

**The Toyota Foundation Asian Neighbors Program for Fiscal 2010  
(Special Subject)  
Application Form**

**“Preservation, Utilization, and Transmission of Indigenous Documents in Asia”**

**Information on representative** (Place a check in the box where appropriate)

Date: \_\_\_\_\_ / \_\_\_\_\_ /2010

Name of representative (family name, first name)	
Name of organization	
Type of organization	( )University ( )National research institute ( )Private research institute ( )NGO/NPO ( )Other (Private researchers, etc.)
Official position, title, etc.	
Further description of representative	( )NGO/NPO staff ( )University researcher ( )Postdoctoral, graduate, or undergraduate student ( )Research Institute ( )Other
Date of birth (month/day/year), age, gender	/ /19____ age:____ ( )Male ( )Female
Nationality, Nationality Code (Please check the appropriate box)	Nationality: [ _____ ] ( )Foreign nationals living abroad ( )Foreign nationals living in Japan ( )Japanese nationals living abroad ( )Japanese nationals living in Japan

Please be sure to read the Information for Applicants before filling out this form

Application number : \_\_\_\_\_

**Information on contact person** (This information may be the project representative's. All communications and documents from the Foundation will be sent to the contact person.)

Name of contact person	
Address	Street: City/state/province: Zip code: Nation:
Phone number	(The phone may be a cellular/mobile phone.)
Email address	

**Information to be included in application** (Place a check in the box where appropriate)

Project Title (The title must be within 30 words including any subtitle)	
Amount of grant requested	¥                   0    0    0    0    (rounded down to units of ¥10,000)
Previous grants received from the Foundation	<input type="checkbox"/> Please check the box if you have previously received a grant from the Toyota Foundation.
Project length	<input type="checkbox"/> 1 year <input type="checkbox"/> 2 years
Primary country(ies) of the project	

**Note: Use only black ink and write clearly within the space provided.  
If using a computer, please set the font size to either 10.5 or 11.**

**Other information**

Relation between contact person and representative	
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**Project outline** (Please provide a clear and concise summary of your research proposal in 180 words or less.)

**1. Participating researchers (Please list the project representative first.)**

	Name	Age	Organization/position	Role in the project
1.				Representative
2.				Contact person
3.				Accounts manager
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Please indicate co-author(s) of report for this project.

If there are more than 15 participants, include their information on an additional copy of this page.

**2. Professional history and role of representative and principal members**

**Note: Use only black ink and write clearly within the space provided.  
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**3. Please describe the indigenous documents, including their volume and condition. If available, attach one or two photos in the space below.**

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**4. Please explain the significance of preserving these documents.**

**5. Please provide a detailed description of the anticipated outcomes, taking into account the potential for making them public and any partnerships formed with related institutions.**

**6. Please describe in specific terms how the documents will be utilized, including whether they will be transmitted on in and outside the region.**

### 7. Project Schedule

Year/month	Schedule	
2010/11	Start of grant period First funding disbursal	
12		
2011/1		
2		
3		
4	Second funding disbursal	
5		
6		
7		
8		
9		
10	End of grant period for one-year projects Third funding disbursal	
Only 2-year projects need to provide the following information.		
11		
12		
2012/1		
2		
3		
4	Fourth funding disbursal	
5		
6		
7		
8		
9		
10	End of grant period for two-year projects	
11	Submission of final reports	

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**8. Project budget for first year** (Please refer to table 1 on page 12.)

	Item	Details	Amount requested (yen)
(1)	Information distribution, telecommunications		
(2)	Personnel expenses	Honoraria for project collaborators	
		Honoraria for project assistants	
(3)	Domestic travel		
	Overseas travel		
(4)	Equipment, furniture, etc.		
(5)	Rental of property and effects		
(6)	Documents and materials/copying		
(7)	Other supplies		
(8)	Meeting expenses		
(9)	Other expenses		
	<b>Total for first year</b>	*Base conversion rate: \$1=¥	** ¥

\*Please calculate in dollars for currencies other than Japanese yen.

\*\*The exact total should be entered in this column. For entry on page 2, however, this figure should be rounded down to units of ¥10,000.

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**8. Project budget for second year (Two-year projects only.)**

	Item	Details	Amount requested (yen)
(1)	Information distribution, telecommunications		
(2)	Personnel expenses	Honoraria for project collaborators	
		Honoraria for project assistants	
(3)	Domestic travel		
	Overseas travel		
(4)	Equipment, furniture, etc.		
(5)	Rental of property and effects		
(6)	Documents and materials/copying		
(7)	Other supplies		
(8)	Meeting expenses		
(9)	Other expenses		
	<b>Total for second year</b>	*Base conversion rate: \$1=¥	¥
	<b>Two-year total (grant request)</b>		** ¥

\*Please calculate in dollars for currencies other than Japanese yen.

