

Project Grant for Japanese cultural activities (2018)

Application Guideline (2018)

Objective: The Society of Japanese Language Education Hong Kong launches the Project Grant to support the local tertiary educational institutions to conduct projects that introduce various aspects of Japanese culture.

We aim to subsidize projects focusing on promoting Japanese language learning and enhancement of understanding of Japanese culture, which are initiatively and actively planned and executed by students, with teachers' support and supervision.

Maximum Amount of Grant Per Project: HK\$3,000

Maximum Number of Projects Subsidized Per Year: 5

Target Activities: workshops, exhibitions, contests etc

Grant Coverage: The event organizer is expected to bear the basic costs. The Project Grant could help to sponsor items such as gratuity for invited speaker(s) / venue rental / venue set up and decoration cost / printing costs for promotional material, etc. However, transportation fee and refreshment (food & drinks) will not be considered.

Eligibility:

(1) Tertiary educational institution in Hong Kong* (“Japanese Culture Club” set up within such institution is also eligible to apply)

*Each institution could submit application(s) only once in a year.

(2) Institutions that arrange and produce the activities described above.

Submission Document: Application Form

Period of Application and Procedure:

For Projects launched	Application Period	Deadline	Internal Screening	Result Notification	Report Submission
between September 2018 and February 2019	1 March ~ 30 June 2018	30 June 2018	July 2018	By the end of July 2018	Within one month after the project completion OR 31 March 2019 (for projects conducting in Feb 2019)
For Projects launched between March and August 2019	1 September ~ 31 December 2018	31 December 2018	January 2019	By the end of January 2019	Within one month after the project completion OR 30 September 2019 (for projects conducting in August 2019)

For further enquiry: by phone 2866 9991 (Ms. Wong) or by email: info@japanese-edu.org.hk

Society of Japanese Language Education Hong Kong
Project Grant for Japanese Cultural Activities (2018)

Application Form

Date of submission: _____

I. PROJECT (to be completed by the Student Group / Supervising Teacher)				
Title (Eng):				
Title (Jap/Chi):				
Description (no more than 200 words in English or 300 words in Japanese):	(please include objective, expected outcome and number of participants)			
Type: <input type="checkbox"/> Workshop <input type="checkbox"/> Exhibition <input type="checkbox"/> Contest <input type="checkbox"/> Others (please specify) _____				
Period (m/d/y):	From:	To:		
Budget (please list the items in detail):				
Item	Details	Amount	Borne by applicant	Subsidized by SOJLEHK
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
Grand Total:				
Name of Institute/Person to receive the Sponsorship**:				

Remarks:

** Please submit a report to the Society of Japanese Language Education Hong Kong within 30 days upon completion of the project.*

***The Sponsorship will be paid in check to the institute or the authorized representative. Sponsorship will not be paid to student.*

II. APPLICANT (to be completed by the Student Group / Supervising Teacher)

Name of Institution:	
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Address:	
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Tel:		Fax:		Website:	
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Authorized Representative (to be completed by Supervising Teacher)

Name:		Title:	
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Tel:		Email:	
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Signature of Authorized Representative:

Date:

Student in Charge (to be completed by the representative of Student Group)

Name:		Mobile:	
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Email:	
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Signature of Student in Charge:

Date: