the Japanese government, and subsequently we might withdraw our funding depending on the guidelines in place at the time.

In line with the current circumstances surrounding Covid-19, the Japan Foundation, London will accept applications of Japanese-related projects which will take place online.

* **Information regarding content of projects.**

The Japan Foundation retains the right to refuse our support if, upon completion, the final project is found to differ from the contents of the application and/or the screenings we gave support for are identified as illegally conducted, including any activities which might be held in breach of the Covid-19 regulations set out by the British government.

* **Please submit both a data copy and a hard copy of this application form by 28th May 2021**
* **E-mail address**: [info.language@jpf.org.uk](mailto:info.language@jpf.org.uk)
* **Postal address**: ATTN: Miriam Starling, The Japan Foundation, London, 101-111 Kensington High Street, London, W8 5SA

**Important**: Before you submit this form, **please double check that you have completed every section of the form**. If you are unsure about any section of this form, you can contact us here: [info.language@jpf.org.uk](mailto:info.language@jpf.org.uk)