

The Toyota Foundation 2018 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 to explain explicitly.

The maximum file size is 1MB.

1. Project Overview Matrix Summarize P.4 to P.7 and describe the brief overview of the project.

Focused (targeted) issues and purposes of the project



A large, empty rectangular text box with a black border, intended for the applicant to describe the focused issues and purposes of the project. A large, light gray 'SAMPLE' watermark is visible diagonally across the box.



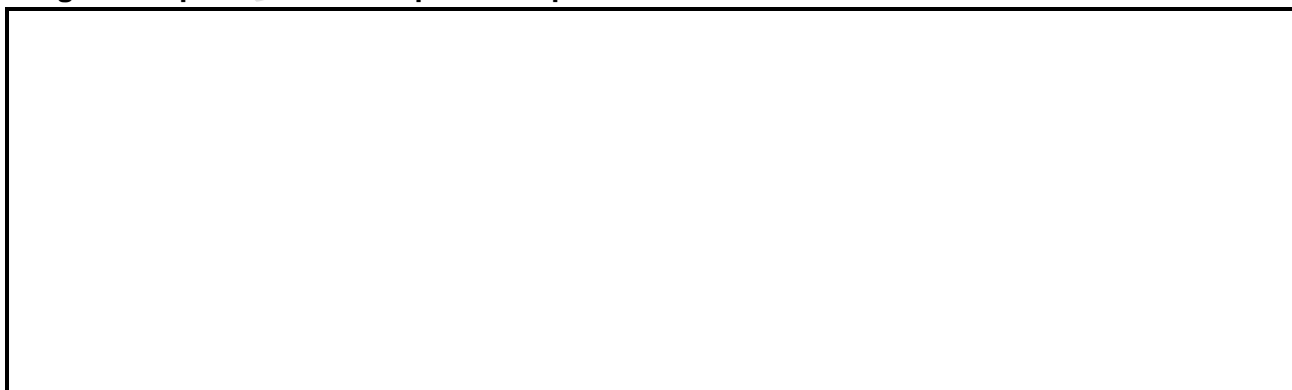
Content of activities and their methods



A large, empty rectangular text box with a black border, intended for the applicant to describe the content of activities and their methods. A large, light gray 'SAMPLE' watermark is visible diagonally across the box.



Tangible outputs and their expected impacts



A large, empty rectangular text box with a black border, intended for the applicant to describe tangible outputs and their expected impacts.

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

Describe current situation of the target countries/area and specify the issues focused.

SAMPLE

5. Purpose of the project

Provide reasons of having mutual learning and interactions between project members/practitioners of different origins. What would be obtained from collaborative works?

(Reasons of having mutual learning and interactions)

(Goals of mutual learning and project members/practitioners' exchange)

6. Content of activities and their methods

Describe activities and their methods planned for accomplishing purposes of the project.

SAMPLE

7. Tangible outputs, expected impacts and visions of after completion of the project

Describe tangible outputs and their expected impacts. Notify forms of outputs (e.g. document, movie, symposia, workshops, exhibitions, etc.) and their targets. Also provide mid-long term (3-5years) visions of after completion of the project.

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. 2018	Start of grant period First funding disbursal		
Dec.			
Jan. 2019			
Feb.			
Mar.			
Apr.			
May	Interim reports Second funding disbursal		
Jun.			
Jul.			
Aug.			
Sep.			
Oct.	End of grant period (1 year)		
Fill in below in case the project period is 2 years			
Nov.2019	Interim (2 years) / Final report (1 year) Third funding disbursal		
Dec.			
Jan. 2020			
Feb.			
Mar.			
Apr.			
May	Interim report Fourth funding disbursal		
Jun.			
Jul.			
Aug.			
Sep.			
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		
(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		
	Total	*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”).

10. 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)	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)	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).

11. Extra: free description field

Use this page for better description of your project to help the selection committee to understand.

Keep in mind that maximum file size is 1MB particularly if you include pictures or other non-plain text contents.

This field is one page only. Do not expand.

SAMPLE