

# The Toyota Foundation 2021 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. Altered or incomplete applications will not be accepted

Set the font size to either 10.5 or 11. You may provide images as needed. The maximum file size is 1MB.

**1. Project Overview Matrix** Refer the Grant policy of the Toyota Foundation in the Guidelines.

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

Note to cover the following points.

- How your project contribute to the society?
- Importance of the issue: Current status, number of people involved, geographical coverage, future prospects, urgency, etc.
- Content of precedents and previous studies. If none, describe your view on why there is no precedent.



### **Content of activities and their methods**

Note to cover the following points.

- Foresight and future vision of your activities.
- Sustainability and development of activities and results, and strategy to increase feasibility.



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

Note to cover the following points.

- Expected social impacts; short term, mid-term and long term.
- Importance of exchange and mutual learning in accomplishing the project.

## 2. 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			
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

SAMPLE

#### 4. Focused (targeted) issues

**<Current situation of the focused issues>**

**<Background and analysis of the barriers of improvements and solution of the focused issues>**

## 5. Content of activities and their methods

Describe the main activities, its purpose and means for accomplishing purposes of the project.

**<Activities in the early stage of the project>**

**<Activities in the middle stage of the project>**

**<Activities in the last phase of the project>**

## 6. Main results and deliverables, and methods for dissemination

Describe the results and the form of the deliverables (e.g., reports, movies, symposiums, workshops, exhibitions, etc.), the method of dissemination and its purpose and target, and the ripple effects that can be expected through the dissemination.

**<Effect and impact of project implementation on the target issues. Expected results and ripple effects at the end of the project.>**

**<Form of the main deliverable, target and method of dissemination, etc.>**

**<Expected ripple effects through dissemination of results, etc.>**

**7. Mid-to-long term (3-5years) vision after the project (Including areas outside the project area).**

Please note to cover;

- Expected sustainability and development of activities and result, and how to increase its feasibility.

**8. Importance of Exchange and mutual learning in the project**

Please note to cover;

- Why exchange and mutual understanding are necessary to achieve the project's goals. (It may overlap with the description of " 4. Focused (targeted) issues" and "5. Content of activities and their methods".)

## 9. Project schedule

Month	Notes	Major activities/ events	Place (Name of Cities, etc.)	Contents
Nov. 2021	Start of grant period 1st funding disbursal			
Dec.				
Jan.2022				
Feb.				
Mar.				
Apr.				
May	Interim reports 2nd funding disbursal			
Jun.				
Jul.				
Aug.				
Sep.				
Oct.				
Nov.2022	Interim report, 3rd funding disbursal			
Dec.				
Jan. 2023				
Feb.				
Mar.				
Apr.				
May	Interim report 4th funding disbursal			
Jun.				
Jul.				
Aug.				
Sep.				
Oct.	End of grant period			
Nov.	Deadline of project reports			



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

	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

\*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”).

## 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 description of your project to help the selection committee to understand.

Keep in mind that maximum file size is 1MB. This field is one page only. Do not expand.

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