

Japan Foundation Budapest Local Project Support Program – Japanese Language Education – 【Application Instructions】

1. Overview

This program is intended to promote Japanese-language education in Hungary by supporting a wide range of activities essential to the dissemination of Japanese-language and the development of Japanese-language education.

2. Eligible Areas

Hungary.

3. Requirements of the Proposed Projects

- (1) This time the Japan Foundation will accept **applications for projects that would be implemented during Japanese fiscal year 2023(April 1, 2023 – March 31, 2024).**
- (2) The plan and method of implementation must be appropriate and there must be ample expectations that programs will yield good results.
- (3) Programs must not be used for religious or political purposes.
- (4) Programs must not be commercial activities.

4. Program Description

Applying organizations and groups may apply for a combination of programs that meet their needs, depending on their activity; examples of eligible programs for this support are given below.

Items	Description
Staff Expansion Grant	In principle, this grant partially covers reward for Japanese-language teachers when the applicant starts a new course, increase the number of courses, etc. Existing courses are also eligible but only up to one year .
Teaching Material Purchase Grant	This grant partially covers the cost to purchase teaching materials and supplementary materials needed by Japanese-language teachers to conduct Japanese-language courses. (Note that the Japan Foundation is not able to buy and send teaching materials in kind from Japan)
Other Original Proposals	This grant partially covers the cost involved in implementing projects planned by the applicant that aim to promote Japanese-language education and train Japanese-language teachers. (e.g. to hold programs such as speech, presentation and debate contests that are intended to motivate students and arise interest in Japanese-language education, to hold seminars and training sessions for Japanese-Language teachers, to publish teaching materials consistent with the local curriculum and needs etc.) ※These projects must comply with the safety regulations of Hungary to prevent the spread of the corona virus(covid-19).

【 Points to be Noted 】

A. Staff Expansion Grant

- (a) Only the costs for teachers who are hired by the applicants are eligible. This grant is given on the condition that the supported course and post of teachers persists after the grant from the Japan Foundation ends.
- (b) On the condition that the supported course and post of teachers persists after the grant from the Japan Foundation ends, an existing course is also eligible but duration of the grant is up to one year.
- (c) Grants are not given to cover overhead costs, such as the teacher's housing costs or commuting costs and the applicant's management costs.
- (d) Duration of the grant is up to three years (36 months). (*Duration of the grant for an existing course is up to one year.) In order to receive continuing support, the applicant has to request and be approved by the Japan Foundation

each year. At this time, the Japan Foundation will accept grant applications for courses that will start within Japanese fiscal year 2023 (from April 1, 2023 to March 31, 2024).

B. Teaching Material Purchase Grant

Grant is to be used to buy teaching materials for the use of teachers and applicants have responsibility to keep them. Purchased materials could not be given to students, but materials to be lent to students can be eligible.

Although **the Japan Foundation cannot send teaching materials directly from Japan**, applicants which would like to purchase teaching materials from bookstores in Japan are able to delegate the right to receive the grant to the bookstores. In that case the shipping cost and custom fee are also eligible of this grant, but please note that applicants need to take the payment procedure.

* Note that grantee must submit the Japan Foundation the list of teaching materials with application. Materials judged as inappropriate by the Japan Foundation are not able to be covered by the grant. (The results will be noticed with Notice of Grant Approval.)

C. Other Original Proposals

The Japan Foundation Budapest considers the prevention of the spread of the coronavirus (COVID-19) of utmost importance, therefore the applying projects must comply with the safety regulations of Hungary. Accordingly, it is required that applicants indicates the planned preventive measures for the duration of the project in the relevant box of the Application Form.

D. Non Eligible Elements for Grant Project

(a) To prevent the beneficiaries of the Japan Foundation's programs from becoming entrenched and give a greater number of institutions/organizations opportunities to be supported, the duration of being recipient of the grant in the same program is permitted within 3 years in total. Proposals for the 4th year may be declined in principle.

