

# Australia-Japan Foundation Application Form

## Form Preview

### Applying for a grant

\* indicates a required field

#### Eligibility

Please ensure you have read the information for grant applicants on the [website](#) prior to answering these questions.

Incomplete applications will NOT be considered. This includes applications without the appropriate supporting documents and referee letters.

Please complete the following 'Confirmation of Eligibility' questions before commencing this application form to ensure you do not waste your time applying for an unsuitable grant.

#### **Confirmation of Eligibility**

##### **I confirm that I (the applicant) ...**

- have read and understand the Australia-Japan Foundation Grant Guidelines 2020 or Australia-Japan Foundation Publication Awards Guidelines 2020 (as relevant) found [here](#).
- am able to demonstrate alignment between the grant proposal and the [aims of the Australia-Japan Foundation](#).
- am an Australian citizen, an Australian permanent resident or an Australian entity with an ABN or ACN; or a Japanese citizen or organisation
- am able to demonstrate financial viability
- do not owe any reports or money to the Australia-Japan Foundation through the Department of Foreign Affairs and Trade as a result of previous funding or grants
- have the appropriate type and level of insurance for the activities that are the subject of this grant proposal
- am not seeking funding for an activity that is commercially viable in its own right or which gives a commercial advantage to me and/or my organisation.

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- am not undertaking an activity that will be carried out with direct financial or in-kind (such as goods and services) benefit to the Department of Foreign Affairs and Trade.
- am prepared to submit a Child Protection code of conduct if my grant activity involves children (those under the age of 18 years).
- am seeking funding for a project that will commence between 1 July 2020 and 30 June 2021.

### Required \*

- Yes  
 No

If you have any questions about the eligibility criteria, please contact **Manager, Australia-Japan Foundation** at [ajf.australia@dfat.gov.au](mailto:ajf.australia@dfat.gov.au) (for queries in **English**) or [ajf.japan@dfat.gov.au](mailto:ajf.japan@dfat.gov.au) (for queries in **Japanese**).

## Australia-Japan Foundation Publication Awards

AJF's Publication Awards support the publication of quality books related to Australian studies in Japan. These will usually be written in the Japanese language. Publication Awards are open to Japan-based academics and researchers who wish to publish works in Japan. The AJF Grant guidelines will also apply to the Publication Awards - for further detailed information, please refer to the Japanese AJF website [here](#).

Publications should focus on issues of mutual relevance and interest relating to Australia and Japan. The awards are worth up to \$10,000 per publication.

In answering the following questions, it is important to remember that applicants for a Publication Award will be selected on the basis of (i) confirmation from your Publisher that your area of research will be suitable for publication by June 2021; (ii) the extent to which this publication will contribute to and strengthen the level of knowledge and understanding of the Australia-Japan relationship; and (iii) the commitment of the author to disseminate and promote the publication widely, effectively and actively through academic and other relevant channels.

Further information can be sought from the AJF Secretariat at the Australian Embassy in Tokyo ([ajf.japan@dfat.gov.au](mailto:ajf.japan@dfat.gov.au)).

### Are you applying for an AJF Publication Award Grant? \*

- Yes  
 No

## Previous Funding

### Have you or your organisation previously requested or received related grant funding from the Commonwealth Government of Australia and/or other sources? \*

- Yes  
No

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If yes, please give details, including the amount and year. \*

Word count:

Of particular interest are grants received or requested from DFAT (through Foundations, Councils and Institutes or the Australian Cultural Diplomacy Grants) and from the Australia Council for the Arts or Australian Research Council. Must be no more than 150 words.

## Project Alignment

\* indicates a required field

### Alignment with Australia-Japan Foundation priority areas

To achieve its objectives, the Australia-Japan Foundation aims to deliver high quality programs and projects under the following six priority areas (in alphabetical order):

**Communication, Information and Advocacy:** Projects will promote an accurate and positive image of Australia in Japan, highlight the enduring nature of the bilateral relationship and increase public understanding of the importance of the Australia-Japan relationship in both countries.

