

**Support Program for Organizations Providing
Japanese-Language Education for Living and Working (Grants)
APPLICATION GUIDELINES
【Teaching Material Purchasing Grant】**

1 Purpose

This program is a grant program to partially support the costs of programs being implemented by organizations/groups that provide Japanese-language education to persons, including those who plan to come to Japan under the “Specified Skills” residence status system, with the objective of supporting Japanese-language education necessary for living and working in Japan. Programs that are planned to be implemented by the end of March 2021 will be eligible.

2. Qualified Areas

Myanmar

3. Eligible Projects

- (1) **Projects that are planned to be implemented after February 2020 and completed by the end of March 2021, with the objective of enhancing the Japanese-language education base for laborers seeking to work in Japan.** (Period of project implementation: between February 2020 and March 31, 2021)
- (2) Projects must fulfil all of the following requirements.
 - a. It can be confirmed that without the provision of a grant it would be impossible or difficult to achieve the purpose of the project.
 - b. The plan and method of implementation must be appropriate for achieving project purposes and there should be ample expectations that the project will yield good results.
 - c. The project will not be used for religious or political purposes.

4. Eligible Applicants

- (1) Public universities or other public higher educational institutions of Myanmar that are providing Japanese-language education to persons, including those who plan to come to Japan under the “Specified Skills” residence status system.
- (2) Applicants that fulfill all of the following requirements.
 - a. Applicants that have the appropriate capacity to implement the planned project.
 - b. The receipt of grants or support from the Japan Foundation does not violate any local laws, regulations or ordinances (this is something that must definitely be confirmed prior to submitting an application).
 - c. In principle applying organizations or groups should possess a bank account capable of receiving the remittance of grant funds from the Japan Foundation, or should be able to establish such an account prior to the disbursement of funds.

5. Program Explanation

(1) Overview

This grant partially covers the cost of purchasing teaching materials, supplementary materials that can be used in Japanese-language education for purpose of living and working in Japan. Materials that are to be given to students are not eligible for this grant. Applicants shall get a quotation and purchase the teaching materials from a publisher/bookshop in Japan, and the Japan Foundation directly pays approved amount of money.

(2) Points to be noted

- a. This program is for projects that are planned to be implemented by the end of March 2021.
- b. No project that is already being supported by a grant program operated by the Japan Foundation will be adopted for duplicate funding.
- c. It shall not be possible to expend or divert subsidy funds except for items approved by the Japan Foundation. The maximum amount of grant funding shall, in principle, be set at 2 million yen. After screening and in consideration of the content and necessity of individual programs the maximum amount of grant funding shall be determined for each application.
- d. No projects will be fully funded. One of the conditions for applying is that there is funding available from a source other than the Japan Foundation (e.g. self-funding, other financial sources or grants, etc.).
- e. In the event that unused funds remain after the completion of the grant project, in principle it will be necessary to return the outstanding funds by a deadline to be set by the Japan Foundation. Any bank charges relating to the return of grant funds are to be borne by the applicant.

6. Selection Method

Screening and selection will be conducted based on the following perspectives.

- (1) Position of the applying organization in the country/region in question (whether the organization is accredited by the government of the country concerned for sending persons under the Specific Skills residence status system or not, etc)
- (2) Specific expected outcomes
- (3) Ripple effect for further disseminating Japanese-language skills necessary for living and working in Japan in the country/region
- (4) Financing situation other than funds from the Japan Foundation, including self-financing, etc.
- (5) Feasibility of the plan (program to be implemented, framework, schedule, etc.)
- (6) Safety of the region where the project is to be implemented

7. Application Procedures

(1) Application Documents

- a. The format for application forms can be found at the following website.
URL: <https://yg.jpf.go.jp/event/support-program-for-organizations-providing-japanese-language-education-for-living-and-working-grants->
- b. Documents required for application are as detailed below. Please prepare original copies of all documents and place them together without stapling them. If any of the documents are found to be missing or deficient in any way it will result in the application being eliminated from consideration due to lack of documentation.

Support Program for Organizations Providing Japanese-Language Education for Living and Working (Grants)

Application Form

- A. Application Cover Sheet
- B. Outline of the Applying Institution
- C. Project Sheet

+

- (1) Overview of the applying institution, including articles of association and bylaws (e.g. list of directors, organizational chart, etc.)
- (2) Documents such as published materials that explain organizational philosophy, the institution's activities (results), etc.
- (3) Plan for the current fiscal year, income and expenditure plans (budgeted activities) including curriculums for Japanese-language

- seminars and courses (including means of evaluating proficiency after conclusion of course) and information about course fees
- (4) For organizations that are accredited to send persons under the Specified Skills residence status system, documentary evidence of such accreditation (or a document that demonstrates that the organization has applied to the government concerned for such accreditation)
- (5) If the applying organization is a member of a Japanese Language Teachers' Association, documentation that demonstrates such membership

- (2) Application documents should be submitted to the Japan Foundation, Yangon, to **arrive no later than January 17, 2020.**

Points to be noted

- Applications will not be accepted through the Internet or by fax.
- Applicants are requested to notify promptly the Japan Foundation if any of the information given on the application changes.
- Once they are submitted, Applications and Supplementary Information shall not be returned. Please make sure to set aside a copy for yourself.

