



## 2016 National Symposium on Japanese Language Education Travel Grant

### Guidelines

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- Purpose:** This grant provides funding for travel and accommodation costs associated with attending the National Symposium on Japanese Language Education 2016 in Melbourne.
- Amount:** Up to A\$750 for applicants from Western Australia and the Northern Territory.  
Up to A\$500 for applicants from all other jurisdictions.
- Deadline:** Round 1: Wednesday 10 August 2016 (early-bird)  
Round 2: Friday 23 September 2016

All enquiries should be directed to [coordinators@jpf.org.au](mailto:coordinators@jpf.org.au).

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## Outline

This grant program is to support the attendance of individuals involved in Japanese language education in Australia at the *National Symposium: Japanese Language Education 2016* by providing a monetary contribution towards the cost of their travel and accommodation. Note that receiving this grant does not automatically register applicants for the symposium: successful applicants will still be required to register and pay. Please check the NSJLE website for details. Applications will take place over two rounds, Round 1 (deadline 10 August) for early-bird NSJLE registrations, and Round 2 (deadline 23 September) for standard NSJLE registrations.

## Eligibility

Applications are accepted from presenters, teachers, university lecturers, pre-service teachers and tertiary students of Japanese language education from all Australian state and territories. Applicants who are currently employed as educators must be teaching a minimum of three (3) hours of Japanese language per week.

This grant has a limited number of places, and we recommend applicants first seek financial support from their school, sector or teachers' association.

\*Please note that applicants who apply for Round 1, cannot apply for Round 2.

## Grant Coverage

This grant program will support the cost of return flights and accommodation. Grant amounts will be decided upon screening. This grant aims to support teachers in rural and remote areas, as well as teachers in jurisdictions which make it hard to travel inexpensively to Melbourne. Teachers from Western Australia and the Northern Territory are eligible to claim up to A\$750 in flight and accommodation costs. Applicants from all other jurisdictions are eligible for funding up to A\$500.

Grant money will be paid in full to applicants after the conference upon confirmation of attendance and proof of payment (receipts will be required). Grant money will not be paid to successful applicants who fail to attend. Flights or accommodation booked using reward points etc. will not be reimbursed (except for any monetary co-payment in this case).

If actual costs became larger than the grant amount offered, the grant amount offered will be the maximum amount reimbursed (it cannot be increased). Conversely, if actual costs are less than the grant amount offered, then this lesser amount will be paid.

Applicants should therefore be careful in estimating the total amount of funding they require, and be prompt in making transport and accommodation bookings. Applicants are also asked to seek out the most cost-effective options.

## **Application Submission**

Applications must be received by The Japan Foundation, Sydney by 5:00pm on:

**Wednesday 10 August 2016** (for Round 1 early-bird registrations)

Or;

**Friday 23 September 2016** (for Round 2)

Both hard and soft copies must be submitted. Late applications will not be accepted.

Soft copies should be sent to: [coordinators@jpf.org.au](mailto:coordinators@jpf.org.au)

Hard-copies should be sent to:

NSJLE Travel Grants  
The Japan Foundation, Sydney  
Mail Box 76, Central Park  
28 Broadway  
Chippendale NSW 2008

Submissions will consist of two documents:

1. Application Form

This is to be filled out by the applicant. Applicants will need to answer questions about their current employment, funding amount request, and why they wish to attend the event.

2. Letter of Recommendation

This is to be filled out by the person with the highest administrative capacity at the applicant's current place of employment. For schools, this will usually mean the principal; for universities, the head of department. Students should seek a recommendation from their supervisor.

Applicants are required to notify The Japan Foundation, Sydney immediately if any information in their submission changes. Failure to do so may result in the revocation of the grant.

## **Application Screening**

All submissions will be screened by a review panel at The Japan Foundation, Sydney. The screening process will not be made public.

Applicants will be informed of the screening decisions by:

24 August 2016 (for Round 1)

7 October 2016 (Round 2)

### **Payment**

Successful applicants will be paid within one (1) month of receiving all required paperwork after the symposium.

### **Attendance Report**

Grantees will be required to complete an Attendance Report after the symposium. Information contained within this report will be used by The Japan Foundation, Sydney and The Japan Foundation Head Office to evaluate the event and associated grant programmes.

### **Disclosure of Information**

Information pertaining to projects supported by The Japan Foundation, Sydney (including, but not limited to, name of applicant, event description, nature of support provided) may be made public in public relations materials published by The Japan Foundation, Sydney.