

Fiscal Year 2014

Guidelines for Application for  
the Japan World Exposition Commemorative Fund Grant

(for overseas organizations)



Commemorative Organization for the Japan World Exposition ('70)

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## Guidelines for Primary Application for the JEC Fund Grant

In commemoration of the success of the Japan World Exposition of 1970, referred to below as “Expo ’70,” the theme of which was “Progress and Harmony for Mankind,” the aim of the Commemorative Organization for the Japan World Exposition (’70) (“COJWE”) is to convey the legacy and ideals of Expo ’70 to future generations. To achieve this aim, COJWE created a green cultural park in the former site of Expo ’70. Furthermore, COJWE established a fund with the revenues of Expo ’70 and has used the fund, to provide grants (JEC Fund Grants) to an approximate total of 4,300 projects since 1971, without relying on national subsidies at all. These projects, which were designed to promote international mutual understanding or stage cultural events, were considered appropriate for commemorating the success of Expo ’70, and the amount of the JEC Fund Grants offered during this period totaled approximately 18.8 billion yen.

For fiscal year 2014, the JEC Fund Grants will continue to be awarded mainly to projects relating to the environment.

### Important information for FY 2014 JEC Grant Fund applicants

The Japanese government promulgated the *Law to Dissolve the Commemorative Organization for the Japan World Exposition* (2013 Law No. 19) on May 24, 2013. Upon the enforcement of the law, the COJWE will be dissolved and its grant program will be taken over by an entity to be designated as a succeeding organization under government ordinance.

#### 1. **Projects qualifying for the JEC Fund Grant**

Projects appropriate to commemorating the success of the Expo ’70 and contributing to public interest and international understanding qualify for the JEC Fund Grant.

- (1) Projects contributing to international cultural exchange and enhancement of international goodwill
- (2) International projects in the fields of academic study, education, social welfare, medical care, and hygiene and public health
- (3) International projects designed for natural and environmental conservation

\*Please note that the “projects appropriate to commemorating the success of the Expo ’70 and contributing to public interest” refer to the projects that meet the “Eligible Project Conditions” on page 9.

The upper limit and coverage of the grant money are specified for each type of project. For details, please see “5. Upper limits of the JEC Fund Grant” on page 2,, and “9. Coverage of the JEC Fund Grant” on page 4.

#### 2. **Application**

To apply for a grant, please read this document carefully and ensure that the required documentation and information have been provided. Note that if some required documents or information are not included, your application may be rejected.

#### 3. **Post-completion evaluation**

Upon completion of each project, COJWE carries out rigorous post-completion evaluation from a wide range of viewpoints based on the project completion report submitted by the implementing organization. Using this evaluation, COJWE aims to determine whether or not the project was completed appropriately and effectively as scheduled, and find out whether or not it has resulted in any achievements beyond those originally planned, or any ripple effects. The results of the evaluation are used by COJWE to improve its funding program, and made public to fulfill its accountability. Results of each evaluation are also sent to the implementing organization to help them better carry out their project in the future.

In case an organization that implemented a project with the JEC Fund Grant in the past applies for the grant anew, the results of the post-completion evaluation of their past project are taken into consideration when considering their eligibility.

Evaluation procedures and results are shown on the official COJWE website.

#### 4. **Total projected grant amount for FY 2014**

Approximately ¥100 million (Estimated total for projects in Japan and overseas) (The grant money will be disbursed in Japanese yen.)

## 5. Upper limits of the JEC Fund Grant

The amount of the JEC Fund Grant is between ¥1,000,000 and ¥30,000,000, and should account for less than half of the total project expenses applicable to the JEC Fund Grant, in principle. This means that each implementing organization is required to cover more than half of the total project expenses with their own funds, excluding other public grants, etc.

Upper limit of the JEC Fund Grant is specified for each type of project as follows.

(1) Performance or exhibition:	¥7,000,000
(2) International conference:	¥4,000,000
(3) Purchase of books:	¥3,000,000
(4) Publication of books or film/TV program production, etc.	¥5,000,000
(5) Invitation or dispatch of experts:	¥5,000,000
(6) Purchase of equipment for learning Japanese:	¥8,000,000
(7) Purchase of equipment other than equipment for learning Japanese:	¥15,000,000
(8) Construction or enhancement of a facility:	¥20,000,000
(9) Project conducted for an objective for which the JEC Fund Grant makes an especially large contribution, e.g. exhibiting at an international exhibition, etc.	¥30,000,000

<Note> Even if the purpose of a project encompasses two or more of the above, the upper limit specified for only one of such purposes will apply.

It should also be noted that the actual amount of the grant money may be lower than the upper limit specified above, if deemed appropriate by COJWE as a result of examining the application.

## 6. Organizations eligible for the JEC Fund Grant

Eligibility for application is granted to foreign national governments, local governments, and other organizations carrying out projects contributing to public interest.

- Notes: (1) It does not matter whether the applying organization has corporate status or not.  
(2) Individuals and profit-making corporations cannot apply for the JEC Fund Grant.

## 7. Acknowledgement of COJWE funding using the Expo '70 logo or other means

To indicate that the project has been carried out with COJWE funding, make sure to show an “Acknowledgement of COJWE funding” in at least one of the following listed as (1) to (3). If the acknowledgement is not shown without fair reason, COJWE may reduce the amount of the grant money or withhold payment of the grant money.

- (1) PR materials produced for the purpose of the project (such as posters, programs and leaflets) and deliverables of the project (such as reports, books, video footage, DVDs and CD-ROMs)
- (2) Web pages
- (3) Information board (such as a signboard) of the project

The materials listed from (1) to (3) above bearing the acknowledgement of COJWE funding should be submitted to COJWE, if possible. If not possible, send photos or the like that clearly show the acknowledgement, instead.

[Example]



助成 独立行政法人日本万国博覧会記念機構

Supported by the Commemorative Organization for the Japan World Exposition('70).

この助成金は、日本万国博覧会の収益を基にしています。

This Grant is provided with the revenues of the Japan World Exposition ('70).

\* The above example is valid at the time of the publication of the Guidelines for the current year. Implementing organizations will be informed of changes, if any.

