

Support Program for Organizations Providing Japanese-Language Education for Living and Working (Grants) APPLICATION GUIDELINES

1 Purpose

This program is a grant program to partially support the costs of programs being implemented by organizations and groups that provide Japanese-language education to persons, including those who plan to come to Japan under the “Specified Skills” residence status system, with the objective of supporting Japanese-language education necessary for living and working in Japan. Programs that are planned to be implemented by the end of February 2025 will be eligible.

2. Eligible Areas

Cambodia

3. Eligible Projects

- (1) **Projects that are planned to be implemented after 15th July 2024 and completed by the end of February 2025, with the objective of enhancing the Japanese-language education base for persons seeking to work in Japan.** (Period of grant eligibility: between 15th July 2024 and February 28, 2025)
- (2) Projects must fulfil all of the following requirements.
 - a. The project’s objectives would be impossible or difficult to achieve without the provision of a grant.
 - b. The plan and method of implementing the project are appropriate for achieving the project’s objectives and can be expected to yield good results.
 - c. The project will not be used for religious or political purposes.

4. Eligible Applicants

- (1) Organizations or groups that are located in the area identified in Section 2 above and are providing Japanese-language education to persons, including those who plan to come to Japan under the “Specified Skills” residence status system. Applications from individuals will not be accepted.
- (2) Applicants that are not one of the following:
 - a. The Japanese government (including national institutions), Japanese local municipalities, Japanese independent administrative institutions, and Japanese local independent administrative institutions (hereinafter referred to as “Government Institutions”).
 - b. Educational institutions and research institutions established by Government Institutions or other organizations, groups or facilities affiliated to the Japanese government (excluding groups that have a fixed legal status such as a corporate juridical person or foundation, even if a Government Institution was involved in its establishment).
 - c. Governments outside of Japan (including their administrative organs such as ministries and agencies) and the overseas diplomatic missions of foreign governments.
 - d. International organizations to which the Japanese government makes a financial contribution.
- (3) Applicants that fulfill all of the following requirements.
 - a. Applicants that have the capacity to implement the planned project.
 - b. The receipt of grants or support from the Japan Foundation does not violate any local laws, regulations or ordinances (this must be confirmed prior to submitting an application).
 - c. In principle, organizations or groups that apply should possess a bank account capable of receiving the remittance of grant funds from the Japan Foundation, or be able to establish such an account prior to the disbursement of funds.

5. Program Explanation

(1) Overview

Item	Details
Publication Grant	Grant to partially support the cost related to preparing and publishing the necessary curriculum and teaching materials required for Japanese-language education for the purpose of the JFT-Basic test or for living and working in Japan. (including Printing and Bookbinding costs of “IRODORI : Japanese for life in Japan”)
ICT Environment Improvement Grant	Grant to support the cost related to the purchase of information and communications technology (ICT) equipment directly necessary to conduct educational activities that use ICT (including online training by instructors) for Japanese-language education for the purpose of living and working in Japan. However, items purchased for transfer or rental to individuals or other organizations are excluded. The unit price of ICT equipment must be less than 100,000 yen, and the maximum amount of this grant is one million yen.

* It is possible to apply for a combination of the abovementioned grants for necessary support according to the planned activities.

(2) Details of Support

a. Expenses relating predominantly to any of the following:

- Honoraria and personnel expenses
- Publicity expenses
- Documentation and report compilation expenses
- Printing and publication expenses
- ICT equipment purchase, lease, and rental costs (purchase price per unit less than 100,000 yen; lease and rental costs limited to the grant period)
- Software purchase costs
- Cloud computing and other tool service fees (limited to the grant period)
- Communication costs (limited to the grant period)
- ICT equipment installation and outsourced management costs (limited to the grant period)

* In addition to the abovementioned direct expenses, it is also possible to include expenses that do not correspond to any of the above items as indirect expenses. However, the limit for indirect expenses is 10% of the application amount provided for the abovementioned direct expenses.

b. The following items are not eligible for grant funding.