**Economic Diplomacy and Geopolitics:** Projects will facilitate informed discussion among policy-makers, business groups and academic opinion leaders on the importance and potential of the Australia-Japan business, economic and geopolitical relationships to each country. Projects will focus on the following areas:

- Promoting closer economic relations arising from the opportunities of trade agreements and their built-in agendas;
- Promoting emerging issues and trends in Australia's trade and investment relationship with Japan;
- Promoting Australian corporate reform capabilities and international business expertise in areas of interest to Japan (for example in project management and private-public partnerships);
- Promoting understanding and public awareness of Australia and Japan's shared contribution to promoting peace and stability in the region and globally; and Australia and Japan's commitment to rules and norms that promote stability, peace and prosperity.

**Education and Australian studies:** Projects will focus on two areas:

- The promotion of Australia's strong education and training credentials, for example, through alumni engagement and opportunities to provide in-country exposure to Australian education and training capabilities.
- Support for the teaching of Australian studies in Japan and the maintenance and expansion of Japanese academic interest and expertise on Australia.

Proposals for study tours and academic research projects, particularly those that lack a strong communications component, are generally not competitive.

**Scientific innovation:** Projects will focus on three areas:

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- Exchanges between potential Australian and Japanese individual and institutional collaborators and partners in sectors that promote Australian excellence such as in innovation, science, health and technology;
- The promotion of Australian expertise in scientific research, technology and innovation, for example, through alumni engagement and public outreach activities. Projects that engage scientific and technological areas of cooperation between Australia and Japan - but are not wholly or predominantly scientific research - will be eligible for funding.
- Promotion of Australian excellence in sports medicine and other sports-related scientific innovation through exchanges.

**Society, Culture and Sport:** Projects under this priority will encourage new social and cultural exchange and cooperation initiatives between Australian and Japanese professional, community and other institutions including sport, local government, youth, community and not-for profit groups which highlight Australian excellence and expertise in Japan and enhances mutual understanding, friendship and respect. Projects will promote Australia as a contemporary, creative, successful, diverse and tolerant nation; and an attractive place to work, study, visit and live. Projects will also promote Japan as a highly complementary partner with shared values and interests.

Arts/culture projects would preferably be a collaboration between Australian and Japanese partners and demonstrate innovative ideas and/or approaches conceptually or in its delivery. The individual or organisation must have a proven record of quality and excellence.

Past successful applications from larger cultural festivals were able to demonstrate how their project:

- promoted the Australia-Japan relationship where it was not just an incidental part a much broader international festival promotion
- and where AJF funding of the bilateral aspect of the program could be clearly acknowledged to AJF;
- had prospect for promoting the bilateral relationship widely particularly through media; and
- potentially could act as a catalyst for important, new relationships between Australian and Japanese collaborators.

Sports-related projects should promote Australian technical expertise. Past successful sports-related projects looked at building long-term connections, rather than just one-off exchanges.

**Which Australia-Japan Foundation priority area does your project primarily relate to? \***

Choose only one

## Project Outline

**Project Title \***

Must be no more than 10 words

For the 'Project Brief' below, provide a succinct description of the main activity of the project. Include the Who/What/When/Where/How. This can be a duplication of the key

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points in the first couple of sentences in the longer Project Summary below.

### Project Brief \*

Must be no more than 40 words

### Start Date \*

Must be a date between 1 July 2020 and 30 June 2021.

### Completion Date \*

Must be a date.

## Alignment with grant program objectives

### To which objective does your project primarily relate? \*

NOTE: This sections seeks to determine how well your grant proposal aligns with DFAT's grant program objectives (which may overlap with AJF objectives).

## AJF Publication Award

\* indicates a required field

### Information

The 2020-21 Australia-Japan Foundation (AJF) Publication Award will support the publication of quality books related to Australian Studies in Japan. These publications should be written in the Japanese language although a case for a text in English may be considered by the Board of the Australia-Japan Foundation.

