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**Activity Grant**

# **Application guideline**

**For Fiscal Year 2018**



## 1. Eligible applicant

An application may be made by either an individual or an organization.

Nationality is not a criterion for eligibility.

Any group which has been in continuous existence for a reasonable length of time is eligible to apply, whether or not it is legally incorporated.

## 2. How to apply

Applicants are required to complete an online application form.

Please refer to “Instructions for the online application form” at the end of these guidelines.

Applications will be accepted once a year, during the specified period only.

Start accepting	September 15
Close accepting	October 15 (no later than) (Japan time 15 <sup>th</sup> 23:59)

### Cautions:

- Applications are restricted to the online application form only. Other methods such as E-Mail submission using attached sheets or dispatch by post are not acceptable.

## 3. Procedure in detail

Procedures, from applying to selection, are as follows;



## 4. Selection

The final screening will be held by the screening committee at the end of January.

## 5. Announcement of result

NPF will inform about completion of the final selection to all applicants, by E-mail.

Please note that the above-said informing is not for inform the result of selection, such as selected or unselected, but for just inform the completion of the selection.

Every applicant required to check the website after received aforementioned notice.

Only about successful applicants, names and project name will be posted on the website, and then NPF will send grant notification and agreement letter to them

Please note that NPF is not respond to queries from applicant about the reasons of done selection in any case.

## 6. Instruction for the on on-line application form

The on-line application form is on our website.

([http://www.npf.or.jp/english/grant/guidelines\\_application\\_forms](http://www.npf.or.jp/english/grant/guidelines_application_forms))

Please input the data by following the instruction below, and apply.

1. **Notes of caution for entering required data on the online application form (Important)**
  - 1-1. **Acceptable languages for applications**

NPF accepts only English or Japanese. Candidates who submit applications written using other languages will be rejected.
  - 1-2. **Period available for data input**

Inputting your data using the online form will be possible during the acceptance period only. The online form cannot be accessed before or after this period.
  - 1-3. **Recommendation to make a “rough draft” before using the online form**

Applicants are required to input a large amount of data (explanations) on the online form, and will be required to use the internet continuously for an extended period in order to input data. Therefore, for the sake of efficiency, NPF recommends applicants make a draft which includes their referring details for queries on the form prior to actually using the online form, and before the commencement of the acceptance period.
  - 1-4. **Saving and reconstituting data during the input process**

The online form has “save” and “reconstitution” functions.  
If you turn off your computer without processing “save” on the online form, all entered data will be lost. To prevent such trouble and preserve your data, you will need to “save” by using the “save” button on the form.  
Preserved data can be reconstituted and recovered by using the “Reconstitute” button on the form.  
Please note that your preserved data exists only in the memory of the personal computer which you have used for data input, not in the server of NPF’s online form system, nor any internet cloud service. Personal computers or servers other than those used for data input may not synchronize your data.
  - 1-5. **Recommendation to print out the “Confirmation screen”**

Before proceeding to finalizing your application by using the “apply” button, the confirmation screen will appear. NPF recommends applicants print out the confirmation screen by using the “print out” button on the online form. Please note that applicants are not able to review the contents of submitted data once they have used the “apply” function.
  - 1-6. **After submitting the application**

After all application processes of the online form have been successfully completed, the notice of confirmation “Application has been successfully sent to NPF” appears on the screen.

## 2. Details about required data on the on-line application form

Details about required data on the on-line application form are as follows.

コード/ Code	(Official use only. Entry by applicant is unnecessary)
申請年月日/ Submitted date	There is a button to select the date on the right side of the screen.
<b>申請団体・申請者について/ Applicant Information</b>	
団体名/ Legal name of applicant (Organization / Individual) (Japanese applicant only)	(Japanese applicant only)
団体名(英語) / Legal name of applicant (Organization / Individual) (Foreign Applicant only)	Full name of the organization (If individual, please write your name)
代表者氏名/ Name of representative	Family name                      First Name (If applicant is individual, write your name again here)
フリガナ (Japanese Applicant Only)	セイ                                      メイ (Japanese applicant only)
役職 / Position	
設立年月日 / Date of establishment	There is a button to select the date on the right side of the screen.
法人格の有無/ Registration	There is a button to select situation of registration on the right side of the screen.
法人格の種別/ Name/Category of registration	There is a button to select the type of registration on the right side of the screen.
法人格取得年/ Date of registration	There is a button to select date on the right side.
法人登録番号 / Registration No / Code	
定款等/The articles of organization (incorporation)	Please attach a photo image of the articles of organization (incorporation) in this box. For details, please refer to “About the article of organization (incorporation)” on the bottom of these guidelines.
事務所住所 / Location of the applicant : (Physical address)	Full address in detail
事務所 TEL / Office TEL	Put a country telephone code too on the top.
事務所 FAX / Office FAX	Put a country telephone code too on the top.
事務所 Email / Office E-mail	
組織の Web(URL)/ Web address (URL)	
専従職員数(有給)/ Number of Staff (Paid)	
パートタイム・アルバイト数/ Number of part time	
ボランティア数/ Number of volunteers if any	
年間予算額__(本年度)/ Organizational Budget (this year )	Please do not input currency signs. Enter amount numbers only.
年間予算額__(昨年度)/ Organizational Budget (last year )	Please do not input currency signs. Enter amount numbers only.
年間予算額(一昨年度)/ Organizational Budget (2 years ago)	Please do not input currency signs. Enter amount numbers only.
申請事業の連絡責任者氏名 Name of contact person	Person who can have a communication for this project
連絡責任者氏名のフリガナ(Japanese Only)	(Japanese applicant only)
連絡責任者役職名 / Position	
連絡責任者 TEL / Contact person’s TEL	Put a country telephone code too on the top.
連絡責任者 FAX/ Contact person’s FAX	Put a country telephone code too on the top.
連絡責任者 Email / Contact person’s Email	

