

Annex
(Examples for Filling out Forms for Activities Support)

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1. Points to Consider in Preparing Documents

- Be sure to read and follow the points to consider and examples of entry mentioned below in preparing the documents.

(1) Form

- Be sure to use mandatory forms.
- Submit an original form affixed with an official seal of an applicant organization when filing the Application for Subsidy, the Program Report, etc.
 - * We sometimes receive documents without the representative's title or name or documents with a color-printed seal, which are not acceptable.

(2) Currency

- Subsidies shall be applied and paid in local currency.
 - * To avoid impact of currency exchange fluctuations, submit the Application for Payment of Subsidy to a relevant JICA Overseas Office by around the 20th day of the month when you receive a notice of decision to grant the subsidy.
- (Examples) When you received the notice of decision to grant the subsidy on June 5, please submit the application by around June 20.

(3) Cost Distribution

- We will subsidize up to 90% of the expense within the range of 50% of the annual business scale¹ for each facility / organization (Equivalent amount of each country's currency calculated by the JICA budget control rate for the month). If you exceed this, you will be responsible for the cost.
- For organizations that received subsidies in FY2020, the total amount including these subsidy amount will be within the range of 50% of the annual business scale in FY2020.
- In case that a small-scale organization² apply the amount exceeds 50% of the annual business scale, we will judge about feasibility based on the contents of the plan.
- Items covered by own funds and items covered by the subsidy should be separated. Do not multiply the total project cost evenly by the own-fund ratio.

(Example) Holding of a joint training of Japanese language teachers with a total project cost at R\$10,000.00 and the ratio of own funds at 10%.

Item	Case where the total project cost is evenly multiplied by the own-fund ratio		Case where cost items that should be covered by own funds are separated via prior check		
	Amount paid by own funds	Amount financed by JICA	Total amount	Amount paid by own funds	Amount financed by JICA
Venue Cost	100.00	900.00	1,000.00	1,000.00	0.00
Instructor's Reward	400.00	3,600.00	4,000.00	0.00	4,000.00
Travelling Cost	310.00	2,790.00	3,100.00	0.00	3,100.00
Educational Material	90.00	810.00	900.00	0.00	900.00

¹ The annual business scale is determined by the average ordinary expenditure for the two fiscal years 2018 and 2019. If there is a deviation of more than 20% in the ordinary expenditure for the two fiscal years, we may hear the reason for the change. If the reason is judged to be reasonable, it is possible to apply the ordinary expenditure for one fiscal year. If you are an organization that does not want to have average recurring spending, please offer it with a reason. (Example: When there is a large-scale expenditure that does not normally occur in a year, etc.)

² Facilities/organizations with an annual business scale less than of 5 million yen.

Cost					
Communication costs	100.00	900.00	1,000.00	0.00	1,000.00
Total	1,000.00	9,000.00	10,000.00	1,000.00	9,000.00

- In addition, under the current scheme, the decision to grant the subsidy is made after JICA evaluates the relevant application (it needs to be modified or amended if necessary), and the project is supposed to start after the date of such decision. Therefore, any and all costs paid before the date of decision should be paid by own funds.

(Example) If the date of decision to grant the subsidy is June 1, costs for a mobile clinic in April and May should be paid by own funds.

Date of Project	Place of Project	Amount paid by own funds	Amount paid by JICA's subsidy	Total
April 7	○○	2,500.00	0.00	2,500.00
May 14	○○	2,500.00	0.00	2,500.00
June 23	○○	1,000.00	1,500.00	2,500.00
July 26	○○	1,000.00	1,500.00	2,500.00
Total		7,000.00	3,000.00	10,000.00

*Cost that has to be paid throughout the year such as teacher's reward must be as follows: "Total of costs before the date of decision to grant the subsidy \leq Amount paid by own funds."

(4) Contact for Consultation

Matter for Consultation	Contact for Consultation
Matter relating to content of project	JICA Overseas Office
Change, delay or suspension of the project, or disposition of assets acquired via the subsidy, etc.	JICA Overseas Office
How to prepare the documents or other general matters	The Association of Nikkei and Japanese Abroad

< Outsourcer (Contact) >

Business Dept., The Association of Nikkei and Japanese Abroad (Kaigai Nikkeijin Kyokai)

Person in charge: Fumiko NAKAI / Takao MIZUKAMI

THE ASSOCIATION OF NIKKEI & JAPANESE ABROAD

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TEL: +81-45-211-1784 / FAX: +81-45-211-1781 / E-mail: josei@jadesas.or.jp

(5) Change of Person in Charge

Be sure to notify JICA Overseas Office and the Association of change of the person in charge in your organization, if any. Make sure that the successor receives this Guideline and takes over the following matters.

- Content of the subsidy-granted project
- Necessary documents such as applications and reports and how to prepare them
- Procedures in applying for payment, changing, delaying and suspending the project, etc.
- Contact for consultation and place of submission

2. Application for Subsidy

[Document to Submit]

- Application for Subsidy
- Project Execution Plan
- Income and Expenditure Plan / Income and Expenditure Plan by Content of Project /Detailed Income and Expenditure Plan (only for Workshop project, etc.)
(Attached Documents)
 - Copy of the catalogue and specifications, etc.
 - Copy of the quotation, etc.

