

Instructions on Completion of the Application Form for the Grant Assistance for Cultural Grassroots Projects of Japan

To Whom It May Concern in Applicant Organizations

Please refer to the following instructions when you complete the Application Form for the Cultural Grassroots Projects of Japan. Please note that, if your application form does not contain all the required information, we may question you about missing information after we review your application in Japan.

Form	Instructions
<p>1. Applicant</p> <p>(1) Name of the Applicant _____</p> <p>(2) Address _____ _____</p> <p>(3) Phone Number _____ Fax Number _____ E-mail address _____</p> <p>(4) Responsible Individual (Authorized Individual to sign the Grant Contract) (Name) _____ (Title) _____</p> <p>(5) Has your organization received any financial / technical assistance from our country, foreign governments, international organizations or NGO? (if yes, please describe the content of the assistance.) _____</p> <p>(6) Status of the applicant (Non-Governmental Organization, Research or Educational Institute, Local Government, Governmental Institute (Department) etc)</p>	<p>1. Applicant</p> <ul style="list-style-type: none"> • Fill in the formal name of your organization. • Fill in full and accurate information. • Make sure all the information is correct and there are no mistakes. <p>(5) Assistance from other organization(s) If possible, specify the donor country/organization, year, amount and details of the assistance (e.g., training, provision of equipment or dispatch of experts).</p> <p>(6) Status of the applicant Select the status of your organization. If nothing applies, describe the status.</p>

<p>(7) Please answer the following questions, according to the nature of your organization.</p> <p>(a) Non-Governmental Organization(NGO), Research or Educational Institute</p> <p>(i) Year of Establishment</p> <p>(ii) Number of Staffs, Researches, Teachers, Students, etc.</p> <p>(iii) Purpose of Establishment</p> <p>(iv) Main Activities, Subject of Research</p> <p>(v) Annual budget, estimated budget for the maintenance or management of granted equipment</p> <p>(b) Local Government</p> <p>(i) Population</p> <p>(ii) Budget Size (Each Fiscal Year), estimated budget for the maintenance or management of granted equipment</p> <p>(iii) Current situation and problems in the area under the jurisdiction of the applicant</p> <p>(iv) existing equipment</p> <p>(v) results of recent year’s activities in relative fields</p> <p>(c) Governmental Institute (Department)</p> <p>(i) Number Personnel</p> <p>(ii) Authorities and Duties of the Applicant</p> <p>(iii) Budget Size (Each Fiscal Year), estimated budget for the maintenance or management of granted equipment</p>	<p>(7) Your organization</p> <ul style="list-style-type: none"> • Select the status of your organization from (a) to (c) and answer the questions in the category. <p>(a) – (v): Budget</p> <ul style="list-style-type: none"> • Fill in the total budget amount of the last three years and also the budget for the maintenance or management of the equipment requested through Grant Assistance for Cultural Grassroots Projects. • If you have details, please attach tables. <p>(b) Local Government</p> <ul style="list-style-type: none"> • Give bulleted details as best you can. • Clearly describe the relation between the current activities and the equipment requested. <p>(b) – (ii): Budget</p> <ul style="list-style-type: none"> • Fill in the total budget amount of the last three years and also the budget for the maintenance or management of the equipment requested through Grant Assistance for Cultural Grassroots Projects. • A separate list may be attached if necessary. • Separately specify the total maintenance/management budget and the budget for the maintenance or management of the requested equipment. <p>(b) – (iv): Existing equipment</p> <ul style="list-style-type: none"> • Specify the equipment items your organization owns in the area of the requested assistance. In addition to the name, quantity and current state of the items (good, fair or unusable), provide other information such as the manufacturer, type and year of procurement if possible. <p>(c) Governmental Institute (Department)</p> <ul style="list-style-type: none"> • Give bulleted details as best you can. • Clearly describe the relation between the current activities and the equipment requested. <p>(c) – (iii): Budget</p> <ul style="list-style-type: none"> • Fill in the total budget amount of the last three years and also the budget for the maintenance or management of the equipment requested through Grant Assistance for Cultural Grassroots Projects. • A separate list may be attached if necessary.
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<p>(iv) Existing equipment</p> <p>(v) Results of recent year’s activities in relative fields</p> <p>If there is certain document or booklet introducing your organization, please attach to this form.</p> <p>2. Project</p> <p>(1) Title of the Project</p> <p>(2) Project Site (Including the distance from nearest well-known town)</p> <p>_____</p> <p>_____</p> <p>(3) Objectives of the Project</p> <p>_____</p> <p>(4) Outline of the Project</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Separately specify the total maintenance/management budget and the budget for the maintenance or management of the requested equipment.</p> <p>(c) – (iv): Existing equipment</p> <ul style="list-style-type: none"> Specify the equipment items your organization owns in the area of the requested assistance. In addition to the name, quantity and current state of the items (good, fair or unusable), provide other information such as the manufacturer, type and year of procurement if possible. <p>2. Project</p> <p>(1) Title of the Project</p> <ul style="list-style-type: none"> Give an appropriate title for the application for Cultural Grassroots Projects <p>(2) Project Site</p> <ul style="list-style-type: none"> Specify the site(s) where the requested equipment will be stored and used. (Provide such information as city, organization and room, according to the contents of the application.) If different sites are used for different equipment items, fill in the information of all these sites. If there is more than one site, provide the information of all the sites. <p>(3) Objectives of the Project</p> <ul style="list-style-type: none"> Describe the objectives of the project as clearly as possible. You may itemize the objectives. <p>(4) Outline of the Project</p> <p>Select a category according to the project and provide necessary information as instructed.</p> <ul style="list-style-type: none"> Equipment requested <ul style="list-style-type: none"> Concretely specify the equipment requested. In addition to the name and quantity of the equipment, provide such other information as major specifications. In case you request equipment such as sound or lighting equipment for which multiple items will be connected and used as a system, be sure to attach a system chart to show such connections. If you plan to use the requested equipment together with existing items, indicate so. Facilities <ul style="list-style-type: none"> If the project is for facilities, clearly describe the details of the requested work. Attach (a) detailed dimensioned drawing(s) in
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addition to schematic design.

