

Fiscal Year 2009

Guidelines for Application for  
the Japan World Exposition Commemorative Fund

(for overseas organizations)

## 【 Contents 】

### Guidelines for Primary Application for the JEC Fund Grant

1.	<b>Projects qualifying for the JEC Fund Grant</b> .....	1
2.	<b>Application</b> .....	1
3.	<b>Total projected grant amount for FY2009</b> .....	1
4.	<b>Upper limits of the JEC Fund Grant</b> .....	2
5.	<b>Organizations eligible for the JEC Fund Grant</b> .....	2
6.	<b>Acknowledgement of COJWE funding using the Expo '70 logo or other means</b> .....	2
7.	<b>Coverage of the JEC Fund Grant</b> .....	2
	(a) Project expenses to be covered by the JEC Fund Grant.....	2
	(b) Expense items to be covered by the JEC Fund Grant.....	3
8.	<b>Project period</b> .....	6
9.	<b>Number of applications permitted</b> .....	6
10.	<b>Application procedures for the JEC Fund Grant</b> .....	6
11.	<b>Matters to be noted</b> .....	6

### Grant Application Forms

1.	Project.....	8
2.	Contact Information.....	8
3.	Profile of Applying Organization .....	9
4.	Source of Information on Grant.....	10
5.	Project Outline and Plan.....	10
6.	Fund Allocation Table.....	12
7.	Income Breakdown .....	13
8.	Expenditure Breakdown .....	14

## **Guidelines for Primary Application for the JEC Fund Grant**

In commemoration of the success of the Japan World Exposition of 1970, referred to below as “Expo ’70,” the theme of which was “Progress and Harmony for Mankind,” the aim of the Commemorative Organization for the Japan World Exposition (’70) (“COJWE”) is to convey the legacy and ideals of Expo ’70 to future generations. To achieve this aim, COJWE has converted the site of Expo ’70 to a cultural park surrounded by beautiful greenery, and also commemorates the success of the event by funding appropriate projects using the revenues of Expo ’70.

Grants to be issued in FY2009, as part of COJWE’s second middle-term plan (FY2008-FY2010), will focus on environment or park-related projects. For projects implemented at the Expo ’70 Commemorative Park, see the separate document entitled “Guidelines for Application for the Japan World Exposition Commemorative Fund (Fund for the Support of Expo ’70 Commemorative Park Revitalization Projects)”.

\* Up to the present time, COJWE has strived to facilitate biodiversity in the Park as an autonomous forest area, and to develop, research, implement, and spread information on the use of natural energy. At the same time, we have worked to provide opportunities for natural learning, interaction with the community, health improvement, and so forth.

In the disbursement of grant funds as well, COJWE has focused on projects that concern the environment since FY2002, funding projects such as symposia taking the theme of revitalization of nature, cultural events based on environmental themes, lifestyle and community-building educational initiatives, and so forth.

In light of COJWE’s purpose, its initiatives up to the present time, increasing social demands to address environmental issues such as global warming, and the need for funding in these areas, COJWE has decided to focus on projects with an environmental themes.

Due to their significant impact on human life, environmental issues such as global warming are closely intertwined with economy and with culture. In addition to such projects, COJWE will continue to support projects appropriate to the commemoration of Expo ’70 such as traditional culture projects, local cultural projects, etc., even if they are not strictly environment-related.

### **1. Projects qualifying for the JEC Fund Grant**

Projects appropriate to commemorating the success of the Expo ’70 and contributing to public interest and international understanding qualify for the JEC Fund Grant. The projects include:

- (1) Projects contributing to international cultural exchange and enhancement of international goodwill
- (2) International projects in the fields of academic study, education, social welfare, medical care, and hygiene and public health
- (3) International projects designed for natural and environmental conservation

Projects falling into the above categories need meet a certain set of conditions.

(For details, see pages 6 and 7 on conditions of eligibility.)

### **2. Application**

Note the following with regard to your grant application.

To apply for a grant, please read this document carefully and ensure that the required documentation and information have been provided. Note that if some required documents or information are not included, your application may be rejected. In addition, projects receiving grant money are evaluated after their completion on how effectively and appropriately the project was carried out, and on any impact achieved including ripple effects.