Application for Subsidy

(Example of Entry: Page10)

[Point to Consider in Preparation]

- (1) Prepare an individual application form for each type of the support (Education and Culture Support /Medical and Health Care Support).
- (2) Attention of the application should be for “President, Japan International Corporation Agency.”
- (3) Submit an original form correctly describing the name of the applicant organization, title of its representative affixed with the official seal of the organization or signed by the representative. We sometimes receive documents without the representative’s title or name or documents with color-printed seal. Note that such documents are not acceptable and need to be corrected and resubmitted.
- (4) Enter local currency only in required amount of subsidy.
- (5) It takes approximately two months to decide on the grant of the subsidy after we receive the application. Therefore, if you submit the application in April, enter a date of after June in “Preferred date of grant of subsidy.”
- (6) Check the List of “Eligible or Non-eligible Cost for Subsidy (Manual 5.)” and apply for the subsidy covering the eligible costs only.

(4) Attached Documents

- Catalogue and specifications, etc.
- Attach a program, etc. if it is already fixed.

Income and Expenditure Plan (Example of Entry: Page 14)

[Point to Consider in Preparation]

- (1) Prepare an individual “Income and Expenditure Plan” for each type of support (Education and Culture Support /Medical and Health Care Support) and also prepare the “Income and Expenditure Plan by Content of Project” as attached.
- (2) Make sure that the amounts in the “Income and Expenditure Plan” correspond to those in other documents.
- (3) JICA’s subsidy is, in some respects, intended to supplement the part that a local country is not able to support owing to economic difficulties. Therefore, the applicant organization is required to bear a certain part of the cost.

Income and Expenditure Plan by Content of Project (Example of Entry: Page 15, 17-18)

*Please use a format suitable for each project.

[1] For Workshop, etc.

[2] For Reward

[3] For Purchase

[Point to Consider in Preparation]

(1) For Workshop, etc. (For workshop, training, mobile clinic, joint Japanese language teacher training, etc.)

- Fill in the name, date, venue of the event, number of participants and content thereof, etc.
- Describe the calculation base (Unit amount, number of persons, months, times and number of units, etc.) as precisely and detailed as possible.

(Example) Communication cost Phone @30×2months
 Travelling cost Between A City and B City (roundtrip) @100×10 persons
 Between A City and C City (roundtrip) @150×10 persons
 Consumables Copy papers @0.05×500 papers / month×2 months

- Travelling cost, daily allowance, accommodation fee and workshop reward for JICA experts and volunteers are, in principle, paid from their activity budgets and are not allowed to be paid by the subsidy.

(2) For Reward (Reward for Japanese language teacher, etc.)

- Enter the monthly expenditure plan from April to March by each clinic or school, including total cost, amount paid by JICA's subsidy and amount paid by own funds.
- Subsidy for Japanese language teacher's reward is designed to be granted to Nikkei teachers who teach Japanese to children and students from kindergarten to junior high school. Attach a document or material showing the number of students, teachers, yearly class hours and annual event schedule of the relevant school to the application.

(3) For Purchase

- Attach a copy of quotations offered by (at least three) suppliers or vendors of all the items to purchase.
 In the case where you have not received quotations from at least three suppliers or vendors or where you do not accept the lowest quotation price, enter the reasons therefor.

Note1 These should be quotations of consideration to be paid by the applicant for a third party for supply of goods or service requested by the applicant.

Years should be expressed in A.D.

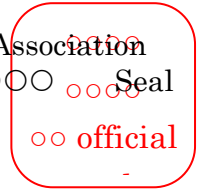
No. 1 (relating to Article 2 paragraph 1)

YY MM DD

Japan International Cooperation Agency
President

○○○○○○○ Japanese Association
Chairperson ○○○ ○○○ ○○○ Seal
○○ official

Application for Subsidy



We hereby apply to JICA for the grant of the subsidy as follows.

1 Name and Address of Applicant

Main text of the application should not be changed.

○○○○○○○ Japanese Association Address: ○○○

2 Name of Subsidy-granted Project

Enter the type of the Support (Education and Culture Support ,Medical and Health Care Support) and the name of the Project.

Education and Culture Support:
Japanese Language Education (Joint teaching)

3 Purpose and Content of Subsidy-granted Project

Purpose: To hold Japanese language teacher training to improve the ability to teach Japanese so that teachers provide Nikkei children with high-level and effective Japanese language education as well as to strive for making the class more attractive.

Content: Joint Japanese language teacher training

4 Required Amount of Subsidy (in local currency)

Detailed information should be entered in

Total amount ○○.○○

5 Reason for Need of Subsidy

We have difficulty in ○○○○○○○○○○○○○○○○○○○○○○.

Describe difficulties in running the Project.

6 Planning of Subsidy-granted Project and Income and Expenditure Plan
Planning of Part Eligible for Subsidy

As attached.

Attach the "Project Execution Plan" and "Income and Expenditure Plan."

7 Preferred Date of Grant of Subsidy

○○○○YY ○○MM

It takes approximately two months to decide on the grant of the subsidy after we receive the application.

8 Application for Subsidy for Institution Other than JICA

None

Enter the name of the person in charge and contact information (telephone, facsimile, e-mail address, etc.)

9 Others

Project Execution Plan

○○○○○○○ Japanese Association

Name of Subsidy-granted Project: Japanese Language Education (Joint Teacher Training)

- 1) ○○○ Training
- 2) ××× Seminar
- 3) △△△ Joint Training

Content of Project :

1. Project Period

- 1) YY MMDD-MMDD of the same year
- 2) YY MM DD
- 3) YY MMDD-MMDD of the same year

Describe the purpose of the Project and expected effects thereof.

2. Purpose

- 1) To have discussion about the problems borne by each school between participants based on their experiences to seek a solution in order to provide Nikkei children with high-level and effective Japanese language education.
- 2)
- 3)

3. Number of Participants

- 1) ○○ persons
- 2) ○○ persons
- 3) ○○ persons Total ○○○ persons

If a specific program has already been prepared, attach the program or schedule, etc. to this document.

