

**JFKL Small Grant Programme FY2025**

**Application Form**

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|  | **Date:** | Click or tap to enter date of application |
| **1.** | **Title of the Project:** |
|  | Enter the title/name of your project |
|  |  |
| **2.** | **Category of the Project:***Please check/choose relevant box* |
|  | **Category A: Japanese Arts and Cultural Exchange** |
|  | [ ]  Performance | [ ]  Exhibition | [ ]  Film Screening |
|  | [ ]  Publication | [ ]  Other: Enter here |  |
|  | **Category B: Japanese Studies and Global Partnerships** |
|  | [ ]  Conference/Seminar/Workshop/Masterclass  | [ ]  Publication | [ ]  Other: Enter here |
|  | **Category C: Japanese Language Education** |
|  | [ ]  Conference | [ ]  Teacher Training | [ ]  Publication of Teaching Resources |
|  | [ ]  Support for Resource Centre/Library | [ ]  Other: Enter here |
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| **3.** | **Types of the Project:** |
|  | [ ]  Physical | [ ]  Online | [ ]  Hybrid (Physical & Online) |
|  |  |
| **4.** | **Project Period:** The project must be organised/conducted between 1 April 2025 to 31 March 2026 |
|  | From | Click or tap to enter your start date | To | Click or tap to enter your finish date |
|  |  |
| **5.** | **Project Venue(s) / Online Platform(s):** |
|  | State the venue or platform of your project |
|  |  |
| **6.** | **Organisation Information:** |
|  | **Name of Organisation** | **:** | Specify the name of your organisation in full |
|  | **Name of Section that conducts the Project** | **:** | *(e.g., Division, Faculty, Department, Sector, etc.)* |
|  | Specify the section in charge of this project under your organisation |
|  | **Legal Status** | **:** | Specify the legal status of your organisation |
|  | **Registration Number** | **:** | Enter the registration number of your organisation |
|  | **Year of Registration** | **:** | Enter the year of registration of your organisation |
|  | **Office Address** | **:** | Enter the full address of your organisation |
|  | **Office Number** | **:** | **Tel:** | Enter the phone number | **Fax:** | Enter the fax number |

