



## **2016-2017 Support Program for Seminars and Conferences Furthering Japanese Language Education**

### **1. Outline**

This program is designed to provide partial aid for seminars, workshops, training courses and academic meetings concerning Japanese language education run by Australian organisations.

### **2. Eligibility**

#### **2.1 Applicant**

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

In principle, The Japan Foundation, Sydney does not provide grants for:

- (a) State or Federal Government organisations (This does not include educational, cultural or research institutes such as universities and museums).
- (b) International organisations to which the Japanese Government makes a financial contribution.

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

#### **2.2 Project**

Eligible projects should fulfil the following conditions:

- (1) The project must be held in Australia and related wholly or in substantial part to Japanese language education.
- (2) The project should be carried out by the organisation, and a part of the cost should be covered by the organisation (i.e. the grant cannot cover the entire cost of the event).
- (3) The project must take place during this fiscal year (1 April 2016 to 31 March 2017).

## **2.3 Priority**

(a) Projects contributing to the development of networks among teachers, researchers and institutions that are involved in Japanese language education will be given higher priority.

(b) This support program will not offer support for business meetings (e.g. general assemblies, boards of trustees, etc.) that are held at regular intervals by the applying organisation.

(c) Preference will be given to projects which involve participants from regional areas.

## **3. Grant Coverage**

### **3.1 Grant Amount**

In principle, support will be given on a cost-sharing basis, up to a maximum of AUD\$1,500.00 (GST inclusive). The Japan Foundation, Sydney will not cover the entire cost of the project.

### **3.2 Eligible items**

Items eligible for support are:

(a) Invitation expenses (including transportation and accommodation expenses) for lecturers and speakers from outside the region in which the project is to be held. If staff from The Japan Foundation, Sydney are requested to attend the event as presenters, their related travel and accommodation expenses should not be claimed as part of this grant.

(b) Travel expenses (transportation, accommodation expenses) for participants from outside the region in which the activity is to be held (e.g. non-metropolitan areas or other regional areas) to attend at the organiser's request.

(c) Venue cost

### **3.3 Ineligible items**

The Foundation's grant cannot be used for the following items:

(a) Travel expenses (transportation, accommodation expenses) for participants from within the region in which the activity is to be held.

(b) Costs for teacher-release for participants.

(c) Honoraria, salaries and social welfare expenses for regular members of the applying organisation.

(d) Banquet and entertainment fees.

(e) Telephone, fax and postage costs.

(f) Office supplies (e.g. stationery).

(g) Any costs incurred before or after the authorised project period.

(h) Registration/participation fee

Refer to "Notes regarding the budget proposal" on page 4 for important information.

## **4. Grant Application Procedure**

### **4.1 Submission of Application**

The *Application Form* and *Budget Proposal* should be submitted to The Japan Foundation, Sydney no later than one (1) month before the event. Additional information including event information brochure, event application form and any promotional material must also be submitted.

**A copy of the application should be submitted by email first, to [coordinators@jpf.org.au](mailto:coordinators@jpf.org.au), followed by an original copy in the post to;**

Seminars and Conferences Grant  
The Japan Foundation, Sydney  
Mail box 76, Central Park  
28 Broadway, Chippendale NSW 2008

### **4.2 Screening and Grant Approval**

Applications will be screened by The Japan Foundation, Sydney and notification of results will be made in writing within two (2) weeks of submission. The total amount to be granted will be decided upon screening the application, and may not necessarily be the full AUD\$1,500.

### **4.3 Application for Payment of Grant**

Organisations to which grant approval is awarded should complete and submit to The Japan Foundation, Sydney 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 transmission of the funds.

### **4.4. Event Report and Financial Report**

After the event, the organisation will be required to complete event and financial reports on the event, including event statistics, evaluation, and costing. Information provided will be submitted to The Japan Foundation Head Office for evaluation of our grant programs.

### **4.5 Disclosure of Information**

Information pertaining to projects supported by The Japan Foundation, Sydney (including name of applicant, event description, nature of support provided by the Foundation) may be used in public relations materials published by The Japan Foundation, or on The Japan Foundation, Sydney's website.

### **Notes Regarding the application form**

1. The application must be made in the name of the most senior administrator (e.g. President etc.) of the organisation.
2. All application documents should be made in duplicate. The original set must be submitted, and one copy kept by the applicant. Once submitted, applications will not be returned.
3. The process for screening of applications will not be made public.
4. Applicants are requested to promptly notify The Japan Foundation, Sydney of any corrections to be made to their applications.

### **Notes Regarding the budget proposal**

1. All items for the project, including those covered by other funding sources, should be included in the budget proposal. For each item, please give a specific breakdown of costs, with an explanation. Feel free to use additional sheets if necessary.
2. The amount of the grant applied for is assessed in accordance with The Japan Foundation, Sydney standards. Should there be no breakdown or explanation indicated, the cost will not be considered.
3. (a) Invitation Expenses for Speakers and Lecturers
  - i. Transportation: include itinerary, class of travel and name(s) of person(s) receiving subsidy.
  - ii. Accommodation: include name(s) of lodging (e.g. hotel name) and person(s) receiving subsidy.(b) Transportation for Participants (excluding speakers and lecturers)
  - i. Include breakdown by number of persons receiving subsidy.(c) Other Expenses
  - i. Please specify and list other expenses (catering, postage, stationery, registration etc.)(d) Other Funding Sources
  - i. Information about income from other funding sources is required. Please list the name(s) of the donor institution(s), the status of each application (i.e. pending or approved) and the total amount(s) requested or received.