

## Teaching Materials Grant 2024

### Expanding Existing Program - Application Guidelines

#### **PURPOSE**

This grant supports schools that are seeking to further develop their existing 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 **50%** 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 in principle, an Australian primary/secondary school involved in Japanese language education. Individuals are not eligible to apply.
- Have a Japanese language program currently in operation.
- Not have been approved for this program (Existing Expanding Program) 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 notification to [coordinators\\_sy@jpf.go.jp](mailto:coordinators_sy@jpf.go.jp) with updated staff contact information ASAP).

#### **TIMELINE**

<b>Applications open:</b>	<b>May 8, 2024</b>
<b>Application deadline:</b>	<b>June 26, 2024</b>
<b>Outcome notification:</b>	<b>July 17, 2024</b>
<b>Purchasing period:</b>	<b>July 17, 2024 – November 20, 2024</b>
<b>Reimbursement submission deadline:</b>	<b>December 4, 2024</b>

## **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 under this grant.
- 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](mailto:coordinators_sy@jpf.go.jp) **by June 26, 2024**.

- **Completed Form A (Application Form)** with **signatures for two persons**.
- **Material List** (only fill out the “Requested Materials” columns).
  - Please fill out the material list in order of priority.
  - If shipping/handling fees are required, please indicate on the material list. If not filled out, it will not be applicable at the time of reimbursement.
  - 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 of applications will not be made public.

## 3) Approval

All applicants will be notified of the outcome of their application via email on **July 17, 2024**.

- 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 17, 2024 – November 20, 2024**.

- Only approved materials with receipts which were purchased during the purchasing period are eligible for reimbursement.
- The stores of purchase on the Material List will be taken as a reference, so you may change where you purchase after if you find a cheaper place for the same item.
- 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.) and would like to change the items, please submit Form C (Alternative Materials Request Form) to [coordinators-sy@jpf.go.jp](mailto:coordinators-sy@jpf.go.jp). After this request has been approved, you may start purchasing newly approved materials.

Form C is not required if there is a change in the shop where the purchase is originally approved or if the quantity of the approved purchases is reduced (the quantity of the approved purchases cannot exceed the original approved quantity).

## 6) Reimbursement

The following documents must be submitted **via email** to [coordinators\\_sy@jpf.go.jp](mailto:coordinators_sy@jpf.go.jp) **by December 4, 2024**.

- **Completed Form B** (Reimbursement Form + Feedback) with **signatures for two persons**.
- **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, and it will be the maximum amount of reimbursement.
- **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  
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