

Teaching Materials Grant 2020-2021
【Special support for COVID-19】
Application Guidelines (Extended)

PURPOSE

This grant supports schools (Applicants) to purchase online teaching materials for Japanese language programs that specialise in online teaching due to COVID-19.

GRANT AMOUNT

Successful applicants will be eligible for the reimbursement of **100%** of the purchase price of approved items **up to AU\$700.00**.

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. Individuals are not eligible to apply.
- 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

This is a special grant where the applications will be accepted through the application period. Each request will be considered upon submission.

Please be mindful that applicants are requested to complete purchasing and should be ready to submit the related documents for the reimbursement by October 30, 2020.

- **Application period: May 15, 2020 – Sep 30, 2020**
- **Final date to submit the reimbursement documents: October 30, 2020**

MATERIALS

Teaching materials [Special support for COVID-19] :

- 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.
- 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 Sep 30, 2020.**

- 1. Completed FORM A (Application Form)** as Word.
 - 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
- 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 as soon as the screening is completed.

【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 following items to JPT Sydney (Please find postal address from Enquiries).
 - The original completed Acceptance form
 - The original Form A (Application form)

【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 ASAP after the grant approved date. Note that all documents required for the reimbursement process should be ready to submit by October 30, 2020 (final date to submit the reimbursement documents).
- 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 Oct 30, 2020**.

1. **Completed Purchasing List** (including “Purchased” columns) as Excel.
2. **Completed FORM B** (Reimbursement Form + Feedback) as Word.
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** to JPT Sydney (Please find postal address from Enquiries).

1. **Original Completed FORM B** (Reimbursement Form + Feedback) as Word.
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

Teaching Materials Grant

The Japan Foundation, Sydney

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

Email: coordinators@jpf.org.au

Phone: (02) 8239 0055