1. **Field of Project:**

Arts and Culture/Japanese Studies/Global Partnerships

1. **Name of Project:**

1. **Applicant Information:**
   1. Name of Submitting Institution:
   2. Type of Institution (include legal status):
   3. Office Address:

TEL: FAX: E-mail:

* 1. Authorized Representative:

Name: Position:

Signature:

* 1. Project Director/Contact Person:

Name: Position:

Signature:

* 1. Bursar:

Name: Position:

Signature:

1. **Proposed Project Schedule:**

(plan/schedule including preparation periods and date of event)

* 1. Duration

From: To:

* 1. Detailed Schedule of the Project

|  |  |  |  |
| --- | --- | --- | --- |
|  | Dates | Activities | Venues |
| Preparation  (including PR plan) |  |  |  |
| Implementation |  |  |  |
| After the project |  |  |  |

1. **Project Site(s) (Name/Address/TEL&FAX, etc.) :**
2. **Project Objective:**

(Please describe the background of and motivation for why you would like to organize this project, in relation to the objective)

1. **Project Description:**

(Please describe the ideas/directions for achieving the objectives as well as the expected effect from the project in mid/long-term)

1. Other Collaborating Organization or Supporting Organization :

(Please describe how the organization will collaborate with and/or support your project, with brief introduction of the organization)

1. **Project Cost:**
   1. Total Cost of Project:
   2. Requested Amount to the Japan Foundation:
   3. Date when the Small Grant is required:
2. Detailed Project Budget Plan:

**Please indicate such information as: justification for the necessity of particular expenditures; detail about honoraria or fees, including the names and short profile/CV of those to receive honorarium; specification of hotel with duration of stay, details of transportation costs, such as travel itinerary and class of travel; etc. in the space below.**

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| --- | --- | --- | --- | --- | --- | --- |
| Expenditures (all cost for the project) | | | | Cost Coverage | | |
| No. | Budget Item | Breakdown (e.g. @ x day x persons, etc) | Amount | Applicant | Other Funding Resources | The Japan Foundation |
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| Grand Total(A)+(B)+(C)=(D) | | | (D) VND | (A) VND | (B) VND | (C) VND |

1. **Remarks:**

* Short profile of Institution/Applicant
* Profile/CV of artists/speakers/lecturers, who are involved/invited to join this project