

The Toyota Foundation Asian Neighbors Program for Fiscal 2012
Special Purpose Grant: “Prospects for the Future”
Application Form

Login ID (Application number)	D12-N- Please also add the same application number at the top right corner of the file (header)
Name of representative (family name, first name)	
Project title (Maximum 30 words including any subtitles.)	
Project outline (180 words or less)	

Important Notice: When you fill out the application form
Please fill in the same information with Basic Information which you registered through website (“Name of representative”, “Project title”, and “Project outline”).
If you change the contents of these items, please make sure that you also change the registered Basic Information on the website accordingly.

Note: Use only black ink and write clearly within the space provided.
We do not accept application with any edition added. Please set the font size to either 10.5 or 11.

1. Principal project members

(List the project representative first. Include members participating in one of the two activities)

Name	Age	Organization / position, etc.	Role in the project
1.			Representative
2.			Contact person
3.			Accounts manager
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

If there are more than 20 project members, please make a copy of this page.

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2. Professional history and role of representative and principal project members

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3. Background and aims

Briefly describe past activities and challenges in Asia, which forms the basis of your project.

4. Organization / network to implement the project

Briefly describe the summary of the organization / network which is to implement this project.

5. Details of project activities

Describe the planned activities during the project period, for each of i) “Experience sharing” workshop, and ii) Compiling the report “Prospects for the future”.

i) “Experience sharing” workshop

(Please also describe what this activity will mean for the organization / network)

ii) Compiling a report “Prospects for the future”

(Please also describe the expected contents / format of the report, or any other products)

6. (Expected) challenges in future Asia

Describe what may be the challenges in future Asia which you expect at this point.

7. Expected impacts of the project

Describe possible impacts and effect your project expects to bring to other communities or societies.

8. Project schedule

Month	Major activities / milestones	
Nov. 2012	Start of grant period First funding disbursement	
Dec.		
Jan. 2013		
Feb.		
Mar.		
Apr.		
May	Interim reports Second funding disbursement	
Jun.		
Jul.		
Aug.		
Sep.		
Oct.	End of grant period	
Nov.	Deadline of project reports	

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

	Item		Details	Amount (JPY)
(1)	Information distribution/ telecommunications			
(2)	Personnel expenses	Honoraria for project collaborators		
		Honoraria for project assistants		
(3)	Domestic travel			
	Overseas travel			
(4)	Equipment, furniture, etc.			
(5)	Rental of property and effects			
(6)	Documents and materials/ copying			
(7)	Other supplies			
(8)	Meeting expenses			
(9)	Other expenses			
	Total		*Based on exchange rate: \$1= _____ yen	yen

*Please calculate in US Dollars for currencies other than Japanese Yen.

*Personnel expenses may account for no more than 30% of the total budget request.

*The grant does not cover the indirect costs of the organization to which the recipient is affiliated or general administrative costs (“overhead costs”).

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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)

11. Record of major publications / video materials created by organization / network / project members

Name of publication / video material	Author / creator	Year	Publisher, etc.
Summary			
(1)			
(2)			
(3)			

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Annex 1: Expenses

	Item	Explanation
(1)	Information distribution/ telecommunications	Mail (including expenses incurred in the course of commissioning work), telephone calls, faxes, etc.
(2)	Personnel expenses	Honoraria for project collaborators*
		Honoraria for project assistants*
(3)	Domestic travel	Fares, accommodations, meals, and other expenses in the participant's country of residence for travel to conduct activities / meetings.
	Overseas travel	International travel (economy class air ticket), local transportation in destination country, accommodations, meals, and other expenses for traveling to/from the participant's country of residence to attend in "Experience sharing" workshop.
(4)	Equipment, furniture, etc.	Purchase of equipment costing 100,000 yen or more per item.
(5)	Rental of property and effects	Renting real estate (offices, experiment sites, etc.) and/or equipments (facilities for experiments, servers, hardware, vehicles for fieldwork, etc.) during the project.
(6)	Documents and materials/copying	Purchase of books, documents, etc. Printing of reports and copying of documents.
(7)	Other supplies	Supplies costing less than 100,000 yen per item (e.g. general office supplies).
(8)	Meeting expenses	Expenses necessary for holding "Experience sharing" workshops, etc.
(9)	Other expenses	Expenses not covered in (1) to (8).

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Questionnaire

We ask that you please provide the following information in order to assist us with future grant activities.

(1). When did you first become aware of this grant program?

(Check below.)

In 2012 In 2011 In 2010 or earlier

(2). How did you become aware of this program?

(Check below and enter details in the space provided.)

1: From an article or advertisement 1-1: Newspaper [name:]
 1-2: Notice posted at a posting area
 1-3: Direct mail from the Toyota Foundation
 1-4: Thesis or scholarly journal [name:]
 1-5: Other []

2: From an acquaintance 2-1: A present or past grant recipient
 2-2: Someone else familiar with the Toyota Foundation
 2-3: Someone at the Toyota Foundation
 2-4: Other []

3: From the Internet 3-1: The Toyota Foundation website
 3-2: The Toyota Foundation electronic newsletter
 3-3: Another website []

4: From an explanatory meeting

5: Other []

(3). Are you familiar with the Japan Foundation Center or its publication, *Directory of Grant-making Foundations*?

Yes No

(4). If you have any comments on the program's Information for Applicants, please write them in the space below.

(5). If there are any project themes you think should be addressed by the Toyota Foundation in the future, please indicate them in the space below.

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Change of Address Form

The Toyota Foundation directs notification of selection results to the contact person. Please be sure to notify the Toyota Foundation of any changes in the contact person's information by filling out and mailing this form.

Name of contact person	
Address	Street: City/state/province: Zip code: Nation:
Phone number	(Mobile phone number is acceptable.)
E-mail address	
Reason of change:	
<p>*If the contact person will be unavailable for a certain period owing to a business trip or other circumstances, please list the relevant dates below and provide the address for an alternative individual to contact.</p> <p>From (month/day/year): / /2012 to: / /2012</p>	

*Please enter the application number received after submitting your application in the upper right-hand space.

Mail to the following address:

Group for International Grants
The Toyota Foundation
Box 236, Shinjuku Mitsui Building 37F
2-1-1 Nishi-Shinjuku, Shinjuku-ku
Tokyo 163-0437
JAPAN

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