

Notes:

[Read the Program Guidelines before filling out this form.](#)

DO NOT alter the size of the text boxes. We do not accept application with any edition added.

Set the font size to either 10.5 or 11.

The max. file size is 1MB.

# The Toyota Foundation 2016 International Grant Program

## Application Form

### 1. Project Overview Matrix

Summarize P.5 to P.7 and describe the brief overview of the project.

#### Issues and objectives of the project

Summarize P.5 to P.7



#### Inputs: Targets, contents and forms of the activities and the goals of each activity

Summarize P.5 to P.7



#### Outputs: Targets, contents and forms of the deliverables and its expected outcomes

Summarize P.5 to P.7

## 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	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.

### 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

Chou Chiahao

After graduation from university, Mr. Chou engaged in development projects at some international NGOs more than 10 years. Few years after F Inc., he joined NGO "G" and Executive Director since 2010.

[www.GNGO.org.tw](http://www.GNGO.org.tw)

Taro Yamada

After joining numerous projects in company A Taiwan for 10 years, he moved to its Hanoi office in 1988 and engaged in international joint research projects with some universities for a few years. Soon after coming back to Tokyo, he joined an organization, XXX institute as a researcher. Yamada has Ph.D. at S University and Master's degree at University of D.

URL : [www.AAA.or.jp](http://www.AAA.or.jp)

Nguyen Van Hue

He is the Chairman of XXX Institute. He graduated from University H in Paris and obtained Master's in 1985 at I University in New York. He was a member of one of the joint projects with company A. From 2000 to 2003, he was a visiting lecturer at J University and K University in Japan.

Takeshi Sato

Former member of the XXX City council of C prefecture, Japan. Sato has long been committed to education programs especially for foreign students and he implemented the programs in schools in the city working with local NGOs.

(Continued)

**4. Target countries/area and the Issues**

Provide the reasons of the selection of the countries/area and describe the current situation

**5. 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?)

SAMPLE

**6. Details of the project activities**

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

SAMPLE

(Continued)

**7. Outputs: Targets, contents and forms of the deliverables and the expected outcomes**

Describe the outline of the deliverables. Explain the form (e.g. document, movie, etc.), the format (symposia, workshops, exhibitions, etc.), the targets and expected outcome.

SAMPLE

## 8. Project schedule

Fill in first half of the boxes in case the project period is 1 year.

Month	Notes	Major activities/events	Contents
Nov. 2016	Start of grant period First funding disbursal	Internal meetings In-country review	Meetings in each country and skype meetings with the counterparts
Dec.			
Jan. 2017			
Feb.		Site visit to Taiwan	Interview care workers from Taiwan and conduct a workshop
Mar.			
Apr.			
May	Interim reports Second funding disbursal	Site visit to Japan	Visit community based care practices and hold meetings
Jun.			
Jul.			
Aug.			
Sep.			
Oct.	End of grant period (1 year)	Review in each country	Review the previous visits and hold in-country studies.
Fill in below in case the project period is 2 years			
Nov.2016	Interim (2 years) / Final report (1 year) Third funding disbursal		
Dec.		Site visit to Vietnam	Hold workshops and a small conference
Jan. 2017			
Feb.			
Mar.		In-country meetings	Review
Apr.			
May	Interim report Fourth funding disbursal		
Jun.		Site visit to Japan	Hold workshops and a small conference
Jul.			
Aug.			Prepare the final open symposium in Taiwan.
Sep.		Final symposium in Taiwan	Finalize and disseminate the deliverables
Oct.	End of grant period		
Nov.	Deadline of project reports		



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

	Item	Details	Amount (JPY)
(1)	Personal expenses	JPY100,000 (per year) for each Advisor (3 persons x 2 years)	600,000
(2)	Honoraria	JPY 100,000 for Audio visual consultant JPY 800,000 for 2 Interpreters JPY 50,000 for Honoraria for 2 guest speakers in final symposium	1,000,000
<b>Sum of (1) and (2) may account for no more than 30% of the total budget.</b>			
(3)	Rent and Utilities	Recording studio for video editing	300,000
(4)	Travel Expenses	800,000 for each site visit (5 times)	4,000,000
(5)	Communication & Delivery	Local/International calls and delivery in each country	120,000
(6)	Equipment & Machinery	N/A	0
(7)	Miscellaneous Items	Stationeries, tonners	30,000
(8)	Meeting expenses	Venues and equipment for workshops and symposium	1,300,000
(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	7,650,000yen

\*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”).

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

- Funding already approved:

Project title and funding organization	Grant period	Amount approved (JPY)
Fill in if any otherwise leave blank		

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

Project title and funding organization	Grant period	Amount applied (JPY)
Fill in if any otherwise leave blank		

### 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.
(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).