

**Teaching Materials Grants 2025**

**Form B (Reimbursement Form + Feedback)**

On the basis of the Notice of Grant Approval issued by The Japan Foundation, Sydney (JPF Sydney), I hereby accept the support offered for the further development of the Japanese program at the school below, and request that JPF Sydney pay the grant amount to the nominated bank account.

This is a restricted Word document. Please type your responses.

I have the following documents ready to submit:

**The** **completed Form B** including Feedback

**The completed Material List**

**Order confirmations/records** for each material from the shop

**Paid records** for each material from the school

**Each item is numbered clearly** on **both** the order confirmations and paid records.

I understand that any receipts not received by JPF Sydney by the reimbursement claim deadline will not be considered for reimbursement.

I have purchased the approved materials within the purchasing period.

I have kept a copy of all documents for my own records.

|  |  |
| --- | --- |
| BSB |  |
| Account number |  |
| Account name |  |
| Grant type:  Establishing New Program  Expanding Existing Program   |  | | --- | | **$** | | **$** | | **$** |   Estimated amount on the Notice of Grant Approval:  Purchased:  Final amount of the Grant settled: | |

**Feedback**

1. Overall, how useful did you find the Teaching Materials Grant?

Very useful  Useful  Neutral  Somewhat unseful  Not useful

2. Do you have any suggestions or how to improve this grant in the future?

3. Do you have any further comments?

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorised Official (Teacher in charge of application)** | | **School Representative**  **(e.g. Principal, Head of Department)** | |
| Title: |  | Title: |  |
| Name: |  | Name: |  |
| School name: |  | School name: |  |
| Position: |  | Position: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

 Note: This cannot be the same person to sign both unless authorised official is principal.