

Application Form (application: to be sent by March 20, 2013)

1. Date:
2. Name
3. Contact
 - 1) Address
 - 2) Telephone
 - 3) Fax
 - 4) E-mail
4. Name of the Project
5. Responsible Organization for the Project
 - 1) Name of the Organization
 - 2) Representative
 - 3) Address of the Organization
 - 4) Information on the Organization Responsible for the Project
 - ① Date of foundation of the Organization
 - ② Objectives of the Organization
 - ③ Main activities
 - ④ Organizational structure
(board system, number of membership, etc.)
 - ⑤ Annual budget (annual incomes, annual expenditures)

Note: If brochure of the organization is available, please enclose one copy.

6. About the Project:
 - 1) Purposes
 - 2) Main components (activities)
 - 3) Year(s) required for the implementation of the Project
 - 4) Implementation plan and major activities
7. Budget plan for the Project (indicate item of expenses per year)

*Note: In preparing your budget plan, please incomes and outgoes separately.
Both incomes and outgoes have to be indicated by items, for example, fees collected from participants, budgets from your general accounts, remuneration for instructors, etc.
Administrative costs (such as staff salary and overhead cost) should not exceed 50% of the total amount of the grant.*

8. Expected outcomes of the Project
9. Contact person:
 - 1) Name of the person filling out this form.
 - 2) Contact
 - ① Address
 - ② Telephone and Fax
 - ③ E-mail

*Note: Application should be made either in Japanese or English as much as possible.
Any communications to be sent to us via e-mails should carry the words "Yasuda Literacy Funds" on the "subject" line.*