

## **Support Program for Organizations Providing Japanese-Language Education for Living and Working (Grants) APPLICATION GUIDELINES**

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### **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 2022 will be eligible.

### **2. Qualified Areas**

Thailand.

### **3. Eligible Projects**

- (1) **Projects that are planned to be implemented after February 2019 and completed by the end of March 2022, with the objective of enhancing the Japanese-language education base for laborers seeking to work in Japan.** (Period of project implementation: between February, 2019 and March 31, 2022)
- (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) Organizations or groups that are providing Japanese-language education to persons, including those who plan to come to Japan under the “Specified Skills” residence status system. Applications from individuals will not be accepted.
- (2) Applicants that are not one of the following:
  - a. The Japanese government (including national institutions), Japanese local municipalities (including municipal schools and universities and other municipal institutions), Japanese independent administrative institutions, and Japanese local independent administrative institutions (hereinafter referred to as “government institutions, etc.”).
  - b. Educational institutions and research institutions established by government institutions, etc., or other organizations, groups or facilities affiliated to Japan, etc. (excluding groups that have a fixed legal status such as a corporate juridical person or foundation, even though they may be an organization or group in which government institutions, etc., have been involved).
  - c. Foreign governments (including their administrative organs such as ministries and agencies, etc.) and the overseas diplomatic missions of foreign governments.
  - d. International organizations to which the Japanese government makes a financial contribution.
- (3) 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

Item	Details
Teaching Material Purchase Grant	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.
Salary Assistance Grant	Grant to support the salaries of Japanese-language teachers who are implementing Japanese-language courses for the purpose of living and working in Japan. This grant partially covers the salaries given to Japanese-language teachers who are implementing Japanese-language courses for the purpose of living and working in Japan.
Conference Grant	This grant partially covers the cost involved in holding meetings such as seminars, workshops, symposia, training sessions and meeting for Japanese language teachers who are scheduled to engage in Japanese-language teaching for purpose of living and working in Japan.
Publication Grant	This grant partially covers the cost involved in preparing and publishing the necessary curriculum and teaching materials required for JFT-Basic or for Japanese-language education for purpose of living and working in Japan.
Other Original Proposal	This grant partially covers the cost involved in implementing projects planned by the applicant that aim to promote Japanese-language education for purpose of living and working in Japan or boost interest in such Japanese-language education, and also projects required to train Japanese language teachers.

\* Depending on the activities to be implemented it is possible to apply for a combination of the abovementioned grants to cover required support.

### (2) Details of support

#### a. Expenses relating predominantly to any of the following

- International / domestic transportation expenses
- Accommodation expenses
- Honoraria / personnel expenses
- Conference-related expenses (venue expenses, equipment rental fees, interpretation fees, etc.)
- Publicity expenses
- Documentation / report compilation expenses
- Teaching materials purchasing expenses
- Printing and publication expenses

\* In addition to the abovementioned direct expenses it is also possible to include expenses that do not correspond to any of the above items as indirect expenses. However, the limit for indirect expenses is 10% of the total grant amount provided for the abovementioned direct expenses.

#### b. The following items are not eligible for grant funding.

- (a) Business meetings that the applicant holds regularly, such as annual general meetings or board meetings, etc.
- (b) Equipment purchase expenses (furniture such as desks, chairs, shelving, etc.; tangible assets such as fixtures that last for a long period of time)
- (c) Real estate purchase or construction expenses
- (d) Facility rental fees that are premised on long-term use
- (e) Venue rental fees for a facility owned by the applying organization or group
- (f) International airfare that exceeds the standard economy class fare (PEX fare) by the most direct route
- (g) Entertainment / leisure expenses
- (h) Solicitation of capital/funding, donation campaigns, establishment of prizes
- (i) Machine and equipment purchase expenses (computers, fax/Xerox machines, digital cameras, etc.)
- (j) Erection of monuments or commemorative edifices
- (k) Expenses pertaining to persons affiliated with the Japan Foundation: e.g. expenses or honoraria, etc., for Japanese language experts dispatched by the Japan Foundation

- (3) Points to be noted
  - a. This program is for projects that are planned to be implemented by the end of March 2022.
  - 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 500,000 THB. 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.
- (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

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.