### **3. Total projected grant amount for FY2009**

Approximately ¥130 million (total for projects in Japan and overseas)

#### 4. Upper limits of the JEC Fund Grant

The amount of the JEC Fund Grant is between ¥1,000,000 and ¥30,000,000, and should account for less than half of the total project expenses applicable to the JEC Fund Grant, in principle. This means that each implementing organization is required to cover more than half of the total project expenses with their own funds, excluding other public grants, etc.

Upper limit of the JEC Fund Grant is specified for each type of project as follows.

(1) Performance or exhibition:	¥7,000,000
(2) International conference:	¥4,000,000
(3) Purchase of books:	¥3,000,000
(4) Publication of books or film/TV program production:	¥5,000,000
(5) Invitation or dispatch of experts:	¥5,000,000
(6) Purchase of equipment for learning Japanese:	¥8,000,000
(7) Purchase of equipment other than equipment for learning Japanese:	¥15,000,000
(8) Construction or enhancement of a facility:	¥20,000,000
(9) Project conducted for an objective for which the JEC Fund Grant makes an especially large contribution, <u>e.g. exhibiting at an international exhibition, etc.</u>	¥30,000,000

<Note> Even if the purpose of a project encompasses two or more of the above, the upper limit specified for only one of such purposes will apply.

#### 5. Organizations eligible for the JEC Fund Grant

Eligibility for application is granted to foreign national governments, local governments, and other organizations carrying out projects contributing to public interest.

- Notes: (1) It does not matter whether the applying organization has corporate status or not  
(2) Individuals cannot apply for the JEC Fund Grant.

#### 6. Acknowledgement of COJWE funding using the Expo '70 logo or other means

- It should be indicated in websites, posters, programs, signboards and the like that the project has been carried out with COJWE funding (see below).

[Examples]

Japanese:  助成 独立行政法人日本万国博覧会記念機構

English:  Supported by the Commemorative Organization for the Japan World Exposition ('70).

- One factor in evaluating grant applications will be whether or not project impact is disseminated to a large number of people, e.g. information is provided on a website, public lectures are offered, etc.

#### 7. Coverage of the JEC Fund Grant

(a) Project expenses to be covered by the JEC Fund Grant

The JEC Fund Grant will cover expenses that arise from April 1, 2009 to March 31, 2010 and that fall under the following categories:

- Expenses necessary for the implementation of the projects, excluding ordinary expenses such as personnel expenses for secretariats.
- Expenses not covered by grants offered by any of the following organizations
  - Japanese government
  - Prefectural or municipal government in Japan
  - Other Japanese public organizations similar in nature to the organizations shown in A and B above.