**8. Matters considered in the screening of applications**

COJWE examines the applications in each category specified in the application form, considering the matters shown in the following table.

For example, if you plan to communicate the achievements of the project widely to the public upon completion (through web pages, public lectures or other means), it will be considered favorably in the screening process.

Starting with the projects in FY 2007, post-completion evaluations have been conducted as described in 3. above. For applications from organizations who received JEC Fund Grants for projects in FY 2007 and subsequent years, the results of the evaluations of their past projects are taken into consideration when considering their eligibility.

Matters considered in the screening of applications

Environment-related project		Non-environment-related project
(1) Importance of the project as a means of contributing to the environment		(1) Importance of the project as a means of promoting international mutual understanding or cultural activities
<ul style="list-style-type: none"> <li>○ Social need for the project</li> <li>○ Consistency with the purpose of COJWE for environmental preservation</li> <li>○ Cooperation and partnership with private organizations</li> </ul>		<ul style="list-style-type: none"> <li>○ Social need for the project</li> <li>○ Ability to contribute to multi-cultural harmony and cross-cultural understanding or to the development of regional culture</li> </ul>
(2) Feasibility of the theme and implementation process of the project, etc.		
<ul style="list-style-type: none"> <li>○ Validity of the general plan, financial arrangements, schedule (and results of the post-completion evaluation of a past project, if applicable)</li> </ul>		
(3) The anticipated effects of the project on the public and the possibility of contributing to society, etc.		
<ul style="list-style-type: none"> <li>○ The possibility of the project for future development and growth, or for promoting development and growth of the area associated with the project and thus contributing to the public interest</li> <li>○ The ability of the project to contribute to the nurturing of younger generations</li> <li>○ Communicating the achievements of the project widely to the public by providing information on web pages or organizing public lectures</li> </ul>		
(4) Novelty or difficulty of the project		
Novelty	Novel approach toward environmental problems	Innovativeness or originality of the activities
Difficulty	Difficulty in implementing the project without COJWE funding, etc.	

**9. Coverage of the JEC Fund Grant**

(a) Project expenses to be covered by the JEC Fund Grant

The JEC Fund Grant will cover expenses that arise from April 1, 2014 to March 31, 2015 and that fall under the following categories:

- i) Expenses necessary for the implementation of the projects, excluding ordinary expenses such as personnel expenses for secretariats.
- ii) Expenses not covered by grants offered by any of the following organizations
  - A. Japanese government
  - B. Prefectural or municipal government in Japan
  - C. Other Japanese public organizations similar in nature to the organizations shown in A and B above.

(b) Expense items to be covered by the JEC Fund Grant

Expense	Coverage
Printing and binding expense	<p>Expenses necessary for producing and distributing printed matter, videos or the like, that carry an acknowledgement of COJWE funding (referred to as “printed matter with an acknowledgement of COJWE funding”)</p> <p>Printed matter with an acknowledgement of COJWE funding includes ads placed in newspapers or hanging posters in trains.</p> <p>[Examples] Leaflet, poster, ticket, program, DVD, CD-ROM, web pages, reports, and others</p> <p>* Expenses not covered by the JEC Fund Grant (1) Expenses for producing printed matter without an acknowledgement of COJWE funding or the like (2) Expenses for producing commemorative objects</p>
Stage-related expense	<p>Expenses incurred in the installation and removal of stage settings and stage management including personnel expenses are covered.</p> <p>* As for event insurance premiums, the non-life insurance premiums for liability for damages of facilities and injuries, and event cancellation insurance premiums are also covered. * If the implementing organization or its secretariat install and/or remove stage settings or do stage management tasks by themselves, the expenses incurred in such tasks will not be covered.</p>
Hall rent	<p>The JEC Fund Grant covers hall rent necessary for implementation of the project.</p> <p>* The grant covers the rent for the publicly announced project period only. * If part of the hall rent is paid in advance during FY 2013, the JEC Fund Grant will also cover such advance payment on condition that it is verified that the advance payment is part of the expenditure incurred during the project period. * Rent of a reception hall and food and drink expense incurred for social event(s) are not covered.</p>
Equipment rental	<p>Expenses to rent equipment for use in the venue of the project are covered, which include: expenses to hire lighting and sound technicians.</p> <p>* The grant covers the rent for the publicly-announced project period only. * For purchase of equipment, please refer to the column below.</p>
Equipment purchase	<p>The JEC Fund Grant can be used to purchase equipment which contributes to the purpose of the project, and will be maintained by the implementing organization (not individuals or third parties) after the project is over. The equipment should carry an indication that the project was implemented with COJWE funding (referred to as “an acknowledgement of COJWE funding” in the rest of this table). Expenses for producing plates on which to show an acknowledgement of COJWE funding are also covered.</p> <p>[Example] Purchase of equipment for Japanese language education at a foreign university</p> <p>* Expenses not covered by the JEC Fund Grant (1) Cost of equipment purchased for the purpose of handling office work of the secretariat (2) Cost of equipment owned individually (3) Cost of equipment owned or maintained by a third party other than the implementing organization (4) Cost of equipment that does not carry an acknowledgement of COJWE funding.</p>
Book purchase	<p>The JEC Fund Grant can be used to purchase books relating to Japan to achieve the purpose of the project, which will be maintained by the implementing organization (not individuals or third parties) after the project is over. The books should carry an acknowledgement of COJWE funding. Expenses for producing stickers and plates on which to print an acknowledgement of COJWE funding are also covered by the JEC Fund Grant.</p>

