

**Teaching Materials Grants 2021**

**Form C (Alternative Materials Request Form)**

This is a restricted Word document. Please type your responses.

If you are unable to purchase pre-approved items for any reason (e.g. out of print, out of stock etc.), please fill out this form and email to [coordinators@jpf.org.au](mailto:coordinators@jpf.org.au) for approval **before** purchasing alternative materials.

**Procedure:**

1. Submit the following items to [coordinators@jpf.org.au](mailto:coordinators@jpf.org.au):

* Completed Form C
* Completed Alternative Materials Request List

1. Upon approval on your request, an official letter of approval will be sent by email (an original copy will also be posted).
2. Post Form C with original signatures to:

The Japan Foundation, Sydney

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

1. Purchase the approved materials within the purchasing period.

**Note**:

Your originally approved grant amount will remain the same regardless of any Form C changes.

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| **Authorised Official (Teacher in charge of application)** | |
| Name: |  |
| School name: |  |
| Position: |  |
| Signature: |  |
| Date: |  |