Publication Awards will be open to academics and researchers who are based in Japan and who wish to publish works in Japan. Publications should focus on issues of mutual relevance and interest relating to Australia and Japan.

Publications eligible for the Award include contemporary works on Australian society in areas such as: economics and trade; environment/environmental issues; ethnicities and multiculturalism; film, media and communication; history; gender studies; Indigenous Australia; the arts; literature; politics; regional and international security issues; and tourism. Other topics may be nominated.

The key objective of the Publication Awards is to deepen knowledge and understanding of the Australia-Japan relationship in Japan. Publication Award funding is intended to provide assistance for:

- **books written about Australia in Japanese by academics and researchers based in Japan which are scheduled for publication;**
- **translation into Japanese of Australian-authored books on Australia-related issues which are scheduled for publication; and/or**

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- **Japanese editions of books resulting from joint research by Australian and Japanese academics on Australia-related issues which are scheduled for publication.**

AUD10,000 will be awarded per publication in the 2020-21 Publications Award round.

**NOTE:** Payment will be made in Japanese Yen up to the value of AUD10,000 (no Goods and Services Tax applicable) for academics/researchers who are based in Japan. The exchange rate of the date of the payment will be applied. The payment in Japanese yen may differ from what is anticipated at the time of the application submission due to fluctuations in the exchange rate.

In answering the following questions, it is important to remember that applicants for a Publication Award will be selected on the basis of (i) the quality, viability and long-term relevance of the research project to be undertaken during the period July 2020 to June 2021; (ii) the extent to which this publication will contribute to and strengthen the level of knowledge and understanding of the Australia-Japan relationship; and (iii) the commitment of the author to disseminate and promote the publication widely, effectively and actively through academic and other relevant channels.

If you are unsure about whether your topic will be suitable under this Award, please contact the AJF Secretariat Tokyo, Australian Embassy in Tokyo by email at [ajf.japan@dfat.gov.au](mailto:ajf.japan@dfat.gov.au)

## Applicant Information

### Name \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Current academic status \*

- Academic  
 Researcher

### Institutional Link \*

Japanese University/college and/or Department where you are employed or studying

### Address \*

Address

Suburb/Town State/Province Postcode Country

Must be a valid postcode.

### Email \*

Must be an email address.

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### Contact Phone Number \*

Must be a valid phone number.

### Website \*

Must be a URL.

### CV \*

Attach a file:

Please include relevant qualifications and experience. Please limit to one page. Attach a copy in English

## Academic Achievements

### Do you have any previous publications? \*

- Yes  
 No

### Publications (which you have contributed to or authored) \*

Please provide details of publications you have contributed to or have written.

## Language

Publication Awards are open to academics and researchers who are based in Japan and who wish to publish work in Japan. Publications are intended to be written in the Japanese language although a case for a text in English may be made and this will be considered by the AJF Board. If you wish to make a case for the publication to be made in English, please outline the reasons for this below at Section 3.

### Do you wish to make a case for the publication to be in English?

- Yes  
 No

### Outline of Case for Your Publication to be in English. \*

Word count:

Must be no more than 150 words.

## Title & Area of Research about Australia

### What is the Title of your publication? \*

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Word count:

Must be no more than 50 words.

### Area of Research about Australia

- Arts
- Economic and Trade Issues
- Education
- Environment/Environmental Issues
- Ethnicities and/or Multiculturalism
- Film, media, communications and performing arts
- Gender Studies
- History
- Indigenous Australian Studies
- Literature
- Politics
- Science, Technology, Innovation, Health
- Security, Regional and International Relations
- Tourism
- Other:

Please ensure that your application addresses at least one of the designated areas of research.

## Table of Contents

Applications for Publication Awards require a Table of Contents in English.

### Table of Contents - file attachment

Attach a file:

## Publication

Please provide a summary of your proposal for a Publication Award in English. It is important to ensure that this summary addresses how your proposed publication will contribute to and strengthen knowledge and understanding of the Australia-Japan relationship.

