Japanese Language Local Project Support Programme Grant Application Form



**Please read the General Information about this programme before applying. This is available at** [**www.jpf.org.uk/language/funding.php**](http://www.jpf.org.uk/language/funding.php)**.** Once you have completed and signed this form, please send it by post it to the address below, to arrive by the application deadline. We can also accept signed applications by email, but please ensure that you send a hard copy by post to follow. For any enquiries, please contact Miriam Starling on 020 3102 5021 or e-mail [info.language@jpf.org.uk](mailto:info.language@jpf.org.uk).  
  
**Post application forms to: Miriam Starling, Japan Foundation London, Lion Court, 25 Procter Street, Holborn, London, WC1V 6NY**

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**SECTION 1: BASIC APPLICANT DETAILS**

1. Please tick which project type you are applying for:  
□ Introducing Japanese into the curriculum at a primary or secondary school (up to £3,000)  
□ Supporting GCSE or A-Level courses (up to £3,000)  
□ Introducing Japanese as a club or enrichment activity at a primary or secondary school (up to £1,000)

2. Project title:

3. Period of project :  
*(The project must be complete and all requested budget used by March 2019. Final Reports must be submitted by 28th February 2019. If your project continues into March 2019, please let the Japan Foundation know in advance of your submission of the Final Report.)*

4. School name:

5. School address:

6. School telephone number:

7. Name of main contact for this application:  
  
8. Job title of main contact:

9. Contact email address:

**SECTION 2: AUTHORISATION**

*This document must be signed by a senior member of staff at your institution, such as a Headteacher, Bursar, or Head of Department in the case of universities*

Name: Signature:

Job Title: Date:

**SECTION 3: PROJECT INFORMATION**

Please tell us about your project and its objectives, including where possible:  
- An overview of the project, explaining how it will introduce or support Japanese language education

- Quantitative data (how many students will be involved? How many hours a week for classes? Etc.)

- If your school already has Japan related activities, or has applied for this grant before

- Who the teacher of Japanese will be  
- If your project will involve partnership with any other schools or the wider community  
- If the project will be publicised in the local media

- Long-term plans you have for Japanese

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| Please add supplementary pages if necessary |

**SECTION 4: BUDGET PROPOSAL**

We would like a representation of the budget for the whole project. Please remember to also include information on items that will *not* be covered by the Japan Foundation. For each of the items listed, please explain why these expenses are necessary and why they will be incurred. Please include as much detail as possible.

# *\*Please be aware we are usually unable to provide funding for the following: food and drink, printing/photocopying costs, hardware (computers, iPads etc), consumables such as general use paper/stationary, exam fees, subscription fees etc.*

**Expenditure** (Currency: £)

|  |  |  |
| --- | --- | --- |
| Item | Amount | Breakdown |
| Project staff costs  / Honoraria |  |  |
| Costs of Japanese teaching materials \* |  |  |
| Venue hire |  |  |
| Travel and accommodation expenses |  |  |
| Other expenses |  |  |
| Total |  |

**Income** (Currency: £)

|  |  |  |
| --- | --- | --- |
| Item | Amount | Breakdown |
| Requested Japan  Foundation Grant: |  |  |
| Other income: |  |  |
| Own funds: |  |  |
| Total |  |

**(Please ensure that the total expenditure matches the total income.)**