

**Teaching Materials Grant 2021
Special Support for COVID-19
Application Guideline**
<Extended>

PURPOSE

This grant supports schools (applicants) to purchase online teaching materials to aid in teaching Japanese language programs online due to COVID-19.

GRANT AMOUNT

Successful applicants will be eligible for the reimbursement of **100%** of the purchase price of approved materials **up to AU\$700.00**.

ELIGIBILITY

In principle, The Japan Foundation, Sydney (JPF Sydney) does not provide grants for:

- State or Federal Government organisations, excluding educational, cultural or research institutes such as universities and museums.
- International organisations to which the Japanese government already makes a financial contribution.

In regards to this grant, the applicant (institution) must:

- Be an Australian primary/secondary school involved in Japanese language education. Individuals are not eligible to apply.
- Must not have received Teaching Materials Grant 2020 Special Support for COVID-19.
- Have the same authorised official in charge of the application through to the end of the process (In cases where this is not possible, please send an email notification to coordinators@jpf.org.au with updated staff contact information).

TIMELINE

This is a special grant where applications will be accepted throughout the application period. Each application will be considered upon submission. Please be mindful that applicants are requested to complete purchasing and all reimbursement-related original documents must arrive at JPF Sydney **by post by November 1, 2021 → extended till February 24, 2022**

- **Application period: April 19–September 13, 2021 → extended till January 27, 2022**
- **Purchasing period: From application approval until October 18, 2021 → extended till February 10, 2022**
- **Final date to submit reimbursement documents: November 1, 2021 → extended till February 24, 2022**

MATERIALS

Materials for special support for COVID-19:

- must be online teaching materials designed to relieve difficulties caused by teaching the Japanese language program online due to COVID-19.
- must be related wholly or at least substantially to Japanese language education.
- must be of ongoing benefit to the Japanese language program rather than for individual use.
- may be Japanese language specific software or applications. The cost of any further licence renewals beyond the grant year would be the responsibility of the recipient.
- such as iPads and similar electronic devices are not eligible for support under this grant.
- must be approved prior to purchase and purchased during the purchasing period specified by JPF Sydney. Materials purchased before the outcome notification are not eligible for reimbursement.

GRANT PROCESS

Note: Due to the current delay with Australian Post deliveries, JPF Sydney is requesting all applicants to send the related documents via email first for faster processing. After confirming all the details on the submitted documents, the successful applicants are requested to send the original documents with the applicants' signature by post, as this is part of The Japan Foundation (JF)'s head office requirements.

1) Application

The following items must be submitted **via email** to coordinators@jpf.org.au **by September 13, 2021** → **extended till January 27, 2022**.

1. Completed FORM A (Application Form) with two signatures

- In the event of a successful application, JPF Sydney will later request Form A with original signatures to be sent by post.

2. Purchasing List (only filling out the "Requested Materials" column)

- All prices must be in Australian dollars and GST inclusive.
- If prices are not provided in Australian dollars, they will be converted using JPF Sydney's official exchange rate at the time of approval.
- The exchange rate applicable at the time of applying for this grant will be accepted if sufficient proof is provided (such as a pre-order confirmation page screenshot).

Note:

- Late applications will not be accepted.
- JPF Sydney does not take responsibility for internet delays, email delivery failures, or loss by postal service or courier.

2) Screening

- Applications received by the deadline will be assessed in accordance with our budget allocation.
- The specific process for screening of applications will not be made public.

3) Approval

All applicants will be notified of the outcome of their application via email on as soon as screening is completed.

Successful applicants will receive:

- Official Notice of Grant Outcome by email (PDF)
- Terms and Conditions by email
- Acceptance Form by email
- Original copy of Official Notice of Grant Outcome by post
- Upon receipt of the outcome, successful applicants will be required to:
 - Email back the completed Acceptance Form as a scanned PDF
 - Send back an original copy of Form A and an original copy of the completed Acceptance Form by post (with original handwritten signatures)

Unsuccessful applicants will receive:

- Official Notice of Grant Outcome by email (PDF)
- Original copy of Official Notice of Grant Outcome by post

4) Purchasing

Purchases must be made within purchasing period **from application approval until October 18, 2021 → extended till February 10, 2022.**

- Only approved materials which were purchased during the purchasing period are eligible for reimbursement.
- Grant offers remain valid only until the reimbursement claim deadline.
- Only receipts for approved materials will be considered for reimbursement.

5) Changing Materials

If originally approved materials cannot be purchased for any reason (e.g., out of print, out of stock etc.), please submit Form C (Alternative Materials Request Form) to coordinators@jpf.org.au. After this amendment request has been approved, you may start purchasing accordingly. JPF Sydney will ask you to send the original by post at a later date.

6) Reimbursement

All reimbursement-related original documents must arrive at JPF Sydney **by post by November 1, 2021 → extended till February 24, 2022.**

- **Completed Material List** including “Purchased Materials” columns
- **Completed Form B** (Reimbursement Form + Feedback)
- **Order confirmation for each material** (proof of order from the store, etc.)
- **Paid records for each material** from the school, which can include:
 - Remittance advice from school
 - School ledger

- Paid school credit card statement (the school name must be included on the statement)
- Proof of currency exchange rate (if applicable)

Note:

- All receipts must match approved items, and reimbursements will be made in accordance with grant terms and conditions.
- If the authorised official cannot make the submission date due to unforeseen circumstances, please contact JPF Sydney by email at least three days before the submission deadline.
- JPF Sydney reserves the right to revoke approval if the receipts for Form B (Reimbursement Form + Feedback) are not submitted in accordance with these grant guidelines.

7) Grant Payment

- Successful applicants will be reimbursed based on the amount and materials indicated in the Notice of Grant Approval.
- The amount stated in the Notice of Grant Approval is based on the approved materials.
- If the actual purchase cost of materials is less than the approved amount, the reimbursement will be calculated based on the actual amount spent.
- Reimbursements will be made to the account specified on Form B (Reimbursement Form + Feedback) in accordance with grant conditions within three weeks of receipt of all required documents for the reimbursement.
- The reimbursement amount received is GST inclusive.

ENQUIRIES

Japanese Language Department, The Japan Foundation, Sydney

Address: Level 4, Central Park, 28 Broadway, Chippendale, NSW, 2008

Email: coordinators@jpf.org.au

Phone: (02) 8239 0055