4. Content of Training

- 1) A discussion and workshop will be held on the theme “development of educational materials for conversation exercise towards lower classes of primary school.”
- 2)
- 3)

Project Execution Plan

○○○○○○○ Japanese Association

Name of Subsidy-granted Project: Japanese Language Education (Teacher's Reward)

Content of Project :

1. Project Period April YY-MarchYY

2. Purpose

To retain good teachers to provide Nikkei children with high-level and effective Japanese language education.

Describe the purpose of the Project and expected effects thereof.

3. Number of Persons to Receive Reward

Teachers: ○○ in total

○○○ Gakuen ○○ persons

○○○ Japanese School ○○ persons

○○○ Part-time Japanese School (Hoshu ko) ○○ persons

4. Persons to Receive Reward

Name	School	Class	Number of Students	Remarks

Project Execution Plan

○○○○○○○ Japanese Association

Name of Subsidy-granted Project: Japanese Language Education (Purchase of Materials)

Content of Project :

1. Scheduled time of purchase/Construction: YY MM

Describe the purpose of the Project and expected effects thereof.

2. Purpose

To make the class more attractive by purchasing the latest educational materials sold in Japan and actively studying and using them for the class.

3. Item to Purchase

Name of Items	Quantity	Purpose

Example of Entry

Income and Expenditure Plan

○○○○○○○ Japanese Association

Income	Amount paid by own funds	Amount paid by JICA's subsidy	Total

Expenditure	Amount paid by own funds	Amount paid by JICA's subsidy	Total
<ul style="list-style-type: none">○ Joint Teacher Training<ul style="list-style-type: none">▪ The 1st Teacher Training▪ The 2nd Teacher Training▪ The 3rd Teacher Training ○ Teacher's reward ○ Purchase of educational materials			
Total			

Example of Entry (For Workshop)

Income and Expenditure Plan by Content of Project

Name of Event	○○○ Workshop	○○○ Workshop	○○○ Area Inspection Tour
Date	YY MMDD	YY MMDD	YY MMDD
Venue			
Number of Participants	○○ persons	○○ persons	○○ persons
Purpose			
Content			

Income			
Amount paid by own funds			
Amount paid by JICA's subsidy			
Total Amount			

Enter amount only. Prepare an individual Detailed Income and Expenditure Plan by each event (workshop or training) for details.

Expenditure			
Venue Cost			
Travelling Cost			
Accommodation Fee			
Daily Allowance			
Total			

Example of Entry (For Workshop)

Detailed Income and Expenditure Plan

Name of Project: ○○ Workshop

Income	Total amount	Amount paid by own funds	Amount paid by JICA's subsidy

Be sure to enter "Breakdown" to show the grounds for the amount.
If the formula is complicated or it is impossible to explain with the formula, attach a breakdown of the expenditure.

Expenditure	Total amount	Breakdown	Amount paid by own funds	Amount paid by JICA's subsidy
Venue Cost		@ × days		
Travelling Cost		See the list attached.*		
Accommodation Fee		@ × nights × persons		
Daily Allowance		@ × days		
		@ ×		
		@ ×		
		@ ×		
		@ ×		
		@ ×		
Total				

Example of Entry (For Reward)

Income and Expenditure Plan by Content of Project

Name	Monthly Reward												Total amount	Amount paid by own funds	Amount paid by JICA's subsidy
	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.			

Note) The period of the project should be from April to March according to Japan's financial year.

Example of Entry (For Purchase)

Income and Expenditure Plan by Content of Project

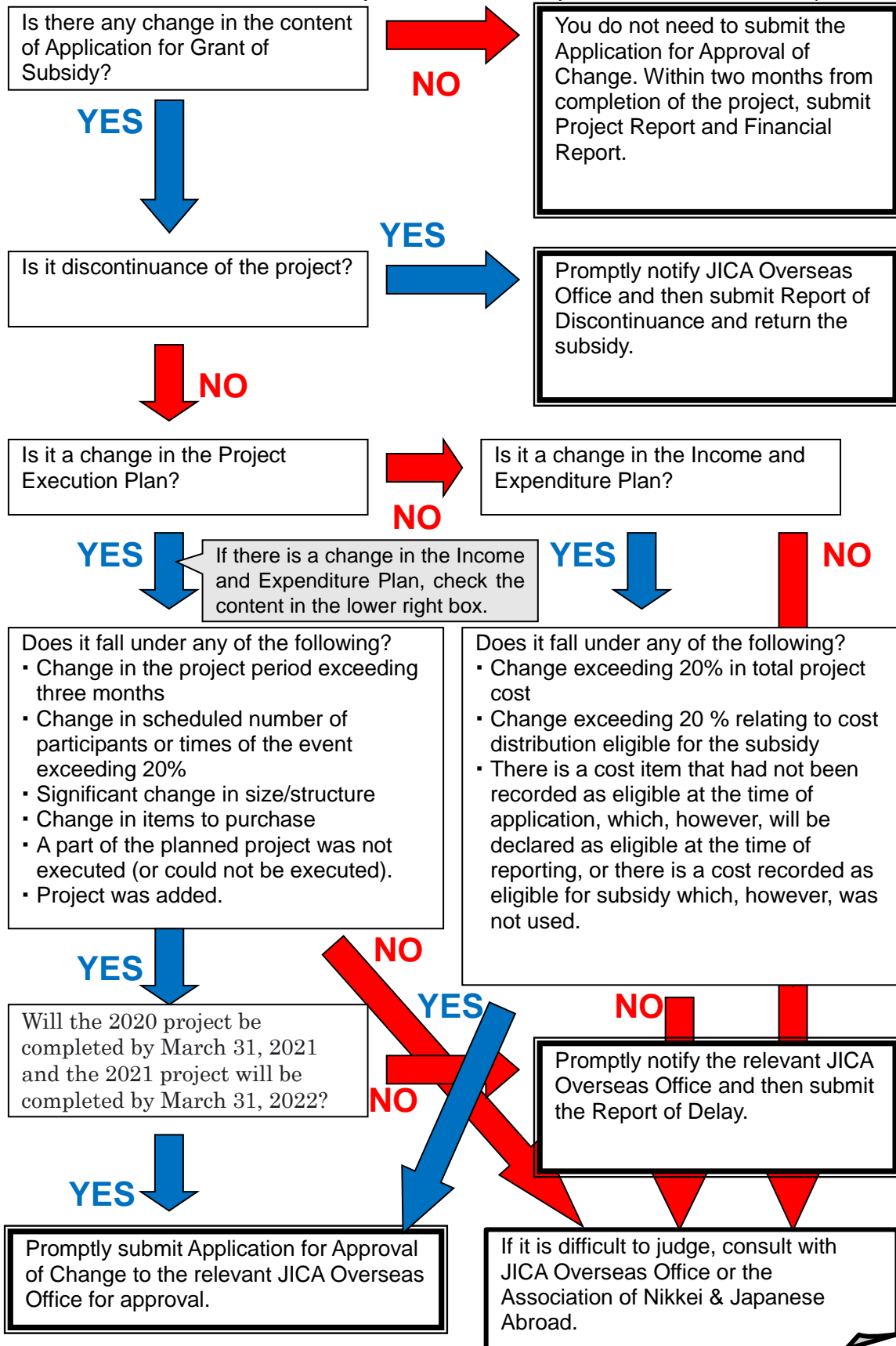
Income	Amount paid by own funds	
	Amount paid by JICA's subsidy	
	Total amount	

