

**JFT Support Program for Organizations
in Japanese-Language Education
(Special Program in response to COVID-19)
Application Instructions**

1. Overview

This program is intended to provide urgent support for various kinds of new activities in response to COVID-19, such as preparation and training for online lessons/events/teaching materials, implemented by overseas organizations involved in Japanese-language education in Canada.

2. Eligible Areas

Canada

3. Requirements of the Proposed Projects

- (1) The Japan Foundation will accept **applications for projects that would be initiated during October 1, 2020 (and 1 month later from the applications) – March 31, 2021.**
- (2) The Japan Foundation will accept applications for projects that fulfill the following requirements:
 - a. Programs should be mainly online and do not require people to leave their homes.
 - b. The plan and method of implementation must be appropriate and there must be ample expectations that programs will yield good results.
 - c. Programs must not be used for religious or political purposes.
 - d. Programs must not be conducted as commercial activities.

4. Eligibility

- (1) Applicants are only accepted from Canadian non-profit organizations involved in Japanese-language education (including Japanese-language teachers' associations and academic societies); individuals are not eligible to apply. Organizations whose national laws restrict them from receiving aid from foreign organizations affiliated with governments are not eligible.
- (2) In principle, the Japan Foundation does not provide grants for:
 - a. Governmental organizations, including their administrative organs such as ministries, embassies and consulates (excluding academic, cultural, or research institutes such as universities and museums)
 - b. International organizations to which the Japanese government makes a financial contribution.
- (3) Receipt of grants or benefits from the Japan Foundation must not violate any laws and ordinances, etc. (Please confirm this before applying.)
- (4) Applying institutions must be capable of accepting grants (cheque) from the Japan Foundation.
- (5) Applicants must have the capabilities necessary for implementing their planned projects as well as for preparing and submitting the required documents before the deadlines.

5. Program Description

(1) Outline

This program is intended to provide urgent support for various kinds of new activities in response to COVID-19, such as preparation and training for online lessons/events/teaching materials, implemented by overseas organizations involved in Japanese-language education. Examples of programs eligible for this support are given below.

Items	Description
Online lessons (Types of fees eligible for grants)	Fees for which Japanese-language teachers take training designed for online lessons. Honorariums for Japanese-language teachers or technical advisors to implement online lessons. Outsourcing expenses for agents or advisors to improve websites for online lessons.
Online events (Types of fees eligible for grants)	Costs for holding programs such as online speech, presentation, and debate contests that are intended to motivate students and increase interest in Japanese-language education in the country or region. Honorariums for Japanese-language teachers or technical advisors to implement online events. Outsourcing expenses for agents or advisors to improve websites for online events.
Salary assistance for Japanese-language teachers or staff	A part of the salaries given to Japanese-language teachers teaching Japanese-language online courses and to the staff carrying out activities to enhance the network of Japanese-language institutions in the applicant's region/country, until the end of March 2021.
Teaching material purchase (Types of fees eligible for grants)	A part of the cost of purchasing teaching materials (including e-books), supplementary materials, and educational materials needed by Japanese-language teachers when conducting Japanese-language online courses. Materials that are to be given to students are not eligible for this grant.
Online seminars (Types of fees eligible for grants)	A part of the costs involved in holding online seminars, workshops, symposiums, and training sessions and meetings for Japanese-language teachers.
Online teaching material publication (Types of fees eligible for grants)	A part of the costs involved in preparing and publishing teaching materials consistent with the local needs in the applicant's region/country.

※ Applying organizations and groups may apply for a combination of programs that meet their needs, depending on their activities.

(2) Grant Coverage

a. Examples of direct costs for eligible projects are given below.

