

Asian Neighbors Program 2011

Instructions for Grantee (3-8million JPY)

■ Documents

Regarding Forms 3 to 11, you can download them from our website below.

<http://www.toyotafound.or.jp/download/en/index.html>

Document title	Form no.	Deadline	Note
1. Documents requiring urgent submission			
Memorandum	Form 1	2011.10.5	Please submit immediately
Bank Account Information	Form 2		
Participation Agreement	Form 3		
Letter of Attorney (if necessary)	Form 11		
2. Interim Financial and Progress Report			
First Interim Financial Statement	Form 4	2012.4.11	You should submit financial statements four times in two years in total
Progress report	Form 5		
Second Interim Financial Statement	Form 4	2012.10.5	
Interim Progress Report	Form 6		
Third Interim Financial Statement	Form 4	2013.4.5	
Progress report	Form 5		
3. Final Submission Documents			
Report on Completion of Grant Period	Form 7	2013.11.30.	
Last Financial Statement	Form 4		
Final Report	Form 8		
Report on Purchased Equipment	Form 9		
4. Other Forms			
Requests to Make Changes	Form 10	If necessary	Please consult with your program officer beforehand

**1. Please submit following documents immediately;
[URGENT] Deadline: Wednesday, October 5th, 2011**

1-1 Memorandum (Form 1)

Two copies of the *Memorandum* with your original signature should reach the Foundation no later than October 5th, 2011. Failure to do so means canceling the approved grant funds.

1-2 Bank Account Information (Form 2)

The *Bank Account Information (Form 2-a)* should reach the Foundation no later than October 5th. Make sure to double check your bank account information to ensure the smooth transfer. For details, please refer to *Form2-b*.

1-3 Participation Agreement (Form 3)

The representative is responsible for collecting *the Agreement* from the project members listed in your proposal. If there is any difficulty to collect the form by the deadline (e.g. members living in remote area), just let us know when you can obtain them. The project title and your grant number must be included on the form. Please photocopy or download the form as needed.

1-4 Letter of Attorney (Form 11, if necessary)

If you delegate the accounting part to related organization, you need to consult your program officer first and obtain an approval. Fill in the Form 11 with signatures of an accounting manager and a representative.

2. Interim Financial statement and Progress Report

You are required to submit *Financial Statement* and Progress report 4 times in 2 years..

2-1 First Interim Reports [Deadline: April 11th, 2012]

2-1-1 First Interim Financial Statement (Form 4)

The grant recipients are requested to submit the First Interim Financial Statement (Form 4-a) for the first project period (November 1, 2011 to March 31, 2012) by **April 11th, 2012**.

Please fill out *Detailed Expenditures (Form 4-b)*, and attach itemized receipts too. If you delegate accounting part to related university or institution, you do not need to attach receipts. [please see **Letter of Attorney** (Form 11)] .

If the scheduled budget and actual amounts differ greatly, you'll need to consult with your program officer and obtain an approval for the change. Please state the reasons on a separate sheet and submit it with your report.

Both your financial statement and detailed expenditures need to be calculated based on prevailing exchange rate and stated in Japanese Yen. You also need to attach supporting documents to prove the exchange rate you used.

2-1-2 Progress report (Form 5)

Please send us a brief report on progress of your project

2-2 Second Interim Reports [Deadline: October 5th, 2012]

2-2-1 Second Interim Financial Statement (Form 4)

The grant recipients are requested to submit the Second Interim Financial Statement (Form 4-a) for the second term (April 1, 2012 to September 30, 2012) of the project by **October 5th, 2012**. Please add to the First Interim Financial Statement, and fill out *Detailed Expenditures (Form 4-b)*, and attach itemized receipts too.

If the scheduled budget and actual amounts differ greatly, you'll need to consult with your program officer and obtain an approval for the change. Please state the reasons on a separate sheet and submit it with your report.

Both your financial statement and detailed expenditures need to be calculated based on prevailing exchange rate and stated in Japanese Yen. You also need to attach supporting documents to prove the exchange rate you used.

2-2-2 Interim Progress Report (Form 6)

The *Interim Progress Report (Form 6)*, including the following information, must be submitted by **October 5th, 2012**.