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| **NOTE: PLEASE USE A SEPARATE SHEET WHEREVER NECESSARY** |
| **7.** | **Organisation Background:***For private organisation, please attach the registration certificate and recent audited financial report.* |
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|  | Write the background of your organisation |
|  |  |
| **8.** | **Objectives of the Project:***Please state how your project can contribute to the objective of the grant.* |
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|  | Write the objectives of the project  |
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| **9.** | **Project Description:***Please clarify how you plan to achieve the expected outcome described below through the proposed project.* |
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|  | *\*Please submit the detailed descriptions of the project (project proposal) and related supporting documents.* |
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| **10.** | **Major Collaborators / Collaborating Institutions:***Please attach the supporting documents (i.e., Letter of collaboration, etc.) if possible.**Please include the support from any Japanese governmental organisations or agencies including the Embassy of Japan, Consulate-General of Japan and Consular Office of Japan, if any.* |
|  |  |
|  | **Country & Name of Institutions / Collaborators** | **Roles** |
|  | Write the name of collaborators as detailed as possible | State the role(s) of each collaborator |
|  |  |
| **11.** | **Proposed Schedule:***Please state the full schedule of your project including post-event (i.e., submission of final report, etc.)* |
|  |  |
|  | **Date/Period** | **Activities** | **Project Site / Venues / Platforms** |
|  | Write the date/period as detail as possible  | Write the activities/task/progress of your project | Write the site/venues/platforms of the activities |
|  |  |
| **12.** | **Expected Output:***Please state how the project can contribute to the larger number of audience/participants & public.* |
|  |  |
|  | Write the project expected outcomes  |
|  | ***Continuation of Project:****Do you have plans for a different project as a continuation of, or related to this proposed project?*  |
|  |[ ]  **YES** | If yes, please state the plan(s) in general:  |
|  |[ ]  **NO** | Write your future plans, if any e.g. name of project, content, date, venue, etc. |
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| **13.** | **Public Relation (PR) plan for both before and after the project implementation:** |
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|  | Write your PR plan as detailed as possible |
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|  | **\*Checklist for Ticketing Events:** *Complete this section if relevant to your project.* |
|  |  |
|  | **Event** | **Ticket Price / Participation fees** | **Number of estimated audiences** |
|  | **1.** Event name | **Adult** | **:** | RM Amount | No. of **people** |
|  | **Concessions** | **:** | RM Amount |
|  | **2.** Event name | **Adult** | **:** | RM Amount | No. of **people** |
|  | **Concessions** | **:** | RM Amount |
|  | **3.** Event name | **Adult** | **:** | RM Amount | No. of **people** |
|  | **Concessions** | **:** | RM Amount |
|  | **Total number of estimated audiences:** | **No. of people** |
|  | **Will you apply for visa for the artist & permit for performance?** | [ ]  Yes | [ ]  No, because: |
|  | If no, state the reason(s) here |
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| **14.** | **Budget Proposal (In Ringgit Malaysia)****SAMPLE***All budget items for the project, including those covered by the applicant and other funding sources, should be included in the Project Total Cost.**All cost should be stated only in Ringgit Malaysia (MYR), including for applicants from Singapore and Brunei by referring to MUFG current conversion rate.* |
| **Each cost breakdown must be written clearly.****Specify each item as detailed as possible.****(A) FULL COST FOR PROJECT** |  | **(B) BREAK DOWN OF COST SHARING (MYR)**Cost coverage and in-kind support |
| Minimum 20% of the full cost | Maximum 80% of the full cost |
| **Items** | **Specification** | **Cost Breakdown** | **Total Cost (MYR)** |  | **Applicant’s Own Expenses** | **Other Funding Sources** | **Grant from JFKL** |
| **(1)** | **Honorarium** | Speaker 1: Dr. Yoshida MasayojiSpeaker 2: Ms. Sakura Kyo | RM 1,000.00 X 1 day X 2 speakers | 2,000.00 | **→** |  | 1,000.00 | 1,000.00 |
| **(2)** | **Per diem** | Speaker’s daily meals | RM 100.00 X 1 day X 2 speakers | 200.00 | **→** |  | 200.00 |  |
| **(3)** | **Transportation** | Route, Class, etc. | Dr. Yoshida: RM 3,489.00 (Roundtrip)Dr. Sakura: RM 3750.00 (Roundtrip) | 7,239.00 | **→** |  | **Quotation/invoice/etc for all cost to be covered under JFKL must be attached with this application form.** | 7,239.00 |
| **a. International** | Dr. Yoshida: MAS (economy)01 May 25: NRT-KUL- MH911704 May 25: KUL-NRT MH70Dr. Sakura: Air Asia (economy)01 May 25: KIX-KUL- D753304 May 25: KUL-KIX -D7532 |
| **b. Domestic** **(within Malaysia)** | Grab (roundtrip):Cititel Mid Valley - Dewan Seri Negeri for rehearsal and event day  | RM 30.00 X 4 trips  | 120.00 | **→** | 120.00 |  |  |
| **(4)** | **Accommodation** | Hotel Cititel Mid Valley: Deluxe Room01 May 25- 04 May 25 | RM 250.00 X 3 nights X 2 speakers | 1,500.00 | **→** |  |  | 1,500.00 |
| **(5)** | **Publicity / PR** | Facebook paid advertisements: 01 April-15 April | RM 40.00 X 15 days | 600.00 | **→** | 600.00 |  |  |
| **(6)** | **Fee for rental of venue & equipment** | Venue: Dewan Seri Negeri01 May 25 (max: 500 pax)Equipment: PA system and projector  | RM 4,000.00 X 1 dayRM 1,000.00 X 1 day | 5,000.00 | **→** |  | 1,000.00 | 4,000.00 |
| **(7)** | **Report / Printing** | Event flyers (A5)-full colourEvent posters (A3)- full colour | RM 1.50 X 100 piecesRM 2.00 x 10 pieces | 170.00 | **→** | 170.00 |  |  |
| **(8)** | **Fee for visa and permit** |  |  |  | **→** |  |  |  |
| **(9)** | **Fee for translator / interpreter** | Interpreter: Ms. Aina Nabila2 days  | RM 100.00 X 5 hours X 2 days | 1,000.00 | **→** | 1,000.00 | **Total amount under JFKL grant must be lesser than 80% of overall cost.** |  |
| **(10)** | **Others** |  |  |  | **→** |  |  |  |
| **Project Total Cost:** | **17,829.00** | **→** | **1,890.00** | **2,200.00** | **13,739.00** |

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| **14.** | **Budget Proposal (In Ringgit Malaysia)***All budget items for the project, including those covered by the applicant and other funding sources, should be included in the Project Total Cost.**All cost should be stated only in Ringgit Malaysia (MYR), including for applicants from Singapore and Brunei by referring to MUFG current conversion rate.* |
|  |  |
| **(A) FULL COST FOR PROJECT** |  | **(B) BREAK DOWN OF COST SHARING (MYR)**Cost coverage and in-kind support |
| Minimum 20% of the full cost | Maximum 80% of the full cost |
| **Items** | **Specification** | **Cost Breakdown** | **Total Cost (MYR)** |  | **Applicant’s Own Expenses** | **Other Funding Sources** | **Grant from JFKL** |
| **(1)** | **Honorarium** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(2)** | **Per diem** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(3)** | **Transportation** | Route, Class, etc. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **a. International** | Click or tap here to enter text. |
| **b. Domestic** **(within Malaysia)** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(4)** | **Accommodation** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(5)** | **Publicity / PR** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(6)** | **Fee for rental of venue & equipment** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(7)** | **Report / Printing** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(8)** | **Fee for visa and permit** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(9)** | **Fee for translator / interpreter** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(10)** | **Others** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **Project Total Cost:** | **00.00** | **→** | **00.00** | **00.00** | **00.00** |

