

**Teaching Materials Grant 2020-2021
【Special support for Natural Disasters】**

Application Guidelines

PURPOSE

This grant supports schools (Applicants) that have been affected by natural disasters such as bushfires and floods in 2019 and 2020 by providing financial support for the loss of Japanese language teaching materials.

GRANT AMOUNT

Successful applicants will be eligible for the reimbursement of **100%** of the purchase price of approved items **up to AU\$1,000.00**.

ELIGIBILITY

In principle, The Japan Foundation, Sydney (JPF Sydney) does not provide grants for:

- State or Federal Government organisations, excluding educational, cultural or research institutes such as universities and museums.
- International organisations which the Japanese Government already makes a financial contribution to.

In regards to this Grant, the Applicant must:

- Be an Australian primary / secondary school involved in Japanese language education, and have been affected by natural disasters such as bushfires and floods in 2019 and 2020. Individuals are not eligible to apply.
- Be able to provide sufficient evidence (such as news article etc.) to support that the school was affected by natural disaster such as bushfires or floods in 2019 and 2020, OR be able to provide a letter from the principal explaining how the school was affected by natural disaster.
- Have the same authorised official in charge of the application through to the end of the process. (In cases where this is not possible, please send an email notification to coordinators@jpf.org.au with updated staff contact information).

TIMELINE

The grant program will be operated as below.

• Applications Open:	May 15, 2020
• Application Deadline:	June 22, 2020
• Outcome Notification:	July 6, 2020
• Purchasing Period:	July 6 – September 14, 2020
• Reimbursement Submission Deadline:	October 5, 2020

MATERIALS

Teaching materials [Special support for Natural Disaster] :

- Can be Japanese language specific software or applications.
- Must be related wholly or at least substantially to Japanese language education.
- Must be of ongoing benefit to the Japanese language program rather than for individual use.
- May be Japanese cultural goods, if the applicant provides a clear case for the relevance of the item to teaching the Japanese language. Please note that cultural goods will be given a lower priority than materials directly related to language learning such as text books.
- Must not be items such as stationery, equipment or consumable short-life goods. This includes gardening materials. Items such as water calligraphy paper or kanji dice are acceptable.
- Must be able to provide a purchasing record such as an invoice for the reimbursement process.
- iPads and similar electronic devices are not eligible for support under this grant.

PROCEDURE

Note: Due to the current delay with Australian Post deliveries, JPF Sydney is requesting all applicants to send the related documents via Email first for a faster process. After confirming all the details on the submitted documents, the successful applicants are requested to send the original documents with the applicants' signature by post as this is part of The Japan Foundation (JF)'s head office requirements.

1) Application

The following items **must be submitted** to coordinators@jpf.org.au **by June 22, 2020**.

- 1. Completed FORM A (Application Form).**
- 2. Purchasing List (only filling out the "Plan to Purchase" column)** as Excel.
 - All prices must be in Australian dollars.
 - If they are not in Australian dollars,
 - please provide the sufficient proof of the exchange rate.

- If the sufficient proof is not provided, JF's official exchange rate at the time of approval will be used to convert into Australian dollars
 - 3. Sufficient evidence** (such as news article etc.) to support that the school was affected by natural disaster such as bushfires or floods in 2019 and 2020, OR be able to provide **a letter from the principal** explaining how the school was affected by natural disaster.
- Late applications will not be accepted.
 - JPF Sydney does not take responsibility for internet delays, delivery failures, or loss by postal service or courier.

2) Screening

- Applications received by the deadline will be assessed in accordance with our budget allocation.
- The specific process for screening of applications will not be made public.

3) Approval

All applicants will be notified of the application outcome on **July 6, 2020.**

【Successful applicants will receive the following items】

<via Email>

- Official Notice of Grant Outcome as PDF
- Terms and Conditions
- Acceptance form

<later by post>

- Original Official Notice of Grant Outcome by post

【Successful applicants are requested to take following actions to verify the approval】

- Submit the completed Acceptance form to coordinators@jpf.org.au as PDF
- Post the original completed Acceptance form
- Post the original Form A (Application form)
- Original letter from the principal if the signature is hand-written (if applicable)

【Unsuccessful applicants will receive the following items】

<via email>

- Official Notice of Grant Outcome as PDF

<later by post>

- Original Official Notice of Grant Outcome

4) Purchasing

- Purchases must be made within the purchasing period **July 6, 2020 – September 14, 2020**.
- Grant offers remain valid only until the Reimbursement claim deadline.
- Only approved items with the receipts will be considered for the reimbursement.

5) Changing Materials

If originally approved items cannot be purchased, please submit the completed FORM C (Changing request) and completed “List for Changing Items” to coordinators@jpf.org.au. After this amendment request has been approved, start purchasing accordingly.

6) Reimbursement

The following items **must be submitted** to coordinators@jpf.org.au **by October 5, 2020**.

1. **Completed Purchasing List** (including “Purchased” columns) as Excel.
2. **Completed FORM B** (Reimbursement Form + Feedback).
3. **ORDERING records for each item** (from the shop, to prove you have ordered).
4. **PAID records for each item** (from the school)

Such as

- \$0 outstanding paid receipt to school
 - Paid receipt
 - Remittance advice from school
 - Paid school credit card statement
 - School ledger
5. Proof of currency exchange rate (if applicable)

Once all of the details of the above documents are **CONFIRMED** with JPF Sydney, please **SEND the following ORIGINAL items by POST**.

1. **Original Completed FORM B** (Reimbursement Form + Feedback).
2. **ORDERING records for each item** (from the shop, to prove you have ordered).
3. **PAID records for each item** (from the school).

- All receipts must match approved items, and the reimbursement will be made in accordance with grant terms and conditions.
- If the Authorised Official cannot make the submission date due to unforeseen circumstances, please contact JPF Sydney by email **at least 3 days** before submission deadline.
- JPF Sydney reserves the right to revoke support/approval if receipts for FORM B (Reimbursement Form + Feedback) are not submitted in accordance with these grant guidelines.

7) Grant Payment

- Successful applicants will be reimbursed based on the amount stated in the Notice of Grant Approval.
- **If the actual cost of materials is less than the approved amount, the reimbursement will be based on the actual amount spent.**
- Grant payment will be made to the account specified on FORM B (Reimbursement Form + Feedback) in accordance with grant conditions within 4 weeks of receipt of FORM B.
- Reimbursement amount received is **GST inclusive**.

ENQUIRIES

Japanese Language Department, The Japan Foundation, Sydney

Address: Level 4, Central Park, 28 Broadway, Chippendale, NSW, 2008

Email: coordinators@jpf.org.au

Phone: (02) 8239 0055