

## Grant Program for Cultural Exchange among Citizen and Youth for Applicants from the United State

**A. Application Cover Sheet**

**1. Project Outline**

|                      |
|----------------------|
| As of _____          |
| (Year / Month / Day) |

|                            |   |
|----------------------------|---|
| (1) Title of the Project   |   |
| in Japanese                |   |
| in English                 |   |
| (2) Project Duration       | From _____ to _____<br>Year / Month / Day                      Year / Month / Day |
| (3) Outline of the Project |   |
|                            |   |
| (4) Project Site           | (5) Requested Grant Amount / Currency   |
|                            |   |

**2. Applicant Information**

|   |   |                            |   |
|---|---|----------------------------|---|
| (1) Name of the Applicant                                       |   |                            |   |
| in Japanese   |   |                            |   |
| in English  |   |                            |   |
|   | (2) Authorized Representative   | (3) Project Director       | (4) Bursar*<br><small>*Bursar should be different individual from Authorized Representative and Project Director.</small> |
| <b>Name<br/>(Printed &amp; Signed)</b>                          | Prof.<br>Dr.<br>Mr.<br>Ms.  | Prof.<br>Dr.<br>Mr.<br>Ms. | Prof.<br>Dr.<br>Mr.<br>Ms.  |
| Position within the Organization                                |   |                            |   |
| (5) Authorized Representative                                   | <input type="checkbox"/> 20 years old or older<br><input type="checkbox"/> under 20 years old<br>If the representative of the applying organization is under 20 years old, a legal guardian must sign the Permission Form (page 5 of the application form)  |                            |   |
| (6) Address of Applying Organization                            | Country:  |                            | TEL:  |
|   |   |                            | FAX:  |
|   | URL:<br><input type="checkbox"/> Agree that this URL may be made public<br><input type="checkbox"/> Do not agree  |                            | E-mail:   |
| (7) Department that will actually conduct the project           | Name:   |                            | TEL:  |
|   | Address:  |                            | FAX:  |
|   |   |                            | E-mail:   |
| (8) Established Year & Legal Status                             | Established in _____  | Legal status:              |   |
| (9) Funding Sources & Annual Budget                             |   |                            |   |
| (10) Past grants from the Japan Foundation for previous 5 years | (Year) (Name of the grant program) (Title of the supported project) (Grant amount)  |                            |   |
| Attachments<br><br>(2 copies each)                              | <input type="checkbox"/> A copy of the statutes of the organization or the equivalent<br><input type="checkbox"/> Applicant's organizational information (background and aims, organizational chart, historical overview, past activities, financial status, articles of association, brochures, and annual reports)<br><input type="checkbox"/> Copies of the proper estimates of the items that the Japan Foundation grant will cover (they must be copies of original estimates from third-party companies), excluding accommodation expenses<br><input type="checkbox"/> An acceptance letter from a host organization or cooperators in Japan (page 7) |                            |   |

## B. Project Sheet

### 1. Project Descriptions

|  |                         |               |
|--|-------------------------|---------------|
| <p>(1) Background<br/>Please describe how the project started in detail.</p>                                       |                         |               |
| <p>(2) Objectives<br/>Please specify the objectives of the project and how you hope to achieve the objectives.</p> |                         |               |
| <p>(3) Preliminary arrangements<br/>Please describe the state of preliminary arrangements and future plans.</p>    |                         |               |
| Date   | Outline of arrangements |               |
|  |                         |               |
| <p>(4) Outline of the project<br/>Please provide detailed project descriptions with dates and locations.</p>       |                         |               |
| Date   | Contents of the Project | Venues/Cities |
|  |                         |               |

|   |              |
|---|--------------|
| (5) Future plan after completion of the project<br>Please describe how the results of the project will be publicized, and other anticipated outcome.  |              |
| Date  | Arrangements |
|   |              |
| (6) Evaluation standards of the project outcome (self-evaluation and by a third party) to assess the achievement of the project.<br>(e.g., results of questionnaires to participants (excluding staff of applicant organization), number of people in the audience, etc.) |              |
|   |              |

**2. Participants of the project**

For use of personal information, please refer to “10. Use of Personal Information” of the guidelines.

|  |                     |  |  |
|--|---------------------|--|--|
| (1) Outline of Participants<br>Even if the participants are not fixed, please fill in the expected participants. |                     |  |  |
| Name/Position/Organization   | (number of persons) | Expected rolls in the project<br>(e.g., Lecturer, Panelists, Audience) | Status of negotiations<br>(e.g., accepting applications) |
|  |                     |  |  |
| (2) Way of collecting participants   |                     |  |  |
|  |                     |  |  |

**3. Outline of Cooperators**

For use of personal information, please refer to “10. Use of Personal Information” of the guideline.

|   |  |  |
|---|--|--|
| (1) Cooperators, Sponsors, Donors (if applicable) |  |  |
| Name/Position/Organization                        | Cooperation status<br>(e.g., financial support, providing venues, moral support) | Status of negotiations<br>(e.g., applying) |
|   |  |  |

**C. Budget Sheet**

The Budget Proposal should be made in **local currency**.