	<p>* Expenses not covered by the JEC Fund Grant</p> <ol style="list-style-type: none"> <li>(1) Cost of books not relating to Japan</li> <li>(2) Cost of books purchased for the purpose of office work of the secretariat</li> <li>(3) Cost of books owned individually</li> <li>(4) Cost of books owned or maintained by a third party other than the implementing organization</li> <li>(5) Cost of books without an acknowledgement of COJWE funding</li> </ol>
Equipment transportation	<p>Expenses to transport equipment necessary for the project are covered, including customs clearance cost and insurance fees.</p> <p>* Expenses incurred in the transportation of equipment by vehicle owned by a member of the implementing organization or its secretariat, including fuel expenses and road tolls, are not covered.</p>
Travel expense	<ol style="list-style-type: none"> <li>(1) Where the project is carried out in a location outside Japan, expenses incurred by individuals living in Japan, including foreign nationals, to travel to the country visited immediately after leaving Japan, and from the country last visited before returning to Japan, either by air or sea, will be covered. (Travel expense between the airport or port of entry/departure and the project site is included.)</li> <li>(2) Where the project involving personnel invitation or dispatch is carried out in Japan, expenses incurred by the invited or dispatched person living outside Japan, including Japanese living abroad, to travel from the country visited immediately prior to visiting Japan, and to the country visited immediately after leaving Japan, either by air or sea, will be covered. (Travel expense between the airport or port of entry/departure and the project site is included.)</li> <li>(3) Calculation of expenses  <u>The JEC Fund Grant covers expenses for outward and homeward journeys to and/or from Japan within the upper limits shown below. The excess amount above these limits should be paid individually.</u>  (Upper limits of one-way journey)  Asia (Commonwealth of Independent States countries included.): ¥ 50,000  Europe (Commonwealth of Independent States countries excluded.), Oceania, North America: ¥100,000  South America, Africa: ¥150,000  If you are not sure in which category the location of the project falls, please inquire at the local Japanese embassy or consulate general.</li> </ol> <p>&lt;Examples&gt;</p> <ol style="list-style-type: none"> <li>(1) In the case of traveling between France and Japan: ¥100,000 (one-way travel expense applied to “Europe”) x 2 = ¥200,000</li> <li>(2) In the case of traveling to Japan from France on outward journey and to Germany from Japan on return journey: ¥100,000 (one-way travel expense applied to “Europe”) x 2 = ¥200,000</li> <li>(3) In the case of traveling to Japan from France on outward journey and to China from Japan on return journey: ¥100,000 (one-way travel expense applied to “Europe”) + ¥ 50,000 (one-way travel expense applied to “Asia”) = ¥150,000</li> </ol> <p>* Travel expenses not covered by the JEC Fund Grant</p> <ol style="list-style-type: none"> <li>(1) Taxi fare</li> <li>(2) Travel expenses between countries other than Japan</li> <li>(3) Public transportation fare whose exact amounts cannot be verified</li> <li>(4) Travel expenses incurred by accompanying persons</li> <li>(5) Travel expense incurred during or after the project (or closing ceremony) for the purpose of sightseeing</li> </ol>
Domestic travel expense	<ol style="list-style-type: none"> <li>(1) Where the project is carried out in two or more states, provinces, or cities outside Japan, expenses incurred by project participants living in Japan, including foreign nationals, to travel to such locations either by air, sea, chartered bus, rented car, or public transportation will be covered.</li> <li>(2) Where the project is carried out in two or more prefectures in Japan, expenses incurred by project participants living outside Japan, including Japanese living abroad, to travel to such locations either by air, sea, chartered bus, rented car, or public transportation will be covered.</li> </ol>

	<p>[Conditions of coverage] The following conditions are applied to payment of domestic travel expenses.</p> <ol style="list-style-type: none"> <li>(1) Expenses to travel by air, sea, chartered bus, and rented car are covered by the JEC Fund Grant only when such expenses are paid to the company offering such transport service or to the travel agency.</li> <li>(2) Expenses to travel by public transportation are covered, which are paid to the company offering such transport service or to the travel agency. In this case, a fare list or other document evidencing the amount of fare should be presented.</li> </ol> <p>[Upper limits]</p> <ol style="list-style-type: none"> <li>(1) In the case of traveling by air, the JEC Fund Grant will cover the amount up to the economy-class airfare.</li> <li>(2) In the case of traveling by railway, the JEC Fund Grant will cover train fare, reserved seat fees, and express fees, but not green seat (first class) fees of the Shinkansen line.</li> </ol> <p>* Expenses not covered by the JEC Fund Grant</p> <ol style="list-style-type: none"> <li>(1) Taxi fare</li> <li>(2) Travel expenses between countries other than Japan</li> <li>(3) Public transportation fare whose exact amounts cannot be verified</li> <li>(4) Travel expenses incurred by accompanying persons</li> <li>(5) Travel expenses incurred during or after the project (or closing ceremony) for the purpose of sightseeing</li> </ol>
Accommodation expense	<p>The following conditions are applied to expenses paid to a travel agency or hotel by the implementing organization. Expenses in excess of the upper limits shown below are not covered by the JEC Fund Grant.</p> <ol style="list-style-type: none"> <li>(1) Where the project is carried out outside Japan, accommodation expenses in an amount not exceeding ¥18,000 per night per person for individuals living in Japan, including foreign nationals, will be covered.</li> <li>(2) Where the project is carried out in Japan, accommodation expenses in an amount not exceeding ¥18,000 per night per person for individuals living outside Japan, including Japanese living abroad, will be covered.</li> </ol> <p>* Number of nights covered: The JEC Fund Grant covers accommodations of the day immediately preceding the implementation of the project and of the day of the implementation only.</p> <p>* Expenses not covered by the JEC Fund Grant</p> <ol style="list-style-type: none"> <li>(1) Accommodation expenses incurred by accompanying persons</li> <li>(2) Food and drink expense (Not applicable if meal and drink expenses are included in accommodation expense.)</li> <li>(3) Communication charges</li> </ol>
Interpreter's fees	<p>Fees for interpreter's service are covered only to the extent necessary for implementation of the project.</p> <p>* Cost of interpretation service undertaken by a member of the implementing organization is not covered.</p>
Translation fees	<p>Translation fees incurred in producing printed materials with an acknowledgement of COJWE funding and reference materials necessary for implementation of the project are covered.</p> <p>* Cost of translation service undertaken by a member of the implementing organization is not covered.</p>
Construction or enhancement cost	<p>Expenses for survey, design, transportation of materials, and construction are covered, as well as expenses for producing plates on which to show an acknowledgement of COJWE funding.</p>

\* The JEC Fund Grant also covers interpreter's fees, travel, domestic travel, and accommodation expenses incurred by persons accompanying physically challenged persons as well as Braille translation fees, subject to the conditions shown above.