8. Notification of Results

- (1) The results of screening and selection will be notified to each applying organization or group after **February 2020.**
- (2) In the case that the project is accepted, the specific amount of grant funding will be calculated taking various factors into account, including the regulations of the Japan Foundation, price levels in the country concern, and balancing with disbursements to other projects that have been selected for support. There may be cases in which this process of calculation results in the final grant amount being significantly less than the amount applied for.

9. Obligations of the Grantee

- (1) Programs of the Japan Foundation are operated in accordance with the relevant Japanese laws and regulations of the Japan Foundation including the “Law for the Proper Execution of a Budget Relating to Subsidies” (Law No. 179 of 1955).
Projects should be implemented in accordance with how they are described in the application form. In the event that any changes (with the exception of minor changes) to the basic information relating to the applicant or to the content of the project are made after application, these should be notified to and approved by the Japan Foundation.
- (2) The grantee shall acknowledge the Japan Foundation’s financial support when the Grantee publicizes the project.
- (3) During the implementation of the grant project if the Japan Foundation considers it to be necessary it may request the submission of a report from the grantee concerning the status of implementation of the grant project. If it is recognized that the grantee is not implementing the project in accordance with the details that were the basis for deciding to provide funding, or other attached conditions, the provision of the grant may be halted.
- (4) The Grantee must submit a report upon completion of the project, detailing an overview of the project, its outcomes and matters pertaining to income and expenditure.
- (5) The Grantee shall prepare account books and documented evidences pertaining to all revenues and expenditures relating to the Grant Project and preserve them for five years from the next year of the year the Grant Project has been carried out.
- (6) The Japan Foundation does not tolerate any fraudulent activity of applicants during the application process and throughout the grant period. Once a grant has been provided, committing any form of fraud with regard to the Japan Foundation grant funds could result in penalty measures, such as revocation of decision to provide a grant in whole or in part, required return of the rescinded portions of the grant including additional charges, late payment charges, suspension of the grant for a certain period of time, and/or other legal actions.
- (7) Grantees should comply with any other conditions that were appended at the time of the decision to provide a grant.

10. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant, project descriptions) will be made public in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), the Annual Report, or on the Japan Foundation's website, or via other public-relations materials.
- (2) Upon receiving a request for information disclosure based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No. 140 of 2001), the Japan Foundation will disclose materials such as submitted application forms (unless stipulated by laws as not to be disclosed).

11. Handling of Personal Information

- (1) When handling personal information, the Japan Foundation collects, uses and manages all such information appropriately and in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003) and also complies with the laws of other countries and regions relating to the protection of personal information. Details of the Japan Foundation's personal information protection policy can be reviewed at the website detailed hereunder. <http://www.jpf.go.jp/j/privacy> <http://www.jpf.go.jp/e/privacy/>
- (2) The Japan Foundation uses personal information detailed on the application and attached documents for screening, implementation and evaluation procedures relating to the project. They may also be used for the following purposes:
 - a. Details of grant program participants' information or the information of persons involved in the program, such as name, gender, job and position, affiliation, program duration, program description, may be published in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), the Annual Report, or on the Japan Foundation's website, or via other public-relations materials. Information may also be used in compiling statistics. Furthermore, information may be provided to press organizations or other groups as a means of publicizing the Japan Foundation's programs.
 - b. There may be cases in which information is released to the Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan at the place where the program is being implemented, together with an overview of the content of the program.
 - c. There may be cases in which application forms, attached documents, program reports and deliverables, etc., are provided to evaluators, such as outside experts, etc., in order to facilitate screening processes and the evaluation of program outcomes. In the event that such information is provided, the Japan Foundation shall request such evaluators to take measures to ensure the safety of the personal information provided.
 - d. There may also be cases in which the Japan Foundation sends questionnaires about the program as part of post-program follow-up activities.
 - e. There may also be cases in which the Japan Foundation uses the contact information provided to contact the applicant or organization about other Japan Foundation programs.
- (3) The applicant is requested to explain in advance to persons involved in the program about the handling of personal information detailed above.
- (4) It shall be considered that by applying to this program, participants agree to the use of personal information as detailed above.
- (5) There may be cases in which program reports and deliverables, etc., submitted to the Japan Foundation are released publicly in order to publicize Japan Foundation programs.

12. Ensuring the Necessary Safety and Security of Projects

Considering the recent instability in global security, with the increase of terrorist attacks in particular, the Japan Foundation highly recommends that you take the necessary security measures to ensure safety when you conduct your projects, such as the following:

- (1) Check if there are any security alerts issued in the countries or cities where your project is taking place;
- (2) Provide information on security and safety issues for your international guests (if any).

