

# Japan Society Small Grants Application Form



Please include as much detail as possible when filling in this form.

You should attach with this form any material that you consider we might find useful in reaching a decision. Please refer to the application guidelines on our website for more information.

## 1 Your Contact Details

|  |             |            |
|--|-------------|------------|
| Title:   | First Name: | Last Name: |
| Job Title:   |             |            |
| Organization:  |             |            |
| Address:   |             |            |
| Telephone:   |             |            |
| E-mail:  |             |            |
| Website:   |             |            |
| Are you an individual? <input type="checkbox"/> or an organization? <input type="checkbox"/><br>please select as appropriate |             |            |

## 2 Your Event/Project

|  |     |                           |
|--|-----|---------------------------|
| Event / Project Title:   |     |                           |
| Date(s) from:  | to: | Venue: (where applicable) |
| Description:   |     |                           |
| Outcome: (How many people will be involved? How will the project increase understanding of Japan?)   |     |                           |
| Would you like the Japan Society to publicise your event on our website/social media? Yes <input type="checkbox"/> No <input type="checkbox"/> |     |                           |

### **3 Budget**

Please provide the total budget for the project and amount requested from the Japan Society. Please indicate the elements of the project for which you are seeking Japan Society support. (You may attach a separate sheet if preferred.)

### **4 Past Experience**

Please give details of any past experience of organizing similar events / projects. You may attach other materials / documents (eg CV, pamphlet about your organization) or a relevant website etc.

## 5 Previous applications to the Japan Society

| Date | Ref number<br>(if known) | Project name | Amount<br>requested £ | Amount received<br>(if successful) £ |
|------|--------------------------|--------------|-----------------------|--------------------------------------|
|      |                          |              |                       |                                      |
|      |                          |              |                       |                                      |
|      |                          |              |                       |                                      |
|      |                          |              |                       |                                      |
|      |                          |              |                       |                                      |
|      |                          |              |                       |                                      |

## 6 Referees (small organizations and individual applicants only)

Please give contact details of two independent referees whom the Japan Society may approach for further information if necessary.

|   |   |
|---|---|
| Name:                                       | Name:                                       |
| Address:                                    | Address:                                    |
| Tel/Fax:                                    | Tel/Fax:                                    |
| Email:                                      | Email:                                      |
| Connection with your organization / project | Connection with your organization / project |

## 7 Additional Information

Where did you hear about our Small Grants Programme?

Japan Society Website  Mailing List  Other (please specify)  .....

Would you like to be added to our mailing list? Yes  No

### Please Confirm

I confirm that the information contained in this application is correct. I agree to information in parts 1 and 2 above being used by the Japan Society in its work to further understanding between the UK and Japan.

Signed: ..... Date: .....

Submission of this form by email implies confirmation of the statement above.

Please return this form to:

Small Grants **The Japan Society**, 13/14 Cornwall Terrace, London NW1 4QP or email: [grants@japansociety.org.uk](mailto:grants@japansociety.org.uk)