

**The Toyota Foundation Asian Neighbors Program for Fiscal 2011
Application Form**

<p style="text-align: center;">Login ID (Application number)</p>	<p style="color: red;">Note: Please fill in your application number on the upper right space of page.3-18.</p>
<p style="text-align: center;">Name of representative (family name, first name)</p>	
<p style="text-align: center;">Title of proposed project (The title must be within 30 words including any subtitles.)</p>	

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

Application number: _____

1. Principal project members (List the project representative first.)

Name	Age	Organization / position, etc.	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.

**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.**

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

Application number: _____

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

**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.**

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

Application number: _____

3. Background and aims

Describe the current situation and the background of the community or thematic area (e.g. multi-cultural coexistence, peace building) that the project targets. Please note that the thematic area is mainly for applicants applying for the special grant. Also describe the long-term vision and/or goals beyond the project period.

**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.**

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

Application number: _____

4. Issues and challenges for the project

Describe the issues or challenges the project aims to address, and also briefly note how you became aware of them.

**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.**

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

Application number: _____

5. Details of project activities

(a) Describe the activities and methods for the first year 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.**

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

Application number: _____

5. Details of project activities (continued)

(b) Describe the activities and methods for the second year 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.**

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

Application number: _____

6. Project schedule

Month	Schedule (major activities/milestones only)	
Nov. 2011	Start of grant period	
Dec.		
Jan. 2012		
Feb.		
Mar.		
Apr.	Second funding	
May		
Jun.		
Jul.		
Aug.		
Sep.		
Oct.	Third funding	
Nov.		
Dec.		
Jan. 2013		
Feb.		
Mar.		
Apr.	Fourth funding	
May		
Jun.		
Jul.		
Aug.		
Sep.		
Oct.	End of grant period	
Nov.	Submission of project	

* Not applicable for grant type up to 2 million yen / 2 years

**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.**

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

Application number: _____

7. Project budget for first year (Please refer to Annex 1: Expenses on page 16.)

	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	*Based on exchange rate: \$1 = _____ yen	yen

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

*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 costs").

**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.**

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

Application number: _____

7. Project budget for second year (Please refer to Annex 1: Expenses on page 16.)

	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= _____ yen	yen
	Total grant request	Exact total should be entered in the space at right. For entry of total grant request, this figure should be rounded down to the nearest 10,000 yen.	yen

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

*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 costs").

**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.**

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

Application number: _____

8. Project management

Describe how the project will be managed during the project period (e.g. implementation of activities, reporting, financial management, etc.).

For those applying for the 10 million–15 million yen/2 years grant type, please describe the current status and future prospects of the network(s) to be used to deal with project issues.

**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.**

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

Application number: _____

9. Results to be achieved during the project period

Describe the outcome/outputs of the project during the project period and key indicators (for first year and second year).

(Outcome/outputs during the project period)

(Indicators: first year)

(Indicators: second year)

10. Sustainability and external impact (“ripple effect”) of project results

Describe (a) how the project results can be sustained after the project period, and (b) what external impact (“ripple effect”) the project can have on other communities or on society.

**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.**

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

Application number: _____

11. Innovation / originality / excellence of the project

Describe what is most innovative or original about the project and other outstanding aspects of it.

--

12. Core organization for project implementation (e.g. NGO; if applicable)

Name:
Year established:
URL:
Representative:
Size (scale of financing, number of personnel, etc.):
Main activities/geographic area(s) of focus:
External funding received in the past 3 years (if there are numerous sources, please list the most recent 5 grants received, including project name, grant-providing organization, grant period, amount, etc.):

**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.**

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

Application number: _____

13. 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)

I hereby certify that all the information and statements provided here are true and accurate. I understand that any misrepresentation or omission made on this form or any other information sent to the Toyota Foundation may result in it imposing a penalty, including the rejection of the application or cancellation and/or reclamation of all grant funding.

Name of project representative	
Address (Check one below) <input type="checkbox"/> Home <input type="checkbox"/> Organization	Street: City/state/province: Zip code: Nation:
Phone number	(Mobile phone number is acceptable.)
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.

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

Application number: _____

Annex 1: Expenses

	Item		Explanation
(1)	Information distribution/ telecommunications		Mail (including expenses incurred in the course of commissioning work), telephone calls, faxes, etc.
(2)	Personnel expenses	Honoraria for project collaborators*	Wages paid to project members.
		Honoraria for project assistants*	Payments to other individuals who provide various forms of 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 traveling from the participant's country of residence to conduct surveys or attend meetings.
(4)	Equipment, furniture, etc.		Purchase of equipment costing 100,000 yen or more
(5)	Rental of property and effects		Renting real estate (offices, experiment sites, etc.) and/or equipment (facilities for experiments, servers, hardware, vehicles for fieldwork, etc.) during the
(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 yen per item (e.g. general office supplies).
(8)	Meeting expenses		Expenses necessary for holding meetings, workshops,
(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 costs").

**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.**

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

Application number: _____

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?

(Check below.)

In 2011 In 2010 In 2009 or earlier

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

(Check below and enter details in the space 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 its publication, *Directory of Grant-making Foundations*?

Yes No

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

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

**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.**

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

Application number: _____

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	(Mobile phone number is acceptable.)
E-mail address	
Reason of change:	
*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 to contact. From (month/day/year): / /2011 to: / /2011	

*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

**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.**