

General project

Example of How to Write the Primary Grant Application Form

Dear Mr. Yoshitane Horii,

If the applying organization belongs to an institution (university), include information about the department, research laboratory, etc.

Be sure to include the send date

Month Date, 2019

Be sure to affix a seal. Please use the same seal for any future documents to be submitted.

Write the name of organization that will implement the project

Title and name of the representative person: (seal or signature)

Application for the Japan World Exposition 1970 Commemorative Fund Grant for Fiscal Year 2020

We are applying for the JEC Fund Grant for implementation of the following project, and hereby submit the documents required for the application.

1. Project

Project name	Write the project name using no more than 50 letters		
Amount of grant	() thousand yen	Enter the applied grant amount. Less than three-quarters of the total project expenses applicable to the Grant. The amount of the grant shall be between 5 hundred thousand and 3 million yen and in units of one hundred thousand yen.	

2. Contact Information

Contact persons	Person in charge	Position			
		Name			
		Address			
		Telephone	() —	Fax	() —
		e-mail			
	Assistant to the person in charge	Position	Enter the name and contact information of the person in charge of clerical work. Announcements, notice of being adopted/not adopted will be sent to the person in charge.		
		Name			
		Address			
		Telephone	() —	Fax	() —
		e-mail			

※Please accurately enter information such as postal code, address, organization name, as the notice of being adopted/not adopted and the like will be sent to the person in charge.

3. Project category

(1)

Select either one and put a check mark .

Activities to contribute to international cultural exchange and international goodwill

International activities regarding education

※Select either one and put a check mark .

(2)

I am applying for the JEC Fund Grant for our project that will inherit and evolve the idea of Expo '70 toward EXPO 2025, resulting in the creation of values for a new era.

Put a check mark if applicable.

※Put a check mark if applicable.

4. Project Outline and Plan

① Project Outline and Plan

P l a n	Idea and purpose of the project	Please give specific and easy-to-understand descriptions because such descriptions provide the basic data for examining applications.
	Project period	From: Year (). Month (). Day () To: Year (). Month (). Day () (days) Enter the project period to be announced to the general public (period to be put on the posters, flyers, etc.). If there are varied periods, such as multiple stages of performance, enter the first date of implementation and the final date of implementation. The period subject to the Grant is from April 1, 2019 to March 31, 2020.
	Scheduled date of completion	Date: Year (). Month (). Day () (Scheduled date of the final payment for the Grant eligible project expenses)
	Venue	Enter name of the prefecture (if overseas, country/region) and name of venue
	Number of expected visitors and participants	Visitors and participants (total number of people during the project) Number of people: people (of those from outside Japan : people from countries [country names:]) Enter the number of expected visitors and participants for the project. In the case of the publication of books, websites, film productions, enter the expected number of users in a year
	Fee charged	Fee charged (if any): ¥ If charging a fee, enter the amount by category. (Example) Member: 20,000 yen, Student: 10,000 yen If there is no fee, nothing needs to be written.
	Website URL	
	Current phase of project	<input type="checkbox"/> The project is in the planning/concept development phase. <input type="checkbox"/> Planning is completed and preparatory work is progressing for the implementation of the project. <input type="checkbox"/> Details are being worked out for the implementation of the project. Select either one and put a check mark <input checked="" type="checkbox"/>

	Acknowledgement of funding by the Association	Please list the printed matter and the like that is to show an acknowledgement of funding by the Association <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> Example: Website Poster: 100 copies Flyers: 10000 copies, etc. </div>
	Project details	Please provide a detailed description of your project including the schedule. <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> Please provide a detailed description of your project. Regarding the schedule for your project, please give us all the details of which you are currently aware. Example: (Year/Month) Information disclosed (Year/Month/Day) Rehearsal (Year/Month) to (Month) Participation invited (Year/Month/Day) Project implemented (Year/Month) Pre-event (Year/Month) Post-event meeting </div>

② Relevance to the idea of Expo '70

Please describe the relevance of your project to the idea of Expo '70.

Please give specific and easy-to-understand descriptions because such descriptions provide the basic data for examining applications.

③ Vision and goal of the project, ripple effect on society

Please give a detailed description of the vision about how the project will evolve over time, as well as ripple effect on society.