- (a) Business meetings that the applicant holds regularly, such as annual general meetings or board meetings, etc.
- (b) Office equipment purchase expenses (furniture such as desks, chairs and shelving; long-lasting tangible assets such as fixtures)
- (c) Real estate purchase or construction expenses
- (d) Facility rental fees that are premised on long-term use
- (e) Venue rental fees for a facility owned by the applicant organization or group
- (f) International airfares that exceed the standard economy class fare (PEX fare) by the most direct route
- (g) Entertainment and leisure expenses
- (h) Solicitation of capital or funding, donation campaigns, establishment of prizes
- (i) Machinery or equipment purchase expenses (e.g. fax or photocopy machines), excluding those listed in (2) a. above.
- (j) Erection of monuments or commemorative edifices
- (k) Expenses pertaining to persons affiliated with the Japan Foundation: e.g. expenses or honoraria, etc., for Japanese-language experts dispatched by the Japan Foundation

(3) Points to be noted

- a. This grant program is for projects that are planned to be implemented by the end of February 2025.
- b. Grant funds must be expended within the grant period. Expenses incurred outside the grant period (before the start of the grant period or after the end of the grant period) are not eligible for the grant funding.
- c. In principle, grants will not be provided to organizations that have received support as part of the same program for three consecutive fiscal years for a fourth consecutive fiscal year, unless the Japan Foundation assesses that there is strong justification for the continuation of the program.

- d. Projects that are already being supported by a grant program operated by the Japan Foundation will not be approved for duplicate funding.
- e. Grant funds cannot be expended or diverted for items other than those approved by the Japan Foundation. The maximum amount of grant funding shall, in principle, be set USD2,250.00. The maximum amount of grant funding shall be determined for each application after screening and consideration of the content and necessity of the individual project.
- f. Projects will not be fully funded by a grant. Self-financing or another funding source being available is a condition of applying.
- g. If unused funds remain after the completion of the grant project, the remaining funds shall be returned by a deadline to be set by the Japan Foundation. Any bank charges relating to the return of grant funds are to be borne by the applicant.

6. Selection Method

Screening and selection will be conducted from the following perspectives.

- (1) Position of the applicant organization in the country/region in question (e.g. whether the organization is accredited by the Japanese government for sending persons under the Specific Skills residence status system)
- (2) Specific expected outcomes
- (3) Ripple effect in the country/region for disseminating Japanese-language skills for the purpose of living and working in Japan
- (4) Financing situation other than funds from the Japan Foundation, including self-financing, etc.
- (5) Feasibility of the plan (program to be implemented, framework, schedule, etc.)
- (6) Safety conditions in the region where the project is to be implemented

7. Application Procedures

- (1) Application Documents
 - a. Templates for application forms are available upon request via email (PP_irodori@jpf.go.jp).
 - b. Documents required for application are as detailed below. Please submit all documents by email. If any of the documents are missing, the application will be excluded from consideration due to deficiency in the documentation.

**Support Program for Organizations Providing Japanese-Language Education for Living and Working (Grants)
Application Form**

- A. Application Cover Sheet
- B. Outline of the Applicant Institution
- C. Information About Bank Account

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- (1) Overview of the applicant institution, including articles of association and bylaws (list of directors, organizational chart, etc.)
- (2) Documents such as published materials that explain the institution's philosophy, details of its activities (results), etc.
- (3) Plan for the current fiscal year, income and expenditure plans (activity budget) including curricula for Japanese-language seminars and courses (including means of evaluating proficiency after conclusion of course) and information about course fees
- (4) If the applicant organization is accredited to send persons under the Specified Skills residence status system, documentary evidence of such accreditation (or a document that demonstrates that the organization has applied to the government concerned for such accreditation)
- (5) If the applicant organization is a member of a Japanese-Language Teachers' Association, documentation that demonstrates such membership

D. Project Sheet

- (I) Publication Grant
(including Printing and Bookbinding costs of "IRODORI")
- (II) ICT Environment Improvement Grant

* Submit the relevant forms listed above. Applying for a combination of grants according to the planned activities is possible.

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- (2) Application documents should be submitted to the Japan Foundation, Phnom Penh Liaison Office (email address: PP_irodori@jpf.go.jp) **no later** than October 31st, 2024.

Points to be noted:

- Applicants must promptly notify the Japan Foundation if any of the information given on the application changes.
- Submitted application documents will not be returned. Please be sure to retain a copy for yourself.

