

Teaching Materials Grant - 2018/19

Establishing New Program

Application Guidelines

Purpose

- To support schools in purchasing teaching materials to further develop Japanese language programs.

To be eligible for this Grant, applicant must

- be an Australian school (primary/secondary) involved in Japanese language education.
- have a Japanese language program that has begun or will begin in 2018.
- not have a Japanese language program in operation in the last 3 years.

See 3. Eligibility Criteria for more details.

Grant Amount

- Up to \$700.00 (100% reimbursement).

Application Deadline

- **Thursday 10 May 2018**

1. Outline

- This grant supports schools that are establishing new Japanese language programs by providing financial support for the purchase of Japanese language teaching materials.

2. Grant Coverage

- Successful applicants will be eligible for the reimbursement of 100% of the purchase price of approved items.
- There is no limit to the amount schools may spend, but the reimbursement is up to a maximum of AU\$700.00.

E.g.) School plans to spend \$3000, and applies for \$700 worth of items to be reimbursed in the application process. Once approved, \$700 worth of these approved items are purchased. We reimburse \$700 (100% reimbursement) & the school pays for the remaining \$2300.

3. Eligibility Criteria

3.1 Applicant

- Applications are accepted from schools (primary/secondary) involved in Japanese language education in Australia only. Individuals are not eligible to apply.
- Applicant must have a Japanese language program which has begun or will begin in 2018, to be eligible for this grant.
- Applicant must not have a Japanese language program in operation in the last three (3) years.
- It is preferred that the Teacher in Charge of Application remains employed by the applicant for the duration of the grant application and reimbursement process. (In cases where this is not possible, please send an email notification to coordinators@jpf.org.au with updated staff contact information.)

(Applicants who have had a Japanese language program in the last three (3) years are encouraged to apply for the *Teaching Materials Grant: Expanding Existing Program*.)

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

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

3.2 Materials

Teaching materials eligible for support;

- 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 language specific software or applications; however, licenses for such software should be ongoing in nature and not short term, renewable type licenses.
- 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.
- Must not be items such as stationery, equipment or consumable short-life goods. This includes gardening materials.
- Must be available for purchase such that proof of purchase can be submitted by the Reimbursement Claim Deadline (see 4.6).
- iPads and similar electronic devices are not Japanese language teaching materials for the purposes of this grant application and therefore are not eligible for support under this grant.

4. Grant Application Procedure

4.1 Submission of Application

- Your completed Application Form [FORM A] must arrive at The Japan Foundation, Sydney office by the application deadline **Thursday 10 May 2018, by post.**
- Late applications will not be accepted.
- The Japan Foundation, Sydney, does not take responsibility for internet delays, delivery failures, or loss by postal service or courier.
- In the Application Form, a numbered list of items you wish to purchase must be provided.
 - Proposed materials must fit the Eligibility Criteria (see 3.2).
 - A price in Australian dollars must be provided for each item.
 - If prices are not provided in Australian dollars, they will be converted using The Japan Foundation's official exchange rate at the time of approval. These prices will be changed to the rate used at the time of purchase if sufficient proof of the exchange rate used (currency exchange receipt or credit card statement) is provided. If documentation is not available, the rate at the time of approval will also be used as the purchasing price.
- Teachers in Charge of Applications are strongly advised to contact suppliers prior to application to ensure availability of stock.

4.2 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.

4.3 Grant Approval

- Successful applicants will receive;
 - Notification of application outcome on 21 May 2018 by email.
 - Acceptance / Non-Acceptance of Grant Form
 - Please send back the completed form by email and the original document by post.
 - Terms and Conditions by email
 - Official Notice of Grant Outcome by post
- Unsuccessful applicants will receive;
 - Notification of application outcome on 21 May 2018 by email.
 - Official Notice of Grant Outcome by post

4.4 Purchase Materials

- After sending the completed Acceptance / Non-Acceptance of Grant Form to The Japan Foundation, Sydney Office, approved materials **should be purchased as soon as possible**.
This will help ensure that receipts can be submitted by the Reimbursement Claim Deadline (see 4.6).
- Grant offers remain valid only until the Reimbursement Claim Deadline.
- If an approved item does not have a corresponding receipt, the associated amount will be deducted from the amount reimbursed.
- Purchases must be made within the purchasing period **(21 May 2018 – 20 August 2018)**.

4.5 Request to Change Approved Materials

- If originally approved items cannot be purchased, please fill out and submit a Request to Change Approved Materials Form [FORM C] to coordinators@jpf.org.au. Once this amendment request has been approved, you can purchase accordingly. You will receive an official approved letter in the post.
- Only approved items will be considered for reimbursement.

4.6 Submit Reimbursement Claim + Feedback

- Please fill out the “Purchased” column in FORM A. All receipts must match approved items, and the reimbursement will be made in accordance with grant terms and conditions. If foreign currency is used, please use the applicable currency exchange rate (see [4.1 Submission of Application](#) for details).
- If the Teacher in Charge of Application cannot make the submission date due to unforeseen circumstances, please contact The Japan Foundation, Sydney by email (not phone call) **at least 3 business days (by 29 August 2018)** before submission deadline.
- All claim forms must arrive at The Japan Foundation office **by 3 September 2018, by post**.
 1. Completed “Purchased” column of “Materials for Purchase” of Application Form [FORM A].
 2. Completed Reimbursement Claim Form [FORM B] including the Feedback section.

As a condition of accepting this grant, the applicant will be required to complete a brief survey to help evaluate the grant.
 3. Proof of your ORDERING records for each item.
 4. Proof of your PAID records for each item.

Something that we can confirm your outstanding payment is \$0 for each item.
Please do not send an UNPAID invoice or ordering form with a paid stamp on it.

We accept the following:

 - Paid invoice
 - Paid receipt
 - Remittance advice
 - Paid credit card statement
 - School ledger
 5. Proof of currency exchange rate (if applicable).

The Japan Foundation, Sydney reserves the right to revoke support/approval if receipts for the Reimbursement Claim Form [FORM B] are not submitted in accordance with these grant guidelines.

4.7 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, reimbursement will be based on the actual amount spent.
- Grant payment will be made to the account specified on the Reimbursement Claim Form [FORM B] in accordance with grant conditions within three weeks of receipt of FORM B.
- Reimbursement amount received is GST inclusive.

5. Timeline

The grant program will be operated according to the following timetable.

● Application deadline	: 10 May 2018
● Outcome notification	: 21 May 2018
● Purchasing period	: 21 May 2018 – 20 August 2018
● Deadline for Reimbursement Submission	: 3 September 2018

If you have any questions, please contact coordinators@jpf.org.au.