Multi-Year Project

Example of How to Write the Primary Grant Application Form

Month Date, 2023

Be sure to include the send date

Dear Mr. Toshiki Sakimoto,
President of KANSAI OSAKA 21st Century Association

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

Address of the applyin

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

Name of the applying organization:
(Abbreviation)

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 2024

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	Total JEC Fund Grant for all project years ( ) thousand yen	JEC Fund Grant for FY 2024 ( ) thousand yen

Please indicate the grant amount for all the project years. (The amount should be no more than three-quarters of the total expenses of the grant eligible project. The maximum amount is ¥15,000,000, in increments of ¥100,000.

Please indicate the grant amount for FY 2024. (The amount should be no more than three-quarters of the total expenses of the grant eligible project.) The maximum amount for one year is ¥10,000,000.

2. Contact Information

Contact persons	Person in charge	Position				
		Name				
		Address				
		Telephone	( ) —		Fax	( ) —
		E-mail				
	Assistant to the person in charge	Position				
		Name				
		Address				
		Telephone	( ) —		Fax	( ) —
		E-mail				

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.

* 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) Category

Project contributing to international cultural exchange or enhancement of international goodwill □ Project contributing to international cultural exchange □ Project contributing to international cooperation	International project in the field of education or academic study □ International project in the field of education

   * Select either one and put a check mark ☑.
   (2) Project theme that is given preference in screening

□ 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.

4. Project Outline and Plan
① Project intent and purpose, contents, and expected results

Project intent and purpose	Please describe the project intent and purpose. Please give specific and easy-to-understand descriptions because such descriptions provide the basic data for examining applications.
Project details	Please describe what you will do in an easy-to-understand manner. Please give specific and easy-to-understand descriptions because such descriptions provide the basic data for examining applications. Schedule (Please list items only. Details should be provided in the activity plan for each year.) 1st year: 2nd year: Please provide a brief description of the implementation. Please provide details in the activity plan for each year.
Expected results	Please describe what results you intend to achieve by implementing this project. Please give specific and easy-to-understand descriptions because such descriptions provide the basic data for examining applications. Please provide the specific results you want to achieve. Please give specific and easy-to-understand descriptions because such descriptions provide the basic data for examining applications.
Project period	(2 years) From: Year ( ). Month ( ). Day ( ) To: Year ( ). Month ( ). Day ( ) 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, 2024 to March 31, 2025. Scheduled date of completion Date: Year ( ). Month ( ). Day ( ) (Scheduled date of the final payment for the Grant eligible project expenses)

PR planning and development	Please give a detailed description of the PR plan of the project.
	Please give a detailed description of how you will communicate the results of the project to the public.
Website URL	
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 Example: Website Poster: 100 copies Flyers: 10000 copies, etc.
Current phase of project	□ The project is in the planning/concept development phase. □ Planning is completed and preparatory work is progressing for the implementation of the project. □ Details are being worked out for the implementation of the project. Select either one and put a check mark ☑

② Internationality of the project and the relationship with Japan

Please describe the internationality of the project as well as the relationship with Japan (selling points that can broadly define how Japan will contribute to the partner country and international society via your project).

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

③ Ripple effect on society

Please describe ripple effect on society.

If the project has been adopted in the past, please include the effects of the previous implementation and the (expected) effects of continuing the project.

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

If you choose "International project in the field of education" as the category, please describe the educational ripple effects.

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

④ Contribution to a theme that is given preference in screening

If your project is implemented with a theme that is given preference in screening, please describe in detail how the project will contribute to the theme. (If this does not apply, leave this section blank.)

Only for the project with a check mark ☑ in 3. (2), Project theme that is given preference in screening, 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 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 ☑

⑥　Annual implementation plan

| | Please describe the activity plan for each year. |

Objective of the project to be achieved in the (　) year

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

Project details in the (　) year
If the project involves two or more events
account.)
・Outline of the project in the (　) year
・Implementation schedule
・Venue
・Estimated no. of participants/visitors
Please provide a description of your plans
would impedes the execution of the project
Especially, please specify:
・Measures to prevent the spread of Covid
・An alternative way to implement the pr
reasons. (e.g., to implement the project onli
* If the project is to be implemented in an
would change from the original estimate.

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
Please be sure to specify the **measures to prevent the spread of Covid-19 infection and an alternative way to implement the project,** which are important factors to be considered in screening.

Venue	Enter name of the prefecture (if overseas, country/region) and name of venue
Implementer	No. of performers: *(of those from outside Japan:　　　from　　　countries [country names:　　　]) No. of staff: *(of those from outside Japan:　　　from　　　countries [country names:　　　]) 　　　　　　*Required Enter the number of staff for the project (*The number of people who will be outside Japan must be entered.)
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:　　　]) Please tell us how you plan 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 The number of people outside of Japan must be entered.
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.

5. Source of Information on Grant (Check as many as apply.)
   □ The Association's official website □ Japanese Embassy/Consulate
   □ Academic society □ University/college □ Other ( )

6. Profile of Applying Organization

Pronunciation				Pronunciation	
Name of the applying organization (abbreviation)				Name of the representative person	
Corporate status	□ Yes □ No		Date of establishment	Year Month	
Website URL	http://				
Purpose of establishment	Enter the purpose of the establishment of the organization				
History	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.				
Past achievements	Enter major past achievements.				
Have you been awarded the JEC Fund Grant in the past?	□ Yes □ 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.