\* The JEC Fund Grant will not cover expenses for: secretariat personnel; agency service; office consumables; food and drinks consumed during reception; production and purchase of commemorative objects; expenses paid to individuals for which tax withholding paperwork is not carried out, and reserve funding.

<Note> If you receive, or are going to receive, grants from other organizations, such grants should be allocated to “expenses not applicable to JEC Fund Grant” in both of the following cases. Please refer to page 25.

- (i) If use of grant money is specified, please allocate such a grant to the specified purpose in the budget item classified as “expenses not applicable to JEC Fund Grant.”
- (ii) If no purpose is specified, please allocate such a grant to the appropriate budget item classified as “expenses not applicable to JEC Fund Grant.”

## 10. Project period

Between April 1, 2014 and March 31, 2015

## 11. Number of applications permitted

Only one application (for one project) is allowed per implementing organization.

## 12. Application procedures for the JEC Fund Grant

- (1) Documents to be submitted for application should be filled out in Japanese.
- (2) Document size  
Documents to be submitted for application should be A4-sized.
- (3) Number of documents to be submitted  
One copy of each Grant Application form together with one copy of each attachment should be submitted.
- (4) Application period  
Applications will be accepted between August 30, 2013 and September 30, 2013. (Application should be received by the Japanese embassy or consulate general in your country/region during this period.)  
<Note> Applications not submitted within the period cannot be accepted under any circumstances.
- (5) Where to submit  
Applications should be submitted to the Japanese embassy or consulate in your country/region.
- (6) Notice of results  
All of the applicants will be notified of the results in writing in March 2014.

## 13. Matters to be noted

- (1) Grant money is paid to the implementing organization only after the implementing organization has completed the project, paid the project expenses, and submitted a project completion report to COJWE, which COJWE will examine to finally determine the amount of the grant money. This means that the implementing organization is required to temporarily pay the project expenses out of its pocket. It should be also noted that the amount of the grant money paid to the implementing organization may be less than the originally agreed amount, because the amount is calculated based on the actual expenses the implementing organization has paid for the project.
- (2) You can download application forms from the COJWE website. Your local Japanese embassy or consulate general can provide the URL. You may opt to produce the forms on your own in the prescribed formats.
- (3) When making an application under the category of “the construction or enhancement of a facility,” please attach a completion drawing etc.
- (4) COJWE will not be involved in the project or debt guarantee in any manner.
- (5) Each implementing organization is required to cooperate in a post-completion evaluation concerning the project (conducted in the form of an interview, questionnaire, etc.) upon the completion of the project.
- (6) Application forms are used for the purpose of screening, and should be prepared with the utmost care so that all necessary information is correctly provided. You cannot change any of the information contained in the forms or replace the forms with revised ones once you have submitted the forms.

## 14. Others

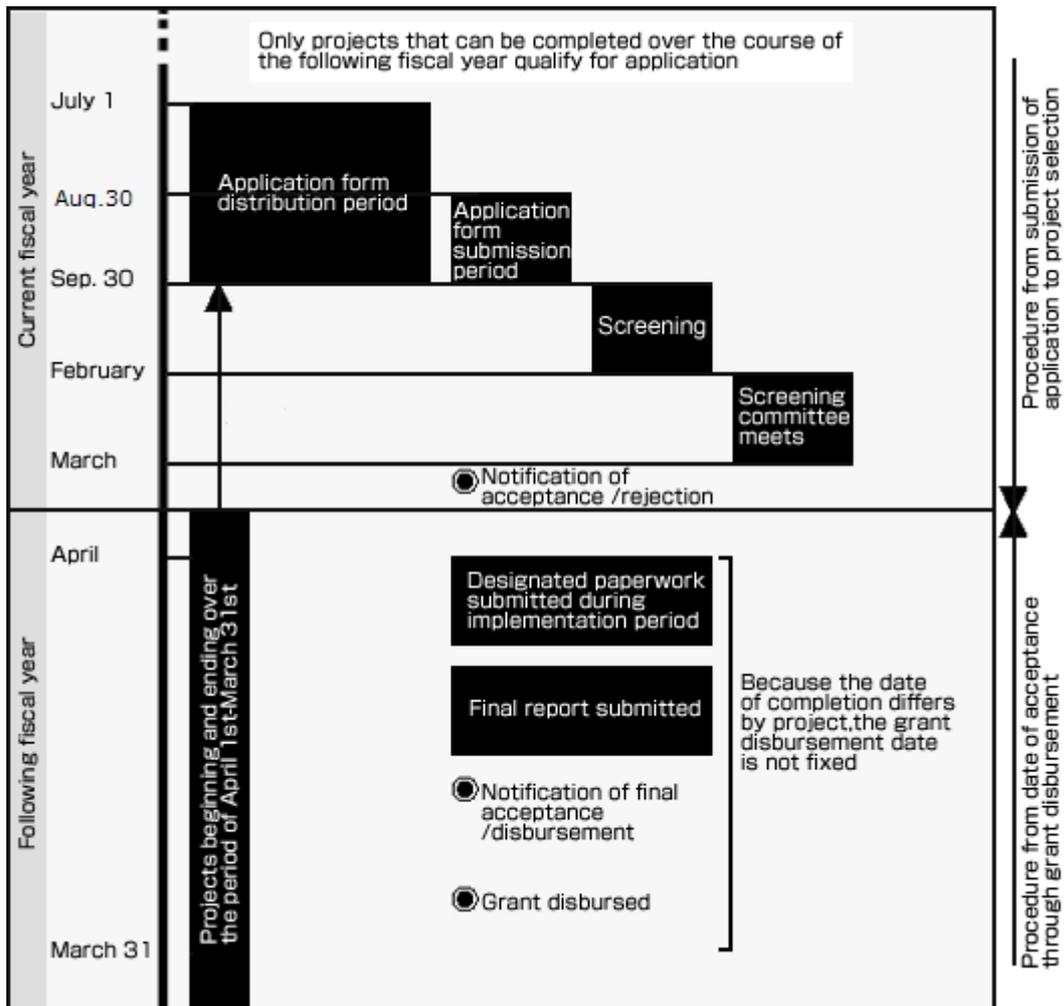
- (1) Disclosure of project information
  - (i) Once a project is accepted for COJWE funding, the name, outline, and grant amount, as well as the name of the implementing organization, will be shown on the official COJWE website.
  - (ii) COJWE will disclose application forms received from applying organizations when required to do so under the Act on Access to Information Held by Administrative Organs (2001 Law No. 140), excluding information that is legally exempt from disclosure under the same law.
- (2) Personal information protection

COJWE will comply with the Act on the Protection of Personal Information Held by Administrative Organs (2003 Law No. 59) and ensure appropriate protection and management of personal information under the same law when handling such information.

