

## Project Grant for Japanese cultural activities (2017)

### Application Guideline (2017)

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.

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: gratuity for invited speaker(s) of an event / helpers recruitment / room or venue rental / printing costs for promotional material / souvenir / award / venue set up and decoration cost etc (transportation fee and 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	Application Period	Application Deadline	Internal Screening	Result Notification	Report Submission
launched between September 2017 and February 2018	1 March ~ 30 June 2017	<b>30 June 2017</b>	July 2017	By the end of July 2017	Within one month after the project completion OR 31 March 2018 (for projects conducting in Feb 2018)
For Projects launched between March and August 2018	1 September ~ 31 December 2017	<b>31 December 2017</b>	January 2018	By the end of January 2018	Within one month after the project completion OR 30 September 2018 (for projects conducting in August 2018)

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

**Society of Japanese Language Education Hong Kong**  
**Project Grant for Japanese Cultural Activities (2017)**

**Application Form**

Date of submission: \_\_\_\_\_

<b>I. PROJECT</b>				
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**

Name of Institution:	
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Address:	
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Tel:		Fax:		Website:	
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**Authorized Representative (Department Head / Programme Coordinator / Teacher in charge)**

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

  
  

**Date:**

**Student In Charge**

Name:		Mobile:	
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Email:	
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**Signature of Student In Charge:**

  
  

**Date:**