Expenditure	Name of Items	Unit Price	Quantity	Total
		Total		

Note) Be sure to attach copies of quotations from at least three suppliers or vendors.

Attachment: Quotation (copy) three copies

Procedure from Grant of Subsidy – Execution of Project – to Submission of Report



3. Application for Payment of Subsidy

- Upon receiving a notice of decision to grant the subsidy, submit the “Application for Payment of Subsidy” to JICA Overseas Office by around the 20th day of the same month.

Example of Entry

Form No. 3 (relating to Article 5)

YY MM DD

Japan International Cooperation Agency
President

Enter the date of decision to grant (Refer to the notice of decision to grant the subsidy).

○○○○○○○ Japanese Association
Chairperson ○○○○○○

○○○○○
○○○ official seal

Application for Payment of Subsidy

Note!

We hereby apply to JICA for the payment of the subsidy pursuant to JICA Notice (5R) dated YY MM DD as follows.

1 Name of Subsidy-granted Project

Education and Culture Support : Japanese Language Education (Joint Training)

Enter in the same manner as mentioned in the notice of decision to grant the subsidy.

2 Purpose of Subsidy Joint Teachers’ Training

3 Total Amount of Subsidy *Enter the amount in local currency.

Amount to Apply for Payment This Time *Enter the amount in local currency.

4 Bank Account to Receive Subsidy and Current Address

We undertake that we will implement the subsidy-granted project in accordance with 5 “Conditions to grant the subsidy” in the notice of decision to grant the subsidy upon receiving the subsidy from JICA.

Also, we pledge the profit obtained from this grant will allot for continuation, development of the future service of our organization.

4. Application for Approval of Change

Be sure to consult with the relevant JICA Overseas Office if any change from the application arises during the project.

[Document to Submit]

