

# The Toyota Foundation 2024 International Grant Program

## Application Form

Notes:

Please be sure to read the Program Guidelines before filling out this form.  
DO NOT alter the size of the text boxes. Delete the Notes in the boxes. Altered or incomplete applications will not be accepted. Set the font size to either 10.5 or 11. You may provide images as needed to explain explicitly.  
The maximum file size is 1MB.

**1. Project Overview Matrix** Refer the Toyota Foundation's Guiding Principles for Grants.

### **Focused (targeted) issues and purposes of the project**

Note to cover the following points (delete the points on completing your application. Same in the other boxes.)

- How your project contributes to the society?
- Importance of the issue: urgency and future oriented vision of the issue, volume and size of influenced people/area, etc.
- List precedent cases or similar projects. If none, analyze the reason.



### **Content of activities and the methods**

Note to cover the following points.

- Foresight and future oriented vision of your activities.
- Visions and strategies to increase sustainability and development of the activity and its impact.



### **Tangible outputs and expected impacts**

Note to cover the following points.

- Expected output and impacts; short-term, mid-term and long term.

**2. Principal project members**

Please list the project representative first. Same person can serve the roles concurrently.

<b>Role in the project</b>	<b>Name</b>	<b>age</b>	<b>Organization / position, etc.</b>
1. Project representative			
2. Contact person			
3. Accounts manager			
4. In-Country/Area director			
5.			
6.			
7.			
8.			
9.			
10. In-Country/Area director			
11.			
12.			
13.			
14.			
15.			
16. In-Country/Area director			
17.			
18.			
19.			
20.			

If there are more than 4 countries/areas or 20 project members, please make a copy of this page.

**3. Professional history of the Project representative, In-Country/Area directors and other principal project members and their roles in the proposed project**

Please also add URLs for relevant organizations / projects, if any.

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#### 4. Focused issues

Describe current situation of the focused issues.

(Current situation of the focused issues)

(Background and analysis of the barriers to improvements and solution of the focused issues)

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## 5. Content of activities and their methods

Describe activities and their methods for achieving purposes of the project.

(Purpose and method of the activity in the first phase of the project)

(Purpose and method of the activity in the middle of the project)

(Purpose and method of the activity in the final phase of the project)

**6. Expected outputs/achievements and the deliverable products of the project**

Explain what would be the tangible/intangible outputs/achievements, as well as the deliverable products of the project. Notify forms of products (reports, movies, symposia, workshops, exhibitions, etc.) and targets audience.

(Expected output and achievements by the end of the project period)

(Forms of the main deliverable products of the project, and means of its dissemination)

(Purpose and target of dissemination, expected impacts brought by the dissemination)

**7. Mid-to-long term (3-5years) visions of after the project (incl. in other communities, regions or countries).**

Note to cover the following points.

- Sustainability and development of the activities and impacts of the project
- Strategies to increase the sustainability and development

**8. Importance of having exchanges and mutual learnings**

Provide reasons why exchanges and mutual learning among project members/practitioners are important in order to address the target issues.

**9. Project schedule** Fill in first half of the boxes in case the project period is 1 year.

Month	Notes	Major activities/events	Place(s)	Contents
Nov. 2024	Start of grant period 1st Fund disbursal			
Dec.				
Jan. 2025				
Feb.				
Mar.				
Apr.				
May	Interim reports 2nd funding disbursal			
Jun.				
Jul.				
Aug.				
Sep.				
Oct.	End of grant period / Final report in Nov. (1 year)			



Fill in below in case the project period is 2 years

Fill in below in case the project period is 2 years				
<b>Nov. 2025</b>	<b>Interim Report/ 3rd fund disbursal (2 years)</b>			
<b>Dec.</b>				
<b>Jan. 2026</b>				
<b>Feb.</b>				
<b>Mar.</b>				
<b>Apr.</b>				
<b>May</b>	<b>Interim report 4th fund disbursal</b>			
<b>Jun.</b>				
<b>Jul.</b>				
<b>Aug.</b>				
<b>Sep.</b>				
<b>Oct.</b>	<b>End of grant period (2 year project)</b>			
<b>Nov.</b>	<b>Deadline of project reports (2year project)</b>			

**10. Project budget** (Please refer to “Annex 1: Expenses” on page 11)

	Item	Details	Amount (JPY)
(1)	Personnel expenses		
(2)	Honoraria		
(3)	Rent and Utilities		
(4)	Travel Expenses		
(5)	Communication & Delivery		
(6)	Equipment & Machinery		
(7)	Miscellaneous Items		
(8)	Meeting expenses		
(9)	Production of Outcomes		
(10)	Documents & Copying		
(11)	Other Expenses		
	<b>Total</b>	*Based on exchange rate: \$1= _____ yen	yen

\* Sum of (1) Personnel expenses and (2) Honoraria may account for no more than 30% of the total budget.  
 \* The grant does not cover the indirect costs of the organization to which the recipient is affiliated or general administrative costs (“overhead costs”).

## 11. Other funding sources (for this project or related projects)

- Funding already approved:

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

- Funding applied for (or scheduled to be applied for):

Project title and funding organization	Grant period	Amount applied (JPY)

### Annex 1: Expenses

	Item	Explanation
(1)	Personnel expenses	Wages / allowances paid to project members.
(2)	Honoraria	Payments to other individuals who provide various forms of assistance. (Including payments to external experts, translator, editor etc.)
(3)	Rent and Utilities	Rent for office, equipment, machinery and vehicle during project period
(4)	Travel Expenses	Domestic and overseas travel expenses including transportation, accommodation, honoraria and others
(5)	Communication & Delivery	Bills for phone and Internet services, postage, delivery services, etc.
(6)	Equipment & Machinery	Purchases of machinery, equipment, materials, and other items with a tax-inclusive price of 200,000 yen or more.
(7)	Miscellaneous Items	Expenses for purchasing supplies and other miscellaneous items with a tax-inclusive price of less than 200,000 yen
(8)	Meeting expenses	Expenses necessary for holding meetings, workshops, and symposium, etc.
(9)	Production of Outcomes	Cost for producing project outcomes such as editing, designing, printing, binding of pamphlets, flyers, booklets, DVDs, etc.
(10)	Documents & Copying	Expenses related to the purchase or copying of documents and other materials
(11)	Other Expenses	Expenses not covered in (1) to (10).

## **12. Extra: free description field**

Use this page for better description of your project to help the selection committee to understand.

Keep in mind that maximum file size is 1MB particularly if you include pictures or other non-plain text contents.

This field is one page only. Do not expand.

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