(b) Expense items to be covered by the JEC Fund Grant

Expense	Coverage
Travel expense	<p>(1) Where the project is carried out in a location outside Japan, expenses incurred by individuals living in Japan, including foreign nationals, to travel to the country visited immediately after leaving Japan, and from the country last visited before returning to Japan, either by air or sea, will be covered.</p> <p>(2) Where the project involving personnel invitation or dispatch is carried out in Japan, expenses incurred by the invited or dispatched person living outside Japan, including Japanese living abroad, to travel from the country visited immediately prior to visiting Japan, and to the country visited immediately after leaving Japan, either by air or sea, will be covered.</p> <p>(3) Calculation of expenses  <u>The JEC Fund Grant covers expenses for outward and homeward journeys to and/or from Japan within the upper limits shown below. The excess amount above these limits should be paid individually.</u>            (Upper limits of one-way journey)            Asia (Commonwealth of Independent States countries included.): ¥ 50,000            Europe (Commonwealth of Independent States countries excluded.), Oceania, North America: ¥100,000            South America, Africa: ¥150,000            If you are not sure in which category the location of the project falls, please inquire at the local Japanese embassy or consulate general.</p> <p>&lt;Examples&gt;</p> <p>(1) In the case of traveling between France and Japan:            ¥100,000 (one-way travel expense applied to “Europe”) x 2 = ¥200,000</p> <p>(2) In the case of traveling to Japan from France on outward journey and to Germany from Japan on return journey.            ¥100,000 (one-way travel expense applied to “Europe”) x 2 = ¥200,000</p> <p>(3) In the case of traveling to Japan from France on outward journey and to China from Japan on return journey.            ¥100,000 (one-way travel expense applied to “Europe”) + ¥ 50,000 (one-way travel expense applied to “Asia”) = ¥150,000</p> <p>* Travel expenses not covered by the JEC Fund Grant            (1) Travel expenses between countries other than Japan            (2) Travel expenses incurred by accompanying persons</p>
Domestic travel expense	<p>(1) Where the project is carried out in two or more states, provinces, or cities outside Japan, expenses incurred by project participants living in Japan, including foreign nationals, to travel to such locations either by air, sea, chartered bus, rented car, or public transportation will be covered.</p> <p>(2) Where the project is carried out in two or more prefectures in Japan, expenses incurred by project participants living outside Japan, including Japanese living abroad, to travel to such locations either by air, sea, chartered bus, rented car, or public transportation will be covered.</p> <p>[Conditions of coverage]            The following conditions are applied to payment of domestic travel expenses.            (1) Expenses to travel by air, sea, chartered bus, and rented car are covered by the JEC Fund Grant only when such expenses are paid to the company offering such transport service or to the travel agency.            (2) Expenses to travel by public transportation are covered, which are paid to the company offering such transport service or to the travel agency. In this case, a fare list or other document evidencing the amount of fare should be presented.</p> <p>[Upper limits]            (1) In the case of traveling by air, the JEC Fund Grant will cover the amount up to the economy-class airfare.            (2) In the case of traveling by railway, the JEC Fund Grant will cover train fare, reserved seat fees, and express fees, but not green seat (first class) fees of the Shinkansen line.</p>

	<p>* Expenses not covered by the JEC Fund Grant</p> <ol style="list-style-type: none"> <li>(1) Taxi fare</li> <li>(2) Travel expenses between countries other than Japan</li> <li>(3) Public transportation fare whose exact amounts cannot be verified</li> <li>(4) Travel expenses incurred by accompanying persons</li> <li>(5) Travel expenses incurred during or after the project (or closing ceremony) for the purpose of sightseeing</li> </ol>
Accommodation expense	<p>The following conditions are applied to expenses paid to a travel agency or hotel by the implementing organization. Expenses in excess of the upper limits shown below are not covered by the JEC Fund Grant.</p> <ol style="list-style-type: none"> <li>(1) Where the project is carried out outside Japan, accommodation expenses in an amount not exceeding ¥18,000 per night per person for individuals living in Japan, including foreign nationals, will be covered.</li> <li>(2) Where the project is carried out in Japan, accommodation expenses in an amount not exceeding ¥18,000 per night per person for individuals living outside Japan, including Japanese living abroad, will be covered.</li> </ol> <p>* Number of nights covered: The JEC Fund Grant covers accommodations of the day immediately preceding the implementation of the project and of the day of the implementation only.</p> <p>* Expenses not covered by the JEC Fund Grant</p> <ol style="list-style-type: none"> <li>(1) Accommodation expenses incurred by accompanying persons</li> <li>(2) Food and drink expense (Not applicable if meal and drink expenses are included in accommodation expense.)</li> <li>(3) Telephone charge</li> </ol>
Hall rent	<p>The JEC Fund Grant covers hall rent necessary for implementation of the project.</p> <p>* If part of the hall rent is paid in advance during FY2008, the JEC Fund Grant will also cover such advance payment on condition that it is verified that the advance payment is part of the expenditure incurred during the project period.</p> <p>* Rent of a reception hall and food and drink expense incurred for social event(s) are not covered.</p>
Stage-related expense	<p>Expenses incurred in the installation and removal of stage settings and stage management including personnel expense are covered.</p> <p>* If the implementing organization or its secretariat install and/or remove stage settings or do stage management tasks by themselves, the expenses incurred in such tasks will not be covered.</p>
Equipment rental	<p>Expenses to rent equipment for use in the venue of the project are covered, which include: expenses to hire lighting and sound technicians.</p> <p>* For purchase of equipment, please refer to the column below.</p>
Equipment purchase	<p>The JEC Fund Grant can be used to purchase equipment which contributes to the purpose of the project, and will be maintained by the implementing organization (not individuals or third parties) after the project is over. Expenses for producing plates on which to show an acknowledgement of COJWE funding are also covered.</p> <p>* Expenses not covered by the JEC Fund Grant</p> <ol style="list-style-type: none"> <li>(1) Cost of equipment purchased for the purpose of handling office work of the secretariat</li> <li>(2) Cost of equipment owned individually</li> <li>(3) Cost of equipment owned or maintained by a third party other than the implementing organization</li> </ol>

