

HOW TO FILL IN THE APPLICATION FORM

- This brochure shows examples of how to fill in the *Designated Donation Application Form*. Please complete the form referring to the instructions.
- Please submit the application form to the Budget & Finance Division before the formal submission so we can check for any problems in how the application was filled out. Please send the form by fax or e-mail.
- Please inform the Budget & Finance Division immediately if there are any alterations to the contents of the form after submitting it.
- Please feel free to direct any questions to the Budget & Finance Division as follows:

Budget & Finance Division
Financial Affairs Department
The Japan Foundation
Tel: +81-03-5369-6054
Fax: +81-03-5369-6034



JAPANFOUNDATION

Example

Designated Donation Proposal Form

Date: ○○, ○○

To: The President
The Japan Foundation

In support of the intent of Article 3 of the Japan Foundation Law, I/we hereby propose the following donation to the Japan Foundation under the provisions of the Japan Foundation Regulations for the Administration of the Designated Donations Program for use in the operations stipulated in Article 12 of said Law.

In respect of the handling of the following donation in the case where Paragraph 4 of Article 15, and Article 19 of said Regulations apply, I/we shall abide by the decision of the Japan Foundation.

Designated Donation Proposal Submitter:

Supporting Society for JF Japan Center

Name of representative: Representative ○○○

Signature or seal: (Put the representative's signature)

Address: 4-4-1 Yotsuya, Shinjuku-ku,
Tokyo 160-0004, Japan

Write the entry
in Japanese Yen.

Description

- | | | |
|---|---|--|
| 1 | Amount of Designated Donation (or proposed amount of Designated Donation) | ¥ 10,000,000
※The amount is confirmed / estimate |
| 2 | Date(s) on which remittance is possible, and remittance amount(s) | Date: December 20XX ¥ 5,000,000
December 20XX ¥ 5,000,000 |

Note: When payments are to be made in installments, please state the dates and amounts of said payments.

"Date(s) on which remittance is possible" means the date(s) when the Designated Donation Proposal Submitter remits the donated amount to the Japan Foundation. If there are plural donors, please be sure that the Designated Donation Proposal Submitter adds together the total amount before remitting it to the Japan Foundation. According to the fiscal term of the Japan Foundation, please refrain from remitting in March unless it is unavoidable.

- 3 Overview of the project eligible for the Designated Grant ("Grant-Financed Project")
- (1) Name of project (in both Japanese and English):
- (2) Dates of project implementation:

Note: In the case of a project that involves the establishment of a fund, please state the date on which accumulation of the fund commences and the date on which establishment is completed.

Please write the name of the project which the donation is for. Provide the name in Japanese as well if possible.

JF Japan Center 20th Anniversary--- Japan Exhibition
JF日本センター創立20周年記念日本文化紹介展
From January 1, 20×× to December 31, 20××
In the case of a project for the implementation of performances, exhibitions, lectures, seminars, and other events or exchange of persons, please include the period for preparation, accounting, publishing reports, etc. The dates of the event's practical implementation are also required.

(3) Purpose, plan details, and anticipated effects of the project:

Written information on these 3 subjects (purpose, plan details, and anticipated effects of the project) is required. Please attach another sheet if the amount of space here is not sufficient for your response.

Please explain precisely the content of the grantee's activity, the course of establishment, the method of fund collection as a whole, and whether any commercial activities will be included in the implementation of the project.

(Example)

① Purpose:

JF Japan Center is an organization which aims to broadly disseminate an accurate understanding of Japan and Japanese culture through lectures on cultural topics, etc., to answer the increasing interest in Japan in ○○country. It was established in response to the local higher educational agency, and its capital was based on the donations from those Japanese corporations which were actively locating in the country about 20 years ago. Today, JF Japan Center is active as a foundation in ○○country.

In spite of the rising interest in Japan even among children – which reflects the popularity of Japanese animation, etc. in recent years – there are very few opportunities to introduce Japan plainly for children. This is why the JF Japan Center has decided to set up a permanent exhibition for children to understand about Japan, commemorating the 20th anniversary of its establishment. This exhibition is not just to be viewed but is also designed to be experienced “hands on,” so that it will be a valuable place where local children can learn about the lives of Japanese people and understand Japanese culture.

