

## 【Guidelines】

For FY 2020

### Mini Grant for “Sakura Network”

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#### 1. Objectives

This program provides financial support to members of the “JF Nihongo Network (Sakura Network)” to conduct projects concerning Japanese-language education that are judged to have a high ripple effect over an entire state/territory or country in terms of enhancing the development of Japanese-language education.

#### 2. Eligibility

Members of the “JF Nihongo Network (Sakura Network)” in Australia may apply for this grant.

A list of members can be found at <https://www.jpff.go.jp/e/project/japanese/education/network/>.

#### 3. Eligible Projects

Projects that contribute to Japanese-language education of more than one institution are eligible. The Japan Foundation, Sydney (hereinafter referred to “JFSY”) will accept applications for projects from April 1, 2020 to March 19, 2021.

Priority will be given to projects that:

- Benefit Japanese-language education at a state/territory level or nationally; or
- Advocate to the government or educational authorities the strengthening of the foundation of Japanese-language education; or
- Enhance the network and cooperation among institutions/organisations involved in Japanese-language education; or
- Outreach and foster Japanese-language study to the public.

Examples of eligible projects are given below. Applicants may also submit their original projects or a combination of multiple projects.

##### (1) Conferences/Seminars/Webinars:

This grant partially covers costs involved in running conferences and seminars focused on Japanese-language education. Events involving advocacy of Japanese-language education are also eligible for this grant.

##### (2) Teacher training:

This grant partially covers costs relating to projects intended to enhance the expertise of Japanese-language teachers (e.g. the running of or attendance at professional development and networking sessions).

##### (3) Learners events:

This grant partially covers costs related to projects intended to encourage/motivate Japanese-language

learners including potential learners (e.g. speech contests, Japanese language camps, Japanese festivals, Japanese cultural events etc.).

(4) Publication of teaching materials:

This grant partially covers the costs of publishing Japanese-language teaching materials.

(5) Support for Resource Centres:

This grant covers the costs of purchasing Japanese-language related teaching/cultural materials, provided that the purchased materials will be accessible to the general public.

The following projects will not be covered by the grant:

- Projects for profit;
- Projects which are limited to certain people or institutions;
- Foundation of Japanese-language courses in universities;
- Creation or support of scholarships or fellowships.

#### **4. Grant Coverage**

In principle, this grant program covers part or all of the following costs. The grant amount will be decided upon consideration of each project's scale and necessity. The following items can be covered by this grant program:

- Travel costs (domestic and international travel);
- Accommodation;
- Honorariums;
- Conference/event costs (rental fees for venues and equipment, interpreter, etc.);
- Public relations expenses;
- Preparation costs for proceedings, reports, and other documents.
- Teaching Materials for Japanese-language education

The grant will not cover the following:

- Excursion related costs for Japanese learners (e.g. bus hire, lunch etc.)
- Capital fund and endowment drives, public relations campaigns, creation of awards;
- Operating costs uncorrelated to the project;
- Costs for applicant's regular meetings (i.e. working or board meetings);
- Design, construction, and maintenance of buildings or architecture;
- Procurement of equipment (i.e. computers, fax, copy machines, digital cameras, etc.);
- Construction and landscaping costs (i.e. Japanese gardens, statues etc.)
- Banquet and entertainment costs;

#### **5. Interstate Travel Allowance Guidelines for Sakura Network Grants**

When applying for travel support for interstate professional development, the lesser of the amount in the below chart or amount applied for will be accepted.

**Flight Allowances**

Round trip flight allowance per person

From/To	ACT (CBR)	NSW (SYD)	NT (DRW)	QLD (BNE)	SA (ADL)	TAS (HBR)	VIC (MEL)	WA (PER)
<b>ACT (CBR)</b>	N/A	500	900	450	550	700	350	850
<b>NSW (SYD)</b>	450	N/A	700	400	550	450	400	700
<b>NT (DRW)</b>	900	700	N/A	650	900	900	750	800
<b>QLD (BNE)</b>	450	400	650	N/A	550	500	500	700
<b>SA (ADL)</b>	550	550	900	550	N/A	600	300	700
<b>TAS (HBR)</b>	700	450	900	500	600	N/A	350	900
<b>VIC (MEL)</b>	350	400	750	500	300	350	N/A	700
<b>WA (PER)</b>	850	700	800	700	700	900	700	N/A

**Accommodation allowance**

\$100 per person per night

Note: After grant approval, the amount awarded may be divided among a greater, but not a fewer number of recipients.

For example, if a \$500 flight allowance x 3 people (\$1500) is awarded through a grant, it may be further divided by the grantee to cover a greater number of recipients, e.g. \$250 x 6 people (\$1500).