#### **Eligible Project Conditions**

- (a) A project that is conducted in a well-planned, appropriate manner and for which grant money is expected to create positive effects.
- (b) A project that will not benefit a limited number of individuals.
- (c) A project that is somewhat associated with Japan.
- (d) A project whose implementing organization is not regarded as an investor in any third party project.
- (e) A project whose implementing organization will not donate the properties obtained through the JEC Fund Grant to any third party.
- (f) A project that is not conducted as part of the current business of the implementing organization (such as construction of a school building, purchase of a lot, opening of university or educational courses, etc.)
- (g) A project that will not benefit only limited part of the region if it is aimed at sister-city exchange.
- (h) A project whose implementing organization applies for grant money of an amount which is more than 5% of the total budget
- (i) A project whose purpose is not to commemorate the establishment of the implementing organization, such as an anniversary event or the installation of a monument.
- (j) A project whose purpose is not to conduct research for the sake of research.
- (k) A project that is not planned for religious or political activities.
- (l) A project whose purpose is not to establish a fund.
- (m) A project that is not implemented personally.
- (n) A project in which the resulting properties will not come into private possession, if it is planned for the construction or enhancement of a facility.

○ Schedule from Application through Disbursement







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

Official COJWE website     Japanese embassy or consulate general     Other (       )

5. Project Outline and Plan

Project category	<u>Check the applicable box</u>	
	<input type="checkbox"/> Environment-related project	<input type="checkbox"/> Non-environment-related project
Project purpose	<u>Check one box only</u>	
	Environment-related project	Non-environment-related project
	<input type="checkbox"/> To promote international cultural exchange and international goodwill <input type="checkbox"/> To contribute to the development of academic study, education, social welfare, medical care, and hygiene and public health on an international scale <input type="checkbox"/> To contribute to the conservation of nature and the environment	<input type="checkbox"/> To promote international cultural exchange and international goodwill <input type="checkbox"/> To contribute to the development of academic study, education, social welfare, medical care, and hygiene and public health on an international scale
Project type	Check one box only <input type="checkbox"/> Performance or exhibition <input type="checkbox"/> International conference <input type="checkbox"/> Purchase of books <input type="checkbox"/> Publication of books or film/TV program production, etc. <input type="checkbox"/> Invitation or dispatch of experts <input type="checkbox"/> Purchase of equipment for learning Japanese <input type="checkbox"/> Purchase of equipment other than equipment for learning Japanese <input type="checkbox"/> Construction or enhancement of a facility <input type="checkbox"/> Project conducted for an objective for which the JEC Fund Grant makes an especially large contribution, e.g. exhibiting at an international exhibition, etc.	
Subtitle	<b>(Specify the subtitle if your project is environment-related. The subtitle should be the one that clearly shows how your project is related to the environment.)</b>	
Project outline	<b>(Provide an outline of the project in specific, simple terms. Explain the meanings of technical or academic terms, if any, in an easy-to-understand manner.)</b>	

		<p><b><u>(Please indicate the necessity and novelty of the project in specific, simple terms. If the project is environment-related, also specify how it is associated with the environment.)</u></b></p> <p><b><u>[Necessity]</u></b></p> <p><b><u>[Novelty]</u></b></p>	
Plan	Project period	From: Year ( ). Month ( ). Day ( ) To: Year ( ). Month ( ). Day ( )	
	Venue		
	Schedule		
	No. of expected participants and fees	Number of participants: _____ (domestic: _____; foreign: _____)  Number of participating countries: _____ (Names of participating countries: _____ )  * Indicate the number of participating countries including Japan.  If a participation fee is required, specify the amount. Participation fee: _____ yen	
	No. of expected attendees and fees (in case of a performance or exhibition)	No. of attendees: _____  If an admission fee is required, specify the amount. Admission fee: _____ yen	
	Public participation (Yes/No)	<input type="checkbox"/> Yes <input type="checkbox"/> No (Reason: _____ )	
	Scheduled date of completion	Date: Year ( ). Month ( ). Day ( )	
	Policy on popularizing project impact in society	Printed matter carrying an acknowledgement of COJWE funding	<input type="checkbox"/> Programs ( copies) <input type="checkbox"/> Abstracts ( copies) <input type="checkbox"/> Proceedings ( copies) <input type="checkbox"/> Posters ( copies) <input type="checkbox"/> Brochures ( copies) <input type="checkbox"/> Leaflets ( copies) <input type="checkbox"/> Tickets ( pieces) <input type="checkbox"/> DVDs, CD-ROMs ( discs) <input type="checkbox"/> Website <input type="checkbox"/> Signboards ( locations) <input type="checkbox"/> Illustrated books ( copies) <input type="checkbox"/> Site information boards ( locations) <input type="checkbox"/> Name plates ( pieces) <input type="checkbox"/> Others ( )
		Public lectures	Date: Year ( ). Month ( ). Day ( ) Venue: Theme: Number of participants: _____
	PR plan		Is it possible to distribute COJWE leaflets or other materials at the project's venue? <input type="checkbox"/> Yes (Indicate the number of copies: _____ ) <input type="checkbox"/> No  Is it possible to show COJWE PR videos at the project's venue? <input type="checkbox"/> Yes <input type="checkbox"/> No

	Website URL	
Expected effect of the project upon completion		
Plan and measures to use the project's outcome		
Reason for applying for the JEC Fund Grant		

Note: If there is not enough space, you may enlarge the frame.