(b) Following elements are not eligible for Grant programs:

- Provision of teaching materials in kind;
- Indirect costs: Expenditure which is not directly needed to carry out the applied specific project;
- Administrative costs of the managing division;
- Regular operating costs of the Japanese-language courses;
- Business meetings such as general meetings and board meetings that are held regularly by the applicants;
- Cost to purchase utensils that remain for a long time (i.e. computers, tablet PC, projector, PC supplies, photocopier, fax, electric appliances, desk, chair, rack, etc.);
- Running cost such as photocopying paper.
- Cost of buying real estate and cost of construction;
- Rental fee for facilities that would be used for long term;
- Rental fee for halls owned by the applying organization or group in principle;
- International airfare exceeding the estimated fare for the shortest route from the city of boarding to the destination using the economy class, Special Excursion Fares (PEX discount fare), and
- Banquet costs and entertainment costs.
- Capital fund and endowment drives, public relations campaigns, creation of awards;
- Erection of a monument;

*A program which is supported with other grant program provided by the Japan Foundation is not eligible.

5. Eligibility

(1) Applicants are only accepted from non-profit organization in Hungary involved in Japanese-language education; individuals are not eligible to apply.

(2) Applicants must fulfill the following requirements in order to be eligible:

a) Applicant must have the capabilities necessary for implementing the planned project(s).

b) The receipt of grants or support from the Japan Foundation must not violate Hungarian laws, regulations, or ordinances.

c) Applicants should have bank accounts in the name of the organization to which the grants by the Japan Foundation can be remitted, or should be able to open such accounts by the time the grants are sent.

(3) In principle, the Japan Foundation does not provide grants for:

- a) The Japanese government, Japanese local municipalities, and lower branches of the above-mentioned organizations;
- b) Hungarian and other foreign governments, including their administrative organs and their embassies and consulates-general in Japan (exceptions being academic, cultural, or research institutes, such as universities and museums); and
- c) International organizations to which the Japanese government makes a financial contribution.

6. Selection Policy

Screening will be made in line with the following criteria:

- Role of the applicant in Hungary,
- Specific outcome expected,
- Coalition with other organizations and groups,
- Ability to raise funds from sources other than the Japan Foundation, including its own funds, and
- Feasibility of the plan (program to be implemented, framework, schedule, etc.).
- Ripple effect on Japanese-language in Hungary,

7. Application Procedures

(1) Application Documents

An application must contain the following components. A copy of each application should be submitted together, collated and not stapled. An application missing any of the required elements will be considered incomplete and therefore ineligible for consideration.

- a) Application Form
- b) Project Sheet for the project

(2) Application Deadline and Place for submission

Applications should be submitted to the Japanese Foundation, Budapest.

Items	Deadlines
Staff Expansion Grant	Two months before the commencement of the course
Teaching Material Purchase Grant	December 20th, 2023
Other Original Proposals	One month before the beginning of the Project

Since applications will not be accepted through the Internet and by fax, earlier submission is encouraged.

(3) Points to be Noted

Once they are submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.

8. Notification of the Grant Decision

- (1) The result will be notified within one month after receiving Application.
- (2) If the application is adopted, the amount of the grant applied for will be assessed in accordance with the Japan Foundation's regulations and level of prices in Hungary.

9. Obligations

- (1) Programs of the Japan Foundation are operated in accordance with the relevant Japanese laws and regulations of the Japan Foundation including "Law for the Proper Execution of a Budget Relating to Subsidies" (Law. No. 179 of 1955)"
- (2) The Grantee shall acknowledge the Foundation's financial support when the Grantee publicizes the Grant Project.
- (3) The Grantee shall submit the Final Project and Financial Reports about the activities and expenditures, when the project has been completed.
- (4) The Japan Foundation is intolerant of any fraudulent activity from the application process through the grant duration. Once a grant has been provided, committing any form of fraud with regard to the Japan Foundation grant funds could result in penalty measures such as revocation of decision to provide a grant in whole or in part, required return of rescinded portions of the grant including additional charges, late payment charges, suspension of the grant for a certain period of time, and/or other legal actions.

10. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant, project descriptions) will be made public in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), on the Japan Foundation's website, and in other public-relations materials.
- (2) When a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institution, etc." (Law No. 140 of 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

11. Handling of Personal Information

- (1) The Japan Foundation handles personal information appropriately and in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003). Details of the Japan Foundation's personal information protection policy can be reviewed at the following website:
<https://www.jpff.go.jp/e/privacy>
- (2) The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. They may also be used for the following purpose:
 - Details of the successful applicants, such as names, gender, job and position, affiliation, project duration, and project description, etc. are published in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), the Annual Report, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
 - There may be cases in which these information are released to Ministry of Foreign Affairs of Japan, Embassies of Japan in Hungary.
 - There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure safety of the provided personal information.
 - There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
 - There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.
- (3) Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.
- (4) There may be cases in which the project reports and other related publication are released to the public.