### Summary of Publication (in English) \*

Word count:

Must be no more than 200 words.

## Application Involving Joint Research



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If your application for a Publication Award relates to joint research with an Australian academic or organisation, you will need to complete this section.

### Will your publication develop from a joint research project with an Australian academic. \*

- Yes  
 No

### Project Partner

Please provide details of the Australian academic/research person or organisation with whom you will develop this project for publication.

#### Name \*

Individual       Organisation

Organisation Name

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Position \*

#### Address \*

Address

Suburb/Town      State/Province      Postcode      Country

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Must be a valid postcode.

#### Email \*

Must be an email address.

#### Phone Number \*

Must be a valid phone number.

#### Website \*

Must be a URL.

**Social Media details (eg Facebook, Twitter, etc) you will use to promote this publication in Japan and Australia. \***

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Must be a URL.

### Publishing Company

Eligibility is dependent on confirmation from your Publisher that your area of research will be suitable for publication by June 2021.

#### **Publishing Company Name \***

#### **Name \***

Individual  Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### **Address \***

Address

Suburb/Town State/Province Postcode Country

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------

Must be a valid postcode.

Must be an international post code

#### **Email \***

Must be an email address.

#### **Phone Number \***

Must be a valid phone number.

Must be an international phone number

#### **Website \***

Must be a URL.

#### **Agreement to publish \***

Attach a file:

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NOTE: This Agreement to Publish document must confirm that the publication will be published before June 2021 and the proposed number of copies of your publication. The document can be in English or Japanese.

### Proposed number of copies of your publication. \*

Must be a whole number

### Describe additional publication types such as e-publications or articles if applicable.

Word count:

Must be no more than 150 words.

## Applicant Details

\* indicates a required field

### Applicant

**The nominated applicant will be responsible for project management, reporting and acquittal of funds.**

**Are you applying as an organisation or an individual? \***

### Organisation details

**Organisation \***

**ABN / ACN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>

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ACNC Registration  
Tax Concessions  
Main business location

If you are an Australian organisation and do not have an ABN, you will need to complete a [Statement of Supplier form](#) when signing the funding agreement or you may want to nominate a legally constituted organisation or individual to administer the grant, otherwise you may have 46.5% of your grant withheld.

NOTE: Japanese organisations do not require an ABN or Statement of Supplier form.

### Trading Name

Enter a trading name or professional name (if different from legal entity name above)

### Postal Address \*

Address

Suburb/Town State/Province Postcode Country

Must be an international post code

### Street Address \*

Address

Suburb/Town State/Province Postcode Country

### Business Phone \*

### Website

### Twitter handle and hashtags

### Other social media details

eg Facebook, Instagram etc

### Size of organisation

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Each applicant (individual or organisation) may submit one application per round. However, Australia-Japan Foundation will accept multiple applications from different areas/business units of large organisations such as universities. Different areas/business units should seek to ensure that their proposed applications align with their institution's international strategies and are required to confirm this through a letter of support from their Research Office or equivalent.

**Will your organisation be applying for more than one grant? \***

**Attach a short letter of support from your Research Office or equivalent. \***

Attach a file:

This letter should explain how the planned project results align with joint priorities identified with equivalent institutions in the partner country, for instance, how the project supports active engagement under a Memorandum of Understanding.

If you are an individual from a large organisation, your application will be more competitive if you have your organisation's support as demonstrated by a letter of support from your organisation's research office or equivalent.

## Primary Contact Details

**Contact Person \***

Title

First Name

Last Name

The main contact person within the organisation for this project.

**Contact Person's Position \***

**Email \***

**Work Number \***

**Mobile Number**

Organisation capability statement

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**Describe your organisation's strengths and experience relating to this area of engagement. \***

Word count:  
Must be no more than 150 words

**A one page capability statement may strengthen your application (optional)**

Attach a file:

## Individual Applicant Details

**Applicant's name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Citizenship Status \***

Other:

**Address \***

Address

Suburb/Town State/Province Postcode Country

Must be an international post code

**Email address \***

Must be a valid email address

**Phone Number \***

Must be a valid international phone number (e.g. 61 2 9XXX XXXX for Sydney)

**Mobile Phone Number**

Must be a valid international phone number

## Project Details

\* indicates a required field

Project location

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NOTE: The Australia-Japan Foundation seeks a spread of projects across Australia and Japan.