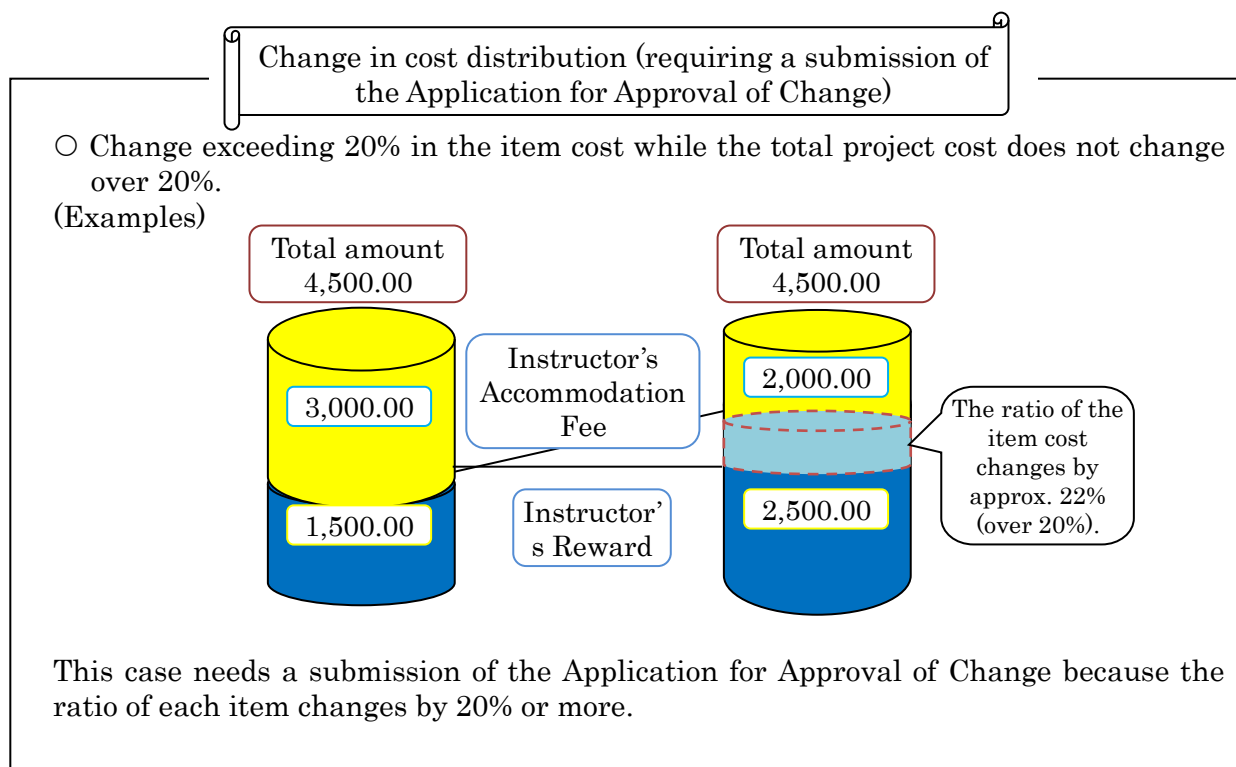
Application for Approval of Change

(Example of Entry: Page 23)

[Point to Consider in Preparation]

- (1) An Application for Approval of Change needs to be submitted if the change falls under the following items that are not minor changes specified by JICA.
- Change in execution timing or period exceeding three months
(Example)Planned: September 10 to September 12→Change to: December 20 to December 25.
 - Change in scheduled number of participants or number of events exceeding 20%
(Example) Planned: The 1st training with 150 participants and the 2nd training with 100 participants
→Change to: The 1st training with 50 participants and the 2nd training is cancelled.
 - Change in items to purchase for Purchase project
 - Change exceeding 20% in total project cost
 - Change exceeding 20% of the cost distribution of the subsidy-grant project (limited to a part subject to the subsidy) (excluding minor change prescribed by JICA)

Case where the cost distribution of the subsidy-grant project (limited to a part subject to the subsidy) changes (excluding minor change prescribed by JICA)



(2) If change is minor as specified by JICA, you do not need to submit an Application for Approval of Change. However, be sure to consult with the relevant JICA Overseas Office and to obtain a prior approval.

In addition, be sure to enter the reasons for and content of the change in the Financial Report.

- Case without change in purpose of the Project and in amount of the subsidy, which does not fall under the above scope.

(Example) Planned: September 10 to September 12 → Changed to: October 1 to October 3

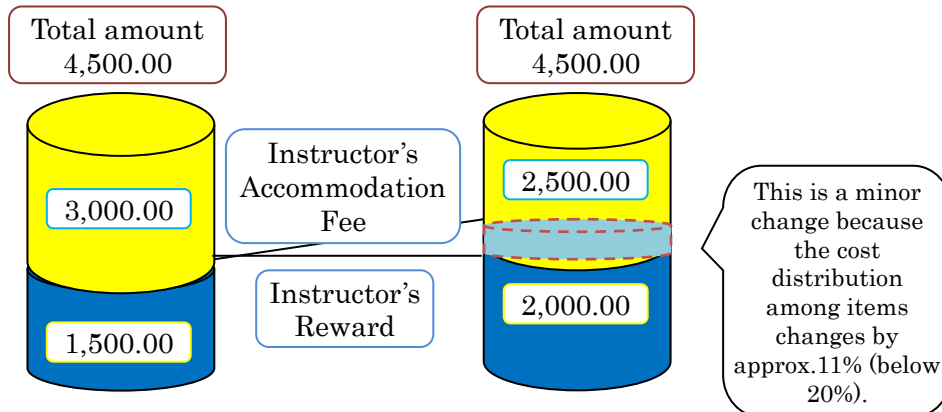
Planned: The 1st training with 150 participants and the 2nd training with 100 participants

→ Change to: The 1st training with 140 participants and the 2nd training with 90 participants.

Minor change (You do not need to submit an application for change, however, be sure to enter the reasons for the change and the cost distribution before and after the change in the financial report.)

- Case without change in purpose of the Project, however, only with change in the distribution of cost eligible for the subsidy, which does not fall under the above scope

(Examples)



There is a change. However, it is a minor change because it does not exceed 20%. Enter the reasons for the change and the cost distribution before and after the change in the Financial Report and submit it.

Example of Entry



Form No. 4 (relating to Article 7 paragraph 1)

Application for Approval of Change

YY MM DD

Japan International Cooperation Agency
President

Enter the date of decision to grant (Refer to the notice of decision to grant the subsidy).

○○○○○○○ Japanese Association
Chairperson ○○○○○○
  official seal

With regard to the subsidy-granted project based on JICA (5R) No. - dated on YY MM DD, we hereby inform you that we intend to change the content and cost distribution of the project for the following reasons as well as ask you for approval of such change.

Name of Subsidy-granted Project Education and Culture Support Japanese Language Education (Joint Training)

1 Reason for Change We would like to postpone the date of the training and to extend the period so as to make a more concentrated lecture because the instructor is not available on the scheduled date and teachers who are supposed to participate will not be available either owing to their school event falling on the same day. We also would like to change the cost distribution because the cost is expected to increase owing to an extension of the period.