Indicate here the name of the local currency:

|  |
|--|
|  |
|--|

| Income   |        | Expenditures  |                           |  |
|--|--------|---|---------------------------|--|
| Cost coverage (in detail)  | Amount | Breakdown   | Amount                    |  |
| Requested Grant amount from the Japan Foundation<br><b>(Up to 2 million yen equivalent)</b><br><br>International Transportation (Air/Sea):<br><br>Accommodation Expenses |        | Terms of the Grant of the Japan Foundation<br><br>International Transportation (Air/Sea):<br>@_____ * __ persons<br><br>Accommodation Expenses:<br>@_____ * __ Days * ___ persons |                           |  |
| Other Funding Sources  |        |   | Other Transportation Cost |  |
| Donations, Sponsorship   |        |   | Advertisement             |  |
| Other Income (Admission/Entrance Fee, etc.)  |        |   | Venues                    |  |
| Applicant's coverage   |        |   | Others [specify]          |  |
| Total of Income  |        | Total of Expenditures   |                           |  |

|                                      |  |
|--------------------------------------|--|
| Currency for Remittance<br><br>_____ | Exchange Rate<br>US \$1= _____<br>Date ( _____ / _____ / _____ )<br><div style="display: flex; justify-content: space-around; font-size: small;"> <span>year</span> <span>month</span> <span>Day</span> </div> |
|--------------------------------------|--|

If the representative of the applying institution is under 20 years old, a parent or legal guardian must sign this Permission Form.

## Permission Form

Date: \_\_\_\_\_

To: The Japan Foundation

Name of the legal guardian (Print):

(Signature) \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

I hereby agree, as legal guardian, that the minor specified below will conduct the following business.

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_

Address: \_\_\_\_\_

- Will assume (assumed) the post of representative of the organization specified below at 1.
- Will apply to the Japan Foundation's program specified below at 2 for the project specified below at 3 as the representative of the organization.
- Will accept or decline the Grant Decision from the Japan Foundation as the representative of the organization, upon receiving the grant notification.
- Will conduct the project with integrity and fulfill his/her obligations, in accordance with the Grant Decision letter and Terms and Conditions of the program, as the representative of the organization, when accepting the Grant.

1. Name of the Organization: \_\_\_\_\_

2. Name of the Program: Grant Program for Cultural Exchange among Citizen and Youth \_\_\_\_\_

3. Name of the Applying Project: \_\_\_\_\_

Grant Program for Cultural Exchange among Citizen and Youth  
for Overseas Applicants  
Acceptance Letter

The organization named below wishes to apply for a Japan Foundation Grant Program for Cultural Exchange among Citizen and Youth for Overseas Applicants. The applicant would like you to be a host organization or cooperator for acceptance in Japan, and to write a letter of acceptance.

Please assess the applicant's competence to carry out the proposal as described, as well as the importance and impact of the project, and describe the relationship between you/your organization and the applicant in the specific field. Please fill in the form (second page) in Japanese or English and send it to the applicant. The applicant will then send it to the Japan Foundation together with the completed application.

Successful applicants will be supported for the project costs, such as international transportation, accommodation expenses, domestic transportation in Japan, production costs of reports, honorariums for interpreters.

The result of the screening will be announced about one month after the submission of the application to the applicant through the Japan Foundation overseas offices. Please note that the Foundation will not inform host organizations/cooperators of the results.

Copies of the form are provided to outside consultants in the screening process and the evaluation of the completed project. On providing them, the Japan Foundation has the consultants secure personal information.

The name of the host organization as well as other details of the supported project, such as name of the supported organization, project title, and so forth are published in the *Detailed Annual Report of the Japan Foundation Activities*, the *Annual Report*, The Japan Foundation's website, and other public-relations material. These details are also used in compiling statistics carried in the *Annual Report*.

There may be cases in which these details are released to the press for publicity purposes.

There may also be cases in which we send questionnaires to the supported organization, the host organization and the coordinator written on this form after the project has completed.

Submitted forms cannot to be returned.

|           |                          |         |  |
|-----------|--------------------------|---------|--|
| Applicant | Name of the Organization | Country | Project Duration<br>From      Year / month / day<br>To         /         / |
|           | Title of the Project     |         |  |

Division in Charge of the Program :

Culture and Society Section  
Arts and Culture Department  
The Japan Foundation  
4-4-1 Yotsuya, Shinjuku-ku, Tokyo 160-0004  
Tel. 03-5369-6060 Fax. 03-5369-6036

Please submit the second page.

Note: The applicant should fill in the boxes outlined in bold lines.