**In which country or countries will your project take place? \***

Australia     Japan

**Identify the closest DFAT office or Mission to your office and project location \***

Adelaide     Darwin     Perth     Osaka  
 Brisbane     Hobart     Sydney     Tokyo  
 Canberra     Melbourne

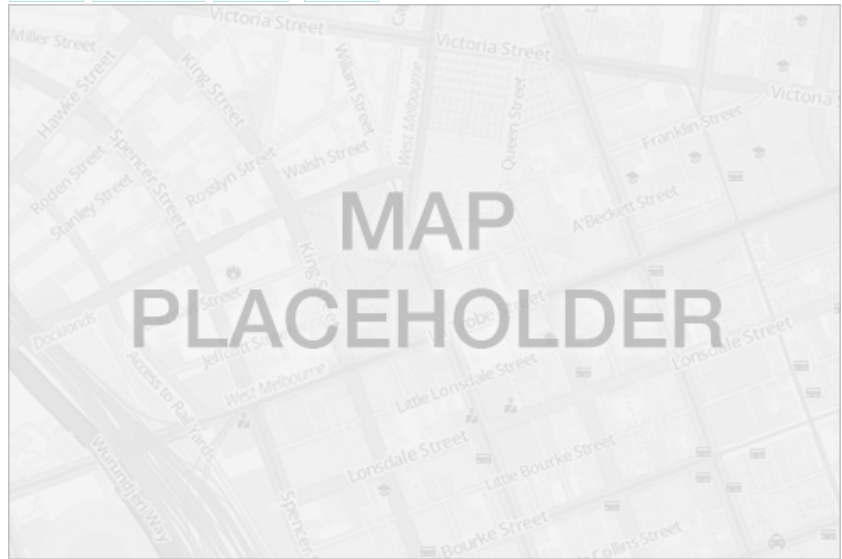
The DFAT website lists all Embassies, High Commissions and Consulates. DFAT has offices in each state and territory capital in Australia. You can select more than one option.

**Primary project location \***

Address

Suburb/Town    State/Province    Postcode    Country

Must be a valid post code.

**Does your project occur across multiple locations across North Asia?**

**Does your application relate to a regional project? \***

In this section, we seek to determine whether your project is looking to incorporate multiple locations across North Asia to maximise value for money and potentially involve more than one DFAT Foundations, Councils and Institutes.

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**Are you seeking funding from another of DFAT's grant programs? \***

**Which other DFAT grant programs? \***

- Australia-ASEAN Council
- Australia-China Council
- Australia-India Council
- Australia-Indonesia Institute
- Australia-Korea Foundation
- Council for Australian-Arab Relations
- Council on Australia Latin America Relations
- Australian Cultural Diplomacy Grant Program

Must be at least 1 choice selected

## Project summary

**Project description \***

Word count:

Must be no more than 150 words

## Gender, Diversity and Inclusion

The Australia-Japan Foundation encourages diversity and inclusion across a spectrum of dimensions including gender, race and ethnicity, physical abilities, age and sexual orientation. In this section, we want you to show that you have considered diversity in designing your project/program and how you will know if you have succeeded. This can include being proactive in ensuring balanced gender representation in your project's beneficiaries where equal gender representation of your eventual beneficiaries would show that you have succeeded. Alternately, if your program/project targets only one gender, you can explain your rationale here.

NOTE: While the Australia-Japan Foundation will still consider your proposal if it does not address 'gender, diversity and inclusion', we strongly encourage you to consider these issues.

**How will you address gender, diversity and inclusion in your project and how will you know if you have succeeded? \***

Word count:

Must be no more than 100 words.