13. Inquiries

The Japan Foundation, Yangon
 Tel: 01-430920 E-mail: nihongo@jpf-mm.org

Instructions on How to Fill in the Application Form

* General Instructions

- 1 When submitting the application form, please submit two sets, an original and a copy, that are not stapled. Submitted application materials will not be returned, so please be sure to retain a copy of the application for your own reference.
- 2 Please type or write with a ballpoint pen in black ink, printing clearly in block letters.
- 3 When filling in the form please use either English (block letters) or Japanese (standard square style), or both.
 - (1) For institution names, please insert the name in the original language, together with the name in both Japanese and English.
 - (2) Please write people's names in both Japanese and English.
In addition, please ensure that people's names exactly match the name that is written in their passports. If any persons on the application do not have a passport, please ensure that the name matches some other form of official identification issued by the country in question, e.g. a driving license.
- 4 Applicants are requested to promptly notify the Japan Foundation of any corrections to be made in their application after it has been submitted.

A. Application Cover Sheet

- 1 Applying institution:
Please insert the official name of the applying institution/group in the original language, together with its name in English and Japanese. Please also insert the address, legal status, and telephone number, etc.
- 2 Department that will actually conduct the project:
Please insert the name of the specific department at the applying institution/group that will conduct the project (faculty, department, section, center, research lab, etc.), together with a contact telephone number, the name of the person in charge of the application, and an e-mail address.
- 3 Authorized representative:
The authorized representative is the person (a school principal/president, etc.) who is responsible for management of the applying institution/group. This person's signature will mean that the institution has officially submitted an application.
- 4 Project director:
The project director is the person with responsibility for the actual operation and implementation of the project.
- 5 Bursar:
The bursar is the person with responsibility for managing project budget proposals and grant expenditure.
【Note】 With regard to the positions detailed in points 3 to 5, three different person shall be assigned. If the sections relating to the positions in 3 to 5 are not completed, the application cannot be accepted.

B. Outline of the Applying Institution

- 1 Outline of the history and the current status of Japanese-language education within the applying institution:
Please attach documents concerning the following: overview of the applying institution, including articles of association and bylaws; documents such as published materials that explain organizational philosophy, the institution's activities (results); and plan for the current fiscal year and income and expenditure plans, including curriculums for Japanese-language seminars and courses (including means of evaluating proficiency after conclusion of course). For organizations that are accredited to send persons under the Specified Skills residence status system, please provide documentary evidence of such accreditation. In addition, please also write about the history and the current status of Japanese-language education at the institution, the total number of students, number of students taking Japanese-language courses, total number of instructors, number of Japanese-language instructors, the Japanese-language teaching materials used, the curriculum, the level of Japanese taught, and the main types of students (age, purpose of study).
- 2 List of all grants received from the Japan Foundation during the past five years, if any:
Institutions that have received a grant from the Japan Foundation in the past five years should insert the name of the program for which the grant was received and the fiscal year in which the grant funding was provided.

C. Project Sheets

1 **Quantity and Condition of Materials Owned by the Applicant:**

Please describe as accurately as possible the quantity and condition of teaching materials and supplies used to introduce Japanese culture that are currently owned by the applying institution/group, and which could be used for Japanese-language education for the purpose of living and working in Japan. In the column “Actual condition of materials” please detail the status of usage and storage conditions.

2 **Reason for Application:**

(1) Need for purchasing new teaching materials:

Please describe in specific terms the necessity for the applying institution/group to purchase teaching materials for promoting Japanese-language education for the purpose of living and working in Japan.

(2) Utilization of the newly-purchased teaching materials:

Please describe in line with the applying institution/group’s plan for the promotion of Japanese-language education what effect the purchase of such teaching materials would have on students, and how these materials would lead to the invigoration of Japanese-language education.

3 **Outline of Application:**

Please insert the grand total (including the cost of purchasing materials and any necessary shipping costs), the number of items planned to be purchased, and the approximate number of people expected to use the purchased teaching materials.

4 **List of Materials Organization Plan to Buy:**

(1) A combination of books, audiovisual materials (video tapes, CDs, DVDs, etc.) or other materials (origami, yukata, etc.) may be requested.

(2) For books, please fill in all items, including the title, volume no., author/editor names, and publisher name.

(3) For audiovisual and other materials that are planned to be purchased, please provide information to specify the goods to be purchased, including product name, brand name and name of vendor.

(4) For price, please specify the unit price and quantity for each item, followed by the total amount.

(5) Please specify the cost for shipment of purchases (incl. packaging fees), if any such costs are anticipated to arise. If such costs are not specified at the time of application they will not be covered by the grant.

5 **Required Supporting Documents:**

You must submit a **copy of the estimate** that has been issued by the publishing company or bookstore in Japan for the teaching materials that are planned to be purchased.