

# Japanese Language Local Project Support Programme 2021-2022

# Grant Application Form (September 2021) – Category 5

Please fill out this form if you are applying for project in Category 5. If you are applying for a project in Category 1-4/Other, please fill out “Grant Application Form (September 2021) – Categories 1-4/Other”.

# 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

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

***Important:*** Your “start date” and “end date” refer to the period during which you will complete purchase and payment of materials. Your project must be completed by 31st January 2022 (Sunday).

**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”.*

□ *I confirm to that to the best of my ability, these textbooks/teaching materials will be shared by many students, and will not be given to students but instead be owned by the applying institution.*

* **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 4 of this document before submission.**

# Section 4: Detailed Project Information

* **Please let us know why you require these specific teaching materials, books and so on, for your project.**

|  |
| --- |
| **Example:**   * Items No. 1 to 5\*;   We will use these books for…   * Items No. 6 to 7;   We will use these materials for…  *\*These numbers refer to items listed in the “Product and Cost Breakdown” table below.*  *Please attach additional pages if necessary.* |

# Product and Cost Breakdown

* **Please fill out the table below in as much detail as possible.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of textbook/**  **equipment/**  **software** | **Amount required** | **Unit price** | **Total price (including any discounts, postage costs etc)** | **Means of purchase (including URL if from a website)** |
|  | *Example: “Minna no Nihongo Vol 1”* | *Example: 30* | *Example: £20* | *Example: £600 + £20 postage* | *Example: BuyTextbooks.Net* |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |
| **9** |  |  |  |  |  |
| **Total** |  |  |  |  |  |

# *You may attach an additional sheet of paper if necessary.*

***Important:*** *Please be aware we are usually unable to provide funding for the following: hardware (computers, iPads etc), online software accounts (for software such as Zoom), reception fees such as food and drink, in-house printing/photocopying costs, exam fees 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.*

# Thank you for filling out an application form for Category 5 of the

# 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)

* **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 31st October 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)