Please give specific and easy-to-understand descriptions because such descriptions provide the basic data for examining applications.

④ Contribution to and effect on EXPO 2025 OSAKA, KANSAI, JAPAN (EXPO 2025)

(Only for the project with a check mark in 3. (2), which is the project that will inherit and evolve the idea of Expo '70 toward EXPO 2025, resulting in the creation of values for a new era.) Please describe how your project will inherit and evolve the idea of Expo '70 and subsequently pass the outcomes on to EX

Only for the project with a check mark in 3. (2), which is the project that will inherit and evolve the idea of Expo '70 toward EXPO 2025, resulting the creation of values for a new era, please enter here.

Please give specific and easy-to-understand descriptions because such descriptions provide the basic data for examining applications.

⑤ PR plan

Please give a detailed description of the PR plan of the project.

Enter the PR plan using newspapers, television, magazines, etc. and creation of posters, leaflets, etc.

⑥ Needs for the JEC Fund Grant

What will become of the project if the JEC Fund Grant is not awarded?

The project will be implemented as shown in this application form.

The project will be implemented on a smaller scale.

The project will not be implemented.

Select either one and put a check mark

5. Profile of Applying Organization

Pronunciation		Pronunciation	
Name of the applying organization (abbreviation)		Name of the representative person	
Corporate status	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of establishment	Year Month
Website URL	http://		
Purpose of establishment	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Enter the purpose of the establishment of the organization </div>		
History	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Enter the history of the organization from establishment to date. Example: Established in XXXX. Started YY business in XXXX. Merged with ZZ in XXXX, etc. </div>		
Past achievements	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Enter major past achievements. </div>		
Have you been awarded the JEC Fund Grant in the past?	<input type="checkbox"/> Yes <input type="checkbox"/> No ※ If yes, indicate the fiscal year when the grant was awarded, the amount of the grant money, and the outline of the project implemented with the grant. (Fiscal year: Amount of the grant money: yen) Outline of the project:		

※ Describe the purpose of establishment, history, and past achievements both briefly and specifically.

Attached documents

Corporation	Articles of incorporation, List of directors, and Financial statements of the last two years
Voluntary organization	Bylaws, regulations, etc. of the organization, List of executives Last two financial statements of the projects ※ Budget plan for a new project

(Note) All of the documents should be A4-sized (21 cm x 29.7 cm). A booklet form is not allowed.

6. Source of Information on Grant (Check as many as apply.)

- The Association's official website Japanese Embassy/Consulate
 Academic society University/college Other ()

Income and Expenditure Budget for the Grant Eligible Project/Income Breakdown/ Expenditure Breakdown

Should match the applied grant amount.

(1) Example

① Income and Expenditure Budget for the Grant Eligible Project

Income and Expenditure Budget for the Grant Eligible Project

Income			Expenditure			
Income breakdown	Budget items	Amount	Expenditure breakdown	Budget items	Amount	
	JEC Fund Grant	4,000,000	Expenses to be covered by the JEC Fund Grant	1	Printing and binding expenses	2,000,000
1	Own funds	3,200,000		2	Hall rent	7,000,000
2	Participation fees	3,500,000		3	Travel expenses	2,000,000
3	Sponsorship fees	4,000,000		4	Accommodation expenses	2,400,000
4	Other grants	2,500,000				
					Should match the items and amounts of the Expenditure Breakdown.	
				Sub-total of expenses to be covered by the JEC Fund Grant		13,400,000
	Should match the items and amounts of the Income Breakdown.		Expenses not to be covered by the JEC Fund Grant	Secretariat expenses		2,000,000
				Expenses for food and drink		1,800,000
				The Expenditure Breakdown is not required to be included.		
				Sub-total of expenses not to be covered by the JEC Fund Grant		3,800,000
	Total	17,200,000		Total	17,200,000	

1. Please be aware of the distinction between “project expenses applicable to JEC Fund Grant” and “project expenses not applicable to JEC Fund Grant” shown above when filling in each column.