1. Outline of your project
2. Activities conducted by the end of September 2012
3. Temporal achievements
4. Problems faced during the activity

5. About the prospects of your project for next step
 6. Photos of the project
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2-3 Third Interim Reports [Deadline: April 5th, 2013]

2-3-1 Third Interim Financial Statement (Form 4)

The grant recipients are requested to submit the Third Interim Financial Statement (Form 4-a) for the third term (October 1, 2012 to March 31, 2013) of the project by **April 5th, 2013**. Please add to the Second Interim Financial Statement, and fill out Detailed Expenditures (Form 4-b), and attach itemized receipts too.

If the scheduled budget and actual amounts differ greatly, you'll need to consult with your program officer and obtain an approval for the change. Please state the reasons on a separate sheet and submit it with your report.

Both your financial statement and detailed expenditures need to be calculated based on prevailing exchange rate and stated in Japanese Yen. You also need to attach supporting documents to prove the exchange rate you used.

2-3-2 Progress report (Form 6)

Please send us a brief report on progress of your project

3. Final submission documents

[Deadline: Friday, November 30th, 2013]

3-1 Report on Completion of Grant Period (Form 7)

This form is an official notice that a project has been concluded, and it must be submitted, together with *Final Report* (see below). Also, this form would help the Foundation Secretariat acquire information on the project coordinator such as affiliation, contact point at the time of submission.

3-2 Final Financial Statement (Form 4)

Please add to the Third Interim Financial Statement. Fees and expenses for the entire period of the project must be listed on the "Detailed Expenditures,"(Form 4-b).

If the scheduled budget and actual amounts differ greatly, you'll need to consult with your program officer and obtain an approval for the change. Please state the reasons on a separate sheet and submit it with your report.

Both your financial statement and detailed expenditures need to be calculated based on prevailing exchange rate and stated in Japanese Yen. You also need to attach supporting documents to prove the exchange rate you used.

3-3 Final Report (Form 8)

Please refer to the following guidelines when writing your final project report.

1. Project Summary; Please summarize your project within 500 words. This summary might be entered into the database at the National Center for Science Information Systems (Tokyo, Japan). The information is made available to people in related fields. The Toyota Foundation also reserves the right to distribute copies of the summary in its original form or as a printed and bound document or through its home page on Internet.
2. Activities conducted in your project (based on your schedule)
3. Achievement of your project
4. Current and expected ripple effects of your project
5. Describe prospects of your project for the future
6. Photos of the project

When applicable, please also submit 5 copies of paper and/or books produced in the process of the project. Moreover, visual materials like photos and CD-ROMs documenting field work are welcome. The Toyota Foundation's digital and/or printing media might carry these contributions for the purpose of demonstrating grant funds were used.

3-4 Report of Purchased Equipment (Form 9, if necessary)

If you delegate the accounting part to related organization, you do not need to submit this report.

In case you purchase equipments, materials, etc. (more than JPY100,000 worth per unit), you should submit this report. A photograph of the item as evidence is also required.

A photocopy of the documentation for donation must also attach to this report.

4. Other Forms

4-1 Requests to Make Changes (Form 10)

Please notify the Toyota Foundation in advance if you expect any changes to your initial project plan. Prior consultation with a program officer is a must. Failing to notify the Foundation may lead the termination of your project.

■ Communications with your program officers

1. Monitoring of your project

As a grant-making foundation, it is critical for the Toyota Foundation to have the up to date information and understand the progress of your project. Therefore when there is any opportunity for the Foundation program officer to have updated information of your project, such as a workshop, conference, symposium or field visit, please inform us in advance.

Officers may also visit your project field to observe your activities, hold interviews and discussions, and review financial and other records and materials connected with the activities.

2. Interim workshop

We may hold an interim workshop at the medium of the grant period. The details are yet to be decided, but when the time comes, we appreciate your participation.

Regarding personal information

1. Personal Information obtained from documents and materials submitted by the grant Recipient, specifically the recipient's name and institution of affiliation will be made public through different channels and medias, as well as used internally by the Foundation for the creation of statistical data and the correspondence with the Recipient.
2. The summaries of the project proposal will be made public through the Foundation's website and publications, as well as the databases of the National Institute of Informatics and the Japan Foundation Center.
3. Except where permitted by law, the Foundation will not use the Recipient's personal information for any purpose other than those stated above without the consent of the Recipient.

If you have any further questions, please contact the following:

The Toyota Foundation Asian Neighbors Program

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