## Project Results and Impact

In this section, we seek an indication of how well your project may increase mutual understanding and goodwill



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between Australia and Japan especially if it is in a new and innovative way. We also seek an indication of your project's capacity for longer term impact beyond the life of the project.

Expected project results need to be clear, succinct, realistic and measurable within the project's timeframe. Between two and four project-specific results can be outlined.

### **Expected Project-specific result 1 \***

Word count:

Must be no more than 100 words

### **Expected Project-specific Result 2 \***

Word count:

Must be no more than 100 words

### **Expected Project-specific Result 3**

Word count:

Must be no more than 100 words

### **Expected Project-specific Result 4**

Word count:

Must be no more than 100 words

### **How will your project contribute to increased awareness of, and engagement in, the Australia-Japan relationship? \***

Word count:

Must be no more than 150 words

### **What measures will you put in place to support key relationships and sustain project results? \***

Word count:

Must be no more than 150 words

NOTE: Under this section, the Australia-Japan Foundation seeks to determine how your project will create or strengthen formal or other people-to-people relationships

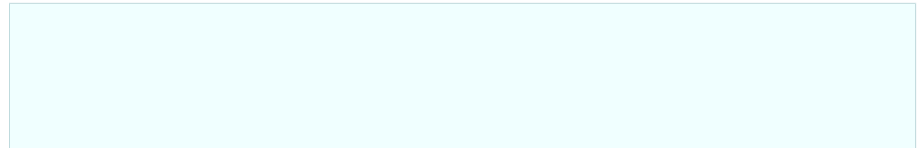
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and also what measures you will put in place to ensure their sustainability (eg creation or enhancement of alumni groups or options for future collaboration). In your acquittal report, you will be asked for a report on this.

### Monitoring project results

**How will you know if these results have been achieved? \***



**Word count:**

Detail the monitoring plan for your project. Outline how project results will be measured and recorded, including media coverage (questionnaires, surveys, interviews, etc). Must be no more than 150 words.

### Most Significant Change

FOR NOTING: Past grantees have found it useful to know in advance that in your project acquittal report to the Australia-Japan Foundation, successful grantess will be asked to identify the most significant change (positive or negative) that you observed in the Australia-Japan relationship and that you believe occured as a direct result of your project. You will be invited to provide your rationale for identifying those particular changes.

## Public Outreach and protection

\* indicates a required field

### Public Outreach

The Australia-Japan Foundation expects successful grantees to actively undertake public outreach activities for their projects. In your project acquittal you will be asked to report on the quantity and quality of media coverage that your project generates including the number of media articles, radio and television broadcasts, website hits and social media interactions. The type of qualitative information we expect would include the depth of information provided, number and appropriateness of the target audience. This will help inform our assessment of your project's impact. Outlining your publicity goals here will inform the assessment of your application against our objectives. You will also be required to report on when and where Australia-Japan Foundation support was acknowledged (including use of the logo) throughout your project.

**What publicity is intended to extend the reach of your project and how will you acknowledge Australia-Japan Foundation support throughout your project? \***

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### Word count:

Must be no more than 200 words.

Include a description of the planned activities of key stakeholders, representatives and the local community listed below in 'Activities' and why you expect this level of engagement. Include details of when and where Australia-Japan Foundation support will be acknowledged.

## Activities

Your grant proposal should demonstrate how your project will promote people-to-people links, a contemporary and positive image of Australia, and support for the Australian Government's international policy goals.

To do this, you should specify the types of events planned and the expected attendance or participation at these events. Examples of events are public seminars, media engagements, promotional events, performances, exhibition days or community events.

NOTE: If you are successful, you will be asked to provide an online **Communications Outline** (a media/communications strategy) through *SmartyGrants* where you will need to provide the details of your planned activities. This is important information for the AJF in order to help promote projects.