2 Content of Project Joint Teacher Training

After Change Period: ○○○○/○○/○○ - ○○○○/○○/○○

Before Change Period: ○○○○/○○/○○ - ○○○○/○○/○○

3 Cost Distribution

After Change Amount paid by own funds○○○. ○○ Amount paid by JICA's subsidy○○○. ○○ Total amount○○○. ○○

Before Change Amount paid by own funds○○○. ○○ Amount paid by JICA's subsidy○○○. ○○ Total amount○○○. ○○

5. Project Report / Financial Report

- Submit the Project Report containing the results and achievements of the project, the Financial Report and related materials within two months from the project completion date. If you receive the approximate payment, you have to submit these report by the end of March.
- With regard to a project ending in March, submit a temporary version of the project report materials to JICA Overseas Office by the due date designated by it.
- Prepare the report in the manner of a comparison to the documents at the time of application in reference to the points to consider and the example of entry.

<Documents to Submit upon Application>	<Documents to Submit upon Completion of Project>
Application for Grant of Subsidy / Project Execution Plan	⇒ Project Report
Income and Expenditure Plan	⇒ Financial Report
Income and Expenditure Plan by Content of Project	⇒ Financial Report by Content of Project
Detailed Income and Expenditure Plan*	⇒ Detailed Financial Report*

*The “Detailed Income and Expenditure Plan” and “Detailed Financial Report” should be attached only when a project such as workshop or training was held.

[Document to Submit]

- Project Report
- Financial Report / Financial Report by Content of Project / Detailed Financial Report

Project Report

(Example of Entry: Page 29-31)

The image shows a sample project report form in Japanese. It includes fields for the organization name, representative name, project title, and a list of project activities. The form is titled 'Project Report' and contains several sections for providing details about the project and its execution.

[Point to Consider in Preparation]

- (1) Attention of the report should be for “President, Japan International Corporation Agency.”
- (2) Submit an original form correctly describing the name of the applicant organization, title of its representative affixed with the official seal of the organization or signed by the representative.

We sometimes receive documents without the representative’s title or name or documents with color-printed seal. Note that such documents are not acceptable and need to be corrected and resubmitted.

- (3) Describe how the project was executed in comparison to the Project Execution Plan.
- (4) Describe the breakdown of the total project cost, the amount paid by own funds and the amount paid by JICA subsidy. (If there is any other financial aid, the amount of such aid should also be included.)
- (5) Enter the achievement, evaluation and future challenges resulting from the execution of the project.
- (6) Attach the table of achievement to show the content of the project.

(Example) Event, training, workshop, etc.: Date, participants’ list, reports, etc.

Reward: Materials, etc. showing the monthly activity done during the relevant period

Purchase: Photo, etc.

- (7) If there is a minor change from the Project Execution Plan, specify the reasons therefor.

Financial Report (Example of Entry: Page32)

[Point to Consider in Preparation]

- (1) Enter the same date as that in the Project Report.
- (2) Prepare an individual report for each type of support (Education and Culture Support) /Medical and Health Care Support.
Make sure that the amounts are same as those in the “Financial Report by Project,” etc., which are prepared by each project describing the breakdown thereof.
- (3) In “Amount of Subsidy decided to be granted,” enter the amount in local currency mentioned in the notice of decision to grant the subsidy.
- (4) In “Amount of Subsidy Received”, enter the amount in local currency actually paid by JICA.
- (5) Income
 - Enter the amount paid by own funds, the amount paid by JICA subsidy and the total amount in local currency.
 - Enter the percentage of the amount paid by own funds and that paid by JICA subsidy respectively.
 - If you have already returned the subsidy partially, enter the amount you have actually used (the amount after deducting the returned amount).
- (6) Expenditure
 - Enter the expenditure item, the planned amount, the actual paid amount.
 - Enter the amount paid by own funds and the amount paid by JICA subsidy as the breakdown of the amount actually paid.
- (7) Remarks
 - Describe any specific change from the application.
(Example) While we recorded the instructor’s accommodation fee at the time of the application, we do not record it because....
 - If you have already returned the subsidy partially, enter the date and the amount returned in “Remarks.”
- (8) You do not have to attach a payment receipt, however, keep it for 10 years so that you can promptly submit it upon request by JICA.
In case of a project with the objective of purchasing goods or maintenance of facilities and equipment, be sure to attach a payment receipt.

Income and Expenditure Plan by Content of Project (Example of Entry: Page 33, 35-36)

*Please use a report format suitable for each project.

For Training and Workshop Project		
Financial Report by Content of Project		
Name of Event		
Date		
Venue		
Number of Participants		
Purpose		
Content		
Income		
Amount paid by own funds		
Amount paid by JICA's subsidy		
Total Amount		
Expenditure		
Total		

(1) For Workshop

For Reward Project																	
Financial Report by Content of Project																	
Name	Monthly amount												Total amount	Amount paid by own funds	Amount financed by JICA		
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar					

(2) For Reward

For Purchase Project					
Financial Report by Content of Project					
Income					
Amount paid by own funds					
Amount paid by JICA's subsidy					
Total amount					
Expenditure	Name of Organization	Name of Items	Unit Price	Quantity	Total
					Total amount
(Attachment) Receipt _____ copies					

(3) For Purchase

[Point to Consider in Preparation]

- (1) In case of a project for purchase purpose, be sure to attach a copy of receipts issued by vendors. If there is any difference from the amount in the application, enter the reasons therefor in the Financial Report, etc. For the project for other purposes, you do not have to attach a payment receipt, however, keep it for 10 years so that you can promptly submit it upon request by JICA.
- (2) If you have submitted the “Application for Approval of Change” to the relevant JICA Overseas Office during the effective period of the project, attach the copy thereof to the reporting documents. We refer to it to check the documents.
- (3) Any organization which has not submitted the “Application for Approval of Change” though it made a significant change should promptly submit it to the relevant JICA Overseas Office and shall attach it to the reporting documents, too.

Detailed Financial Report (Example of Entry: Page 34)

- This document should be attached to the application for Workshop purposes only.