**6. Selection Policy**

Screening and decisions will be made in line with the following criteria:

- Whether the project contributes to develop Japanese-language education regionally or nationally;
- Concrete and detailed implementation plans;
- Feasibility of the project plan, framework and schedule;
- Whether outcomes of the project will be shared widely and influence Japanese-language education;
- Collaboration with other organisations and groups; and
- Whether the applicant attempts to accumulate funds from other sources (including self-reliance).

## 7. Application Procedures

### (1) Application Documents and Deadlines

The Application should consist of the following documents. These documents should be written in English and/or Japanese, typed in black ink, and printed in A4 sized paper except existing brochures.

(Due in principle two months before start of project)

#### **Application Form**

Applicant must use the designated application form consisting of 4 pages.

#### **Supporting Documents**

- (i) Description of the project
- (ii) Supporting letters issued by major cooperators or cooperating institutions (If they are described in the application form)

※ Please notify JFSY promptly if information written in the application has changed.

(Please note that the Japan Foundation may ask for a basic outline of Sakura network grant proposals for the year to be submitted at the start of the financial year to assist with budget planning.)

### (2) Where/How to submit

Please submit the application documents described above (1) by e-mail to [coordinators@jpf.org.au](mailto:coordinators@jpf.org.au) or by post to the below address.

To: Mini Grant for the “Sakura Network”

The Japan Foundation, Sydney

Mail Box 76, Central Park, 28 Broadway, Chippendale NSW, 2008

※ In either case, the application documents must reach JFSY by the application deadline.

## 8. Notification of Results

- (1) Applicants will be notified of the results of the screening within one month of the receipt of the application.
- (2) Please understand that any enquiries regarding screening procedures cannot be answered.

## 9. Payment of Grant

- (1) Transfer of funds will be made after the completion of the project, within 30 days of JFSY’s approval of the Final Report. Please be sure to collect and submit with your Final Report evidence of expenditure on the project. This may include invoices, receipts, bank statements or bank remittance advices. In the case of air travel, copies of boarding passes (paper or electronic) or a proof of travel letter from the airline should be provided.
- (2) In the case that the awarded applicant (hereinafter referred to as “the Grantee”) wishes to receive the funds earlier for project operation, JFSY will transfer the funds in two amounts. The 1st transfer will be 50% of

the grant amount as an interim payment which will be made within 30 days of JFSY's receipt of the "Acceptance of Grant/Application for Payment of Grant form" or 2 months before the project date, whichever comes later. The 2nd payment for the remainder of the grant amount will be made within 30 days of JFSY's approval of the Final Report.

- (3) In the event that the project is cancelled after 1st payment or the final approved grant amount is smaller than 50% of the grant amount (if it is received by the Grantee), JFSY shall set a due date and order the return of the balance.

## **10. Obligations**

- (1) The Grantee shall acknowledge JFSY's financial support when the Grantee publicizes the Grant Project.
- (2) The Grantee shall submit the Final Report about the activities and expenditures, within 30 days of project completion, but at the latest March 19, 2021.
- (3) The Japan Foundation is intolerant of any fraudulent activity from the application process through the grant duration. Once a grant has been provided, committing any form of fraud with regard to the Japan Foundation grant funds could result in penalty measures such as revocation of the decision to provide a grant in whole or in part, required return of rescinded portions of the grant including additional charges, late payment charges, suspension of the grant for a certain period of time, and/or other legal actions.

## **11. Disclosure of Information**

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant, project descriptions) will be made public in the Kokusai Koryu Kikin Jigyo Jisseki (Detailed Annual Reports of the Japan Foundation), on the Japan Foundation's website, and in other public-relations materials.
- (2) When a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No. 140 of December 5, 2001, Japan), is received, materials (i.e. Application form, final report etc.) will be disclosed (unless stipulated by law as not to be disclosed).

## **12. Handling of Personal Information**

- (1) The Japan Foundation handles personal information appropriately and in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003, Japan). Details of the Japan Foundation's personal information protection policy can be reviewed at the following website:  
<http://www.jpff.go.jp/e/privacy>
- (2) The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. This information may also be used for the following purpose:
  - Details of the successful applicants, such as names, gender, job and position, affiliation, project duration, and project description etc. are published in the Kokusai Koryu Kikin Jigyo Jisseki (Detailed Annual Reports of the Japan Foundation), the Annual Report, on the Japan Foundation's website, and

in other public-relations materials. They are also used in compiling statistics which are released to the press for publicity purposes.

- There may be cases in which personal information is released to the Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. at the place where a project is undertaken.
  - There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure safety of the provided personal information.
  - There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
  - There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.
- (3) Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.
- (4) There may be cases in which the project reports and other related publication are released to the public.

### 13. Contact

The Japan Foundation, Sydney  
Level 4, Central Park, 28 Broadway Chippendale NSW 2008  
E-mail: [coordinators@jpf.org.au](mailto:coordinators@jpf.org.au)  
TEL: 02 8239 0055