

**The Toyota Foundation 2015 International Grant Program**  
**“Cultivating empathy through learning from our Neighbors: Practitioners’ exchange for common issues in Asia”**

Basic Information Entry Form

1. Fill in all fields. If not applicable, please fill in N/A.  
 2. Check the sample sample form.  
 3. Do not change the format.

<b>Thematic Area</b> (Choose from the dro-down list)	<b>Aging society</b>		<b>Budget (JPY)</b> (Max. 700. Do not use thousand separator)		<b>652</b>	<b>0,000</b>
<b>Target Countries/Areas</b>	<b>Country/Area 1</b>	<b>Country/Area 2</b>	<b>Country/Area 3 or more</b> (Enter N/A or list the countries/areas)			
	<b>Taiwan</b>	<b>Japan</b>	<b>Vietnam</b>			
<b>Project title</b> (Max. 30 words)	(Please put your project title)					
<b>Project outline</b> (Max. 300 words )	(Please put your project outline)					
<b>Information on Representative</b>						
<b>Name of Representative</b> (First name, Family name)	<b>Chou Chiahao</b>		<b>Gender (Female/Male)</b>	<b>Male</b>	<b>Country of Residence</b>	<b>TAIWANESE</b>
			<b>Age</b>	<b>56</b>	<b>Nationality</b>	<b>TAIWANESE</b>
					<b>Have you previously received grants from the Toyota Foundation?</b>	
					<b>NO</b>	
<b>Phone number</b> (Start from country code)	<b>886-XXXXXXX</b>	<b>Date of birth (Use Number)</b>	<b>Month</b>	<b>10</b>	<b>Date</b>	<b>15</b>
		<b>Year</b>	<b>1948</b>			
<b>Postal code</b>	<b>163-0437</b>	<b>E-mail address</b>	<b>asianneighbors@toyotafound.or.jp</b>			
<b>Postal address</b>	<b>XXXX, Taipei, Taiwan</b>					
<b>Title</b>	<b>Program Officer</b>					
<b>Affiliation</b>	<b>The Toyota Foundation</b>					
<b>Website</b> (Fill in N/A if not applicable)	<b>https://www.toyotafound.or.jp/english/index.html</b>					
<b>Information on Contact Person</b>						
<b>Will the Representative also serve as Contact Person?</b>		<b>YES</b>	If the Representative also takes a role as Contact Person, please choose "YES" from the drop-down list in the left cell. All information below automatically filled. If not, please choose "NO" and fill in all blanks. You can delete or overwrite the all formulas and instructions below.			
<b>Contact Person</b> (First name and Family name)	<b>Chou Chiahao</b>		<b>Gender (Female/Male)</b>	<b>Male</b>	<b>Country of Residence</b>	<b>TAIWANESE</b>
<b>Phone number</b> (Start from country code)	<b>886-XXXXXXX</b>		<b>Age</b>	<b>56</b>	<b>Nationality</b>	<b>TAIWANESE</b>
<b>Postal code</b>	<b>163-0437</b>	<b>E-mail address</b>	<b>asianneighbors@toyotafound.or.jp</b>			
<b>Postal address</b>	<b>XXXX, Taipei, Taiwan</b>					
<b>Title</b>	<b>Program Officer</b>					
<b>Affiliation</b>	<b>The Toyota Foundation</b>					

Please be sure to read the Program Guidelines before filling out this form.

## The Toyota Foundation 2015 International Grant Program Application Form

### 1. Principal project members

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

Role in the project	Name	age	Organization / position, etc.
1. Project representative	Chou Chiahao	56	NGO
2. Contact person	Chou Chiahao	56	NGO
3. Accounts manager	Michael Hsu	45	NGO
4. In-Country/Area director	Chou Chiahao	56	NGO
5. Project coordinator in Taiwan	Michael Hsu	45	NGO
6. Advisor to Taiwan team	Chen Cheng-hsiung	63	Professor at XXX University
7.	Hsieh Meiling	38	Community worker
8.			
9.			
10. In-Country/Area director	Taro Yamada	50	Researcher at XXX Institute
11. Project coordinator in Japan	Hanako Yamamoto-Smith	38	Associate professor at XXX University
12. Advisor to Japan team	Takeshi Sato	69	Former member of the XXX City council
13.	Emi Iida	29	Community worker
14.			
15.			
16. In-Country/Area director	Nguyen Van Hue	50	Institute of XXX
17. Project coordinator in Vietnam	Ho Thi Nam	26	Institute of XXX
18. Advisor to Vietnam team	John Smith	55	International NGO
19.	Tran Thi Phuong	41	Community volunteer
20.			