8. Notification of Results

- (1) The results of screening and selection will be notified to each applicant organization or group within 1 month after receiving application.
- (2) If a project is accepted, the specific amount of grant funding will be calculated taking various factors into account, including the regulations of the Japan Foundation, price levels in Cambodia, and balancing with grants to other accepted projects. This calculation process may result in the final grant amount being significantly less than the amount applied for.

9. Obligations of the Grantee

- (1) Programs of the Japan Foundation are operated in accordance with the relevant Japanese laws and regulations of the Japan Foundation including the “Law for the Proper Execution of a Budget Relating to Subsidies” (Law No. 179 of 1955).
Projects should be implemented in accordance with how they are described in the application form. In the event that any changes (with the exception of minor changes) to the basic information relating to the applicant or to the content of the project are made after application, these should be notified to and approved by the Japan Foundation.
- (2) The grantee shall acknowledge the Japan Foundation’s financial support when the Grantee publicizes the project.
- (3) ICT equipment, teaching materials, and other items acquired through the grant must be appropriately managed and used in line with the project purposes, and be utilized efficiently according to the purpose of the grant even after the grant program ends.
- (4) During the implementation of the grant project if the Japan Foundation considers it to be necessary it may request the submission of a report from the grantee concerning the status of implementation of the grant project and the use and management of equipment and teaching materials purchased with the grant. If it is recognized that the grantee is not implementing the project in accordance with the details that were the basis for deciding to provide funding, or other attached conditions, the provision of the grant may be halted.
- (5) The Grantee must submit a report upon completion of the project, detailing an overview of the project, its outcomes and matters pertaining to income and expenditure. For ICT Environment Improvement Grant projects, please attach photos showing the use of the purchased ICT equipment to the report.
- (6) The Grantee shall prepare account books and documented evidences pertaining to all revenues and expenditures relating to the Grant Project and preserve them for five years from the next year of the year the Grant Project has been carried out.
- (7) The Japan Foundation does not tolerate any fraudulent activity of applicants during the application process and throughout the grant period. 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 decision to provide a grant in whole or in part, required return of the 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.
- (8) Eligible recipients of the ICT Environment Improvement Grant must comply with the following:
 - The grantee must submit estimates of purchasing ICT equipment along with the official rate on the date of the estimates issued by **National Bank of Cambodia Bank** in order to specify the amount in JPY.
https://www.nbc.gov.kh/english/economic_research/exchange_rate.php
 - The grantee must designate the person in charge of managing the ICT equipment, prepare an equipment management book, attach to the equipment the JF logo sticker sent by the Japan Foundation after notification of the grant decision, and carry out the necessary maintenance to ensure the equipment is always in good condition.
 - ICT equipment must be used, in principle, at the institution receiving the grant. (Lending it to an instructor affiliated with the institution is allowed.)
 - When lending the equipment to an instructor affiliated with the institution, the lending period and management methods must be clearly specified.

- The grantee must agree to the Japan Foundation conducting on-site inspections of the use and management of ICT equipment.
 - After purchase of the ICT equipment, a photograph of the equipment with a JF logo sticker attached must be sent to the Japan Foundation, Phnom Penh Liaison Office by email within one month.
 - ICT equipment must not be transferred, sold, or rented to individuals or other organizations.
- (9) Grantees should comply with any other conditions that were appended at the time of the decision to provide a grant.

10. 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), the Annual Report, or on the Japan Foundation's website, or via other public-relations materials.
- (2) Upon receiving a request for information disclosure based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No. 140 of 2001), the Japan Foundation will disclose materials such as submitted application forms (unless stipulated by laws as not to be disclosed).

