

# The Toyota Foundation 2026 International Grant Program

## Application Form

Please be sure to review the "Program Guidelines" before filling in this form.

Font color Black only, Font size 10.5 or 11. The size of each section and the total number of pages of this form must not be changed. Please ensure that all information fits within the designated sections.

You may provide images/diagrams as needed.

The maximum file size is 1 MB.

**1. Project Overview Matrix** Please describe the overview of the project.

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



**Content of activities and the methods**



**Tangible outputs and expected impacts**



## 2. Principal project members

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

Please check() the box for members who will be traveling to another country for mutual learning.

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

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 issues

Please describe the issues to be addressed by the project and their current situation, with reference to the Toyota Foundation's Guiding Principles for Grants in the program application guidelines.

(Current situation of the focused issues)

Delete the Notes in the boxes upon filling in.

\*Note to include the following points

- The social significance and value of the project
- The social importance of the issue you aim to address (such as the current situation, its impact on society, the range and number of people involved, the geographical scope, and future prospects)
- Any related or similar initiatives, including those carried out by other organizations. If no comparable initiatives can be identified, please explain why this issue has not been addressed so far.

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

## 5. Content of activities and their methods

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

(Activities, objectives, and methods of the first phase of the project)

\* Note to include the following points.

- Details of the project activities
- The uniqueness and forward-looking nature of the activities

(Activities, objectives, and methods of the middle phase of the project)

(Activities, objectives, and methods of 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>

\* Note to include the following points.

- The sustainability and potential for further development of the activities and outcomes (including how they will be used, by whom)
- The role and importance of mutual exchange and learning among the participating countries in achieving the project outcomes

<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 include the following points.

- What will change through the implementation of the project, including any anticipated challenges or potential developments

**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.

\* Note to include the following points.

- For example, if project countries are A, B, and C, please explain what country A will learn from countries B and C, country B from countries A and C, and country C from countries A and B and how they can utilize what they have learned from each other.

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

Month	Notes	Major activities/events	Place (Name of City)	Contents
Nov. 2026	Start of grant period 1st Fund disbursal			
Dec.				
Jan. 2027				
Feb.				
Mar.				
Apr.				
May	Interim reports 2nd funding disbursal			
Jun.				
Jul.				
Aug.				
Sep.				
Oct.	End of grant period (1 year grant)			

(November 2027: Submission of Final Reports for 1 years grant)

Fill in below in case the project period is 2 years				
Nov.	Interim Report/ 3rd fund disbursal (2 years grant)			
Dec.				
Jan. 2028				
Feb.				
Mar.				
Apr.				
May	Interim report 4th fund disbursal			
Jun.				
Jul.				
Aug.				
Sep.				
Oct.	End of grant period (2 years grant)			

**(November 2028: Submission of Final Reports for 2 years grant)**

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

	Item	Details (Breakdown Calculation)	Amount (JPY)
(1)	Personnel expenses	* Please provide a clear basis for calculation, such as: unit cost × quantity × number of persons	
(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		
(12)	Administrative 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.
- \* (12) Administrative expenses may account for no more than 10% of the total budget.

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

- Funding already approved:

Project Title	Grant period	Funding Agency	Amount (JPY/USD)	Relation to this project

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

Project Title	Grant period	Funding Agency	Amount (JPY/USD)	Relation to this project

### 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) such as rental fee of devices/machines, transaction fee of a bank, etc.)
(12)	Administrative Expenses	Can be allocated up to 10% of the total budget

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

You may include supplementary information to facilitate a better understanding of the project, such as conceptual diagrams or organizational charts. The free description section must not exceed two pages, and the total file size must not exceed 5 MB.

Sample