Planned Activity	Indicative date of activity	City or Region	Country

## Photograph or Infograph

An image significantly increases the impact of a project's publicity. To assist the Australia-Japan Foundation's assessment of your project's publicity/public outreach potential, you are asked to provide an image that is representative or which captures the flavour of your project. This can include a photo of a previous related activity, a mock-up of a publication cover, a logo, an infograph etc. Photos or graphics attached here should have a resolution of 300 dpi and be at least 1.5MB in file size. NOTE: If you are successful, you will be asked to provide an image in your Communications Outline (refer to previous NOTE above).

### Attach a photograph or infographic promoting your project \*

Attach a file:

Must have a resolution of 300 dpi and be at least 1.5MB

### Caption including names, place and date as appropriate \*

### Photographer or design credit \*

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The Australia-Japan Foundation will only use this photo or image for application assessment purposes. The image will **not** be used for publication purposes without your prior consent.

For information, the Australia-Japan Foundation publishes photographs in accordance with the *Privacy Act 1988*.

The *Privacy Act 1988* governs the way 'personal information' is collected, used and disclosed in Australia and overseas. Images of individuals are considered to be 'personal information' if the person's identity is clear, or can reasonably be ascertained from the image. This information can only be published if the individual has given consent or would have been aware that the information may be disclosed publicly.

Written consent of individuals appearing in a photograph *is* necessary to publish that photograph in the following circumstances:

- where the image is not taken in a 'public place', that is, in situations where persons would have a reasonable expectation of privacy, especially where the identity of the person can be established
- where children have been photographed, *and* they are not in a public place, *and* their identity can be established, parental consent will be required.

Where written consent is required, the subject of the photograph, or a parent/guardian in the case of minors, should be asked to sign a [consent for the use of images form](#). This link also provides guidelines on ethical photography.

## Working with Children

DFAT considers a child to be a person under the age of 18 years. DFAT's Child Protection Policy provides a framework for protecting children from exploitation and abuse in the delivery of projects supported by DFAT. The Policy is available [here](#).

**Will your project involve working with children? \***

An example code of conduct on Child Protection is provided within DFAT's Child Protection Policy. If you or your organisation would like further information, contact [childprotection@dfat.gov.au](mailto:childprotection@dfat.gov.au) or on +61 2 6178 5100, ideally well in advance of the grants round closing date.

**IMPORTANT:** If your grant application is successful, you will need to provide a copy of your child protection guidelines. Your guidelines will need to be cleared by DFAT's Child Protection Policy area BEFORE a Funding Agreement is offered to you or your organisation.

**Do you have child protection guidelines for your project? \***

## Project Budget

\* indicates a required field

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### Instructions

List all projected income and expenditure items for the entire project under the headings given. If there are headings not relevant to your proposal, leave the item **blank**.

### Australian Goods and Services Tax (GST)

#### Notes on GST:

If you are GST-registered, your budget should be **exclusive of GST** and we will pay the grant plus GST. Select 'GST in addition' in the question below. You should provide amounts in Australian dollars (AUD\$).

If you are not GST-registered or you are a **Japanese** organisation, your budget should **include GST** as this is part of the cost of the project. We do not add any amount to the grant to cover this expense as you are not obliged to charge DFAT GST. **Select 'No GST'** in the question below.

**Are you registered with the Australian Tax Office for GST purposes? \***

**Will you be charging - \***

- GST in addition  
 No GST

If uncertain, check with your organisation's finance area as this will impact on final funding and grant agreement. NOTE: universities and research organisations usually charge GST. Japanese applicants should select 'No GST'.

### Budgeted Income

You should list all contributors to your project here including indications of whether each source of funding is confirmed, conditional or pending approval. Documentary evidence should be supplied for assurances of confirmed and conditional funding support.

**A. Internal Contribution      AUD \$      Comments (to be completed by Applicant)**

	\$	e.g. contribution from your organisation (confirmed/conditional/pending approval).
	Must be a dollar amount	

You should list all other income for your project here including indications of whether each source of income is confirmed, conditional or pending approval. Other Income can include Grants from Australian Federal Government, State Government, Local Government, etc and other income like cash, in-kind, etc.

