

The Toyota Foundation 2013 International Grant Program

“Toward Solutions Through Mutual Learning: Issues That Emerging Southeast Asia And Japan Share”

Application Form

Login ID (Application number)	D13-N- Please also add the same application number at the top right corner of the file (header part)	
Name of representative (family name, first name)		
Target Country/ies		
Thematic Area (check one)		Aging Society
		Multicultural Society
		Consensus Building on Local Environmental Issues
Project title (Maximum 30 words including any subtitles.)		
Project outline (180 words or less)		

Important Notice: When you fill out the application form

Please fill in the same information with Basic Information which you registered through website (“Name of representative”, “Project title”, and “Project outline”).

If you change the contents of these items, please make sure that you also change the registered Basic Information on the website accordingly.

1. Principal project members

Please 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: Please do not alter the size of the text boxes.
We do not accept application with any edition added. Please set the font size to either 10.5 or 11.**

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

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

SAMPLE

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3. Policy issue to be addressed

Briefly describe policy issue to be focused in this proposed project, and the reason why it needs to be addressed.

(The policy issue)

(The reason why the issue needs to be addressed)

SAMPLE

4. Relevant Stakeholders

Briefly describe key stakeholders related to the policy issue mentioned in item 3.

SAMPLE

5. Past Results

Briefly describe the most recent policy dialogue / recommendation works (maximum 3)
The applicant has accomplished in related issues.

SAMPLE

6. Contents and forms of the policy recommendation

Describe the outline / contents / key message of the policy recommendation the project is going to produce, and its form (e.g. document, film).

SAMPLE

7. Details of project activities

Describe the planned activities during the project period, for each of i) Composing a policy recommendation, and ii) Disseminations / dialogues processes.

i) Composing policy recommendation

SAMPLE

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ii) Dissemination / dialogue of the policy recommendation (with methods and audiences / stakeholders to which the recommendation to be delivered)

8. Expected impacts of the project

Describe what the recommendation and its dissemination would change in the targeted country, and if any, other countries.

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9. Project schedule

Month	Major activities	
Nov. 2013	Start of grant period First funding disbursement	
Dec.		
Jan. 2014		
Feb.		
Mar.		
Apr.		
May	Interim reports Second funding disbursement	
Jun.		
Jul.		
Aug.		
Sep.		
Oct.	End of grant period	
Nov.	Deadline of project reports	

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

	Item	Details	Amount (JPY)
(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	*Based on exchange rate: \$1= _____ yen	yen

*Please calculate in US 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”), and/or purchase of property and equipment, including vehicles.

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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)

12. Record of major publications / video materials created by project members

Name of publication / video material	Author / creator	Year	Publisher, etc.
Summary			
(1)			
(2)			
(3)			

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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 / allowances paid to project members.
		Honoraria for project assistants*	Payments to other individuals who provide various forms of assistance. (including external experts)
(3)	Domestic travel	Fares, accommodations, meals, and other expenses in the participant's country of residence for travel to conduct activities	
	Overseas travel	International travel (economy class air ticket), local transportation in destination country, accommodations, meals, and other expenses for traveling to conduct activities	
(4)	Equipment, furniture, etc.	Purchase of equipment costing 100,000 yen or more per item (not applicable for this grant program).	
(5)	Rental of property and effects	Renting real estate (offices, experiment sites, etc.) and/or equipments (facilities for experiments, servers, hardware, vehicles for fieldwork, etc.) during the project period.	
(6)	Documents and materials/copying	Compilation of policy recommendation (editing, design, printing, video products, etc.) Purchase of books, documents, etc. Printing of reports 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, and symposia, 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 costs") and/or purchase of property and equipment, including vehicles.

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Applicant Questionnaire

(Please answer the questions by circling the appropriate letter.)

1. When did you first become aware of the Toyota Foundation?
 - A. Recently
 - B. Around a year ago
 - C. More than a year ago

2. Have you previously applied for a Toyota Foundation grant?
 - A. Yes (Name of grant program: _____)
 - B. No

3. When did you become aware of the grant program?
 - A. Recently
 - B. Around a year ago
 - C. More than a year ago

4. How did you become aware of this program?
 - A. The Toyota Foundation publicity newsletter *JOINT*
 - B. Newspaper or magazine (Name: _____)
 - C. Scholarly article or journal (Name: _____)
 - D. Via an acquaintance (Check category below and/or fill in other information)
 - A present or past grant recipient
 - Someone else familiar with the Toyota Foundation
 - Someone at the Toyota Foundation
 - Other (Please explain: _____)
 - E. Via the Internet (Check category below and/or fill in other information)
 - Toyota Foundation website
 - A grant search on Japan Foundation Center website
 - Website of an intermediary support organization
 - Facebook, Twitter, a blog, etc.
 - Other (Please explain: _____)
 - F. Official flyer for the grant program
 - G. Other (Please explain: _____)

5. Why did you decide to submit a proposal for a grant this time?
 - A. Identified with the purpose and themes of the grant program
 - B. Suitability of application requirements
 - C. The amount of the grant seemed appropriate
 - D. Other (Please explain: _____)

6. Are you familiar with the Japan Foundation Center?
 - A. Yes
 - B. No

7. Are you familiar with the *Directory of Grant-making Foundations* published by the Japan Foundation Center?
 - A. Yes
 - B. No

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.

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:	
<p>*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.</p> <p>From (month/day/year): / /2013 to: / /2013</p>	

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

<p>Mailing address: Group for International Grants The Toyota Foundation Box 236, Shinjuku Mitsui Building 37F 2-1-1 Nishi-Shinjuku, Shinjuku-ku Tokyo 163-0437 JAPAN</p> <p>E-mail address: asianneighbors@toyotafound.or.jp</p>
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