11. Handling of Personal Information

- (1) Compliance with applicable laws

To the extent applicable, the Japan Foundation will comply with the "Act on the Protection of Personal Information" (Act No. 57 of 2003) (the "**Act**"), relevant cabinet and ministerial orders, various guidelines stipulated by the Personal Information Protection Commission or other organizations to which the Personal Information Protection Commission has delegated authority, the "EU General Data Protection Regulation (the "**GDPR**")," the Personal Information Protection Law of the People's Republic of China and related laws and regulations (the "**Chinese Laws**"), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal information, the Japan Foundation will properly collect, use and control the same. For more information on the Japan Foundation's efforts to protect personal information (privacy policy), please visit the following websites:

(Related to the Act): (Japanese) <https://www.jpf.go.jp/j/privacy/>
(English) <https://www.jpf.go.jp/e/privacy/>

(Related to the GDPR): <https://www.jpf.go.jp/e/privacy/index.html#gdrp>

(Related to the Chinese Laws): https://www.jpfbj.cn/jp/personal_information/

- (2) Acquisition of personal information

The Japan Foundation may acquire the following personal information (the "**Personal Information**") from the applicants through the application forms, attachments, project reports, deliverables, etc. (the "**Project Materials**"). In addition, the Japan Foundation may acquire the applicants' Personal Information through publicly available websites.

[Basic information of applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone number), fax number, e-mail address, ID number, passport number, photographs taken during or prior to the program, etc.

[Information on applicants' educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

[Sensitive data on applicants]

Personal data such as bank account information

- (3) Purposes of use and period of personal information

- a. Based on the consent of the applicant, the Japan Foundation will use the Personal Information acquired from the applicant for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the "**Purposes of Use**").
- b. For the proper and smooth operation of the Japan Foundation projects, any information such as the applicants' names, genders, jobs, titles, affiliations, project periods, project content,

- etc. will be: posted on published materials, such as the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyō Jisseki*), the Annual Report and the Japan Foundation's website; used for preparation of statistics materials; and used for formulation of future Japan Foundation projects.
- c. In addition to the information specified in b. above, the applicants' contact information (i.e., address, e-mail address and phone number) will be used to: request the applicants to answer questionnaires as follow-up to the project after completion thereof; provide a notice regarding other Japan Foundation projects; request the applicants to provide information for formulation of future Japan Foundation projects, and so on.
 - d. The Japan Foundation will handle the Personal Information of the applicants for the period necessary to achieve the Purposes of Use stated above.
- (4) Provision of personal information
- a. The Japan Foundation may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. The Japan Foundation will make sure that the recipients take measures to ensure the security of the Personal Information.
 - (a) The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for handling of security control and support for project implementation)
 - (b) Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
 - (c) News media and other organizations (for public relations for Japan Foundation projects)
 - (d) Other organizations and individuals who receive the information as needed for the projects
 - b. The Personal Information acquired from the applicants may be used or provided for purposes other than those specified in the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other incorporated administrative agencies, local public entities or local incorporated administrative agencies (the "**Administrative Organs**") as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.
- (5) Cross-border transfer of personal information
- a. The Japan Foundation may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including the Japan Foundation headquarters) or other countries or regions for the Purposes of Use specified above. The Japan Foundation shall appropriately control the Personal Information in such countries or regions.
 - b. In addition to the case specified in the preceding paragraph, the Japan Foundation may provide the Personal Information acquired from the applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the projects, only when the conditions stipulated in laws and regulations are satisfied.
- (6) Security control of personal information
- The Japan Foundation shall endeavor to prevent unauthorized access and leakage of the Personal Information of the applicants by way of taking appropriate security control measures and control means.
- (7) Rights pertaining to personal information of applicant
- The applicant has the right to access his/her Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.
- (8) Filing of objections against handling of personal information
- In the case where the applicant is dissatisfied with the handling of the Personal Information in the Japan Foundation, such applicant may state his/her objections to the Japan Foundation to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, the applicant may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which the applicant belongs.
- (9) Personal information of persons involved in the project
- The Personal Information of persons involved in the project other than the applicant, which is submitted by the applicant to the Japan Foundation, shall also be handled in the same manner as stipulated in (1) to (8) above, and therefore, the applicants should provide explanations in

advance to the persons involved in the project and obtain their consent.

(10) Contact information

Please use the contact details specified in "14 Inquiries" for any opinions, questions, etc. regarding any matters specified in this "Handling of Personal Information" section.

(11) Revocation of consent

The applicant has the right to revoke his/her consent to any matters specified in this "Handling of Personal Information" section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when the applicant does not provide his/her consent or revokes his/her consent, such applicant may not be able to receive necessary information and/or services from the Japan Foundation.