Project expenses to be covered by the Grant:

- Expenses directly required for the project
- Expenses incurred during the implementation of the eligible project
- Payments made for/expenses provided to persons other than the project implementing organization

Project expenses not to be covered by the Grant:

- Routine operating expenses of the project implementing organization
- Personnel expenses of the secretariat
- Performance fee or reward to be paid to the project implementing organization
- Food and drink, sightseeing, and attraction expenses, special transportation charges (first class or business class airfare and Shinkansen bullet train first class (green) fare)
- Expenses incurred by a person accompanying a participant, etc.

However, expenses incurred by an attendant to a disabled participant may be covered by the Grant.

- Payments to an affiliated body of the project implementing organization (i.e., a co-hosting organization, a member organization of the executive committee, etc.)

2. Contingency reserve may be included in the “expenditure” column only if it is intended to cover unexpected expenses that may arise during the implementation of the project for this year.

In the event that there is a lot of contingency reserve or money carried over and described in the expenditures column, the Grant may be reduced.

If there are other budget items than those shown in the sample forms, please indicate such items.

The income total should match the expenditures total.

② Income Breakdown

Income Breakdown

Income Breakdown 1

Budget item	Breakdown	Amount
Own funds	Own funds at hand	1,200,000
	Contribution from XX Prefecture	1,000,000
	Contribution from YY City	1,000,000
Total	—	¥

Income Breakdown 2

Budget item	Breakdown	Amount
Participation fees	¥ 20,000 × 100 participants	2,000,000
	¥ 10,000 × 150 participants	1,500,000
Total	—	¥ 3,500,000

Income Breakdown 3

Budget item	Breakdown	Amount
Sponsorship fees	¥ 1,000,000 × 3 organizations	3,000,000
	¥ 500,000 × 2 organizations	1,000,000
Total	—	¥ 4,000,000

Income Breakdown 4

Budget item	Breakdown	Amount
Other grants	XX Prefecture	1,000,000
	Ministry of YY	1,000,000
	Grant from XX Foundation	500,000
Total	—	¥ 2,500,000

② Expenditure Breakdown

Expenditure Breakdown

Expenditure Breakdown 1

Budget item	Breakdown	Amount
Printing and binding expenses	Leaflet: @¥ 100 × 10,000 copies	1,000,000
	Program: @¥ 1,000 × 500 copies	500,000
	Poster: @¥ 250 × 2,000 copies	500,000
Total	—	¥ 2,000,000

Expenditure Breakdown 2

Budget item	Breakdown	Amount
Hall rent	¥ 700,000 × 10 days	7,000,000
Total	—	¥ 7,000,000

Expenditure Breakdown 3

Budget item	Breakdown	Amount
Travel expenses	Invitation from overseas: ¥ 150,000 × 10 persons	1,500,000
	Invitation inside Japan: ¥ 50,000 × 10 persons	500,000
Total	—	¥ 2,000,000

Expenditure Breakdown 4

Budget item	Breakdown	Amount
Accommodation expenses	Invitation from overseas: ¥ 12,000 × 10 persons × 10 nights	1,200,000
	Invitation from overseas: ¥ 12,000 × 10 persons × 10 nights	1,200,000
Total	—	¥ 2,400,000

※Airfare may be covered up to economy class fare (but excludes first class and business class fares)

Railway transportation may be covered up to the ordinary fare, seat reservations, and limited-express charges, but **excludes Shinkansen bullet train first-class (green) fare**