6. Fund Allocation Table

**Fund Allocation Table**

(1) Expenses covered by JEC Fund Grant

Expenditure	Spending budget *1	Income budget *2	Breakdown of income budget (*2)			
			JEC Fund Grant			
Subtotal	0	0				

(JP¥)

Breakdown of spending budget (*1)
Expenditure breakdown 1
Expenditure breakdown 2
Expenditure breakdown 3
Expenditure breakdown 4

(2) Expenses not covered by JEC Fund Grant

Expenditure	Spending budget *1	Income budget *2	Breakdown of income budget (*2)								
							Other grants				
		0									
		0									
		0									
		0									
		0									
		0									
		0									
Project expenses not applicable to JEC Fund Grant		0									
Subtotal	0	0	0	0	0	0	0	0	0	0	0

(1)+(2)

Total	0	0	0	0	0	0	0	0	0	0	0
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Breakdown of income budget (*2)	0		Income breakdown 1	Income breakdown 2	Income breakdown 3	Income breakdown 4				
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7. Income Breakdown

Income Breakdown 1

Budget item	Breakdown	Amount
Total	—	¥

Income Breakdown 2

Budget item	Breakdown	Amount
Total	—	¥

Income Breakdown 3

Budget item	Breakdown	Amount
Total	—	¥

Income Breakdown 4

Budget item	Breakdown	Amount
Total	—	¥

8. Expenditure Breakdown

Expenditure Breakdown 1

Budget item	Breakdown	Amount
Total	—	¥

Expenditure Breakdown 2

Budget item	Breakdown	Amount
Total	—	¥

Expenditure Breakdown 3

Budget item	Breakdown	Amount
Total	—	¥

Expenditure Breakdown 4

Budget item	Breakdown	Amount
Total	—	¥

Note: If the project involves both personnel invitation and dispatch, and/or both domestic and foreign operations, specify each amount separately in the “Breakdown” column.

Note: Please make sure that the printing and binding expenses are consistent with the information given in the “printed matter carrying an acknowledgement of COJWE funding” column on page 14.

# Instructions for Completing the Primary Grant Application Forms

## 1. Cover of Primary Grant Application

### (1) Date

Please fill in the form and specify the date when the form is sent.

### (2) Information about the applying organization

#### (i) Address of the applying organization

Please enter the address of the organization carrying out the project.

If the address of the applying organization is a university, please enter the names of the university and the department.

#### (ii) Name of the applying organization

Please enter the name of the organization carrying out the project.

If the applicant is a voluntary group, please be sure to enter the name of the voluntary group, not the name of the company or other organization to which the representative of the group belongs. If the applying organization is named as an abbreviation, please specify the abbreviation.

#### (iii) Title and name of the representative person

Please enter the title of the representative person, such as Chairman and Committee Chairman, together with his or her name. If the applicant is a voluntary group, please be careful not to enter the title of the representative in his workplace (such as professor).

Example

#### (I)

Address: 〒XXX-XXXX XXX Prefecture, XXX City, XXXXX Name of the applying organization: XXX Corporation (Abbreviation) Title and name of the representative person: Chairman of Board of Trustees XXXXX
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#### (II)

Address: 〒XXX-XXXX XXX Prefecture, XXX City, XXXXX XXX University, XXX Faculty, XXX Department, XXX Course, Class of Professor XXX Name of the applying organization: XXX Organizing Committee (Abbreviation) ABCD2014 Organizing Committee Title and name of the representative person: Chairman of Organizing Committee XXXXX
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### (3) Project name, etc.

#### (i) Project name

Please specify the name of the project carried out by the applying organization.

Provide a project name that expresses project attributes in simple terms, and avoid technical or academic expressions.

If the project name is an abbreviation (represented by initials) or in a non-Japanese language, please describe the meaning by spelling out the abbreviation, or attach a Japanese translation.

It should be noted that the name of the organizing committee or other relevant organization is the name of the applying organization, and is not accepted as the project name.

#### (ii) Amount of grant

Please specify the amount of the JEC Fund Grant shown in the Fund Allocation Table.

#### (iii) Purpose of the project

Please briefly describe the purpose of the project, significance of the project, and effect of the grant.

#### (iv) Contact persons

Please specify the names and contact information of the contact persons (person in charge and assistant to the person in charge).



#### 4. Project Outline and Plan

(1) Project name and other information

Please fill out all the fields in this form following the instructions shown below.

Required information	Instructions	
Project category	<u>Check the applicable box</u>	
Project purpose	<u>Check one box only</u>	
Project type	<u>Check one box only</u>	
Subtitle	(Specify the subtitle if your project is environment-related. The subtitle should be the one that clearly shows how your project is related to the environment.)	
Project outline	(Provide an outline of the project <b>in specific, simple terms</b> . Explain the meanings of technical or academic terms, if any, in an easy-to-understand manner.)	
	(Please indicate the necessity and novelty of the project <b>in specific, simple terms</b> . If the project is environment-related, also specify how it is associated with the environment.)	
Plan	Project period	Please indicate the publicly-announced period of the project (the period shown in posters, leaflets, etc.), specifying the month and the date (dates). If the performance or exhibition will be held in two or more locations successively, please specify the first day of the first performance/exhibition and the final day of the last performance/exhibition. * To be eligible for the JEC Fund Grant for FY 2013, the performance/exhibition should be held between <u>April 1, 2014 and March 31, 2015</u> .
	Venue	Please specify the prefecture, city, and venue where the project will take place, following the example shown below. <Example> XXX Hall (in XXX City, XXX Prefecture) XXX University (in XXX City, XXX Prefecture)
	Schedule	Please specify the day-to-day schedule of the project, including dates for set-up and removal of stage settings in the manner shown below. <Example> XXX Hall (Month and day): Registration and Opening Ceremony (Month and day): Conference (Month and day): Conference and Closing Ceremony  XXX University (Month and day): Registration and Opening Ceremony (Month and day): Conference (Month and day): Conference and Closing Ceremony