Detailed Financial Report				
Name of Project:				
Income	Total amount		Amount paid by own funds	Amount paid by JICA's subsidy
Expenditure	Total amount	Breakdown	Amount paid by own funds	Amount paid by JICA's subsidy
		@		
		@		
		@		
		@		
		@		
		@		
		@		
		@		
		@		
		@		
		@		
		@		
Total				

[Point to Consider in Preparation]

- (1) Be sure to fill in “Breakdown” because it is the grounds for why the amount is recorded.

When the formula is diversified or it is impossible to explain with the formula, describe how the subsidy was used.

- (2) Items covered by own funds and items covered by the subsidy should be separated via prior check.

Example of Entry (For Workshop)

Form No. 8 (relating to Article 7 paragraph 5)

Project Report

YY MM DD

Japan International Cooperation Agency
President

Be sure to enter the title

Enter the date of decision to grant (Refer to the notice of decision to grant the subsidy).

○○○○○○○○ Japanese Association
Chairperson
○○○○ official seal

Note!

We hereby report as follows since we have completed the subsidy-granted project under JICA Notice (5R) dated YY MM DD.

1 Name of Subsidy-granted Project Education and Culture Support Japanese Language Education(Joint Teacher Training)

- 1) ○○○ Training
- 2) ××× Seminar
- 3) ○○○ Joint Training

If the date of the “Project Execution Plan” changes, enter the reasons therefor.
Example) Change due to the availability of the venue, etc.

2 Project Date (Period)

- 1) YY MMDD - MMDD of the same year
- 2) YY MM DD
- 3) YYMM DD -MMDD of the same year

In case of any minor change, enter the reason therefor.

3 Content of Project

- 1) A discussion and workshop were held on the theme of “Development of educational materials for conversation exercise towards lower classes of primary school.”
- 2)
- 3)

4 Project Cost (Enter the detailed breakdown in a separate financial report)

Total amount ○○○.○○
Breakdown: Amount paid by own funds is ○○○. ○○ and amount paid by JICA’s subsidy is○○○. ○○ (+ financial aid from others)

5 Achievement, Evaluation and Challenges, etc. of Project (enter numerical results as specifically as possible.)

Through three training sessions, we have successfully improved the ability level of the teachers up to ○○. Nine out of 10 teachers were accredited as “△△level of Japanese Language Teacher” in ○○.

Attached Materials Program of each training: ○ copies, participants’ list: ○ copies, photo: ○ pcs.

Attach the table of achievement to show the content of the project.

Example of Entry (For Reward)

Form No. 8 (relating to Article 7 paragraph 5)

Project Report

Japan International Cooperation Agency
President

YY MM DD

Enter the date of decision to grant (Refer to the notice of decision to grant the subsidy).

Be sure to enter the title

○○○○ Japanese Association
Chairperson ○○○

Note!

○○○○
○○○○
○○ official

We hereby report as follows since we have completed the subsidy-granted project under JICA Notice (5R) dated YY MM DD.

1 Name of Subsidy-granted Project Education and Culture Support Japanese Language Education (Teacher's Reward)

2 Project Date (Period) ○○○○ YY ○○ MM - ○○ MM of the same year

3 Content of Project

We paid rewards to ○○ Japanese language teachers of Japanese School ○○ (See the list of teachers attached for details) for their teaching to Nikkei children and operating the school activities during the above-mentioned period.

Number of Persons to Receive Reward: ○○ teachers in total

○○○ Gakuen ○○ persons

○○○ Japanese Language School ○○ persons

○○○ Part-time Japanese Language School (Hoshu ko) ○○ persons

If there is any change in those who receive a reward, specify the name of such persons and reasons for the

4 Project Cost (Enter the detailed breakdown in a separate financial report)

Total amount ○○○.○○

Breakdown: Amount paid by own funds is ○○○. ○○ and amount paid by JICA's subsidy is ○○○. ○○ (+ financial aid from others)

5 Achievement, Evaluation and Challenges, etc. of Project (enter numerical results as specifically as possible.)

Thanks to the Project for Reward to Japanese language teacher,

Attached Materials

- List of persons to receive reward
- School directory

Attach materials showing the activities performed by those who receive rewards (Class, number of students, school activities, etc.). Evidencing documents such as receipts of rewards are not necessary.

Example of Entry (For Purchase)

Form No. 8 (relating to Article 7 paragraph 5)

Project Report

YY MM DD

Japan International Cooperation Agency
President

Enter the date to decide the grant (Refer to the notice of decision to grant the subsidy).

Be sure to enter the title

○○○○○○○ Japanese Association
Chairperson ○○○ ○○○ official seal

Note!

We hereby report as follows since we have completed the subsidy-granted project under JICA Notice (5R) dated YY MM DD.

1 Name of Subsidy-granted Project Education and Culture Support Japanese Language Education (Purchase of Educational Materials)

Enter the date of delivery or the date of installation.

2 Project Date (Period) YY MM DD

3 Content of Project

If there is any change in items to purchase, specify the change and the reasons therefor.

Items to Purchase or Construction	Current Use and Future Use Plan, etc.

4 Project Cost (Enter the detailed breakdown in a separate financial report)

Total amount ○○○.○○
Breakdown: Amount paid by own funds is ○○○. ○○ and amount paid by JICA's subsidy is○○○. ○○ (+ financial aid from others)

5 Achievement, Evaluation and Challenges, etc. of Project (enter numerical results as specifically as possible.)

As the Japanese language educational materials are well developed,

Attached Materials Photo ○pcs.

Be sure to attach materials showing how the item purchased was installed or used.