If there are more than 3 countries/areas or 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.

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

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

Sample

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**3. Objectives and Goals of the project**

Briefly describe the outline of the objective of your project and the goals.

(Why the project members need to hold practitioners' exchange and mutual learning?)

(What do you aim to achieve through practitioners' exchange and mutual learning?)

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**4. The systems / frameworks / local initiatives to be reviewed**

Briefly describe the system / **frameworks / local initiatives** of the targeted countries/areas the project is going to focusing on. Please include its reasons and your view of current situation.

Sample

**5. Details of project activities**

Describe the planned activities during the project period and the goals.

Sample

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**6. Deliverables: Contents and forms of the policy recommendation, its targets and outcome**

Describe the expected outline / contents / key messages of the policy recommendation the project is going to produce. Plus, explain its form (e.g. document, film, etc.) and the format (symposia, workshops, exhibitions, etc.) and also the targets and expected outcome.

Sample

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## 7. Project schedule

Month		Major activities/events	Contents
Nov. 2015	Start of grant period First funding disbursement	Internal meetings In-country review	Meetings in each country and skype meetings with the counterparts to coordinate the coming site visits.
Dec.			
Jan. 2016		Site visit to Taiwan Hold interviews and closed workshop	Face-to-face meetings in Taiwan. Interview care workers from Taiwan and conduct a workshop.
Feb.			
Mar.		Site visit to Vietnam Focus group interview and closed workshop	Visit elderly clubs, interview ex-care workers worked in foreign countries, conduct a workshop
Apr.			
May	Interim reports Second funding disbursement	Site visit to Japan Focus group interview and closed workshop	Visit community based care practices, hold meetings and a workshop with families and stakeholders
Jun.			
Jul.		Review in each country	Review the previous visits and hold in-country studies. Prepare the final open symposium in Taiwan.
Aug.			
Sep.		Final symposium in Taiwan	Complete the policy recommendation Finalize and disseminate the deliverables at symposium in Taiwan
Oct.	End of grant period		
Nov.	Deadline of project reports	Submit Final Report and Deliverables	Submit Final Report and Deliverables

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### 8. Relevant stakeholders

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

### 9. Past results

Briefly describe the most recent accomplishments, especially policy recommendation works the applicant has done in related areas and record of major publications / video materials created by project members if any (maximum 3.)

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

- Funding already approved:

Project title and funding organization	Grant period	Amount approved (JPY)
XXX Foundarion	Jan. 2014 – Dec. 2015	15,000,000

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

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

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**10. Project budget** (Please refer to “Annex 1: Expenses” on page 9)

	Item	Details	Amount (JPY)
(1)	Personal expenses	JPY200,000 for each Advisor	600,000
(2)	Honoraria	JPY 100,000 for Audio visual consultant JPY 800,000 for 2 Interpreters in each visit (4times) JPY 50,000 for Honoraria for 2 guest speakers in final symposium	1,000,000
(3)	Rent and Utilities	Video editing and using recording studio	300,000
(4)	Travel Expenses	800,000 for each site visit and symposium(4 times)	3,200,000
(5)	Communication & Delivery	Local/International calls and delivery in each country	120,000
(6)	Equipment & Machinery		
(7)	Miscellaneous Items	Stationeries, tonners	30,000
(8)	Meeting expenses	Venues and equipment for workshops and symposium	1,000,000
(9)	Printing & Binding	Production of audio-visual material Design, layout, typesetting for policy recommendation	150,000
(10)	Documents & Copying	Documents for workshops	150,000
(11)	Other Expenses	N/A	0
	<b>Total</b>	*Based on exchange rate: \$1 = _____ yen	6,850,000yen

\*Please calculate in US Dollars for currencies other than Japanese 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”) and/or purchase of equipment and machinery, including vehicles.

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## Annex 1: Expenses

	Item	Explanation
(1)	Personal 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. (not applicable for this grant program).
(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)	Printing & Binding	Printing, binding, and other expenses for pamphlets, flyers, booklets, DVD etc.(production cost for policy recommendation including editing, designing)
(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).

\* 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”) and/or purchase of equipment and machinery, including vehicles.

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