

Teaching Materials Grant 2023

Establishing New Program - Application Guidelines

PURPOSE

This grant supports schools that are establishing new Japanese language programs by providing financial support for the purchase of Japanese language teaching materials.

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 make 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.
- Have a Japanese language program which commenced from Term 3, 2021 or will begin in 2023.
- Not have a Japanese language program in operation in the last three years.
- 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 to coordinators_sy@jpf.go.jp with updated staff contact information ASAP).

TIMELINE

Applications open:	May 10, 2023
Application deadline:	June 28, 2023
Outcome notification:	July 19, 2023
Purchasing period:	July 19, 2023 – November 15, 2023
Reimbursement submission deadline:	November 29, 2023

MATERIALS

Materials:

- 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. In principle, licences for such software should not require renewal.
- must currently be available for purchase.
- may include Japanese cultural goods, if the applicant provides a clear case for the relevance of the item to teaching the Japanese language. Please note that cultural goods will be given a lower priority than materials directly related to language learning such as textbooks.
- must not be stationery, equipment or consumable short-life goods. However, water calligraphy papers, origami papers and stickers are acceptable as long as they are used for Japanese programs.
- related to gardening are not applicable.
- such as iPads and similar electronic devices are not eligible for support.
- such as hiragana and katakana flash cards and worksheets are not eligible under this grant given JPF Sydney has created a number of free materials through our Classroom Resources (click [here](#)).
- 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

1) Application

The following items must be submitted **via email** to coordinators_sy@jpf.go.jp **by June 28, 2023**.

- **Completed Form A (Application Form) with two signatures.**
- **Material List (only fill out the “Requested Materials” columns).**
 - All prices must be in Australian dollars and GST inclusive.
 - 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).
 - If prices are not provided in Australian dollars, they will be converted using JPF Sydney’s official exchange rate at the time of approval.

Note:

- Late applications will not be accepted.
- JPF Sydney does not take responsibility for internet delays or email delivery failures.

2) Screening

- Applications received by the deadline will be assessed in accordance with our budget allocation. Please note that there is a limited budget and we will most likely only be able to accommodate applications of high criteria.
- The specific process for screening applications will not be made public.

3) Approval

All applicants will be notified of the outcome of their application via email on **July 19, 2023**.

- Successful applicants will receive the following items via email:
 - Official Notice of Grant Outcome
 - Terms and Conditions
 - Acceptance Form

Upon receipt of the outcome, successful applicants will be required to:

- Email back the completed Acceptance Form as a scanned PDF
- Unsuccessful applicants will receive the following items via email:
 - Official Notice of Grant Outcome

4) Purchasing

Purchases must be made within the purchasing period **July 19, 2023 – November 15, 2023**.

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

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-sy@jpf.go.jp. After this request has been approved, you may start purchasing newly approved materials.

6) Reimbursement

The following documents must be submitted **via email** to coordinators-sy@jpf.go.jp **by November 29, 2023**.

- **Completed Form B** (Reimbursement Form + Feedback) with 2 signatures
- **Completed Material List** including “Purchased Materials” columns

- **Order confirmations/records for each material from the shop**
- **Paid records for each material from the school** (in order to prove that those items belong to the school), which can be:
 - Remittance advice from the school
 - School ledger
 - Paid school credit card statement (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.
- 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

- The amount stated in the Notice of Grant Approval is based on the approved materials. Successful applicants will be reimbursed based on the amount and materials indicated in the Notice of Grant Approval.
- **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

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Phone: (02) 8239 0055