12. Download the Application Form

Please visit the following website to download the Application Forms.

<https://japanalapitvany.hu/palyazatok-nyelvi>

13. Division in Charge

The Japan Foundation, Budapest/Japán Alapítvány

1062 Budapest, Aradi utca 8-10.

Tel: +36-1-214-0775/0776 FAX: +36-1-214-0778

E-mail: Nikolényi Gergely gergely_nikolenyi@jpf.go.jp

Instructions to Fill in the Application Form

Application Format

Application from comprises the following A-D. Please attach all the following documents to your application for submission.

A.	Application Cover Sheet (same for all projects)
B.	Overview of the Applying Institution (same for all projects)
C.	Information about Bank Account (same for all projects)
D.	Description of project (I)-(III) (for each application component)

Please note that D. differs for each application component. Please confirm the instructions in “D. Description of project.” and attach required supporting documents.

General Instructions

1. Please submit the original application and a copy of it without stapling. Make sure to keep a copy of the application, since application forms are kept and not returned.
2. Application form should be typed or written with black or blue ink in block letters.
3. Please fill in the application using either English (block letter print) or Japanese (standard square style), or both.
 - (1) Be sure to write the name of the organization in English, as well as in the original language.
 - (2) Please write the names of individuals in the Roman alphabet, as well as in the original language.
4. Applicants are requested to notify promptly the Japan Foundation if information written in the application has changed.

A. Application Cover Sheet

1. Applying Institution:

Please fill in the official name of the applying organization or group (university, research institution, teachers' association, etc.) in Hungarian and its English and Japanese translation, as well as its location, legal status, telephone number and other information.

2. Department that conducts the project:

Please fill in the name, address, telephone number, and other information on the department that will actually conduct the project at the applying organization or group (university department, university section, division, center, research institute, etc.). Please be sure to provide the e-mail address of the project director.

3. Authorized Representative:

The authorized representative is the person responsible for managing the applying organization or group (such as a school principal) and under whose signature the organization officially submits the application, as well as the person in a position to guarantee responsibility for the application's content.

4. Project Director:

The project director refers to the person who is responsible for implementing the project.

5. Bursar:

The bursar is the person that represents the applying organization or group's financial division, and under whose signature the organization officially submits the project budget portion of the application, as well as the person in a position to guarantee responsibility for the application's content.

*** In regards to 3.-5., the same person cannot perform two or more of the functions in principle. If the signatures of them are not attached, the application cannot be accepted.**

B. Outline of the Applying Institution

1. Outline the history and the current status of Japanese-language education within the department:

Please note the applying organization or group's founding year, main activities, annual budget, etc., and the number of members in the case of academic societies and teachers' associations. In the case of educational organizations and groups, please note the number of courses, teachers, students, the units and academic degrees that can be earned, and the levels, etc.

2. List all grants received from the Japan Foundation during the past 5 years:

Please note the name of any Japan Foundation grant program received by the implementing division in the past five years and the fiscal year in which the grant was received, if any.

C. Information about Bank Account

1. Receiving the grant:

Be sure to fill in the form, as it is essential in determining whether or not grant money can be remitted and whether the applied project is eligible. The application could be accepted provided the information is given properly.

(1) Applying institution will receive the grant directly from the Japan Foundation

Please select the way to receive the grant from the Japan Foundation.

The Japan Foundation cannot accept an application unless the grant can be remitted directly to the applying institution. However, this may not be the case if the applying institution cannot open the bank account for some unavoidable reason, and can delegate receipt of the remittance to a person who is related to the applying institution.

(2) Applying institution will not receive the grant directly from the Japan Foundation

If the applicant would apply for “Teaching Material Purchase Grant” and like to purchase teaching materials from bookstores in Japan, it is able to delegate the right to receive the grant to the bookstores.

