

**2023 Fall Semester Financial Aid for Intercultural Exchange: Application Form**

Date Submitted　2023/　　　MM/　　　　DD

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| (1) Basic Information (*Fill out each section and fill in the appropriate boxes from* □ *to* ■) |
| Event Name |  | Name of group/ club/ circle, if applicable |  |
| Representative’s (Applicant's) Name |  | Student ID no. |  |
| Name of College or Grad School |  | Your year at the university |  |
| Event Date/Period | 202Y/MM/DD – 202Y/MM/DD |
| Location | □On-campus (place: ) | □Off-campus (place: ) | □Online |
| Expected Turnout  | Total: X people \*Number of your group (event staff) included within the total: Y |
| Application Category | □ 100,000JPY or less　　　□ 500,000JPY or less　　　□ 1,000,000JPY or less(*Are you applying for another support fund*? □Yes (fund name: ) □No) |
|  (2) Project Plan (*Please provide clear and concise responses to the following \*No page limit*) |
| * Project Objective; *Your project’s objective(s) should be aligned with the aim of the Financial Aid for Intercultural exchange – the promotion of mutual intercultural understanding, intercultural exchange, etc.*
* Project Details; *In addition to introducing the project/event, etc. itself, explain 1) what makes the project an attractive or novel idea, and 2) how you plan to promote the project/event and encourage a diverse participant turnout, as well as how you plan to promote active interaction between domestic and international student participants*
* Project Management and Risk Prevention; *Describe 1) how you plan to run the project/event smoothly, and 2) how you intend to manage risk and ensure participant and staff safety (i.e. accident prevention, etc.)*
* Expected Project Outcome(s); *Describe 1) the outcome(s) you expect or hope the project will yield,*

*2) how the expected outcome(s) might tie in to further intercultural understanding and exchange in the future* |

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| (3) Schedule (*List out the key project components, including advertising/promotion, preparation, project implementation, etc. and their respective timeframes*) |
| Example: *Late October 2023: Promotional material design, release of promo materials and begin recruitment, start gathering necessities for the event**Late November 2023: Participant announcement**Early December 2023: On-site preparation, hold the event* |

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| (4) Scheduled Expenses *(All costs in JPY. Round up to the nearest 1000JPY and follow the example below)* |
| Category | Item | Unit cost × no. of units=cost | Subtotal |
| Consumables | Ex: Playing cards | 235x30=7050 | 8000 |
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|  |  |  |
| Insurance premiums |  |  |  |
| Travel |  |  |  |
|  |  |  |
| Accommodation |  |  |  |
| Printing and bookbinding |  |  |  |
|  |  |  |
| Communications and transport |  |  |  |
|  |  |  |
| Honorarium |  |  |  |
| Rental fees |  |  |  |
|  |  |  |
| Payment handling fees |  |  |  |
| Miscellaneous |  |  |  |
| Other |  |  |  |
|  |  |  |
| Total |  |

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| (5) For each scheduled expense item in (4), attach a link as proof of the cost quoted |
| Ex: -Starbucks eGift (500JPY value) <https://gift.starbucks.co.jp/> |