

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

Application number : _____

The Toyota Foundation Asian Neighbors Program for Fiscal 2010 Application Form

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

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	

**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.**

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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.)

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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.			
16.			
17.			
18.			
19.			
20.			

If there are more than 20 project members please make a copy of this page.

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2. Professional history and role of representative and principal members

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3. Status and issues Please describe the issues affecting the community, including related background information.

4. Long-term goals and goals ideally achieved during the grant period

Please differentiate clearly between each separate goal.

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5. Details of the project's implementation Please describe what methods will be used with respect to the project's targets (locality, people, state of the community, etc.).

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5. (continued)

(Only those applying for Regular grants need fill out this page)

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6. What are the anticipated results (output) of this project, and what ripple effects will it have on society?

7. Please list the core organization, if any.

- Name and year established:
- Representative:
- Size (scale of financing, number of personnel, etc.):
- Grants received in the past 5 years (include project name, the organization that provided the grant, grant period, amount, etc.):

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8. 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	Third funding disbursal	
11		
12		
2012/1		
2		
3		
4	Fourth funding disbursal	
5		
6		
7		
8		
9		
10	End of grant period	
11	Submission of final reports	

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9. Project budget for first year (Please refer to table 1 on page 13.)

	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		
	Total for first year	*Base conversion rate: \$1=¥	¥

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

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9. Project budget for second year

	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		
	Total for second year	*Base conversion rate: \$1=¥	¥
	Total grant request	The exact total should be entered in the space at right. For entry on page 2, however, this figure should be rounded down to units of ¥10,000.	¥

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

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10. 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)

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Table 1 Expenses

	Item		Explanation
(1)	Information distribution, telecommunications		Mail (including expenses incurred in the course of commissioning work), telephone calls, facsimiles, etc.
(2)	Personnel expenses	Honoraria for project collaborators*	Wages paid to project members.
		Honoraria for project assistants*	Payments to other individuals who provide various assistance.
(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, servers, hardware, vehicles for fieldwork, etc.) during the project.
(6)	Documents and materials/copying		Purchase of books, documents, etc. Printing of pamphlets, etc. and copying of documents.
(7)	Other supplies		Supplies costing less than ¥100,000 per item, for example, general office supplies.
(8)	Meeting expenses		Expenses necessary for holding meetings, workshops, 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 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.

Mail to the following address:
Asian Neighbors Program
The Toyota Foundation
Box 236, Shinjuku Mitsui Building 37F
2-1-1 Nishi-Shinjuku, Shinjuku-ku
Tokyo 163-0437
JAPAN

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