*If (2) is chosen and the shipping cost and custom fee within Hungary are not to be requested in the application, the following question 2 could be remained unanswered. If the applicant would like to apply the shipping cost and custom fee within Hungary, please answer the questions in 1.(1) and 2.

2. Bank Account:

Please provide account information.

* If the name of the holder of the bank account differs from the name of the applicants, a letter of attorney from the applying institution/organization will be needed.

3. Currency:

HUF(Hungarian Forint).

D. Project Sheet (I)-(III)

There are three project sheets for each of the types of grant that can be applied for: (I) Staff Expansion Grant, (II) Teaching Material Purchase Grant, and (III) Other Original Proposals. Please fill in the project sheets suited to your project. Only the project sheet that is applied for is required to be sent.

Project Sheet (I): Staff Expansion Grant

1. Reason for Application:

Please describe the need to establish a new course or augment the number of courses based on the current status of Japanese-language education at the applying organization. Moreover, please summarize the impact and effect this would have on students and Japanese-language education in Hungary.

2. Outline of Proposed Project:

(1) Period of the Proposed Project:

Please write down the duration for which the applicants would like to receive grants from the Japan Foundation for overhead costs of the staff to teach the new/augmented courses. In addition, please clarify the number of days the school would be closed (period in which classes would not be held) during this period. Please understand that the earliest the grants could be sent is one month before the start of this period and should be paid by March 31, 2023, and the grant must be used during the period covered by the grant. Duration should be for this year (1 year) even if a continued grant is expected from the applicant. The Foundation will accept applications for grants only for courses that will start within Japanese fiscal year 2023 (from April 1, 2023 through March 31, 2024).

(2) Outline of Courses Newly Established, Augmented, etc.:

Please provide an outline of the new/augmented course(s) that will be receiving the grants through this program offered by the applying organization (Course Title, Course Content, Achievement of Japanese-language, Number of Students per class, Hours of Instruction).

(3) Appointee of the Staff to Teach the New/Augmented Courses:

① If the appointee has been chosen:

Please note the name, current position, area of expertise, and position after hiring of the appointee, as well as why the appointee was selected and how he/she was selected. Please attach a Curriculum Vita of the appointee.

② If the appointee has not been chosen:

Please describe the recruitment and selection process for appointee and how he/she will be chosen.

(4) Appointee of the Staff to the Existing Courses:

In case of applying for support for existing course, please describe the necessity, background and reason of support in detail, in addition to answer the above questions 2.(1)~(3).

3. Outline of All Existing Japanese-language Courses:

Please provide an outline of all existing Japanese-language courses offered by the applying organization (Course Titles, Course Content, Achievement of Japanese-language, Number of Students per class, Hours of Instruction). Please note that in principle, only the courses mentioned above in 2. (2) are eligible for this grant program.

4. Budget:

Please list the annual costs required to pay an honorarium for a teacher who teaches the applied course, divided into necessary expenses (outgo) and financial resources (income). For outgo, please note the salary expressed as wages per hour of instruction and the total teaching hours per year for which the teacher will be responsible, as well as the total salary paid annually. For income, please note the percentage that the applicant will pay and the percentage that the grant from the Japan Foundation will be used for, as well as the weight of tuition in the portion of the costs covered by the applying organization so that income from course fees and other financial sources are clearly divided. Please note the currency unit in which the salary will be paid (HUF).

5. Plan to be Independent from Our Grant:

Please write the budget plan and the implementation plan to run the course independently without Japan Foundation grants after this grant has expired will be implemented every year.

Please concretely describe the means by which the specific plans to run the course independently without Japan Foundation grants after this grant has expired will be implemented every year, as well as the means by which the post will be maintained and utilized.

6. Evaluating Method of Expected Outcome and Effect:

Please describe exactly, with numerical indexes as much as possible, how implementing this project will have an effect on students and what this effect will be, and how this project will develop Japanese-language education in the country and region, as well as the specific methods that will be used to evaluate the outcome and effects after the project has been carried out (for example, questionnaires, evaluations by program evaluators, etc.).

7. Attachment Required:

- (1) Curriculum Vitae of the Appointee: Please include a resume if a candidate has been selected.
- (2) Brochure of the Institution: Please attach pamphlets for the applying organization, print-outs of organization's web site, and public relations materials.