<p><b>Support Program for Organizations Providing Japanese-Language Education for Living and Working (Grants)</b>  <b>Application Form</b></p>
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| <p>A. Application Cover Sheet<br/>         B. Outline of the Applying Institution<br/>         C. Information About Bank Account</p> |
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| <p>(1) Overview of the applying institution, including articles of association and bylaws (e.g. list of directors, organizational chart, etc.)<br/> <u>* Submit below documents if possible.</u><br/>         (2) Documents such as published materials that explain organizational philosophy, the institution's activities (results), etc.<br/>         (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<br/>         (4) If the applying organization is a member of a Japanese Language Teachers' Association, documentation that demonstrates such membership</p> |
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<p>D. Project Sheet</p>
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| <p>(I) Teaching Material Purchase Grant<br/>         (II) Salary Assistance Grant<br/>         (III) Conference Grant, Publication Grant, or Other Original Proposal Grant<br/>         * Submit one of the forms listed above. Depending on the activities to be implemented it is possible to apply for a combination of the abovementioned grants to cover required support.</p> |
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- (2) Application documents should be submitted to Japanese-Language Department, The Japan Foundation, Bangkok.

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 1 month.
- (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.jpff.go.jp/j/privacy>    <http://www.jpff.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

Japanese-Language Department,  
The Japan Foundation, Bangkok

10Fl. Serm-Mit Tower 159 Asoke-Montri Rd. 21 Bangkok 10110

TEL : 02-261-7500~4

E-mail: [info-jftb@jfbkk.or.th](mailto:info-jftb@jfbkk.or.th)

## 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 or blue 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. \* Please do not fill in Thai
  - (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 be considered 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. With regard to the positions detailed in points 3 to 5, the same person cannot perform two or more of the functions simultaneously. 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. Information about Bank Account

#### 1. Receiving the grant:

The applying institution will receive the grant directly from the Japan Foundation. The Japan Foundation cannot accept an application unless the grant can be remitted directly to the applying institution. However, this may not be the case if the applying institution cannot open the bank account for some unavoidable reason, and can delegate receipt of the remittance to a person who is related to the applying institution.

**2. Bank Account: Please provide account information.**

\* If the name of the holder of the bank account differs from the name of the applicants, a letter of attorney from the applying institution/organization will be needed.

**D. Project Sheets (I) to (III)**

**Common Items in all Project Sheets**

**1 Evaluation of the Project:**

(1) Expected outcomes and effects:

Please describe in specific detail how the project will motivate Japanese-Language learners seeking to live and work in Japan, how it will help to enhance the language level of students and teachers at the applying institution and in the country/region concerned, and how it will lead to the further development of Japanese-language education. Please use specific figures wherever possible. (e.g. how the effects of the program will lead to increases in the anticipated number of Japanese-language teachers and students, increases in the number of people passing JFT-Basic or the Japanese-Language Proficiency Test, or increases in the number of students seeking to work and live in Japan, etc.)

(2) Method of evaluating outcomes and effects:

Please describe the specific methods that will be used to evaluate the expected outcomes and effects described in (1) above after the project has been implemented. (e.g. implementation of mock tests, conducting questionnaires, or evaluation by program evaluators, etc.)

(3) Method of sharing and disseminating outcomes and effects:

Please describe the specific methods that are planned to be used to share and disseminate the expected outcomes and effects described in (1) above after the project has been implemented to students and teachers in the applying institution/group and the country/region concerned. (e.g. online publication of outcomes, distribution of report, etc.)

**2 Budget:**

Budget plans should be in **THB**.

**Project Sheet (I) Teaching Materials Purchase Grant**

**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. 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) Following the submission of the final project report, please submit a list of all teaching materials that were actually purchased. If the list includes any purchased items that are considered by the Japan Foundation to be inappropriate as teaching materials, they will not be recognized as being covered by the grant and the grantee may have to return the cost of such items to the Japan Foundation.

**5 Proposed Schedule:**

Please provide a summary of the implementation plan for the purchase of the teaching materials, including advance preparations, means of procurement, and plans for use.

## Project Sheet (II) Salary Assistance Grant

### 1 Reason for Application:

Please describe the necessity for the Japanese-language courses or activities the purpose of living or working in Japan for which a grant is being sought, based on the current status of Japan-language education at the applying institution. In addition, please summarize the impact and effect the implementation of such Japanese-language courses or activities would have on students and on Japanese-language education in the country or region. Please use specific figures wherever possible.

