

**2017-2018 Support Program for Seminars and Conferences**

**Furthering Japanese Language Education**

**Application Form [Form A]**

Application date:

This is a restricted Word document. Please type your responses in the grey sections and attach any additional information if required.

**Applicant**

|  |  |
| --- | --- |
| Organisation Name |  |
| Organisation Address |  |
| Telephone (W) |  |
| Mobile phone |  |
| Email address (of the person in charge of application) |  |

**Outline of the Event**

|  |  |
| --- | --- |
| Event title |  |
| Date |  |
| Nature of event | Conference  Teacher training  Seminar/workshop  Other |
| If other, please specify |  |
| Venue |  |
| Venue address |  |
| Event website |  |

**Description of event (including purpose, content, estimated number of participants etc.):**

Please attach supporting documents such as event information brochure, event schedule etc

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**Cooperating persons and institutions**

|  |  |
| --- | --- |
| **Name of cooperating persons/institution (exclude funding sponsors)** | **Role** |
| *e.g. Nippon bookstore* | *Prize donor – donated 5 books valued @$30 each for lucky door prizes* |

**Major speakers and participants**

|  |  |
| --- | --- |
| **Participant +name of affiliation** | **Role** |
| *e.g. John Smith, Professor, ABC University* | *Presenter on day 1* |

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| **The Japan Foundation, Sydney** | | |  |  |  |  |  | |
| **2017-18 Support Program for Seminars and Conferences Furthering Japanese Language Education** | | | | | | | | |
|  | |  |  |  |  |  | |  |
| **Budget Proposal (Please include all items including those you are not claiming for)** | | | | | |  | |  |
| **A: Invitation expenses for speakers and lecturers** | **Specification** | **Details (name, venue, flight no. etc.)** | **Quantity** | **Total (A$)** | **Cost coverage** | | | |
| Applicant | Other sources | The Japan Foundation, Sydney | |
| Honorarium |  |  |  |  |  |  | |
| Transport |  |  |  |  |  |  | |
| Accommodation |  |  |  |  |  |  | |
| Other |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  | |
| **B: Travel expenses** | **Specification** | **Details (name, venue, flight no. etc.)** | **Quantity** | **Total (A$)** | **Cost coverage** | | | |
| Applicant | Other sources | The Japan Foundation, Sydney | |
| Within local area |  |  |  |  |  | N/A for JF support | |
| From outside local area |  |  |  |  |  |  | |
| From overseas |  |  |  |  |  |  | |
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| **C: Venue** | **Specification** | **Details** | **Quantity** | **Total (A$)** | **Cost coverage** | | | |
| Applicant | Other sources | The Japan Foundation, Sydney | |
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| **D: Other (Catering, postage, stationary, registration)** | **Specification** | **Details** | **Quantity** | **Total (A$)** | **Cost coverage** | | | |
| Applicant | Other sources | The Japan Foundation, Sydney | |
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| **TOTALS** |  |  |  |  |  |  |  | |
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| **Please note: Maximum support provided by The Japan Foundation, Sydney is $1,000.00** | | | | | |  |  | |
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| **ADDITIONAL INFORMATION:** | |  |  |  |  |  |  | |
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**Signatures to verify the application**

|  |  |  |
| --- | --- | --- |
|  | Person in Charge of Application  *(Conference Organiser)* | Organisational Representative  *(e.g. President)* |
| Name |  |  |
| Position |  |  |
| Signature |  |  |

**A copy of the application should be submitted first by email to** [coordinators@jpf.org.au](mailto:coordinators@jpf.org.au)**, followed by an original copy in the post to;**

Seminars and Conferences Grant

The Japan Foundation, Sydney

Mail box 76, Central Park

28 Broadway, Chippendale NSW 2008