Project Sheet (II): Teaching Material Purchase Grant

*** The Japan Foundation cannot send actual teaching materials from Japan. However, if the applicant plans to purchase teaching materials from bookstores in Japan, the Japan Foundation can remit the grant directly to the bookstores provided the applicant delegates its right to receive the grants to the bookstores. The applicant must attach a copy of the estimate issued by the bookstores with the application documents to remit to the bookstore. If the application is approved, the letter of attorney to delegate the right to receive the grants to the bookstores and a copy of the invoice are requested.**

1. Quantity and Condition of Materials Owned by the Applicant:

Please describe as accurately as possible the quantity of the teaching materials and equipment that the applying organization or group can currently use for Japanese-language education. This is a numerical value necessary in determining the need for this grant. Please provide details about the condition, such as the type of teaching materials, the status of use, and storage conditions.

2. Reason for application:

- (1) Necessity to purchase teaching materials:
Please describe the need to buy teaching materials, as pertains to the plan for the promotion of Japanese-language education by the applicants.
- (2) Utilization of teaching materials:
Please describe the effect of buying teaching materials in this case have on the students, and how would it develop Japanese-language education in Hungary. Also, please describe as pertains to the plan for the promotion of Japanese-language education by the applicants.

3. Outline of Application:

Please note the total requested amount (the total for the cost of purchasing teaching materials, including necessary

shipping costs and other costs), the number of units of teaching materials that the organization plans to buy, and the number of people generally expected to use the purchased teaching materials.

4. List of Materials organization plans to buy:

- (1) A combination of texts and audiovisual materials (video tapes, CDs, DVDs) may be requested.
- (2) Please write down the title, volume number, name(s) of author and/or editor, name of publisher and all other information for books. Please provide information only for relevant items for video tapes, CDs, DVDs and other audiovisual media.
- (3) Specify the unit price and quantity for each item, and then enter the total amount.
- (4) Please note the necessary cost for postage of purchases or customs duties, etc. if purchasing from an overseas source, if relevant.
- (5) If the applicant plans to purchase teaching materials from bookstores in Japan and the Japan Foundation remit the grant money directly to the bookstores, the applicant must submit a copy of the estimate of teaching materials to be purchased made by the bookstores.

* Note that grantee must submit the Japan Foundation the list of teaching materials with application. Materials judged as inappropriate by the Japan Foundation are not able to be covered by the grant. (The results will be noticed with Notice of Grant Approval.)

5. Does your institution want the Japan Foundation to pay the grant directly to the bookstores in Japan?

Please answer whether the applicant want the Japan Foundation to remit the grant directly to the bookstores when the applicant plans to purchase teaching materials from bookstores in Japan. If you answer “Yes,” please answer whether you would like the Japan Foundation to remit the entire grant directly to the bookstores or would like the Japan Foundation to remit the grant to buy teaching materials in Japan directly to the bookstores in Japan, and remit the rest of the grant (to buy teaching materials in countries other than Japan, or customs fee, etc.) to the institution’s bank account.

6. Proposed Schedule:

Please provide a summary of the schedule for the purchase of teaching materials, in chronological order, including advance preparations, means of procurement, and plans for use. Please note that the soonest the grants would be paid will be one month prior to the start of the period and the entire grant must be paid during the applicable period (from April 1, 2023 to March 31, 2024).

7. Evaluation:

- (1) Expected Outcome and Effect:
Please explain specifically, with numerical indexes as much as possible, how implementing this project will raise the level of applying organizations or groups and students and teachers in Hungary, and how it will lead to the development of Japanese-language education in Hungary.
- (2) Evaluating Method:
Please describe the specific methods that will be used to evaluate the outcome and effects described in (1) above after the project has been carried out. (For example, questionnaires, evaluations by program evaluators, etc.)
- (3) Method to diffuse, return the outcome and effects:
Please describe specifically how to diffuse, and return the outcome and effects described in (1) above after the project has been carried out to students and teachers in applying organizations or in Hungary. (For example, to publish a web page, to distribute the report, etc.)

8. Attachment Required:

Brochure of the Institution: Please attach pamphlets for the applying organization, print-outs of organization’s web site, and public relations materials. And request the Japan Foundation to remit the grant money directly to the bookstore, the applicant must submit a copy of the estimate of teaching materials to be purchased made by the bookstores.