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| **15.** | **Bank Account:***In case the name of the account holder differs from the name of the applying organisation, a letter of attorney which describes the reason of delegation in needed if JFKL decides to award the grant.* |
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|  | **Bank Name** | **:** | Name of bank in full |
|  | **Branch Name** | **:** | Name of branch (location) |
|  | **Address** | **:** | Address of bank |
|  | **Account Number** | **:** | Account number |
|  | **Bank Code / IBAN for 24 European Nations** | **:** | Click or tap here to enter text. |
|  | **Bank Code / BIC / Swift Code for 24 European Nations** | **:** | Click or tap here to enter text. |
|  | **Name of the Account** | **:** | Name of the account holder (organisation/institution) |
|  | **Address of the Account** | **:** | Address of the account |
|  |  |  |
| **16.** | **Endorsement:***The Contact Person and the Project Director may be the same individual.**However, the Project Director and the Bursar must be two different individuals.* |
|  |  |
|  | **(A) Contact Person** |
|  | **Name** | **:** | Full name with title |
|  | **Position/Designation** | **:** | Position/designation of the contact person in the organisation |
|  | **Contact Number** | **:** | **Tel:** | Enter the phone number | **Fax:** | Enter the fax number |
|  | **E-mail Address** | **:** | E-mail address of the contact person for correspondence |
|  | **Signature** | **:** |  |
|  |[ ]  **This Contact Person is also the Project Director** *\*If checked, not required to fill in (B) Project Director below* |
|  |  |  |  |
|  | **(B) Project Director** |  | **OFFICIAL STAMP** |
|  | **Name** | **:** | Full name with title |  |  |
|  | **Position/Designation** | **:** | Position/designation of the project director in the organisation |  |  |
|  | **E-mail Address** | **:** | E-mail address of the project director |  |  |
|  | **Signature** | **:** |  |  |  |
|  |  |  |  |  |
|  | **(C) Bursar** |  |  |
|  | **Name** | **:** | Full name with title |  |  |
|  | **Position/Designation** | **:** | Position/designation of the bursar in the organisation |  |  |
|  | **E-mail Address** | **:** | E-mail address of the bursar |  |  |
|  | **Signature** | **:** |  |  |  |

**Application Documents:**

*Please ensure to complete all sections of this application form and attach all related supporting documents.*

*Confirm the checklist below before submitting your application to JFKL:*

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| **JFKL SMALL GRANT PROGRAMME FY2025****APPLICATION CHECKLIST** |
| **No.** | **Document** | **\*Related section in Application Form** | **☒** |
| 1. | Application form (this document) |  |[ ]
| 2. | Eligibility check sheet |  |[ ]
| 3. | **< Supporting Documents >** |  |  |
| (i) | Organisation’s registration certificate, recent audited financial report | No. 7 |[ ]
| (ii) | Information on the applicant’s organisation | No. 7 |[ ]
| (iii) | Detailed project proposal (including a report of past similar project, if any) | No. 8, No. 9, No. 11, No. 12, No. 13, No. 15 |[ ]
| (iv) | Profile, biography or CV of guest/collaborator (artist, researcher, collaborating institutions, etc.) | No. 10 |[ ]
| (v) | Agreement with the guest/collaborator (in a form of a letter, e-mail or contract) | No. 10 |[ ]
| (vi) | Quotations, proforma invoice or any written forms to prove the cost as per request in the budget proposal | No. 15 |[ ]
| (vii) | Other:State the document here |  |[ ]
|  | Other:State the document here |  |[ ]
|  | Other:State the document here |  |[ ]
|  | Other:State the document here |  |[ ]
|  | Other:State the document here |  |[ ]
|  | Other:State the document here |  |[ ]

\*Applicant must complete all related section in the application form **AND** attach the supporting documents.

|  |
| --- |
| Kindly mark related box(es): |
| **How or where did you discover this grant opportunity?** |
|[ ]  JFKL website |[ ]  Friend |
|[ ]  JFKL Facebook |[ ]  Colleague or own organisation/institution |
|[ ]  JFKL Instagram |[ ]  Japanese organisations/agencies |
|[ ]  JFKL newsletter |[ ]  Social media (other than JFKL) |
|[ ]  JFKL staff |[ ]  Other: State the platform etc. |