\*\*The exact total should be entered in this column. For entry on page 2, however, this figure should be rounded down to units of ¥10,000.

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**9. Other funding sources (for this project or related projects)**

Funding already decided:

Project title and funding organization	Grant period	Amount approved (yen)

Funding applied for (or scheduled to be applied for) this fiscal year:

Project title and funding organization	Grant period	Amount of funding (yen)

**Table 1 Expenses**

Item		Explanation
(1)	Information distribution, telecommunications	Mail, telephone calls, facsimiles, etc.
(2)	Personnel expenses	Honoraria for project collaborators*
		Honoraria for project assistants*
(3)	Domestic travel	Fares, accommodations, meals, and other expenses in the participant's country of residence for travel to conduct surveys or attend meetings.
	Overseas travel	International travel, local transportation in destination country, accommodations, meals, and other expenses for travel from the participant's country of residence to conduct surveys or attend meetings.
(4)	Equipment, furniture, etc.	Purchase of equipment costing ¥100,000 or more per item.
(5)	Rental of property and effects	Rental of real estate (offices, experiment sites, etc.) and equipment (facilities for experiments, hardware, aircraft and vehicles for fieldwork, etc.) during the project.
(6)	Documents and materials/copying	Purchase of books, documents, microfilm, photos, etc. Copying of documents and other written materials.
(7)	Other supplies	Supplies costing less than ¥100,000 per item, for example, general office supplies and reagents and materials for experiments.
(8)	Meeting expenses	Meeting room rental, refreshments, meals, etc.
(9)	Other expenses	Expenses not covered in (1) to (8).

\*Personnel expenses may account for no more than 30% of the total budget request.

\*The grant does not cover the indirect costs of the organization to which the recipient is affiliated or general administrative costs ("overhead").

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## Questionnaire

We ask that you please provide the following information in order to assist us with future grant activities.

(1). When did you first become aware of this grant program?

(Please check one of the boxes below.)

Recently (In 2010)     One year ago (In 2009)     Prior to 2009

(2). How did you become aware of this program?

(Please check the appropriate boxes below and enter details in the spaces provided.)

1: From an article or advertisement     1-1: Newspaper [name: \_\_\_\_\_ ]  
 1-2: Notice posted at a posting area  
 1-3: Direct mail from the Toyota Foundation  
 1-4: Thesis or scholarly journal [name: \_\_\_\_\_ ]  
 1-5: Other [ \_\_\_\_\_ ]

2: From an acquaintance     2-1: A present or past grant recipient  
 2-2: Someone else familiar with the Toyota Foundation  
 2-3: Someone at the Toyota Foundation  
 2-4: Other [ \_\_\_\_\_ ]

3: From the Internet     3-1: The Toyota Foundation website  
 3-2: The Toyota Foundation electronic newsletter  
 3-3: Another website [ \_\_\_\_\_ ]

4: From an explanatory meeting

5: Other [ \_\_\_\_\_ ]

(3). Are you familiar with the Japan Foundation Center or this center's publication, the *Directory of Grant-making Foundations*?

Yes     No

(4). If you have any comments on this program's Information for Applicants, please state them in the space below.

(5). If you have any issues (project themes) that you think should be addressed by the Foundation in the future, please indicate them in the space below.

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### Change of Address Form

The Toyota Foundation directs notification of selection results to the contact person. Please be sure to notify the Toyota Foundation of any changes in the contact person's information by filling out and mailing this form.

Name of contact person	
Address	Street City/state/province ZIP I code Nation
Phone number	(The phone may be a cellular/mobile phone.)
E-mail address	
Reason:	
*If the contact person will be unavailable for a certain period owing to a business trip or other circumstances, please list the relevant dates below and provide the address for an alternative individual. From (month/day/year):     /   /2010     to:   /   /2010	

\*Please enter the application number received after submitting your application in the upper right-hand space.

<p><b>Mail to the following address:</b></p> <p>Asian Neighbors Program  "Indigenous Documents in Asia"  The Toyota Foundation  Box 236, Shinjuku-Mitsui Building 37F  2-1-1 Nishi-Shinjuku, Shinjuku-ku  Tokyo 163-0437  JAPAN</p>
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