No. of expected participants and fees		<p>Please specify the number of participants (both from Japan and from overseas), and the number and names of the countries of persons visiting Japan for the project.</p> <p>&lt;Example&gt;  700 participants (400 from Japan, 300 from overseas)  No. of participating countries: Four (Japan, U.S., China, France)</p> <p>If a participation fee is required, specify the amount for each category. If not required, just leave the space blank.</p> <p>&lt;Example&gt;  Participation fee: 20,000 yen for members; 10,000 yen for students</p>
No. of expected attendees and fees		<p>In the case of a performance or exhibition, indicate the expected number of attendees.</p> <p>If an admission fee is required, specify the amount for each category. If not required, just leave the space blank.</p> <p>&lt;Example&gt;  Admission fee: 1,000 yen for adults; 500 yen for elementary school pupils</p>
Public participation (Yes/No)		<p>If the project will be open to the public without any restrictions on admission, check “Yes”. If it is intended only for a limited group such as universities and institutions of a specific field, check “No.” In the latter case, please give detailed information about the restriction.</p>
Scheduled date of completion		<p>Please indicate the date for which <b>the last payment</b> of expenses covered by the JEC Fund Grant is scheduled.</p>
Policy on popularizing project impact in society	Printed matter carrying an acknowledgement of COJWE funding (Yes/No)	<p>Check the printed matter that carry the acknowledgement of COJWE Funding and indicate the number of copies.</p>
	Public lectures	<p>Note the theme of the course as well as the date/time and venue. Also indicate the number of expected participants.</p>
PR plan		<p>Please specify how many copies of leaflets and posters are to be distributed and to whom. Also, if there are plans to distribute materials to newspapers, television stations, magazines, etc., please indicate when, how many times, etc.</p>
Website URL		<p>If a website <u>about the project</u> is available, please show its URL. If the opening of such a website is scheduled, please enter “To be opened around (month).”</p>
Expected effect of the project upon completion		<p><b><u>Please specify details of any social benefit that the project is expected to have (including ripple effects) both during and subsequent to implementation. (Please give any measurable effect(s) that can be verified.)</u></b>  <b><u>Especially, if your project is environment-related, please specify the possible effect of the project on the environment.</u></b></p>
Plan and measures to use the project’s outcome		<p><b><u>Please indicate to what extent the project is expected to produce positive ripple effects. Also, specify how you are going to make the ripple effects more meaningful.</u></b></p>
Reason for applying for the JEC Fund Grant		<p><b><u>Please specify why you have applied for the JEC Fund Grant.</u></b></p>

\* **Please give specific and easy-to-understand descriptions about “project outline (in particular, necessity and novelty),” “expected effect of the project upon completion,” “plan and measures to use the project’s outcome,” and “reason for applying for the JEC Fund Grant”, because such descriptions provide the basic data for examining applications.** If there is not enough space, you may enlarge the frame.

## 5. Fund Allocation Table, Income Breakdown, and Expenditure Breakdown

[How to complete the form]

### (1) Sample form

The Fund Allocation Table shows which income source covers which budget item. Applicants are required to fill in the “Expenditure” and “Spending budget” columns first, and then indicate the income source to be applied to each of these budget items. Please show grants from other organizations, if any, in the column of “expenses not covered by JEC Fund Grant” to avoid confusion with the JEC Fund Grant. This form may be printed in black and white.

Samples of the completed forms for an international conference (upper limit of the JEC Fund Grant: 4,000,000 yen) are shown below.

### Sample 1: Fund Allocation Table

Specify the expense items covered by the JEC Fund Grant shown from p.3 to p.6.

#### Fund Allocation Table

(1) Expenses covered by JEC Fund Grant

Expenditure	Spending budget *1	Income budget *2	Breakdown of income budget (*2)			
			JEC Fund Grant	Own funds	Participation fees	Sponsorship fees
Printing and binding costs	2,000,000	13,980,000	4,000,000	4,480,000	2,500,000	3,000,000
Hall rent	7,000,000					
Travel expense	3,000,000					
Accommodation expense	1,980,000					
Subtotal	13,980,000					

(JP¥)

Breakdown of spending budget (*1)	
Expenditure breakdown 1	
Expenditure breakdown 2	
Expenditure breakdown 3	
Expenditure breakdown 4	

(2) Expenses not covered by JEC Fund Grant

This amount should be the same as the total income budget\*2.

Expenditure	Spending budget *1	Income budget *2	Breakdown of income budget (*2)				
			Own funds	Participation fees	Sponsorship fees	Other grants	
Communication and transportation costs	500,000	500,000	500,000	0	0		
Conference costs	1,800,000	1,800,000	300,000	1,000,000	0	500,000	
Secretariat costs	1,000,000	1,000,000	1,000,000	0	0		
		0					
		0					
		0					
		0					
Project expenses not applicable to JEC Fund Grant	500,000	500,000	500,000				
Subtotal	3,800,000	3,800,000	2,300,000	1,000,000	0	500,000	0

(1) + (2)

This amount should be the same as the total income budget\*2.

(1) + (2)	
Total	17,780,000

Breakdown of income budget (*2)	
Income breakdown 1	0
Income breakdown 2	
Income breakdown 3	
Income breakdown 4	

This amount should be the total amount of (1) expenses covered by the JEC Fund Grant and (2) expenses not covered by the JEC Fund Grant.

