



**THE JAPAN FOUNDATION, SYDNEY
MINI GRANT APPLICATION GUIDELINES**

**2016-17 Support Program for
Japanese Language Speech Contest
Regional & School/University Level**

Japanese Language Department

Grant Amount Up to \$500.00 (GST inclusive)

Application Deadline 1 month before the contest

All enquiries should be directed to coordinators@jpf.org.au.

2016-2017 Support Program for Japanese Language Speech Contests For Regional & School/University Level Contests Guidelines

1. Outline

This program is to assist organisations who plan to hold regional or school/university level Japanese language speech contests by providing a monetary contribution towards the cost of the contest. Priority will be given to contests that intend to send winners to participate in the relevant state/territory level contest.

2. Eligibility

2.1 Applicant

Applications are accepted only from non-profit organisations involved in Japanese language education in Australia (e.g. teachers' associations, academic societies, educational organisations, etc). Individuals are not eligible to apply.

Organisations may only submit one application during this fiscal year (1 April 2016 – 31 March 2017).

2.2 Contest

Eligible projects should fulfil the following conditions:

- (1) The event must be seen to positively impact Japanese language education in the state/territory.
- (2) The event should be carried out by the applying organisation, and part of the cost should be covered by that organisation. The Japan Foundation, Sydney will not cover the entire cost of the contest.
- (3) The contest must be held during this fiscal year (1 April 2016 and 31 March 2017).

3. Grant Coverage

In principle, support will be given of up to a maximum of AU\$500.00 (GST inclusive). Organisations can use the money at their own discretion to fund such things as contest prizes, certificates, venue hire, and gratuities for judges.

Please note: This grant cannot cover cash prizes for participants, nor can it cover food costs. In return for our support, The Japan Foundation, Sydney would appreciate acknowledgement of our organisation at the contest and in related printed material.

4. Grant Application Procedure

4.1 Submission of Application

All documentation should be submitted in one package to The Japan Foundation, Sydney no later than one (1) month before the contest. Applications will not be processed if any required information is missing.

Application should include:

- Application Form
- Contest guidelines
- Contest application form
- Any promotional material for your contest
- Budget Proposal

A copy of the application should be sent to coordinators@jpf.org.au first, followed by the original hard copy to:

Speech Contest Grant
The Japan Foundation, Sydney
Level 4, Central Park
28 Broadway, Chippendale
NSW 2008

4.2 Grant Approval

Applications will be screened by The Japan Foundation, Sydney, and notification of results will be made within two (2) weeks of submission.

4.3 First Payment of Grant

Organisations to which grant approval is awarded should complete and submit the *Application for Payment of Grant* form, which will be sent to the recipient together with the *Notice of Grant Approval*. The *Application for Payment of Grant* form will require organisations to provide their bank details for the transaction of funds. Please note that half the grant amount will be paid before the event, and the remaining half will be paid after the *Contest Report* and the *Financial Report* have been submitted.

4.4 Contest Report and Financial Report

The organisation will receive the *Contest Report* and the *Financial Report* forms at the time of grant approval. These must be completed and submitted to The Japan Foundation, Sydney within one (1) month of the contest date. Copies of receipts for all expenses covered by The Japan Foundation, Sydney must be submitted at the same time.

4.5 Second Payment of Grant

The second half of the grant will be paid after successful submission of the *Contest Report* and the *Financial Report* by the due date. If necessary, adjustments will be made to the remaining amount, or repayment will be requested in case of overpayment.

4.6 Disclosure of Information

Contest information may be included on The Japan Foundation, Sydney website.

Information pertaining to projects supported by The Japan Foundation, Sydney (including, but not limited to name of applicant, event description, and the nature of support provided by the Foundation) may be made public in materials published by The Japan Foundation, or on The Japan Foundation, Sydney's website and submitted to The Japan Foundation Head Office for evaluation of our grant programs.

Notes on the *Application Form*

1. Applications from organisations which have failed to submit the *Contest Report* in the past will not be accepted.
2. Applications must be made by the highest administrative capacity (e.g. President) of the organisation.
3. Applications must be signed by two different persons. Without those signatures applications will not be accepted.
4. All application documents should be made in duplicate. The original must be submitted to The Japan Foundation, Sydney and one copy kept by the applicant. Once submitted, applications will not be returned.
5. Applicants are requested to promptly notify The Japan Foundation, Sydney of any corrections to be made to their applications.

Notes on the *Budget Proposal*

1. If the contest is held together with other languages, only the expenses for the Japanese language section can be included in the budget.
2. If an entry fee is charge, this information should be included in the form.
3. All budget items for the contest, including those covered by other funding sources, should be indicated. For each item, please give a specific breakdown of costs: e.g. If there are three divisions, you can only budget for three first prizes, three second prizes, three third prizes.... and so on. Please use additional sheets if necessary.

The following expenses are most likely to be approved:

- Contest prizes for 1st, 2nd and 3rd (vouchers/gift cards are used in most cases.)
- Cost for certificates in paper and printing
- Venue hire
- Gratuities for judges

The following expenses will not be approved:

- Cash prizes
- Food
- International shipping costs

4. Please indicate if you are planning to purchase things from Japan to use as prizes, so that instruction on how to claim these later can be given.
5. Items will be assessed one by one, from most expensive to least expensive, until the total amount reaches \$500.00. Once the budget has been approved, no changes can be made, so please ensure each item is as accurate as possible in both description and amount.
6. The amount of the grant applied for is assessed in accordance with The Japan Foundation, Sydney standards. Should there be no clear breakdown or explanation, the cost will not be considered.

Notes on the *Contest Report*

1. The *Contest Report* must be signed by the same two persons who signed the *Application Form*. Without these signatures, the *Contest Report* will not be accepted.
2. Where multiple languages are involved at a contest, figures in the *Contest Report* should reflect only those from the Japanese language section. For example, participant and audience numbers should only refer to those from the Japanese language section.
3. The contest program on the day and some photos should be attached to the report. Those photos will only be used for record purposes within The Japan Foundation, Sydney.
4. All application documents should be made in duplicate. The original set must be submitted to The Japan Foundation, Sydney, and one copy kept by the applicant. Once submitted, applications will not be returned.

Notes on the *Financial Report*

1. Entry fee information should be reported.
2. Each receipt must be numbered and matched to the approved expenses on the *Financial Report*. If approved expenses do not have corresponding receipts attached to the *Financial Report*, the associated amount will be automatically deducted from the grant amount and the second grant payment will be adjusted accordingly. The Japan Foundation, Sydney will not chase missing receipts.
3. In case where multiple languages are involved at a contest, figures in *the Financial Report* should reflect only those from the Japanese language section, and the receipts must match them. Receipts which show mixed expenses over multiple languages will not be accepted without a full explanation and The Japan Foundation, Sydney reserves the right to refuse these receipts if the explanation is insufficient.