12. Response to the Spread of the COVID-19

Depending on the impacts of widespread novel coronavirus, appropriate measures may be required when implementing the project in accordance with the regulations and instructions of the relevant authorities. Please understand that the Japan Foundation may unavoidably revoke its grant decision, or change the substance of its grant or the conditions attached as a result of changes in circumstances that have occurred after the decision to provide the grant. Please also understand that the Japan Foundation may set certain conditions for overseas travels, depending on the epidemic situation.

13. Ensuring the Safety and Security of Projects Overseas

- (1) When implementing projects overseas, security information regarding the project location should be obtained and confirmed from the Ministry of Foreign Affairs' overseas safety website in order to ensure personnel can travel and stay in the location safely.

* Ministry of Foreign Affairs' overseas safety website: <http://www.anzen.mofa.go.jp/index.html>

- (2) When traveling overseas, register with "Tabireg" and strive to ensure safety overseas.

* "Tabireg": <https://www.ezairyu.mofa.go.jp/tabireg/>

14. Inquiries

The Japan Foundation, Phnom Penh Liaison Office, Tanaka (Mr.), Hirabayashi(Ms.)

Address : #22, Hotel Cambodiana, 313 Sisowath Quay, Phnom Penh, Kingdom of Cambodia

TEL : +855-23-21-4581

Mail : PP_irodori@jpf.go.jp

Instructions on How to Fill in the Application Form

* General Instructions

- 1 When submitting the application form, please submit one set of electronic data via email.
- 2 The application form should be typed or written with black ink in block letters.
- 3 When filling in the form please use either English or Japanese, or both.
 - (1) For institution names, please insert the name in the original language, together with the name in both Japanese and English.
 - (2) Please write people's names in both Japanese and English.
In addition, please ensure that people's names exactly match the name that is written in their passports. If any persons on the application do not have a passport, please ensure that the name matches some other form of official identification issued by the country in question, e.g. a driving license.
- 4 Applicants are requested to promptly notify the Japan Foundation of any corrections to be made in their application after it has been submitted.

A. Application Cover Sheet

- 1 Applying institution:
Please insert the official name of the applying institution/group in the original language, together with its name in English and Japanese. Please also insert the address, legal status, and telephone number, etc.
- 2 Department that will actually conduct the project:
Please insert the name of the specific department at the applying institution/group that will conduct the project (faculty, department, section, center, research lab, etc.), together with a contact telephone number, the name of the person in charge of the application, and an e-mail address.
- 3 Authorized representative:
The authorized representative is the person (a school principal/president, etc.) who is responsible for management of the applying institution/group.
- 4 Project director:
The project director is the person with responsibility for the actual operation and implementation of the project.
- 5 Bursar:
The bursar is the person with responsibility for managing project budget proposals and grant expenditure.

※With regard to the positions detailed in points 3 to 5, the same person cannot perform two or more of the functions simultaneously. If the sections relating to the positions in 3 to 5 are not completed, the application cannot be accepted.

B. Outline of the Applying Institution

- 1 Outline of the history and the current status of Japanese-language education within the applying institution:
Please attach documents concerning the following: overview of the applying institution, including articles of association and bylaws; documents such as published materials that explain organizational philosophy, the institution's activities (results); and plan for the current fiscal year and income and expenditure plans, including curriculums for Japanese-language seminars and courses (including means of evaluating proficiency after conclusion of course). For organizations that are accredited to send persons under the Specified Skills residence status system, please provide documentary evidence of such accreditation. In addition, please also write about the history and the current status of Japanese-language education at the institution, the total number of students, number of students taking Japanese-language courses, total number of instructors, number of Japanese-language instructors, the Japanese-language teaching materials used, the curriculum, the level of Japanese taught, and the main types of students (age, purpose of study).
- 2 List of all grants received from the Japan Foundation during the past five years, if any:
Institutions that have received a grant from the Japan Foundation in the past five years should insert the name of the program for which the grant was received and the fiscal year in which the grant funding was provided.

C. Information about Bank Account

1. Receiving the grant: Please select the method of receiving the grant from the Japan Foundation.

- (1) The applying institution will receive the grant directly from the Japan Foundation The Japan Foundation

cannot accept an application unless the grant can be remitted directly to the applying institution. However, this may not be the case if the applying institution cannot open the bank account for some unavoidable reason, and can delegate receipt of the remittance to a person who is related to the applying institution.