Book purchase	<p>The JEC Fund Grant can be used to purchase books relating to Japan which will be maintained by the implementing organization after the project is over. Expenses for producing stickers on which to print an acknowledgement of COJWE funding are also covered.</p> <p>* Expenses not covered by the JEC Fund Grant</p> <p>(1) Cost of books not relating to Japan</p> <p>(2) Cost of books owned or maintained individually</p> <p>(3) Cost of books owned or maintained by a third party other than the implementing organization</p>
Equipment transportation	<p>Expenses to transport equipment necessary for the project are covered, including customs clearance cost and insurance fees.</p> <p>* Expenses incurred in the transportation of equipment by vehicle owned by a member of the implementing organization or its secretariat, including fuel expenses and road tolls, are not covered.</p>
Interpreter's fees	<p>Interpreter's fees paid to the interpretation service provider in connection with the project are covered.</p> <p>* Cost of interpretation service undertaken by a member of the implementing organization is not covered.</p>
Printing and binding expense	<p>Expenses for producing and distributing printed matter that carries an indication that the project has been carried out by the COJWE funding ("acknowledgement of COJWE funding") are covered. (Such printed matter is to be referred to as "printed matter with an acknowledgement of COJWE funding.") Printed matter with an acknowledgement of COJWE funding includes ads placed in newspapers or hanging posters in trains.</p> <p>[Examples] Leaflet, poster, ticket, program, DVD, CD-ROM, websites, reports, and others</p> <p>* Expenses not covered by the JEC Fund Grant</p> <p>(1) Expenses for producing printed matter without an acknowledgement of COJWE funding</p> <p>(2) Expenses for producing commemorative objects</p>
Translation fees	<p>Translation fees incurred in producing printed materials with an acknowledgement of COJWE funding and reference materials necessary for implementation of the project are covered.</p> <p>* Cost of translation service undertaken by a member of the implementing organization is not covered.</p>
Construction or enhancement cost	<p>Expenses for survey, design, transportation of materials, and construction are covered, as well as expenses for producing plates on which to show an acknowledgement of COJWE funding.</p>

\* The JEC Fund Grant covers the following expenses incurred by persons accompanying physically challenged persons as well as Braille translation expenses, subject to the conditions shown above.

(1) Projects contributing to international understanding:

The JEC Fund Grant covers travel, domestic travel, and accommodation expenses, and the part of the interpretation/translation fee that is paid to the interpretation/translation service provider.

\* The JEC Fund Grant will not cover expenses for: secretariat personnel; agency service; office consumables; food and drinks consumed during reception; production and purchase of commemorative objects; expenses paid to individuals for which tax withholding paperwork is not carried out, and reserve funding.

<Note> If you receive, or are going to receive, grants from other organizations, such grants should be allocated to "expenses not applicable to JEC Fund Grant" in both of the following cases.

- (i) If use of grant money is specified, please allocate such a grant to the specified purpose in the budget item classified as "expenses not applicable to JEC Fund Grant."
- (ii) If no purpose is specified, please allocate such a grant to the appropriate budget item classified as "expenses not applicable to JEC Fund Grant."

## 8. Project period

Between April 1, 2009 and March 31, 2010

## 9. Number of applications permitted

Only one application (for one project) is allowed per implementing organization.