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

(1) Example

①Income and Expenditure Budget for the Grant Eligible Project （Total）

Income and Expenditure Budget for the Grant Eligible Project

Income			Expenditure		
	Year	Amount		Year	Amount
JEC Fund Grant	1st year	5,000,000	Expenses to be covered by the JEC Fund Grant	1st year	7,000,000
	2nd year	6,000,000		2nd year	10,000,000
	3rd year	9,000,000		3rd year	13,000,000
	Sub-total	**20,000,000**		**Sub-total of expenses to be covered by the JEC Fund Grant**	**30,000,000**
Other income	1st year	4,000,000	Expenses not to be covered by the JEC Fund Grant	1st year	2,000,000
	2nd year	7,000,000		2nd year	3,000,000
	3rd year	9,000,000		3rd year	5,000,000
	Sub-total	**20,000,000**		**Sub-total of expenses not to be covered by the JEC Fund Grant**	**10,000,000**
	Total	**40,000,000**		**Total**	**40,000,000**

> Should match the amounts of Income and Expenditure Budget for the Grant Eligible Project （1st year or 2nd year or 3rd year）.

> The income total should match the expenditures total.

②Income and Expenditure Budget for the Grant Eligible Project （1st year or 2nd year or 3rd year）

> Should match the applied grant amount.

Income and Expenditure Budget for the Grant Eligible Project

Income			Expenditure		
Income breakdown	Budget items	Amount		Budget items	Amount
	JEC Fund Grant (1st year or 2nd year or 3rd year)	5,000,000	Expenses to be covered by the JEC Fund Grant	Printing and binding expenses	2,000,000
	※Within 75% of "Expenses to be covered by the JEC Fund Grant" ※5% or more of " Total project cost"			Hall rent	2,000,000
	Other income			Travel expenses	2,000,000
1	Own funds	1,500,000		Accommodation expenses	1,000,000
2	Participation fees	1,000,000			
3	Sponsorship fees	1,000,000		Sub-total of expenses to be covered	7,000,000
4	Other grants	500,000	Expenses not to be covered by the JEC Fund Grant		
				Food and drink expenses	500,000
				Miscellaneous expenses	500,000
	Sub-total	4,000,000		Sub-total of expenses not to be covered by the JEC Fund Grant	2,000,000
	Total	**9,000,000**		**Total**	**9,000,000**

> Should match the items and amounts of the Income Breakdown.

> Should match the items and amounts of the Expenditure Breakdown.

> The income total should match the expenditures total.

③Income Breakdown

Income Breakdown

Income Breakdown 1

Budget item	Breakdown	Amount
Own funds	Own funds at hand	1,000,000
	Contribution from XX Prefecture	500,000
Total	—	¥1,500,000

Income Breakdown 2

Budget item	Breakdown	Amount
Participation fees	¥1,000×1,000 participants	1,000,000
Total	—	¥1,000,000

Income Breakdown 3

Budget item	Breakdown	Amount
Sponsorship fees	¥1,000,000 ×1 organizations	1,000,000
Total	—	¥1,000,000

Income Breakdown 4

Budget item	Breakdown	Amount
Other grants	XX Prefecture	300,000
	Ministry of YY	200,000
Total	—	¥500,000

④Expenditure Breakdown

Expenditure Breakdown

Expenditure Breakdown 1

Budget item	Breakdown	Amount
Printing and binding expenses	Leaflet: @¥80 ×10,000 copies	800,000
	Program: @¥1,000 ×1,000 copies	1,000,000
	Poster: @¥200 ×1,000 copies	200,000
Total	—	2,000,000

Expenditure Breakdown 2

Budget item	Breakdown	Amount
Hall rent	¥100,000 ×10 days	1,000,000
Total	—	¥1,000,000

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:¥10,000 ×10 persons ×5nights	500,000
	Invitation from overseas:¥10,000 ×10 persons ×5 nights	500,000
Total		1,000,000

⑵ Instructions for filling in the income and expenditure columns in the Fund Allocation Table
　①The budget should be indicated in **Japanese yen**. <u>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.)</u>
　②The 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 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."**
　④<u>**Do not enter any income, including balance brought forward.**</u>

⑶ Income
　①JEC Fund Grant
　　　The subtotal amount of the "JEC Fund Grant" should account for less than 75% of the subtotal of the "project expenses applicable to JEC Fund Grant." Please see page 9 to refer to the countries that can apply for the Grant amount exceeding 75% of the subtotal.
　②Own 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
　③Participation fees
　　　If income is generated from admission fees or participation/registration fees, please indicate the amount.
　④Sponsorship fees
　　　If income is generated or expected to be generated from sponsorship fees or personal donation, please indicate the amount.

⑷ Expenditure
　①Please 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."**
　③Expenditure 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.)
　⑤If 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."

⑥If the project involves both domestic and foreign operations, specify each amount separately in the "Breakdown" and "Amount" columns of the "Expenditure Breakdown" form.

⑦If 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

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

②Documents 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.