Sample 2: Income Breakdown

Income Breakdown

Income Breakdown 1

Budget item	Breakdown	Amount
Own funds	Reserve fund	6,780,000
Total	—	¥6,780,000

Income Breakdown 2

Budget item	Breakdown	Amount
Participation fees	\$250 x ¥100 x 100 participants	2,500,000
	\$200 x ¥100 x 50 participants	1,000,000
Total	—	¥3,500,000

Income Breakdown 3

Budget item	Breakdown	Amount
Sponsorship fees	\$10,000 x ¥100 x 3 sponsoring organizations	3,000,000
Total	—	¥3,000,000

Income Breakdown 4

Budget item	Breakdown	Amount
Other grants	Grant of XXX Foundation	500,000
Total	—	¥500,000

Sample 3: Expenditure Breakdown

Expenditure Breakdown

Expenditure Breakdown 1

Budget item	Breakdown	Amount
Printing and binding expenses	Leaflet: \$1 x ¥100 x 10,000 copies	1,000,000
	Program: \$10 x ¥100 x 500 copies	500,000
	Poster: \$2.5 x ¥100 x 2,000 copies	500,000
Total	—	¥2,000,000

Expenditure Breakdown 2

Budget item	Breakdown	Amount
Hall rent	\$7,000 x ¥100 x 10 days	7,000,000
Total	—	¥7,000,000

Expenditure Breakdown 3

Budget item	Breakdown	Amount
Travel expense	Asia \$500 x ¥100 x 2 x 11 persons	1,100,000
	Six persons come from Asia and return to North America (\$500 x ¥100 + \$1,000 x ¥100) x 6 persons	900,000
	Europe \$1,000 x ¥100 x 2 x 5 person	1,000,000
Total	—	¥3,000,000

Expenditure Breakdown 4

Budget item	Breakdown	Amount
Accommodation expense	\$180 x ¥100 x 20 persons x 3 nights	1,080,000
	\$100 x ¥100 x 25 persons x 3 nights	750,000
	\$50 x ¥100 x 10 persons x 3 nights	150,000
Total	—	¥1,980,000

## (2) Instructions for filling in the income and expenditure columns in the Fund Allocation Table

- (i) The names and categories of expense items in the sample form above are shown for reference purposes only. You may use your own expense item names and categories to fill in the form based on your project budget.
- (ii) Please specify which income sources are applied to which spending budgets. This information is required for each expenditure item for “expenses not covered by JEC Fund Grant” and for the subtotal of the spending budget for “expenses covered by JEC Fund Grant”.
- (iii) “Other grants” should be allocated to “project expenses not applicable to JEC Fund Grant.”
- (iv) Budget amount should be indicated in Japanese yen.
- (v) 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.”
- (vi) The same amount should be entered in the “total spending budget” and “total income budget” (■ sections).
- (vii) The amount of the “JEC Fund Grant” (■ section) should be less than half of the subtotal of the “project expenses applicable to JEC Fund Grant” (■ section). The amount of the “JEC Fund Grant” shown in the above sample is ¥4,000,000, which is the upper limit applied to an international conference.
- (viii) Do not enter any income, including balance brought forward.

## (3) Income

## (i) JEC Fund Grant

The subtotal amount of the “JEC Fund Grant” should account for less than half of the subtotal of the “project expenses applicable to JEC Fund Grant.”

## (ii) Own funds

If you have your own funds that can be allocated to the project, please indicate the amount of such funds, provided that such funds should be distinguished from the following incomes:

- (a) Participation fees
- (b) Sponsorship fees
- (c) Company or personal donation
- (d) Other grants

## (iii) Participation fees

If income is generated from admission fees or participation/registration fees, please indicate the amount.

## (iv) Sponsorship fees

If income is generated or expected to be generated from sponsorship fees or personal donation, please indicate the amount.

## (v) Other grants (Please refer to page 8.)

Please specify the name of the organization to which you have applied or are going to apply for a grant other than COJWE.

“Other grants” refer to grants offered by the Japanese national government, prefectural governments, municipal governments, and other public bodies similar in nature to these governments.

(4) Expenditure

- (i) Please be aware of the distinction between “project expenses applicable to JEC Fund Grant” and “project expenses not applicable to JEC Fund Grant” shown above when filling in each column.
- (ii) Please attach the Expenditure Breakdown form to give detailed information on the “project expenses applicable to JEC Fund Grant.”
- (iii) Expenditure Breakdown

(a) Travel expense

Please note that the upper limit of travel expenses covered by JEC Fund Grant varies depending on the region of departure and the destination of the return trip. Please refer to the following example to complete the form.

(Example) Eleven persons come from and return to Asia, six persons come from Asia and return to North America, and five persons come from and return to Europe.

Expenditure Breakdown 3

Budget item	Breakdown	Amount
Travel expense	Asia \$500 x ¥100 x 2 x 11 persons	1,100,000
	Six persons come from Asia and return to North America (\$500 x ¥100 + \$1,000 x ¥100) x 6 persons	900,000
	Europe \$1,000 x ¥100 x 2 x 5 person	1,000,000
Total		¥3,000,000

(b) Accommodation expense

Please note that up to ¥18,000 is covered by the JEC Fund Grant per night. Please refer to the following example to complete the form.

(Example) ¥18,000, ¥10,000 and ¥5,000 rooms are reserved for 20, 25 and 10 persons respectively for three nights.

Expenditure Breakdown 4

Budget item	Breakdown	Amount
Accommodation expense	\$180 x ¥100 x 20 persons x3 nights	1,080,000
	\$100 x ¥100 x 25 persons x3 nights	750,000
	\$50 x ¥100 x 10 persons x3 nights	150,000
Total	—	¥1,980,000

- (iv) If “project expenses not applicable to JEC Fund Grant” include any of the following expenses, each category of such expenses should be distinguished from other expenses and shown in an independent column. While the sample form has columns for “secretariat costs,” you may use different terms for such expenses as far as such terms can clearly indicate the nature of the expense, which falls into one of the following categories.
  - (a) Expenses for secretariat personnel and agency services
  - (b) Expenses to purchase equipment for secretariat
- (v) 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.
- (vi) If the project involves both personnel invitation and dispatch, specify each amount separately in the “Breakdown” column of the “Expenditure Breakdown” form as “budget for personnel invitation” and “budget for personnel dispatch.”
- (vii) If the project involves both domestic and foreign operations, specify each amount separately in the “Breakdown” and “Amount” columns of the “Expenditure Breakdown” form.
- (viii) If there are other budget items than those shown in the sample forms, please indicate such items.

## **6. Attachments**

- i) Articles of incorporation, bylaws, company rules and other documents showing financial conditions of the applying organization.
- ii) Documents showing the outline of the activities of the applying organization  
(Example: Brochures showing the activities, leaflets of past undertakings, newspaper articles, etc.)  
Printed copies of profile, management policy, board members' list and other relevant information of the applying organization shown on its official website.
- iii) Completion drawings etc., when making an application under the category of “the construction or enhancement of a facility”

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

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