## 10. Application procedures for the JEC Fund Grant

- (1) Documents to be submitted for application should be filled out in Japanese.
- (2) Document size  
Documents to be submitted for application should be A4-sized.
- (3) Number of documents to be submitted  
One copy of each Grant Application form together with one copy of each attachment should be submitted.
- (4) Application period  
Applications will be accepted between September 1, 2008 and September 30, 2008. (Application should be received by the Japanese embassy or consulate general in your country/region during this period.)  
<Note> Applications not submitted within the period cannot be accepted under any circumstances.
- (5) Where to submit  
Applications should be submitted to the Japanese embassy or consulate in your country/region.
- (6) Notice of results  
All of the applicants will be notified of the results in writing in mid-March 2009.

## 11. Matters to be noted

- (1) Grant money is paid to the implementing organization only after the implementing organization has completed the project, paid the project expenses, and submitted a project completion report to COJWE, which COJWE will examine to finally determine the amount of the grant money. This means that the implementing organization is required to temporarily pay the project expenses out of its pocket. It should be also noted that the amount of the grant money paid to the implementing organization may be less than the originally agreed amount, because the amount is calculated based on the actual expenses the implementing organization has paid for the project.
- (2) You can download application forms from the COJWE website. Your local Japanese embassy or consulate general can provide the URL. You may opt to produce the forms on your own in the prescribed formats.
- (3) Applications are rejected if any of the required information is omitted.
- (4) COJWE will not be involved in the project or debt guarantee in any manner.
- (5) In carrying out the project, the implementing organizations should show an acknowledgement of COJWE funding on websites, posters, programs, signboards and the like. See “6. Acknowledgement of COJWE funding using the Expo ’70 logo or other means” on page 2 for an example of how the acknowledgement should be displayed, e.g. the Expo ’70 logo, etc.
- (6) Information of accepted project, including the name of the implementing organization, outline of the project, amount of the grant money, and reason for acceptance, will be shown on the official COJWE website.
- (7) Implementing organizations are required to cooperate with COJWE in conducting post-completion evaluations by means of providing information and detailed results of the project implementation, responding to a questionnaire, etc., upon completion of the projects. The results of evaluations of individual projects will not be made public.

### Eligible Project Conditions

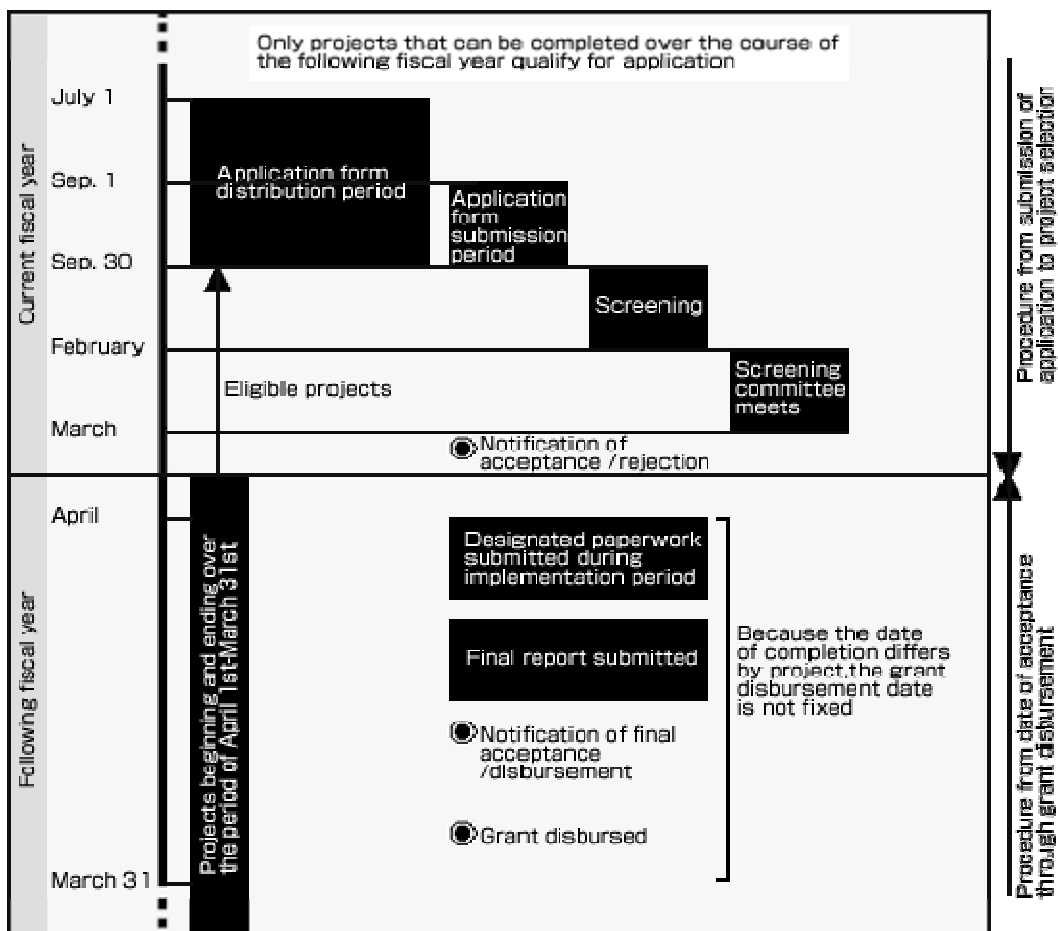
Amongst projects listed in “1. Projects qualifying for the JEC Fund Grant,” eligible projects must meet all of the following conditions.