- (2) The applying institution will NOT receive the grant directly from the Japan Foundation. If the applicant applies for the “Teaching Materials Purchase Grant” and would like to purchase teaching materials from a public company or bookstore in Japan, it is able to delegate the right to receive the grant to the public company or bookstore (Submission of a letter of attorney is required).

* If (2) is chosen, the following questions 2 and 3 may remain unanswered.

2. Bank Account: Please provide account information.

* If the name of the holder of the bank account differs from the name of the applicants, a letter of attorney from the applying institution/organization will be needed.

3. Currency:

Please tick the appropriate column of the currency in which the Japan Foundation should make remittances.

D. Project Sheets (I) to (II)

Common Items in all Project Sheets

1 Evaluation of the Project:

- (1) Expected outcomes and effects:

Please describe in specific detail how the project will motivate Japanese-Language learners seeking to live and work in Japan, how it will help to enhance the language level of students and teachers at the applying institution and in the country/region concerned, and how it will lead to the further development of Japanese-language education. Please use specific figures wherever possible.

(e.g. how the effects of the program will lead to increases in the anticipated number of Japanese-language teachers and students, increases in the number of people passing JFT-Basic or the Japanese-Language Proficiency Test, or increases in the number of students seeking to work and live in Japan, etc.)

- (2) Method of evaluating outcomes and effects:

Please describe the specific methods that will be used to evaluate the expected outcomes and effects described in (1) above after the project has been implemented.

(e.g. implementation of mock tests, conducting questionnaires, or evaluation by program evaluators, etc.)

- (3) Method of sharing and disseminating outcomes and effects:

Please describe the specific methods that are planned to be used to share and disseminate the expected outcomes and effects described in (1) above after the project has been implemented to students and teachers in the applying institution/group and the country/region concerned.

(e.g. online publication of outcomes, distribution of report, etc.)

2 Budget:

Budget plans should be detailed in the **actual currency in which payments will be made.**

Project Sheet (I) Publication Grant**(including Printing and Bookbinding costs of “IRODORI : Japanese for life in Japan”)****1 Title of the Project:**

Please indicate the name of the project that will be used externally in both English and Japanese. After receipt of the application the name inserted here will in principle be used in all subsequent communications.

2 Outline of the Project:

Please provide an outline of the project, including any planned the details of teaching materials planned to be published, including details about the scale of the project and its target audience.

3 Schedule of the Project:

Please note the period (date of implementation) during which the planned project will actually be implemented. Please also note the period of any pre-project preparations or post-project follow-up. The grant must be used in full during the specified period covered by the grant.

4 Contents of the Project:

- (1) Objective and aim: Please indicate the objective of the project and what it aims to achieve.
- (2) Background and necessity: Please summarize the need for this project, including background explanations, such as an analysis of the current status of the applying institution/group and the country/region in question.
- (3) Schedule details: Please provide a summary of the planned implementation schedule, such as the flow of operations for an usage plan for teaching materials to be published, including any pre-project preparations or post-project follow-up.
- (4) Major speakers / participants: Please note the name, position and roles of major speakers and participants.

5 Preliminary Arrangements and Contacts:

Please describe the preliminary arrangements for implementation of the project, and the status of progress of specific consultations or meetings with any co-organizers.

6 Budget:

- (1) Honoraria/Wages: In the “specification” column, please write the name of the person to whom the honorarium will be paid, his/her professional affiliation, the function for which he/she will receive the honorarium (e.g. keynote speaker), and the need for payment. In the “Breakdown” column, please detail the basis for calculations (e.g. unit price x number of days/hours x number of people). Please use a separate sheet if there is insufficient space on the form.
- (2) Transportation: In the “specification” column, please indicate who and how many people will have their travel expenses covered.
- (3) Accommodation Expenses: In the “specification” column, indicate the location of accommodation and the person(s) who will be staying there.
- (4) Other Expenses: In the “specification” column, indicate any overheads, including venue rental fees, materials preparation expenses, editorial expenses, etc.