### 2 Outline of the Proposed Project:

#### (1) Period of the proposed project:

Please indicate the duration for which the applicant would like to receive a salary assistance grant from the Japan Foundation.

- a. Please also clarify the period of school closing (dates during which no classes are held).
- b. The grant must be used in full during the specified period covered by the grant.

#### (2) Outline of courses:

Please specify the course title, course content, achievement of Japanese language (including assessment method), the number of students per course, and the number of hours of instruction.

#### (3) Appointee of the teacher or administrative staff:

- a. If the appointee has been chosen: Please note the name, present position, area of specialization, and position after hiring of the appointee, as well as why the appointee was selected and how he/she was selected. Please attach the curriculum vitae of the appointee.
- b. If the appointee has not been chosen: Please describe the recruitment and selection process for the appointee and indicate how he/she will be chosen.

### 3 Budget:

Please list the annual costs required to pay the salary of a teacher, dividing the total between necessary expenses (outgo) and financial resources (income).

- (1) Outgo: Please note the salary expressed as wages per hour of instruction and the total teaching hours per year for which the teacher is responsible, as well as the total salary paid annually.
- (2) Income: Please note the percentage to be borne by the applicant and the percentage that would be supported by the grant from the Japan Foundation. Within the percentage borne by the applicant, please itemize income from tuition fees and other income separately, so that it can be understood how much of the applying institution's income is from tuition fees.

### 4 Required Supporting Documents:

Please attach the curriculum vitae of appointee teachers, detailing their work history.

### 5 After the Project is Implemented:

**The grantee must submit the following two pieces of documentary evidence with the final report (accounting report) concerning the Salary Assistance Grant:**

- (1) A copy of the teacher's salary receipts (\*with the signature of the recipient).
- (2) A copy of the syllabus for the Japanese-language course operated under this grant program.

### Project Sheet (III) Conference Grant / Publication Grant / Other Original Proposals

#### Select Project Category

Please select from the choices below the type of project for which you are applying:

Conference grant / Publication grant / Other original proposals (please provide a brief description of project specifics)

**1 Title of the Project:**

Please indicate the name of the project that will be used externally in both English and Japanese. After receipt of the application the name inserted here will in principle be used in all subsequent communications.

**2 Outline of the Project:**

Please provide an outline of the project, including any planned conferences, events or training sessions, or the details of teaching materials planned to be published, including details about the scale of the project and its target audience.

**3 Schedule of the Project:**

Please note the period (date of implementation) during which the planned conference or project will actually be implemented. Please also note the period of any pre-project preparations or post-project follow-up. The grant must be used in full during the specified period covered by the grant.

**4 Contents of the Project:**

(1) Objective and aim: Please indicate the objective of the project and what it aims to achieve.

(2) Background and necessity: Please summarize the need for this project, including background explanations, such as an analysis of the current status of the applying institution/group and the country/region in question.

(3) Schedule details: Please provide a summary of the planned implementation schedule, such as the flow of operations for a planned conference or event, or the usage plan for teaching materials to be published, including any pre-project preparations or post-project follow-up.

(4) Major speakers / participants: Please note the name, position and roles of major speakers and participants.

**5 Preliminary Arrangements and Contacts:**

Please describe the preliminary arrangements for implementation of the project, and the status of progress of specific consultations or meetings with any co-organizers.

**6 Budget:**

(1) Honoraria/Wages: In the "specification" column, please write the name of the person to whom the honorarium will be paid, his/her professional affiliation, the function for which he/she will receive the honorarium (e.g. keynote speaker), and the need for payment. In the "Breakdown" column, please detail the basis for calculations (e.g. unit price x number of days/hours x number of people). Please use a separate sheet if there is insufficient space on the form.

(2) Transportation: In the "specification" column, please indicate who and how many people will have their travel expenses covered.

(3) Accommodation Expenses: In the "specification" column, indicate the location of accommodation and the person(s) who will be staying there.

(4) Other Expenses: In the "specification" column, indicate any overheads, including venue rental fees, materials preparation expenses, editorial expenses, etc.

**7 Required Supporting Documents:**

Please write freely about the details of the proposed project (method of implementation, format and content, etc.). Paper should be A4 size but the format and composition of the text are at the applicant's discretion.