- (a) A project can make large enough contributions to public interests to fulfill the purpose of commemorating the success of the Expo ’70.
- (b) A project that cannot be accomplished without a JEC Fund Grant.
- (c) A project that is conducted in a well-planned, appropriate manner and for which grant money is expected to create

positive effects.

- (d) A project that will not benefit a limited number of individuals.
- (e) A project that is somewhat associated with Japan.
- (f) A project whose implementing organization is not regarded as an investor in any third party project.
- (g) A project whose implementing organization will not donate the properties obtained through the JEC Fund Grant to any third party.
- (h) A project that is not conducted as part of the current business of the implementing organization (such as construction of a school building, purchase of a lot, opening of university or educational courses, etc.)
- (i) A project that will not benefit only limited part of the region if it is aimed at sister-city exchange.
- (j) A project in which the total budget multiplied by 0.05 plus the reserve fund does not exceed the amount of the applicable JEC Fund Grant.
- (k) A project purpose is not to commemorate the establishment of the implementing organization, such as to hold an anniversary event or construct a monument.
- (l) A project whose purpose is not to conduct research for the sake of research.
- (m) A project that is not planned for religious or political activities.
- (n) A project whose purpose is not to establish a fund.
- (o) A project that is not implemented personally.
- (p) A project in which the resulting properties will not come into private possession, if it is planned for the construction or enhancement of a facility.

Schedule from Application through Disbursement



To Mr. Akio Nakai  
 Chief Director  
 Commemorative Organization for the Japan World Exposition ('70)

Address of the applying organization: 〒

Name of the applying organization:  
 (Abbreviation)

Title and name of the representative person:

Application for the Japan World Exposition Commemorative Fund Grant for Fiscal Year 2009

We are applying for the JEC Fund Grant for implementation of the following project, and hereby submit the documents required for the application.

1. Project

Project name	(Provide a project name that expresses project attributes in simple terms, and avoid technical or academic expressions.)
Amount of grant	thousand yen
Purpose of the project	

2. Contact Information

Contact persons	Person in charge	Position	
		Name	
		Telephone	Country code ( ) – long-distance code ( ) – dialing code ( ) – number ( )
		Fax	Country code ( ) – long-distance code ( ) – dialing code ( ) – number ( )
		Email	
	Assistant to the person in charge	Position	
		Name	
		Telephone	Country code ( ) – long-distance code ( ) – dialing code ( ) – number ( )
		Fax	Country code ( ) – long-distance code ( ) – dialing code ( ) – number ( )
		Email	

3. Profile of Applying Organization

Pronunciation		Pronunciation	
Name of the applying organization (abbreviation)		Name of the representative person	
Corporate status	Incorporated company	Incorporated foundation	Other No corporate status
Date of establishment	Year	Month	(pertinent (competent) authority: )
Address	〒	TEL	
		FAX	
Website URL	http://		
Purpose of establishment			
History			
Past achievements			
Have you been awarded the JEC Fund Grant in the past?	Yes	No	* If yes, indicate the fiscal year when the grant was awarded, the amount of the grant money, and the outline of the project implemented with the grant. (Fiscal year:                      Amount of the grant money:                      yen) Outline of the project:

\* Please attach the articles of incorporation, bylaws, company rules, annual report, and other documents showing financial conditions of the applying organization.