**設立の趣旨や目的（端的に記入して下さい）**  
**The aim and intent of establishment of your organization (in brief)**

Limit on the number of text characters: 2,000 characters (including spaces)  
If you exceed this limit, characters over the limit will not be displayed on the screen and will be lost.  
Please do not changed the font or font size because these are fixed.  
It is not possible to paste pictures, digital images or tables.

**設立の背景（端的に記入して下さい）**  
**The background of establishment (in brief)**

Limit on the number of text characters: 2,000 characters (including spaces)  
If you exceed this limit, characters over the limit will not be displayed on the screen and will be lost.  
Please do not changed the font or font size because these are fixed.  
It is not possible to paste pictures, digital images or tables.

**主な事業（端的に記入して下さい）**  
**Main projects of your organization (in brief)**

Limit on the number of text characters: 2,000 characters (including spaces)  
If you exceed this limit, characters over the limit will not be displayed on the screen and will be lost.  
Please do not changed the font or font size because these are fixed.  
It is not possible to paste pictures, digital images or tables.

過去3年間の主な事業 \* 主要な事業についてご記載下さい  
Done projects with in these three years (in brief)

年 Year	事業内容 * 簡潔に Name of your main Project/Activity in present and past.	予算額(約) Project budget (Approximately)	財源(%で数字のみご記載下さい) Financial resources (fill in % but not amount)						
			助成金 Grants	補助金 Subsidies	事業 収入 Revenues	寄付 金 Donations	会費 Mem ber- ship fees	融資 Loans	自己 資金 Own funds
1年前1 1 Years ago 1	Describe main project only.	Please do not input currency signs. Enter amount numbers only.							
1年前2 1 years ago 2	↑	↑							
1年前3 1 years ago 3									
2年前1 2 years ago 1									
2年前2 2 years ago 2									
2年前3 2 years ago 3									
3年前1 3 years ago 1									
3年前2 3 years ago 2									
3年前3 3 years ago 3									

Put percentage (%), but not amount.

申請する事業について  
About applying project

事業名称(日本語) / (Japanese applicant only)	(Japanese applicant only)
事業名称(英語) / Title of the project	Limit on the number of text characters: 200 characters (including spaces). If you exceed this limit, characters over the limit will not be displayed on the screen and will be lost. Please do not changed the font or font size because these are fixed. It is not possible to paste pictures, digital images or tables.
申請する事業の予算総額 Total amount of the project	Please do not input currency signs. Enter amount numbers only.
庭野平和財団へ助成を申請する額 The amount applying to NPF	Please do not input currency signs. Enter amount numbers only.
対象国(活動が行われる国) Target country where the project will be implemented.	
対象地(または包括地) Target area (Province, City, Village)	
対象者の概要 Who/What kind of people will be benefited.	Limit on the number of text characters: 800 characters (including spaces). If you exceed this limit, characters over the limit will not be displayed on the screen and will be lost.

	Please do not changed the font or font size because these are fixed. It is not possible to paste pictures, digital images or tables.
対象者数(直接) Number of beneficiaries (Direct)	
対象者数(間接) Number of beneficiaries (Indirect)	
対象者__計 Total number of beneficiary)	
対象世帯数(直接) Number of house hold (Direct)	
対象世帯数(間接) Number of house hold (Indirect)	
世帯数__計 Total number of household	

### 問題、及びその背景 Problem, and its background

Limit on the number of text characters: 2,000 characters (including spaces)  
If you exceed this limit, characters over the limit will not be displayed on the screen and will be lost.  
Please do not changed the font or font size because these are fixed.  
It is not possible to paste pictures, digital images or tables.

### 申請事業の目的 Purpose of the project

Limit on the number of text characters: 2,000 characters (including spaces)  
If you exceed this limit, characters over the limit will not be displayed on the screen and will be lost.  
Please do not changed the font or font size because these are fixed.  
It is not possible to paste pictures, digital images or tables.

**具体的な目標(行動・活動を行う上での目標)**  
**Goal of the project (Expected output in supported period)**

Limit on the number of text characters: 2,000 characters (including spaces)  
If you exceed this limit, characters over the limit will not be displayed on the screen and will be lost.  
Please do not changed the font or font size because these are fixed.  
It is not possible to paste pictures, digital images or tables.

