**APPLICATION CHECKLIST**

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| **JFNY Grant for Japanese Studies**  Please make sure that you submit all of the materials listed below.  Completed Application form  Budget Sheet (Excel)  Proof of 501(c)(3) status, such as IRS notification letter  CVs of project organizers and individuals receiving personnel or honoraria costs  List of public and/or private grants received as an organization  Please submit your application to:  Japanese\_studies@jpf.go.jp  or:  Attn: Japanese Studies Section – JFNY Grant Application  The Japan Foundation, New York  1700 Broadway, 15th Floor  New York, NY 10019  **Deadline for submission**  for online projects: **1 month**  for other projects: **3 months**  prior to the beginning date of the grant period. |

##### JFNY Grant APPLICATION

\*\*Please note: Only U.S. organizations with 501(c)(3) status are eligible to apply for this grant. Individuals and for-profit entities are not eligible to apply.

**I. APPLYING ORGANIZATION:**

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| **Name of Institution:** (must match proof of non-profit status)  Address:  Tel: |
| **Authorized Representative**  Signature of Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:  \*E-signature is acceptable.  Dr.  Ms.  Mr.  Name (print):  Title: |
| **Project Director** (please attach CV)  Dr.  Ms.  Mr.  Name (print):  Title:  Tel: E-mail: |

**II. OUTLINE OF THE PROPOSED PROJECT**

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| **Title:** |
| **Project Summary:** |
| **Participants** (Please attach participant CVs and/or biographies): |
| **Location (**Venue/City/State**) :** |
| **Project Dates:** |
| **Grant Funds Required by Date:** |
| **Requested Grant Period:** (all payments and reimbursements must be made within these dates) |
| **Projected Number of Attendees:** |
| **Digital Media Components of the Project** (For Online Projects. e.g. webpage, zoom, etc.): |
| JFNY Grant Request Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**III. PROPOSED PROJECT DETAILS:**

Please address how the project will contribute to building Japanese Studies at your institution as well as its projected impact on the larger field. You may attach a supplementary narrative document if needed.

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| A. Objectives, Purpose and Significance (current and future): |
| **B. Project Description:** |
| 1. **Educational Aspects:** |
| 1. **Sequel Projects, if planned:** |

**IV. ADDITIONAL INFORMATION ABOUT APPLYING ORGANIZATION:**

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| 1. **Description of the Applying Organization’s related activities and programs:** |
| 1. **Annual budget (**e.g. the annual budget of the applying department**):** |
| 1. **Number of persons involved:** |
| 1. **Please list all grants received from the Japan Foundation and Center for Global Partnership (CGP) within the past 10 years, if any.** |