

**Teaching Materials Grant - 2016/17: Round 2**

**Expanding Existing Program**

**Application Guidelines**

**Purpose**

- To support schools in purchasing teaching materials to further develop Japanese language programs.

**To be eligible for this Grant, applicant must**

- be an Australian school involved in Japanese language education.
- have a Japanese Language program currently in operation.
- not have received this grant in the last 3 years.

See 3. Eligibility Criteria for more details.

**Grant Amount**

- Up to \$1,000.00 (50% reimbursement).

**Application Deadline**

- Thursday 20 October 2016

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**1. Outline**

- This grant supports schools that are seeking to further develop their existing Japanese language programs by providing financial support for the purchase of Japanese language teaching materials.

**2. Grant Coverage**

- Successful applicants will be eligible for the reimbursement of 50% of the purchase price of approved items.
- There is no limit to the amount schools may spend, but the reimbursement is up to a maximum of AU\$1,000.00.

Example) School plans to spend \$3000, and applies for \$2000 worth of items to be reimbursed in the application process. Once approved, \$2000 worth of the approved items are purchased. We reimburse \$1000 (50% reimbursement) and the school pays for the remaining \$2000.

### **3. Eligibility Criteria**

#### **3.1 Applicant**

- Applications are accepted from schools involved in Japanese language education in Australia only. Individuals are not eligible to apply.
- Applicants must have a Japanese language program currently in operation.
- Applicants who have received this Expanding program from The Japan Foundation, Sydney in the last three (3) years are not eligible to reapply.  
Eg) Received New grant Round 2 in 2016 → Eligible for applying Expanding grant Round 1 in 2017  
Received Expanding grant Round 2 in 2016 → Eligible for applying Expanding grant Round 1 in 2020
- The Teacher in Charge of Application must remain employed by the applicant for the duration of the application process.
- The same teacher must be in charge of the application until reimbursement of the grant is completed.

(Applicants who have not had a Japanese language program in operation in the last three (3) years prior to 2016, whose program has begun or will begin in 2016 are encouraged to apply for the *Teaching Materials Grant: Establishing New Program.*)

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

- State or Federal Government organisations, excluding educational, cultural or research institutes such as universities and museums
- International organisations to which the Japanese Government make a financial contribution.

#### **3.2 Materials**

Teaching materials eligible for support;

- Must be related wholly or in substantial part to Japanese language education.
- Must be of ongoing benefit to the Japanese language program rather than for individual use.
- May be Japanese language specific software or applications; however, licenses for such software should be ongoing in nature and not short term, renewable type licenses.
- May be Japanese cultural goods, if the applicant provides a clear case for the relevance of the item to teaching the Japanese language. Please note that cultural goods will be given a lower priority than materials directly related to language learning such as text books.
- Must not be items such as stationery, equipment or consumable short-life goods. This includes gardening materials.
- Must be available for purchase such that proof of purchase can be submitted by the Reimbursement Claim Deadline (see 4.6).
- iPads and similar electronic devices are not Japanese language teaching materials and therefore are not eligible for support under this grant.

## **4. Grant Application Procedure**

### **4.1 Submission of Application**

- The Application Form [FORM A] is to be filled out and must arrive to The Japan Foundation, Sydney office by the application deadline by post by Thursday 20 October 2016.
- Late applications will not be accepted.
- The Japan Foundation, Sydney, does not take responsibility for internet delays, delivery failures, or loss by postal service or courier.
  
- In the Application Form, a numbered list of items you wish to purchase must be provided.
  - Proposed materials must fit the Eligibility Criteria (see 3.2).
  - A price in Australian dollars must be provided for each item.
  - If prices are not provided in Australian dollars, they will be converted using The Japan Foundation's official exchange rate at the time of purchase. Contact The Japan Foundation, Sydney for the current exchange rate.
- Teachers in Charge of Applications are strongly advised to contact suppliers prior to application to ensure availability of stock. This should be done prior to completing the Application Form.

### **4.2 Screening**

- Applications received by the deadline will be assessed in accordance with our budget allocation.
- The specific process for screening of applications will not be made public however Special Consideration will be given to applicants with lesser means available for funding their programs.

### **4.3 Grant Approval**

- Successful applicants will receive;
  - Notification of application outcome on 31 Oct by email.
  - Acceptance / Non-Acceptance of Grant Form
    - Please send back the completed form by email and the original document by post.
  - Terms and Conditions by email
  - Official Notice of Grant by post
- Unsuccessful applicants will receive;
  - Notification of application outcome on 31 Oct by email.
  - Official Notice of Grant by post

#### 4.4 Purchase Materials

- After sending the completed Acceptance / Non-Acceptance of Grant Form to The Japan Foundation, Sydney Office, approved materials **should be purchased as soon as possible**.  
This will help ensure that receipts can be submitted by the Reimbursement Claim Deadline (see 4.6).
- Grant offers remain valid only until the Reimbursement Claim Deadline.
- If an approved item does not have a corresponding receipt, the associated amount will be deducted from the amount reimbursed.
- Purchases must be made within the purchasing period. (31 October 2016 – 9 February 2017)

#### 4.5 Request to Change Approved Materials

- If originally approved items cannot be purchased, please fill out and submit a Request to Change Approved Materials Form [FORM C] to [coordinators@jpf.org.au](mailto:coordinators@jpf.org.au). Once this amendment request has been approved, you can purchase accordingly.
- Only pre-approved items will be considered for reimbursement.

#### 4.6 Submit Reimbursement Claim + Feedback

- Please fill out the “Purchased” column in FORM A. All receipts must match approved items, and the reimbursement will be made in accordance with grant terms and conditions.
- If the Teacher in Charge of Application cannot make the submission date due to unforeseen circumstances, please contact The Japan Foundation, Sydney by Email (not phone call) at least 3day (by 20 February 2017) before submission deadline.
- Please submit the following for reimbursement **by 23 February 2017, by Post**.

(All letters **must** arrive to The Japan Foundation office by 23 February 2017.)

1. Completed “Purchased” column of “Materials for Purchase” of Application Form [FORM A].
2. Completed Reimbursement Claim Form [FORM B] including the Feedback section.  
As a condition of accepting this grant, the applicant will be required to complete a brief survey to help evaluate the grant.
3. Proof of your ordering records for each item.
4. Proof of your PAID records for each item.

Something that we can confirm your outstanding payment is \$0 for each item.

Please do not send an UNPAID invoice or ordering form with a paid stamp on it.

We accept the following:

- Paid invoice
- Paid receipt
- Remittance advice
- Paid credit card statement
- School ledger

The Japan Foundation, Sydney reserves the right to revoke support/approval if receipts of the Reimbursement Claim Form [FORM B] are not submitted in accordance with these grant guidelines.

#### **4.7 Grant Payment**

- Successful applicants will be reimbursed based on the amount stated in the Notice of Grant Approval.
- If the actual cost of materials is less than the approved amount, reimbursement will be based on the actual amount spent.
- Grant payment will be made to the account specified on the Reimbursement Claim Form [FORM B] in accordance with grant conditions within three weeks of receipt of FORM B.
- Reimbursement amount received is GST inclusive.

#### **5. Timeline**

The grant program will be operated accordingly to the following timetable.

- Application deadline : 20 October 2016
- Outcome notification : 31 October 2016
- Purchasing period : 31 October 2016 – 9 February 2017
- Deadline for Reimbursement Submission : 23 February 2017

If you have any questions, please contact [coordinators@jpf.org.au](mailto:coordinators@jpf.org.au).