- If you request rehabilitation of existing facilities, attach drawing(s) of the existing facilities (with dimensions) that clearly shows what and how you want to rehabilitate.

■ Utilization plan

Concretely describe the activities you plan to carry out with the granted equipment or facilities after the project is implemented and the equipment or facilities have been prepared. Provide the details of the activities, frequency of use etc.

■ Equipment users and maintainers

Indicate whether there are users and maintainers of the equipment, and, if there are, how many have been (or will be) assigned. If possible, also provide such information as their experience in such activities and academic background.

■ Location where the equipment will be used/installed

Show in a drawing the location where each of the equipment items will be used/installed. Especially if you request equipment that needs installation, e.g., sound/lighting, audio-visual or LL equipment, provide (a) detailed drawing(s) and such information as dimensions, power sources, layout, carry-in route and power plugs.

- How does your organization plan to call public attention to Japan's assistance if the project is implemented? Concretely describe your plan.

(5) Estimated population that would be benefited by the Project.

(6) Expected Effects of the Project

(Please describe the relations between the project and the objectives, and how the project would contribute to the accomplishment of the objectives.)

(5) Estimated population that would be benefited by the Project

Specify the estimated population that will be benefited if the Project is implemented.

<p>(7) Estimated Cost for the Entire Project</p> <hr/> <p>Please attach breakdown of the facilities / goods / services which you intend to purchase by the Grant Assistance for Cultural Grassroots Projects fund.</p> <p>(8) If you are applying Grant Assistance for Cultural Grassroots Projects for a part of the project, how will you finance the other costs?</p> <hr/>	<p>(7) Estimated Cost for the Entire Project</p> <ul style="list-style-type: none">• Fill in the total budget for the entire project.• If there are any other items whose cost your organization plans to cover than the requested equipment/facilities, specify the cost amount of such items and also the total amount including such portion. <p>■ Obtainment of quotations</p> <ul style="list-style-type: none">• Obtain quotations for equipment/facilities/services from at least three companies in the same industry. As a basic rule, reference prices on websites are to be excluded.• Apply the same conditions for the equipment (quantity) or construction to three vendors when obtaining quotations.• The basic rule is to select the vendor who quoted the lowest price. However, if you select another vendor, clearly state the reason.• As Grant Assistance for Cultural Grassroots Projects cannot cover tax, obtain tax-excluded quotations. (Quotations should clearly state that tax is not included.)• If vendors insist that they include tax in their quotations, make sure that the quotations clearly show how much tax is included and where.• In case of an equipment project, ask vendors to clearly describe the name, type, manufacturer, quantity and price of each quoted item in their quotations.• In case of a facility project, ask vendors to itemize materials and constructions and present the price and quantity of each item instead of presenting the total price alone.• External audit Submit quotations for external audit from three service providers in principle. <p>(8) How to finance costs</p> <p>Please explain how your organization will finance the project costs that cannot be covered by Grant Assistance for Cultural Grassroots Projects.</p>
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(9) Duration of the Project.

From _____ to _____
(month, year) (month, year)

Please attach the following documents to this form.

(If they are not available, please provide the equivalent information with our embassy / consulate-general staffs.)

- Maps showing the project site
- Floor plan of the buildings (if the objective of the project is construction of buildings etc.)
- Design specifications of the project
- Written estimates of the goods / services from three suppliers

Date _____

Name _____

Title _____

Signature _____

■ Attachments

- Specify the distance and travel time (transportation means) from the embassy to the project site.
- Include as much information as possible in the site drawing(s), e.g., measurements.
- If quotations are in such languages as Spanish, French, Russian or Arabic, attaches Japanese or English translation.