- Honorariums and personnel expenses
- Conference costs (rental fees for venues and equipment, interpreter, etc.)
- Public relations expenses
- Preparation costs for proceedings, reports, and other documents
- Purchase of teaching materials
- Printing costs
- Costs for prizes
- Rental fees for equipment, fees for using services, and communication charges
- Outsourcing expenses to implement online projects
- Fees for special training lessons
- Charges for using websites that require payment

* In addition to the costs listed above, other miscellaneous expenses (e.g., bank fees) incurred in relation to the listed costs can be requested as long as the total amount of such expenses does not exceed 10% of the total amount of the listed costs.

b. The grant does **not** cover the following:

- (a) Business meetings, such as general meetings and board meetings, that are held regularly by the applicants;
- (b) The cost of office equipment that will remain for a long time (e.g., desks, chairs, racks, etc.);

- (c) The cost of buying real estate and the cost of construction;
 - (d) Rental fees for facilities that would be used for a long time;
 - (e) Rental fees for halls owned by the applying organization or group;
 - (f) International airfare, travel costs, and accommodation fees;
 - (g) Banquet costs and entertainment costs;
 - (h) Capital funds and endowment drives, public relations campaigns, the creation of awards;
 - (i) The cost of purchase of electric devices (e.g., computers, faxes, copy machines, digital cameras, etc.);
 - (j) The cost of the erection of a monument; and
 - (k) Costs for persons involved in the Japan Foundation; e.g., Japanese-language specialists
 - Travel costs (domestic and international transportation);
 - Accommodation fees
 - Honorariums and personnel expenses
- (3) Points to be Noted
- a. The applicant cannot select more than one grant program administered by the Japan Foundation, for the same project.

6. Selection Policy

Screening will be made in line with the following criteria:

- (1) Role of the applicant in the country and region;
- (2) Specific outcome expected;
- (3) Coalition with other organizations and groups;
- (4) Ripple effect on Japanese-language in the country and region;
- (5) Ability to raise funds from sources other than the Japan Foundation, including its own funds;
- (6) Feasibility of the plan (program to be implemented, framework, schedule, etc.);
- (7) Safety and Security in the area of the project
- (8) Membership of “JF Nihongo Network (Sakura Network)”*.
 - * See <https://www.jpf.go.jp/e/project/japanese/education/network/index.html> for more information about “JF Nihongo Network (Sakura Network)”
- (9) Urgency of the project

7. Application Procedures

- (1) Application Documents
 - a. Please visit the following website to download the Application Forms.
https://jftor.org/language/jl_grants/
 - b. Applications should be submitted to the Japan Foundation, Toronto by e-mail at bcarter@jftor.org. An application missing any of the required elements (listed below) will be considered incomplete and therefore ineligible for consideration.

Application Form of Support Program for Organizations in Japanese-Language Education (Special Program in response to COVID-19)

- A. Application Cover Sheet
 - B. Outline of the Applying Institution
 - C. Project Sheet for the project
 - D. Brochure / public relations materials of the Institution
- (2) Application Deadline and Place for submission

Applications for projects must be received **by e-mail anytime, but no later than one month before the start of projects**. The Japan Foundation, Toronto might finish accepting applications earlier than expected depending on the situation.

E-mail: bcarter@jftor.org
 - (3) Points to be Noted
 - Applicants are requested to promptly notify the Japan Foundation, Toronto if any of the information given on the application changes.

8. Notification of the Grant Decision

- (1) Applicants will be notified of the result within one month after the application is received by the Japan

Foundation, Toronto.

- (2) If the application is approved, the amount of the grant applied for will be assessed in accordance with the Japan Foundation's regulations.

9. Obligations

- (1) Programs of the Japan Foundation are operated in accordance with its own regulations as well as the relevant Japanese laws and regulations including "Law for the Proper Execution of a Budget Relating to Subsidies" (Law. No. 179 of 1955)"
- (2) The Grantee shall carry out the Grant Project as described in the Project Sheet and, if there is any change in the Grant Project (except "minor changes"), shall promptly report to, and obtain approve from, the Foundation.
- (3) The Grantee shall acknowledge the Foundation's financial support when the Grantee publicizes the Grant Project.
- (4) The Grantee shall submit the Final Project and Financial Reports about the activities and expenditures, when the project has been completed. Based on the reports, the Japan Foundation finalizes the amount of the grant. In case there is remaining balance of the grant, the Grantee shall refund it to the Foundation according to its instructions. Fees or charges incurred for refunding shall be borne by the Grantee.
- (5) The Grantee shall prepare account books and documented evidence pertaining to all revenues and expenditures relating to the Grant Project and preserve them for five years from the following year of the completion of the Grant Project.
- (6) The Japan Foundation is intolerant of any fraudulent activity from the application process through the grant duration. 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 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.

10. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant and project descriptions) will be made public in the *Kokusai Kōryū Kikin Jigyō Jisseki* (Detailed Annual Report of the Japan Foundation), on the Japan Foundation's website, and in other public-relations materials.
- (2) When a request for information based on the "Law Concerning the Disclosure of Information Held by an Independent Administrative Institution, Etc." (Law No. 140 of 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

11. Handling of Personal Information

- (1) The Japan Foundation handles personal information appropriately and in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003) and other applicable laws. Details of the Japan Foundation's policy can be reviewed at:
<https://www.jpf.go.jp/e/privacy>
- (2) The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. It may also be used for the following purposes:
 - a. Details of the successful applicants, such as names, gender, job and position, affiliation, project duration, and project description, are published in the *Kokusai Kōryū Kikin Jigyō Jisseki* (Detailed Annual Report of the Japan Foundation), the Annual Report, on the Japan Foundation's website, in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
 - b. There may be cases in which these details are released to Ministry of Foreign Affairs of Japan, or the Embassies or Consulates-General of Japan at the place where a project is undertaken.
 - c. There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure the safety of the provided personal information.
 - d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
 - e. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.
- (3) Applicants are requested to inform all individuals whose personal information appears on the

application materials of the above-mentioned policy.

- (4) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.
- (5) There may be cases in which the project reports and other related publications are released to the public.

12. Ensuring the Necessary Safety and Security of Information

- (1) Considering the 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.
- (2) The Japan Foundation highly recommends that you place great attention to information security.

13. Contact

Barbara Carter, Program Officer

The Japan Foundation, Toronto

E-mail: bcarter@jftor.org

Web site: <https://www.jftor.org>

Instructions on How to Fill in the Application Forms

* General Instructions

1. A digital copy of each application should be submitted together to the Japan Foundation, Toronto by e-mail (bcarter@jftor.org)
2. Please fill in the application using either English (block letter print) or Japanese (standard square style), or both.
 - (1) Be sure to write the name of your organization in the official language(s) (English or French) and Japanese.
 - (2) Write the names of individuals in the official language(s) (English or French) and Japanese.
 - (3) At the application stage only the signature of the Authorized Representative is required.
3. Applicants are requested to notify the Japan Foundation, Toronto promptly if any of the information given on the application changes.

A. Application Cover Sheet

1. Applying Institution:

Official name of the applying organization or group (university, research institution, teachers' association, etc.) in the official language(s) (English or French), its Japanese translation, as well as its location, legal status, telephone number, and other information.

2. Department that will actually conduct the project:

Name, address, telephone number of the department that will actually conduct the project at the applying organization or group (university department, university section, division, center, research institute, etc.). Be sure to provide the e-mail address of the project director. In case we contact you by email, please add jftor.org to your safe list to ensure that you can receive emails from us.

3. Authorized Representative:

The authorized representative is the person responsible for managing the applying organization or group (such as a school principal) and under whose signature the organization officially submits the application, as well as the person in a position to guarantee responsibility for the application's content.

4. Project Director:

The project director refers to the person who is responsible for implementing the project.

5. Bursar:

The bursar is the person who represents the applying organization or group's financial division, and under whose signature the organization officially submits the project budget portion of the application, as well as the person in a position to guarantee responsibility for the application's content.

