**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** |        |        |       |        |        |        |        |
|  |  |  |  |  |  |  |  |
| **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**

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| --- | --- | --- |
|  | 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**, 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