**期待される成果**  
**Expected outcome in supported period**

Limit on the number of text characters: 2,000 characters (including spaces)  
If you exceed this limit, characters over the limit will not be displayed on the screen and will be lost.  
Please do not changed the font or font size because these are fixed.  
It is not possible to paste pictures, digital images or tables.

**活動内容**  
**Project (Please describe about your project includes contents/item etc.)**

Limit on the number of text characters: 4,000 characters (including spaces)  
If you exceed this limit, characters over the limit will not be displayed on the screen and will be lost.  
Please do not changed the font or font size because these are fixed.  
It is not possible to paste pictures, digital images or tables.

## 実施スケジュール(時系列でお書きください)

Step by step description in chronological order (Day/Month/Year and activities)

Limit on the number of text characters: 2,000 characters (including spaces)  
 If you exceed this limit, characters over the limit will not be displayed on the screen and will be lost.  
 Please do not change the font or font size because these are fixed.  
 It is not possible to paste pictures, digital images or tables.

## 支出計画

### Proposed expenditure

費目 Expenditures	細目 Details	事業の予算額(円) Amount of the project (USD)	庭野平和財団への申請額(円) Amount applied to NPF (USD)
1. 人件費 Personnel	(協力者謝金) Collaborators		
	(補助者謝金) Assistants		
2. 旅費 Travel	(国内) Domestic		
	(国外) Overseas		
3. 通信費 Transportation and Communication	Describe items in general		
4. 会議費 Conference materials			
5. 資料費 Reference materials			
6. 印刷費 Printing/Copies			
7. 什器備品費 Utensils and fixtures			
8. 消耗備品費 Supplies			
9. 研究委託費 Payments to outside sources			
10. 雑費 Miscellaneous			
<b>合計金額(円) / Total (USD)</b>		<b>Total</b>	<b>Total</b>

日本円で額を記入。  
 直接入力で入力のこと。  
 ¥マークは入れず数字のみ。  
 Please enter amounts.  
 Please do not input currency signs. Enter amount numbers

支出計画(内訳等の記載) Break down of proposed expenditure	
費目 Expenditures	庭野平和財団への申請額の内訳 (単価、人数、個数、区間、具体的品名などを記して計算式を記載して下さい) Basis of calculation / Formula (By showing Unit price, # of person, # of articles, Route, Name of Product etc.)
1. 人件費(協力者謝金) Personnel (Collaborators)	
1. 人件費(補助者謝金) Personnel (Assistants)	
2. 旅費(国内) Travel (Domestic)	
2. 旅費(国外) Travel (Overseas)	
3. 通信費 Transportation and Communication	
4. 会議費 Conference materials	
5. 資料費 Reference material	
6. 印刷費 Printing / copies	
7. 什器備品費 Utensils and fixtures	
8. 消耗備品費 Supplies	
9. 研究委託費 Payment to outside sources	
10. 雑費 Miscellaneous	

<b>今回申請の事業・活動を行う際に連携や協力が見込まれる他団体・機関 (行政機関、国際機関、NGO・NPO、住民グループ、 また、資金協力の場合は助成金、寄付金、協賛金などを記入) If there are financial supporters such as donor agencies/individuals for your project, please describe below.</b>				
No	組織(機関)名等 *個人の場合は「個人」と記載 Name of financial supporter (organization or individual)	連携・協力の内容 資金協力、知見の提供 Type of assistance (grant, contribution, other)	資金協力の場合は金額 (円) Supporting amount (USD)	確定/未確定 Pledged / Awaiting confirmation
1			Please enter amounts, if it is financial support. Please do not input currency signs. Enter amount numbers only.	There is a button to select "Pledged" or "Awaiting confirmation" on the right side of the screen.
2				
3				
4				
5				
		<b>合計金額(円)</b> Total in USD		

**役員名簿**  
**Board member list**

No	役職名 / Official position in the organization	ご氏名 / Full name	ご所属・肩書 / Professional affiliation, it's title
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**About the article of organization (incorporation)**

Category	Requested document	How to submit
Registered organization	Copy of registration certificate, or Bylaws	Document type should be PDF, JPG, JPEG only. (A clear or legible image is required)
Unregistered organization	Copy of Bylaws, articles of organization or society regulations. If not extant, provide official documents showing rules of organization	
Applying as an individual	Copy of resume, curriculum vitae or personal history (free form but within 1 or 2 pages, preferably including experience related to proposed activity)	

**Note;**

The copy of the article of organization (incorporation) should be attached in suggested space on the on-line application form. Other method, such as sends it by E-mail or postal mail, is not acceptable.

## Contact:

### **Niwano Peace Foundation (NPF)**

#### **Grant Unit**

Shamvilla Catherina 5F

1-16-9 Shinjuku,

Shinjuku-ku, Tokyo 160-0022

JAPAN

E-mail: **[npfgrant@npf.or.jp](mailto:npfgrant@npf.or.jp)** (not [info@npf.or.jp](mailto:info@npf.or.jp))