Example of Entry

Form No. 9 (relating to Article 7 paragraph 6)

Financial Report

YY MM DD

○○○○○○○ Japanese Association

Name of Subsidy-granted Project Education and Culture Support (Japanese Language Education)

Amount of Subsidy Decided to be Granted (○○○.○○)

Amount of Subsidy Received (○○○.○○in local currency)

Fill in the amount mentioned in the notice of decision to grant the subsidy.

Enter the amount of subsidy you have actually received.

Income (in local currency)

Amount paid by own funds	○○○.○○	%
Amount paid by JICA's subsidy	○○○.○○	%
*Case where you receive financial aid from another.		%
Total	○○○.○○	100.00%

Round the percentage off to two decimal

Expenditure (in local currency)

Item of expenditure	Planned amount to apply	Actual expenditure	Breakdown of actual expenditure	
			Amount paid by own funds	Amount paid by JICA's subsidy
Joint Teacher Training				
▪ ○○○ Training				
▪ ××× Seminar				
▪ △△△ Joint training				
Total				

Attached: Receipt (copy) issued by vendor in case of purchase of materials or construction

Remark: Enter cases such as Article 6 (Case where there is a minor change), etc.

If you have returned the subsidy, enter the date and the returned amount.

Example of Entry (For Workshop)

Financial Report by Content of Project

Name of Event	○○○ Workshop	○○○ Workshop	○○○ Area Inspection Tour
Date	YY MM DD	YY MM DD	YY MM DD
Venue			
Number of Participants	○○ persons	○○ persons	○○ persons
Purpose			
Content			

Income			
Amount paid by own funds			
Amount paid by JICA's subsidy			
Total Amount			

Expenditure			
Total			

Example of Entry (For Workshop)

Detailed Financial Report

Name of Project: ○○ Workshop

Income	Total amount	Amount paid by own funds	Amount paid by JICA's subsidy
		Be sure to enter in "Breakdown" to show the grounds of the amount.	

Expenditure	Total amount	Breakdown	Amount paid by own funds	Amount paid by JICA's subsidy
		@ × nights × persons		
		@ × days × persons		
		@ × persons		
		@ × days		
		@ × persons		
		See the list attached.*		
		@ × sheets		
		@ × pieces		
		@ × pieces		
		@ × pieces		
Total				

*When the expenditure includes so many different items that it cannot be calculated by a couple of formulas, prepare and attach a separate breakdown of expenditure.

Example of Entry (For Reward)

Financial Report by Content of Project

Name	Monthly Reward												Total amount	Amount paid by own funds	Amount paid by JICA's subsidy
	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.			

* Enter one person in one cell.

Example of Entry (For Purchase)

Financial Report by Content of Project

Income	Amount paid by own funds	
	Amount paid by JICA's subsidy	
	Total amount	

Expenditure	Name of Items	Unit Price	Quantity	Total
				Total

Be sure to attach a copy of receipts issued by vendors.

Attachment: Receipt (copy) copies

6. Other Documents

1. Case where you intend to discontinue (or abandon) the subsidy-granted project for certain reasons

Be sure to consult with the relevant JICA Overseas Office when any possibility of discontinuance or abandonment arises.

[Document to Submit]

Report of Discontinuance (or Abandonment)

[Point to Consider in Preparation]

- (1) Prepare an individual report by type of support.
- (2) Attention of the report should be for “President, Japan International Corporation Agency.”
- (3) Include the official seal of the applicant organization or signature of the representative thereof.
- (4) Specify the reasons why the project was discontinued (or abandoned).

2. Case where the subsidy-granted project is not completed within the scheduled period.

Notify the relevant JICA Overseas Office to that effect immediately upon knowing the delayed status.

[Document to Submit]

Report of Delay Form

[Point to Consider in Preparation]

- (1) Prepare an individual report by type of support.
- (2) Attention of the report should be for “President, Japan International Corporation Agency.”
- (3) Include the official seal of the applicant organization or signature of the representative thereof.
- (4) Be sure to enter the scheduled completion date of the project.

Promptly submit the Project Report and Financial Report, etc. upon completion of the Project.

Example of Entry

Form No. 5 (relating to Article 7 paragraph 2)

Report of Discontinuance (or Abandonment)

YY MM DD

Japan International Cooperation Agency
President

Enter the date of decision to grant (Refer to the notice of decision to grant the subsidy).

○○○○○○ Japanese Association
Chairperson ○○○ ○○○

Note!

○○○○
○○○○
○○ official

With regard to the subsidy-granted project based on JICA (5R) No. - dated on YY MM DD, we hereby inform you that we intend to discontinue (or abandon) the project for the following reasons.

Name of Subsidy-granted Project

1 Reasons for Discontinuance(or Abandonment)

Specify the reasons for discontinuance in detail.

2 Status of Project

(1) Project has not yet started

Amount of subsidy received

Amount of subsidy returned

(2) Project has already started

a Project status at the time of discontinuance (or abandonment)

b Amount already paid at the time of discontinuance (or abandonment)

Of which, amount paid by own funds

Expenditure from the subsidy

c Amount of subsidy received

Balance of subsidy

Example of Entry

Form No. 6 (relating to Article 7 paragraph 3)

Report of Delay

YY MM DD

Japan International Cooperation Agency
President

Fill in the title of the applicant organization
(chairperson, president, etc.) and the name of
representative and then affix the signature

○○○○○○○ Japanese Association

Chairperson ○○○○ ○○○○

Note!

○○ official

With regard to the subsidy-granted project based on JICA (5R) No. - dated on YY MM DD, we hereby inform you that the project is delayed for the following reasons.

Name of Subsidy-granted Project

1 Reason for Delay

2 Project Plan after Delay

3 Scheduled Completion Date of Project