② Plan details:

JF Japan Center is planning an exhibition which will widely introduce Japanese traditional culture, history and daily life in Japan, that will enable those children from elementary school to high school age to learn about Japan through direct experience and also enable adults to broaden their understanding of Japan. The exhibition in detail was projected by the curator, who has particular knowledge on aspects of Japanese culture as below:

- Reconstruct a typical Japanese house and provide the opportunity to experience a “Tatami room” and Japanese-style bath.
- Reconstruct a typical school classroom and exhibit the school uniform and daily items used by Japanese children and provide an opportunity to try out penmanship or basic Japanese language study.
- Exhibit traditional or contemporary children's toys and offer the chance to play with them.
- Exhibit “kimono” and let visitors try them on.
- Exhibit panels showing children's daily life in several prefectures in Japan.

③ Anticipated effects of the project:

By learning about Japanese culture, history and daily life, etc. and recognizing the similarities and differences between each country starting from childhood, a balanced understanding of Japan will be encouraged and deeper mutual understanding between both countries can grow.

(4) Planned budget for income and expenditure

Please write (in principal) in the local currency where the project is implemented.
If the project is implemented in several countries, please unify the currencies into one amount.

(Units: US\$)

Income		Expenditure		
Item	Amount	Item	Amount	Amount of Designated Grant used (estimate basis)
1. Japan Foundation Designated Grant	80,000	*Construction	300,000	<u>Please write the details on which categories the Designated Grant is to be applied to.</u>
			(\$200/foot * 1500 feet)	
2. Own funds	35,000	*Japanese carpenters trip/stay	30,000	
			(\$10,000 * 3 people)	
3. Other organizations (describe each separately)	<input type="radio"/> Foundation 400,000 <input type="radio"/> Company of <input type="checkbox"/> country 80,000	*Design		50,000
		*AV/Computer technical charge	50,000	30,000
		*Pre-research	50,000	
		*Exhibition transportation	10,000	
		*Exhibition upkeep	50,000	
		*Curator's personnel costs	20,000	
4. Other matters	catalogue sales	*Catalogue press	20,000	Please write as precisely as possible. If space is lacking, please attach another sheet with any further details of the planned budget.
	5,000	*Public relations	20,000	
		*Correspondence	20,000	
		*Office utilities	20,000	
			10,000	
Total	600,000	Total	600,000	80,000

(Foreign exchange conversion rate: **US\$1 = ¥125**)

Note 1: If the amounts entered are in a foreign currency, please enter the yen exchange rate for the currency in question.

Note 2: In the case of a project that involves the establishment of a fund, please present a Planned Budget for Income and Expenditure for the project to be implemented by means of said fund.

4 Grantee

Name of organization:
 Japanese: JF 日本センター
Please also write the Japanese name if possible.

English: JF Japan Center

Type of legal entity (i.e., foundation, association):
 foundation

Date of incorporation:
 January, 1983

Representative Title: Director Name: ○○ ○○
 Person in charge of administration Title: Manager Name: □□ □□

Address: ○○○○○○○○○○○○○○○○○○○○ **Please specify the country.**

Telephone number: ○○○○○○○○○ Facsimile number: ○○○○○○○○○

E-mail: ○○○@○○○ Website: **Please write if any.**

Overview of Grantee, record of activities to date, etc.:

JF Japan Center is an organization which aims to broadly disseminate an accurate understanding of Japan and Japanese culture through lectures on cultural topics, etc.

Established as a foundation in the local society, its Director holds a post concurrently as the dean of the Japanology faculty of ○○University, which is the leading research institution for Japanese studies in ○○ country. In addition, the researchers and professors of the other Japanology research institutions and educational organizations constitute the members of the Screening Committee.

This Center collects various materials on Japan, and makes them available at no charge to the public in its library, and holds writing (penmanship) classes and a basic Japanese language course twice a week. Further, holding "Introducing Japanese Culture Days" twice a month, the Center gives free demonstrations of Japanese flower arrangement, the tea ceremony and origami, etc. and shows Japanese films to the public. The Center is working positively throughout the year to make Japan familiar to people. The Center invites groups of high school and college students from Japan to experience homestays and exchange with local students. Last year, 1,500 people participated in the penmanship class, 2,000 people in the Japanese language course, and total of 4,000 people visited during "Introducing Japanese Culture Days." Ten Japanese high school and college students were invited to the country, and they enjoyed homestays for a month and international exchange meetings. (Please see attached annual report detailing this.)

These projects are implemented with the cooperation of local educational institutions and international exchange communities, etc., and they are highly acclaimed every year.

Please explain concretely about the grantee: its aims, course of establishment, about its executive(s) and staff, framework, project scale, achievements, financial workings and the precise content of commercial profits, if any.
If a pamphlet with such information is available, please attach.