\* Describe the purpose of establishment, history, and past achievements both briefly and specifically. (It should be noted that description like “see the attached articles of incorporation” is treated as if no information were given.)

4. Source of Information on Grant

Official COJWE website      Japanese embassy or consulate general      Other (      )

5. Project Outline and Plan

Project name		(Provide a project name that expresses project attributes in simple terms, and avoid technical or academic expressions.)
Project outline		(Provide any necessary additional information that explains technical or academic expressions in simple terms. For international conferences, explain conference themes in an easy-to-understand manner.)
Plan	Project period	From: Year (      ). Month (      ). Day (      ) To: Year (      ). Month (      ). Day (      )
	Venue and schedule of the project	
	No. of expected participants	Number of participants: _____ (domestic: _____; foreign: _____)  <u>For projects such as performances and exhibitions, indicate the expected number of attendees (separate categories for domestic and foreign visitors).</u>  Number of participating countries: _____ (Names of participating countries: _____ )
	Admission fee	
	Public participation (Yes/No)	

	Policy on popularizing project impact in society	Printed matter carrying an acknowledgement of COJWE funding (Yes/No)	
		Public lectures	Date: Year ( ). Month ( ). Day ( ) Venue: Theme: Questionnaire implemented?
		PR plan	
		Website URL	
		Scheduled date of completion	Date: Year ( ). Month ( ). Day ( )
	Date of submission of project completion report	Date: Year ( ). Month ( ). Day ( )	
Project category		Check as applicable: Environment-related Not environment-related	
Expected effect of the project upon completion			
Plan and measures to use the project's outcome			

Note: If there is not enough space, you may enlarge the frame or attach an additional sheet/sheets of paper, provided that each sheet is A4-sized.

6. Fund Allocation Table

(JP¥)

Expenditure	Spending budget *1	Total income budget *2 (Total of *3)	Breakdown of total of income budget (*2) *3							Breakdown of spending budget (*1)
			JEC Fund Grant				Other grants			
Project expenses applicable to JEC Fund Grant										
										Expenditure breakdown 1
										Expenditure breakdown 2
										Expenditure breakdown 3
										Expenditure breakdown 4
Subtotal										
Project expenses not applicable to JEC Fund Grant										
Use this column when you set a reserve fund.										
Subtotal										
Total										

Breakdown of income budget (*2)	Income breakdown 1	Income breakdown 2	Income breakdown 3				

Note: Please attach written estimates of travel expense, stage-related expense, interpreter’s fee, and construction or maintenance cost.

7. Income Breakdown

Income Breakdown 1

Budget item	Breakdown	Amount
Total	-	¥

Income Breakdown 2

Budget item	Breakdown	Amount
Total	-	¥

Income Breakdown 3

Budget item	Breakdown	Amount
Total	-	¥

Income Breakdown 4

Budget item	Breakdown	Amount
Total	-	¥

8. Expenditure Breakdown

Expenditure Breakdown 1

Budget item	Breakdown	Amount	Estimate No.
Total	-	¥	

Expenditure Breakdown 2

Budget item	Breakdown	Amount	Estimate No.
Total	-	¥	

Expenditure Breakdown 3

Budget item	Breakdown	Amount	Estimate No.
Total	-	¥	

Expenditure Breakdown 4

Budget item	Breakdown	Amount	Estimate No.
Total	-	¥	

Note 1: Please attach written estimates of travel expense, stage-related expense, interpreter's fee, and construction or maintenance cost.

Note 2: If the project involves both personnel invitation and dispatch, and/or both domestic and foreign operations, specify each amount separately in the "Breakdown" column.