**D．事業内容書(II) 教材購入助成**

**Project Sheet (II) Teaching Material Purchase Grant**

**■事業情報 Project Outline**

**1. 現在の保有教材・機材** Quantity and condition of materials owned by your institution

|  |  |  |
| --- | --- | --- |
| 図書教材Printed Materials | 視聴覚教材Audio-visual Materials | その他機材Other Materials |
|  | テープTape／CD | （例：パソコン、テレビ、ビデオ、プロジェクター等e.g. PC, TV, Video, Projector） |
|  |  |
| ビデオVideo／DVD |
| 冊／Books |  |
| 教材の現状　Actual condition of materials |
|  |

**2. 申請理由　Reason for application**

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| --- |
| 教材購入の必要性 Necessity to purchase new teaching materials |
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| 教材の利用方法 Utilization of the newly-purchased teaching materials |
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**3. 申請概要**Outline of application

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申請総額Grand total | 通貨 Currency | 金額 Amount | 購入予定教材点数Number of Items |  | 冊／Books | 利用予定者数Number of User |  | 名／Persons |
|  |  |

**4. 購入予定日本語教材リスト** List of materials organization plans to purchase

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 優先順位Priority | 品名Title of Item | 出版社名Publisher | 単　価Unit Price | 数　量Quantity | 金　額Price |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| ※1　金額は正確に記載し、10項目以上必要な場合このページをコピーし2枚目以降として利用してください。 　Please fill in the price exactly. If you need more than 10 items, please copy this format and use it as  second page or more.※2　日本国内の出版社・書店等から教材を購入するために、基金から出版社・書店に教材の購入経費を直接支払うことを希望する場合は、出版社・書店が発行した購入予定教材の見積書の写しを添付してください。 If the applicant plans to purchase teaching materials from bookstores in Japan, and would like the Japan Foundation to remit the grant directly to the bookstores, please submit the a copy of the estimate of teaching materials to be purchased made by the bookstores. | 送料・通関手数料等shipping cost, customs fee, etc. |  |
| 金額合計Total |  |

**5．国際交流基金から日本の出版社・書店への直接支払の希望**

Would your institution like the Japan Foundation to pay the grant directly to the bookstores in Japan?

 ※ 申請機関･団体が、日本国内の出版社・書店等から教材を購入する場合は、基金からの助成金を申請機関･団体宛てに送金するのではなく、基金から出版社・書店に教材の購入経費を直接支払うことも可能です。この場合は、助成交付決定後、基金からの助成金の受け取りを出版社・書店に委任するための委任状の提出が必要です。

If the applicant plans to purchase teaching materials from bookstores in Japan, the Japan Foundation can remit the grant directly to the bookstores. In this case, the applicant must submit the letter of attorney to delegate its right to receive the grants to the bookstores after the Japan Foundation has decided to award the grant.

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| --- | --- |
| □ | 希望する / Yes⇒以下のどちらを希望するか選択してください。Please check a box that your institution would choose. |
| □ | 助成金全額を出版社・書店に委任払いすることを希望する。We would like the Japan Foundation to remit the entire grant amount directly to the bookstores in Japan. |
| □ | 日本での教材購入費分を出版社・書店に委任払いし、その他の経費（日本以外での教材購入費、通関手数料等）については、申請機関の口座への送金を希望する。We would like the Japan Foundation to remit the grant amount to cover the teaching materials purchased in Japan directly to the bookstores in Japan, and remit the rest of the grant amount (to purchase teaching materials in countries other than Japan,　or required fees for clear through customs on your country, etc.) to the institution’s bank account. |
| □ | 希望しない / No |

**6. 実施計画**Proposed schedule

※ 購入準備、実際の調達方法、購入予定日、購入後の活用計画等、時系列に沿って具体的に記入してください。

Write a summary of the schedule of your purchase of teaching materials, in chronological order, including advance preparations, means of procurement, date of purchase and plans for use.

|  |  |
| --- | --- |
| 年月日 Date | 手続き Procedures |
|  |  |

**7. 事業の評価**Evaluation

**（1）期待される成果及び効果**（可能な範囲で数量的指標も用いて説明してください。）

Expected Outcome and Effect（Please describe with a numerical index as much as possible.）

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**（2）成果及び効果の評価方法** Evaluating Method

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**（3）成果及び効果の周知・還元方法**Method to diffuse, return the outcome and effects

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**8. 添付書類 Required Supporting Documents**

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| 申請機関の説明資料 Brochure of the Institution |
| **※ 以下、助成金の受領を日本国内の出版社・書店に委任する機関のみ。****Please attach below if the grant is to be remitted to bookstores In Japan.** |
| 日本国内の出版社・書店が発行した購入予定教材の見積書の写しA copy of the estimate of teaching materials to be purchased made by bookstores in Japan |