Project Sheet (III): Other Original Proposals

Select project category

Please select and check the type of project to be applied.

- Japanese teacher’s Training
- Publication Grant
- Japanese Language Activities that are intended to motivate students and arise interest in Japanese-language education (speech, presentation and debate contests etc.)
- Other Original Proposals (please provide a brief description of proposal)

1. Title of Project:

Please write down the name of the project that will be used externally in Hungarian, English and the Japanese translation. Please note that, as a general rule, all of these names will be used in communications once the application has been received.

2. Outline of the project:

Please provide an overview of the planned conference and event or the content of the teaching materials to be published, including the scale of the project and the beneficiaries.

3. Proposed Grant Period:

Please note the period in which the project would be implemented using the Japan Foundation grants, the preparation period, and follow-up after the conference is held. Please note that the soonest the grants would be paid will be one month prior to the start of the period and the entire grant must be paid during the applicable period (from April 1, 2023 to March 31, 2024).

4. Schedule of Conference and/or Project:

Please note the period (date of implementation) in which the planned conference or project would actually be implemented.

5. Contents of the project:

After referring to 9.(1) below, please submit the “Detail of the proposal” as an accompanying material to provide further information on the project to be implemented.

(1) Objective and goal:

Please summarize the objective of this project and the anticipated result achieved with this project, and describe.

(2) Background and necessity:

Please summarize the need for this project, including the background for the analysis of present state of applying organization in Hungary, and describe.

(3) Proposed Schedule:

Please provide a summary of the schedule for this project that have been planned by the applicant, in chronological order, including advance preparations, arrangements after the event, and the procedures for running the conference or event, and the plan for using the teaching materials to be published.

(4) Major Cooperators/ Cooperating Institutions:

Please note type of cooperation and the name, address and affiliation of the major cooperators and cooperating institutions.

(5) Major Speakers, Participants:

Please briefly note the name, position and roles of the major speakers and participants, as distinct from the main cooperating groups and cooperators noted in (4) above.

(6) Please indicate the planned preventive measures for COVID-19 for the duration of the project.

6. Preliminary arrangements and contacts:

Please describe preliminary arrangement for implementation of the project, progress of contacts between the applicants and major cooperating institutions.

7. Evaluation:

(1) Expected Outcome and Effect:

Please explain specifically, with numerical indexes

as much as possible, how implementing this project will raise the level of applying organizations or groups and students and teachers in Hungary, and how it will lead to the development of Japanese-language education in Hungary.

(2) Evaluating Method:

Please describe the specific methods that will be used to evaluate the outcome and effects described in (1) above after the project has been carried out. (For example, questionnaires, evaluations by program evaluators, etc.)

(3) Method to diffuse, return the outcome and effects:

Please describe specifically how to diffuse, and return the outcome and effects described in (1) above after the project has been carried out to students and teachers in applying organizations, your country or region. (For example, to publish a web page, to distribute the report, etc.)

8. Budget:

(1) Honoraria/Wages:

In the column for specification, please write the name of the person to whom the honorarium will be paid, his/her professional affiliation, the function for which he/she will receive the honorarium (for example, keynote

speaker), need for payment, and in the column for breakdown, please write the basis for calculations (unit price x number of days or number of hours x number of people, etc.). Please use another piece of paper if the space provided in the column is insufficient. Salaries for the staff of the applying organization and group are not eligible for grants.

(2) Transportation:

In the column for specification, please note the people whose travel costs will be paid and the number of people.

(3) Accommodation Expenses:

Please note the location and person receiving payment in the column provided for specification.

(4) Other Expenses:

In the column for specification, please note the overhead costs resulting from the project's implementation, such as rental fees of venue and equipment, the cost of preparing materials, and editorial costs.

9. Attachment Required:

(1) Detail of the proposal:

Please write the detail of proposal (methods of operation, contents of the project, etc.). Use size A4 paper. The format and organization are at the applicant's discretion.

(2) Brochure of the Institution:

Please attach pamphlets for the applying organization, print-outs of organization's web site, and public relations materials.

(3) Letter from cooperating organizations/cooperators:

Please include agreements from cooperating groups and cooperators. If such agreements have not been obtained, please describe progress made in obtaining such documents.

(4) Please include the planned preventive measures for COVID-19 for the duration of the project.