5 Designated Donation Proposal Submitter

Name: _____

Japanese: JF日本センターを支援する会 **Please also write the Japanese name if possible.**

English Supporting Society for JF Japan Center

Representative Title: Director Name: ○○ ○○

Person in charge of administration Title: Manager Name: □□ □□

Address: ○○○○○○○○○○○○○○○○○○○○

Telephone number: ○○○○○○○○ Facsimile number: ○○○○○○○○

E-mail: ○○○@○○○ Website: **Please write if any.**

When the Designated Donation Proposal Submitter is an organization, please provide an overview of the organization, a record of its activities to date, its membership, etc.

The Supporting Society for JF Japan Center was established as an adjunct group to collect donations in Japan to support JF Japan Center's projects.

Its Director, Mr./Ms. ○○ ○○, visited JF Japan Center and saw that the Center is taking an active part in encouraging local people's understanding of Japan. ○○ ○○ learned of the Center's plan to establish a Japanese language course and the difficult financial situation.

○○ ○○ came up with the idea that the Japanese language course project should also be supported from the Japanese side and decided to propose to the Japanology researchers and organizations, and Japanese language researchers and organizations in Japan to establish this Supporting Society.

The list of executives and staff is attached. Executive committee meetings are held once a month, and there are discussions to talk review fund-raising methods, etc. The office is located in ○○ Japanese Language School, and there is an exclusive staff who maintain close contact with the JF Japan Center.

Fund-raising begins in January, and since the project was picked up by the media, we have been pledged 5,000,000 yen in donations up to now, which is half the amount of the planned total fund-raising.

Please explain concretely about the applicant: its aims, course of establishment, about its executive(s) and staff, framework, project scale, achievements, financial workings and the precise content of commercial profits, if any.

If a pamphlet with such information is available, please attach.

Note: It is not necessary to enter the above details when the Applicant and the Grantee are the same.

Attached Documents

- (1) Designated Donation Donor's Affidavit (Form No. 2).
The Designated Donation Proposal Submitter's signature and seal are needed.
- (2) Designated Grant Grantee's Agreement (Form No. 3).
The Grantee's signature and seal are needed.
- (3) List of Original Donors (Form No. 4)
- (4) Designated Donation Collection Plan (Form No. 5)
- (5) Documentation describing the existence or non-existence of a relationship between the Designated Donation Proposal Submitter and the Grantee, and other matters that may serve as reference.
Note: It is not necessary to submit this documentation when the Designated Donation Proposal Submitter and the Grantee are the same.
Please submit a document which explains the past relationship between the Designated Donation Proposal Submitter and the grantee, the background and reason for applying this Designated Donation Program, and the content of the contract which is made with the grantee.
- (6) A brief summary of the career or history of the Designated Donation Proposal Submitter.
If the Designated Donation Proposal Submitter is an entity, please submit the curriculum vitae of the representative.
- (7) A brief summary of the career or history of the Grantee
If the Grantee is an entity, please submit the curriculum vitae of the representative.
- (8) When the Designated Donation Proposal Submitter is an organization, its articles of association, endowment, terms and conditions, or similar documentation and its list of officers and members.
- (9) When the Grantee is an organization, its articles of association, endowment, terms and conditions, or similar documentation and its list of officers and members.
If there are such materials as the memorandum of association, articles, list of officers and members or a summary of the organization, please attach them.

Note 1: Please note that the submitted application form shall not be returned, even if it is not accepted.

Note 2: This form is subject to change under the supervision of the President of the Japan Foundation.

Designated Donation Donor's Affidavit

Date: 〇〇, 〇〇

To: The President
The Japan Foundation

I hereby declare that the Designated Donation associated with this proposal supports the intent of Article 3 of the Japan Foundation Law, is a donation to the Japan Foundation under the provisions of the Japan Foundation Regulations for the Administration of the Designated Donations Program, and is not being made as a means of making profit for any individual or legal entity.

Designated Donation Proposal Submitter:

Supporting Society for JF Japan Center

Name of representative: Representative 〇〇〇

Signature or seal: (The representative's signature)

Address: 4-4-1 Yotsuya, Shinjuku-ku,
Tokyo 160-0004, Japan

Write the entry
in Japanese Yen.

This information should be the same as written in the
"Designated Donation Proposal Form (Form No. 1)."

Note: This form is subject to change under the supervision of the President of the Japan Foundation.

Designated Grant Grantee's Agreement

Date: ○○, ○○

To: The President
The Japan Foundation

The grantee fills out this form.

As for the Designated Donations Program which (Designated Donation Proposal Submitter's name) applied for (on such date) to your Foundation designating our organization to be the Grantee, when our organization becomes the recipient of the allocation of the Designated Grant, our organization agrees to observe the regulations stipulated in The Japan Foundation Regulations for the Administration of the Designated Donations Program and to fulfill our obligations as the Grantee for the submission of the documents and any other commitments or obligations.

