

The Toyota Foundation 2019 International Grant Program

Application Form

Notes:

Please be sure to read the Program Guidelines before filling out this form.

DO NOT alter the size of the text boxes. Altered or incomplete applications will not be accepted

Set the font size to either 10.5 or 11. You may provide images as needed to explain explicitly.

The maximum file size is 1MB.

1. Project Overview Matrix Refer the 5 policies of the Toyota Foundation in the Guidelines

Focused (targeted) issues and purposes of the project

Note to cover the following points.

- How your project contribute to the society?
- Importance of your issue: urgency and expected changes in present situation, related people, expansion in location and future vision.
- List precedent cases or similar projects. If none, analyze the cause.



Content of activities and their methods

Note to cover the following points.

- Foresight and future vision of your activities.
- Visions for sustainability and development and methods to be applied.



Tangible outputs and their expected impacts

Note to cover the following points.

- Expected social impacts; short term, mid-term and long term.
- Expected knowledge and networks and those influences.

2. Principal project members

Please list the project representative first. Same person can serve the roles concurrently.

Role in the project	Name	age	Organization / position, etc.
1. Project representative			
2. Contact person			
3. Accounts manager			
4. In-Country/Area director			
5.			
6.			
7.			
8.			
9.			
10. In-Country/Area director			
11.			
12.			
13.			
14.			
15.			
16. In-Country/Area director			
17.			
18.			
19.			
20.			

If there are more than 4 countries/areas or 20 project members, please make a copy of this page.

3. Professional history of the Project representative, In-Country/Area directors and other principal project members and their roles in the proposed project

Please also add URLs for relevant organizations / projects, if any

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4. Focused (targeted) issues

Describe current situation of the focused issues

(Current situation of the focused issues)

(Background explanation and analysis of the barriers of improvements and solution of the focused issues)

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5. Purpose of the project

What would be obtained from collaborative works? Provide reasons of having mutual learning and interactions between project members/practitioners of different origins.

(Reasons of having mutual learning and interactions)

(Goals of mutual learning and project members/practitioners' exchange)

6. Content of activities and their methods

Describe activities and their methods planned for accomplishing purposes of the project.

(Activity and its purpose in the first phase of the project)

(Activity and its purpose in the middle of the project)

(Activity and its purpose in the final phase of the project)

7. Tangible outputs, expected impacts and visions of after completion of the project

Describe tangible outputs, goals and means of dissemination, and their expected impacts. Notify forms of outputs (e.g. reports, movies, symposia, workshops, exhibitions, etc.) and targets audience.

(Primary tangible output: Form, Contents, Means of dissemination)

(Goals of dissemination, Targets audience, Expected social impacts through the project)

(Secondary or other expected tangible outputs: Form, Contents, Means of dissemination, Targets)

8. Mid-to-long term (3-5years) visions of after the project (incl. other communities, regions or countries).

9. Project schedule

Fill in first half of the boxes in case the project period is 1 year.

Month	Notes	Major activities/events	Contents
Nov. 2019	Start of grant period First funding disbursal		
Dec.			
Jan. 2020			
Feb.			
Mar.			
Apr.			
May	Interim reports Second funding disbursal		
Jun.			
Jul.			
Aug.			
Sep.			
Oct.	End of grant period (1 year)		
Fill in below in case the project period is 2 years			
Nov.2020	Interim (2 years) / Final report (1 year) Third funding disbursal		
Dec.			
Jan. 2021			
Feb.			
Mar.			
Apr.			
May	Interim report Fourth funding disbursal		
Jun.			
Jul.			
Aug.			
Sep.			
Oct.	End of grant period		
Nov.	Deadline of project reports		

10. Project budget (Please refer to “Annex 1: Expenses” on page 10)

	Item	Details	Amount (JPY)
(1)	Personnel expenses		
(2)	Honoraria		
(3)	Rent and Utilities		
(4)	Travel Expenses		
(5)	Communication & Delivery		
(6)	Equipment & Machinery		
(7)	Miscellaneous Items		
(8)	Meeting expenses		
(9)	Production of Outcomes		
(10)	Documents & Copying		
(11)	Other Expenses		
	Total	*Based on exchange rate: \$1= _____ yen	yen

*Please calculate in US Dollars for currencies other than Japanese Yen.

* Sum of (1) Personnel expenses and (2) Honoraria may account for no more than 30% of the total budget.

* The grant does not cover the indirect costs of the organization to which the recipient is affiliated or general administrative costs (“overhead costs”).

11. Other funding sources (for this project or related projects)

- Funding already approved:

Project title and funding organization	Grant period	Amount approved (JPY)

- Funding applied for (or scheduled to be applied for):

Project title and funding organization	Grant period	Amount applied (JPY)

Annex 1: Expenses

	Item	Explanation
(1)	Personnel expenses	Wages / allowances paid to project members.
(2)	Honoraria	Payments to other individuals who provide various forms of assistance. (Including payments to external experts, translator, editor etc.)
(3)	Rent and Utilities	Rent for office, equipment, machinery and vehicle during project period
(4)	Travel Expenses	Domestic and overseas travel expenses including transportation, accommodation, honoraria and others
(5)	Communication & Delivery	Bills for phone and Internet services, postage, delivery services, etc.
(6)	Equipment & Machinery	Purchases of machinery, equipment, materials, and other items with a tax-inclusive price of 200,000 yen or more.
(7)	Miscellaneous Items	Expenses for purchasing supplies and other miscellaneous items with a tax-inclusive price of less than 200,000 yen
(8)	Meeting expenses	Expenses necessary for holding meetings, workshops, and symposium, etc.
(9)	Production of Outcomes	Cost for producing project outcomes such as editing, designing, printing, binding of pamphlets, flyers, booklets, DVDs, etc.
(10)	Documents & Copying	Expenses related to the purchase or copying of documents and other materials
(11)	Other Expenses	Expenses not covered in (1) to (10).

12. Extra: free description field

Use this page for better description of your project to help the selection committee to understand.

Keep in mind that maximum file size is 1MB particularly if you include pictures or other non-plain text contents.

This field is one page only. Do not expand.

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