7 Required Supporting Documents:

Please write freely about the details of the proposed project (method of implementation, format and content, etc.). Paper should be A4 size but the format and composition of the text are at the applicant's discretion.

Project Sheet (II) ICT Environment Improvement Grant**1 Quantity and Condition of ICT Equipment Owned by your Institution:**

Please describe as accurately as possible the status of ICT equipment currently owned by the applying institution/group that can be used for Japanese-language education for the purpose of living and working in Japan. In addition, fill in the details of use, maintenance, and other conditions in the “Current Status of ICT Equipment” column.

2 Reason for Application:**(1) Need for Purchase of new ICT Equipment:**

Please describe in detail the need for purchasing ICT equipment and other items in terms of the applying institution/group promoting Japanese-language education for the purpose of living and working in Japan.

(2) Utilization of the newly-purchased ICT Equipment:

Please describe how the purchase of ICT equipment and other items will benefit instructors and learners, and how it will contribute to the activation of Japanese-language education, in line with the applying institution/group’s Japanese-language education promotion plan.

3 Outline of Application/List of ICT Equipment to Be Purchased:

Please fill in the total application amount (total amount of ICT equipment purchase, communication, shipping, and other necessary costs), number of items to be purchased, type of equipment to be purchased, and approximate number of ICT users. In addition, fill in the details of the attached list of ICT equipment to be purchased.

- (1) The application accepts a combination of different types of ICT equipment, such as PC, tablet, and smartphone, necessary to conduct Japanese-language education activities using the internet (including online training by instructors). Used equipment can also be accepted. Items purchased for transfer or rental to individuals or other organizations are excluded. The list of equipment and other items eligible for the grant is as follows:

Costs covered by the grant	Equipment and other items eligible for the grant
ICT equipment purchase, lease, and rental costs	PC, tablet, smartphone, cell phone, display monitor, keyboard, computer mouse, accessories (additional HDD/SSD, external BD/DVD/FDD drives, and docking stations), printer, scanner, screen (including digital blackboard), projector, wireless LAN devices (master and slave stations), video conferencing equipment (cameras, speakers, and headsets), and network peripherals (firewalls, etc.)
Software purchase cost	Installed software (limited to business software)
Cloud computing and other tool service fees	Communication tools (conference systems, chat, data sharing, etc., limited to the grant period)
Communication costs	Communication and prepaid card purchase costs necessary for Japanese-language education activities using the internet (including online training by instructors) (limited to the grant period)
ICT equipment installation and outsourced management costs	System equipment installation, and outsourced maintenance and other management costs (limited to the grant period)

- (2) Price: The unit price per device must be less than 100,000 yen (including local taxes). Fill in the amount after specifying the unit price and number to be purchased for each item. Please note that items with a unit price of 100,000 yen or more (co-payment by the applicant is not allowed) are not covered by the grant and the applicant will be responsible for the full cost related to the item.
- (3) For communication costs (including prepaid card purchase), the grant covers the costs necessary for Japanese-language education activities using the internet (including online training by instructors).
- (4) Equipment not included in the application are not eligible for the grant.

【Note】

The total application amount includes the shipping (and handling) and customs fees involving the purchase. Please note that the grant does not cover any additional expenses not included in the application amount.

4 Implementation Plan:

- (1) Implementation outline

Please describe the implementation timeline in detail, including pre-purchase preparation, procurement methods, a plan for using the purchased equipment in Japanese-language education activities (specify the type of activities conducted with the purchased equipment, people using the equipment (instructors/learners), place of use, number of people using the equipment, etc.).

(2) **Equipment management system**

Please describe the equipment management system (management location and theft prevention measures) after designating the person in charge of managing the ICT equipment and other items. When lending the equipment to an instructor, specify the lending period and management methods. In addition, explain in detail the plan for utilizing the equipment after the grant program ends.

5 Project Evaluation:

Please describe in detail how the project and its effects will be assessed.

6 Attached Documents:

Please attach a list of the ICT equipment and other items to be purchased and purchase estimates from the vendors.

In order to specify the amount in JPY, please attach the official rate on the date of the estimate issued by National Bank of Cambodia.

https://www.nbc.gov.kh/english/economic_research/exchange_rate.php