- (1) Instructions for filling in the income and expenditure columns in the Fund Allocation Table
- ① The budget should be indicated in **Japanese yen**. You are required to prepare a budget table in the currency of your country and then convert all the amounts into Japanese yen. (Please attach data of the exchange rate used for the conversion.)
 - ② The names and categories of expense items in the sample form above are shown for reference purposes only. You may use your own expense item names and categories to fill in the form based on your project budget.
 - ③ Please specify which income sources are applied to which spending budgets. This information is required for each expenditure item for "expenses not covered by JEC Fund Grant" and for the subtotal of the spending budget for "expenses covered by JEC Fund Grant".
 - ④ **Please make sure that the total income amount is equal to the total expenditure amount. You are therefore required to bring the difference in amount between total income and total expenditure to zero by adjusting the amount of "own funds" or that of "project expenses not applicable to JEC Fund Grant."**
 - ⑤ **Do not enter any income, including balance brought forward.**
- (2) Income
- ① JEC Fund Grant
The subtotal amount of the "JEC Fund Grant" should account for less than 50% of the subtotal of the "project expenses applicable to JEC Fund Grant." Please see page 6 to refer to the countries that can apply for the Grant amount exceeding 50% of the subtotal.
 - ② Own funds
If you have your own funds that can be allocated to the project, please indicate the amount of such funds, provided that such funds should be distinguished from the following incomes:
 - i. Participation fees
 - ii. Sponsorship fees
 - iii. Company or personal donation
 - iv. Other grants
 - ③ Participation fees
If income is generated from admission fees or participation/registration fees, please indicate the amount.
 - ④ Sponsorship fees
If income is generated or expected to be generated from sponsorship fees or personal donation, please indicate the amount.
- (3) Expenditure
- ① Please be aware of the distinction between "project expenses applicable to JEC Fund Grant" and "project expenses not applicable to JEC Fund Grant" shown above when filling in each column.
Project expenses to be covered by the Grant:
 - Expenses directly required for the project
 - Expenses incurred during the implementation of the eligible project
 - Payments made for/expenses provided to persons other than the project implementing organization
 Project expenses not to be covered by the Grant:
 - Routine operating expenses of the project implementing organization
 - Personnel expenses of the secretariat
 - Performance fee or reward to be paid to the project implementing organization
 - Food and drink, sightseeing, and attraction expenses, special transportation charges (first class or business class airfare and Shinkansen bullet train first class (green) fare)
 - Expenses incurred by a person accompanying a participant, etc.
However, expenses incurred by an attendant to a disabled participant may be covered by the Grant.
 - Payments to an affiliated body of the project implementing organization (i.e., a co-hosting organization, a member organization of the executive committee, etc.)
 - ② **Please attach the Expenditure Breakdown form to give detailed information on the "project expenses applicable to JEC Fund Grant."**
 - ③ Expenditure Breakdown
Please write down any relevant items, such as expenses for printing/bookbinding or renting a hall.
 - ④ **Contingency reserve may be included in the "expenditure" column only if it is intended to cover unexpected expenses that may arise during the implementation of the project for this year.
(If you include in the "expenditure" the reserve intended to cover expense for a future project, the**

amount of the JEC Fund Grant to be awarded will be reduced.)

- ⑤ If the project involves both personnel invitation and dispatch, specify each amount separately in the "Breakdown" column of the "Expenditure Breakdown" form as "budget for personnel invitation" and "budget for personnel dispatch."
- ⑥ If the project involves both domestic and foreign operations, specify each amount separately in the "Breakdown" and "Amount" columns of the "Expenditure Breakdown" form.
- ⑦ If there are other budget items than those shown in the sample forms, please indicate such items.

Points to Be Checked

① **Please make sure that all the application forms are completed in English or Japanese.**

② **Project Outline and Plan**

Make sure that all the necessary information is provided.

If numerical information, such as the number of people and date, is not fixed at the time of application, indicate estimated numbers.

③ **Income and Expenditure Budget for the Grant Eligible Project**

Errors are often found in calculations of the amounts for "Subtotal;" "Expenses covered by JEC Fund Grant;" and for the "JEC Fund Grant." Please follow the process outlined below to calculate correct amounts.

(A) The amount of "Subtotal" of "Expenses covered by JEC Fund Grant" × percentage of coverage (75%, 90% or 100%)

(B) Upper limit of amount by project applied

(C) Amount of either (A) or (B), whichever is smaller

Amount of "JEC Fund Grant" to be specified in the table by the applying organization = Amount at least 500,000 yen and equal to or less than (C)

④ **Currency**

The amount of the budget in the Fund Allocation Table should be indicated in Japanese yen. You are required to prepare a budget table in the currency of your country and then convert all the amounts into Japanese yen, which should be submitted to the Association.

Attachments

① Articles of incorporation, bylaws, company rules and other documents showing financial conditions of the applying organization.

② Documents showing the outline of the activities of the applying organization

(Example: Brochures showing the activities, leaflets of past undertakings, newspaper articles, etc.)

Printed copies of profile, management policy, board members' list and other relevant information of the applying organization shown on its official website.

Note: Please avoid attaching materials that are too thick or too large.