*** In regards to 3.-5., the same person cannot perform two or more of the functions (if the applying organization is a member of the JF Nihongo Network (Sakura Network), it can be the same person). If their signatures are not attached, the application cannot be accepted.**

B. Outline of the Applying Organization

1. Outline of the history and the current status of Japanese-language education within the department:

Please note the applying organization or group's founding year, main activities, annual budget, etc., and the number of members in the case of academic societies and teachers' associations. In the case of educational organizations and groups, please note the number of courses, teachers, students, the units and academic degrees that can be earned, the levels of learners (e.g., Japanese-Language Proficiency Test [JLPT] N1-N5, etc.), and the main reasons for learning Japanese (cultural exchange, working or study in Japan, etc.), etc.

2. List of all grants received from the Japan Foundation during the past 5 years:

Please note the name of any Japan Foundation grant program received by the implementing division in the past five years and the fiscal year in which the grant was received, if any.

C. Project Sheet

1. Outline of the project:

Please note the name of the online project, its duration (date on which it will be held), the scale of the project, and the participants.

2. Objectives and details of the project:

Please note the objectives and intended aim of the online project to be carried out. This program supports the costs of preparing and/or implementing online projects as below:

- Rental fees for equipment, fees for using services, and communication charges
- Honorariums for Japanese-language teachers or technical advisors

- Outsourcing expenses for agents or advisors to improve websites for online projects
- Fees for special (online) training lessons for Japanese-language teachers
- Charges for using websites that require payment, such as to experience Japanese culture in lessons
- Costs for online speech contests, debates, conferences, and trainings
- Salary assistance for Japanese-language teachers or staff
- Purchase of teaching materials
- Online teaching material publication

3. Detailed schedule:

Please describe in detail the schedule for implementing this project, including the duration of preparations and follow-up after the project.

4. Evaluation:

(1) Expected Outcome and Effect:

Please describe specifically, with numerical indexes as much as possible, how this project is expected to motivate students, the way in which it would motivate students, and how it would develop Japanese-language education in the country or region. (e.g., increase the number of Japanese-language teachers, students studying Japanese-language, students passing the Japanese-Language Proficiency Test, and students studying abroad in Japan, etc.).

(2) Evaluation Method:

Please describe the specific methods that will be used to evaluate the outcome and effects described in (1) above after the project has been carried out (e.g., questionnaires and evaluations by program evaluators).

(3) Method to diffuse, and return the outcome and effects:

Please describe specifically how to diffuse and return the outcome and effects described in (1) above after the project has been carried out to students and your country or region (e.g., to publish a web page and to distribute the report).

5. Budget:

The budget proposal should be filled out in **Canadian dollars**

(1) Honorariums and wages:

In the column for specifications, 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., adjudicators), the need for payment, and in the column for breakdown, please write the basis for calculations (e.g., unit price x number of days, or number of hours x number of people). Please use a separate sheet of paper if the space provided in the column is insufficient.

(2) Online Expenses:

In the column for specifications, please note the rental fees for equipment, fees for using services, and communication charges.

(3) Other Expenses:

In the column for specifications, please note the overhead costs, such as fees for training lessons.

*We strongly encourage applicants to order through Canadian vendors who can provide a quote in Canadian dollars.

a. If the materials you wish to acquire CANNOT be purchased through Canadian vendors, please attach the documents with the material cost in original currency, its Canadian value, and supporting documents for the currency conversion from the Bank of Canada (<https://www.bankofcanada.ca/>), using a rate within a week of your application date.

b. For "Teaching Material Purchase," a list of distributors of Japanese-language education materials in Canada can be found at: <https://jftor.org/language/resources/teacher/#distributors>
Note the necessary cost for postage or custom duties with the proof of the cost if purchasing from an overseas source. Shipping, duties and other expenses incurred for purchasing materials from overseas sources may be covered with the submission of supporting and evidential documents, such as Quotation from vendors and print-outs of price list from online bookstores.

c. Items without prices listed in Canadian dollars will not be eligible.

6. Required Supporting Documents:

(1) Brochure of the Institution:

Please attach pamphlets for the applicants, print-outs of applicant's web site, and public relations materials.

(2) Letter from cooperating organizations/cooperators:

Please include agreements from cooperating organizations and cooperators. If such agreements have not been obtained, please describe progress made in obtaining such letters.