Grantee: □□ □□□□

Name of representative: ○○○○

Signature or seal: (The representative's signature)

Address: ○○○○○○○○, ** country

In the case where the Designated Donation Proposal Submitter and the Grantee are different and it is difficult to acquire the original Agreement form by the due date, the Japan Foundation will accept a photocopy by fax. Please send the original by mail later in such a case.

Note: When the President specially authorizes it as necessary, this form can be modified as needed.

様式第4号(第4条第3項)その2(英語)

Form No. 4 (Paragraph 3, Article 4)

Note1: This List is for issuing a receipt addressed to each donor. Therefore we request all necessary information, including personal information.

Note2: There may be cases in which names of donors will be publicized in the Japan Foundation's publications. In cases where the donors are individuals, applicant should ask individual donors if they consent to their names being publicized, and write the answer in the column "Donor's consent to his/her name being publicized" on the list.

Note3: Other than the column mentioned in Note 2, please fill out only the columns entitled "Name of Donor," "Address of Donor," "Amount of Donation," and "Cumulative Total." Also, please include the final total for each page on the last line under "Cumulative Total."

List of Original Donors

Please use this form as a "List of Planned Original Donors" if the donors are not determined yet.

In such a case, please resubmit this form with the fixed "List of Original Donors" when the donation is remitted to the Japan Foundation.

No.: _____

Serial No.	Name of Donor	Address of Donor	Bank and Bank Branch Received	Date Received	Amount of Donation	Cumulative Total	Donor's consent to his/her name being publicized	Remarks
1	○○ ○○○	×× ×××		. .	1,000,000yen	1,000,000yen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2	△△ △△△	□□ □□□		. .	3,000,000yen	4,000,000yen	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3	◇◇ ◎◎◎	●● ▲▲▲		. .	5,000,000yen	9,000,000yen	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4	■ ■ ×××	△△ ▽▽▽		. .	7,000,000yen	16,000,000yen	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5				. .			<input type="checkbox"/> Yes <input type="checkbox"/> No	
6				. .			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please fill out the columns entitled "Name of Donor," "Address of Donor," "Amount of Donation," and "Cumulative Total."

For individual donors, please be sure to fill out the column "Donor's consent to his/her name being publicized".
For corporative donors, please fill out the column if they have a particular request concerning their names being publicized.

Designated Donation Collection Plan

1 Target total amount: ¥10,000,000

2 Collection period: From: 〇〇, 〇〇 to 〇〇, 〇〇

3 Form of collection
Targets of collection:

Japanese companies located in **country, Executive members of our Society, Friends of our members, other companies and individuals

Collection method:

Request through visitations, sending fund-raising pamphlets (attached)

4 Amount for which offers of donations have already been confirmed: ¥5,000,000
Please describe the feasibility of the amount above:

5 Planned usage of the Japan Foundation's name

(1) Is the Japan Foundation's name to be used in printed materials, etc., associated with the collection of donations?

Yes [] No

(2) If "Yes," please describe the manner in which the name is to be used, and the wording:

" This Supporting Society is now in the process of applying to the Japan Foundation to make this donation a ' Designated Donation.' If the application is accepted, the donation toward this project will be tax- deductible."

6 Attached documents

If an overview of the collection of donations, and a prospectus are available, please attach them.

Fund-raising pamphlet (Attached paper No.〇)

Note: This form is subject to change under the supervision of the President of the Japan Foundation.

The Designated Donation Proposal Submitter is responsible for all matters involved in the fund-raising.

Example

There is not a provided form, so please make a document referring this example. This form is needed every time before the grant is ready to transfer to the credit of the Japan Foundation

Notice of Determination of the Designated Grant's Amount

Date: 〇〇, 〇〇

To: The Japan Foundation
The President

Designated Donation Proposal Submitter:
Supporting Society for JF Japan Center
Name of representative: **Representative** 〇〇〇
Signature or seal (Put the representative's signature)

We would like to notify you that the amount of Designated Donation (**1st** out of **2** remittances) that is to be allocated to support the following Grant-Financed Project has been determined and will be paid to your bank account as indicated below.

Description

1. The Grant-Financed Project
 - (1) Name of project: **JF Japan Center 20th Anniversary---Japan Exhibition**
 - (2) Dates of Implementation: **From January 1, 20×× to December 31, 20××**

2. The Designated Donation
 - (1) Remittance amount of this time: **5,200,000yen**
 - (2) Date of remittance: **December 1, 20××**