**B. Other Income      AUD \$      Comments (to be completed by Applicant)**

	\$	e.g. other grant (confirmed/conditional/pending agreement)
	Must be a dollar amount	

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### C. DFAT Grant

**DFAT Grants Program Funding Requested \***

\$

Must be a dollar amount. Publication Award applicants are limited to \$10,000.

### DFAT Grant = DFAT Funded Expenditure Validation

**DFAT Grant Validation \***

\$

Must be a dollar amount and equal to 0. This number/amount is calculated.

### Total Income

A + B + C

**Total Project Income \***

\$

Must be a dollar amount. This number/amount is calculated.

### Budgeted Expenditure

**Grants do not fund** fixed or recurrent expenditure of your organisation, such as the cost of salary (including for research assistants or administrative staff) and management fees, which would be incurred irrespective of whether this project proceeds. This includes fees for the use of equipment, facilities and other costs that your own organisation may charge you. These grants cannot be used to contribute to capital expenditure such as equipment or computer software. For further details please refer to the website under [Eligibility](#).

### D. Wages and Fees

	DFAT Funded	Other Source	Comments (to be completed by Applicant)
--	-------------	--------------	---

	\$ <input type="text"/>	\$ <input type="text"/>	
For example: Artists specific to the project.	Must be a dollar amount	Must be a dollar amount	Please itemise

### E. Travel Costs

	DFAT Funded	Other Source	Comments (to be completed by Applicant)
--	-------------	--------------	---

Economy Airfares total	\$ <input type="text"/>	\$ <input type="text"/>	eg ( __ persons x __ ticket cost)
Travel and meals allowance	<input type="text"/>	<input type="text"/>	eg ( __ per diem x __ persons x __ days)
Accommodation	<input type="text"/>	<input type="text"/>	eg ( __ per diem x __ persons x __ days)
Other transport	<input type="text"/>	<input type="text"/>	Please specify
Other (IMPORTANT: passport costs will not be covered by AJF)	<input type="text"/>	<input type="text"/>	Please specify
Travel costs must be based on reasonable	Must be a dollar amount	Must be a dollar amount	

# Australia-Japan Foundation Application Form

## Form Preview

economy class travel. Modest travel budgets are strongly encouraged. Your application could be unsuccessful if travel costs are not considered appropriate, reasonable or realistic.			
--	--	--	--

Event Costs could include: Venue Hire; Catering; Freight and Installation.

**F. Event Costs**      **DFAT Funded**      **Other Source**      **Comments (to be completed by Applicant)**

	\$	\$	
Must be a cost for a future event. Projects already completed will not be funded.	Must be a dollar amount	Must be a dollar amount	

**G. Other Costs**      **DFAT Funded**      **Other Source**      **Comments (to be completed by Applicant)**

NOTE: Publication Award applicants should list 'Publication costs'	\$	\$	
Other Costs could include: publication costs (for Publication Award applicants) and communication costs such as advertising and promotion, printed material, photography, graphic design and translation costs (only for Japanese-language materials to English or English-language materials to Japanese). Capital expenditure (eg equipment, software) will not be funded by AJF. See AJF grant guidelines for more detail on what items can not be funded [at: <a href="https://dfat.gov.au/people-to-people/foundations-councils-institutes/australia-japan-foundation/grants/Pages/australia-japan-foundation-grant-guidelines.aspx">https://dfat.gov.au/people-to-people/foundations-councils-institutes/australia-japan-foundation/grants/Pages/australia-japan-foundation-grant-guidelines.aspx</a> ].	Must be a dollar amount	Must be a dollar amount	

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### Contingency

\$

Not funded by DFAT

## Total Expenditure

### Total DFAT Funded Expenditure

\$

Must be a dollar amount.  
This number/amount is  
calculated.

Must be a dollar amount.  
This number/amount is  
calculated.

### Total Other Source Expenditure

\$

This number/amount is  
calculated.

Must be a dollar amount.  
This number/amount is  
calculated.

### TOTAL EXPENDITURE

\$

Must be a dollar amount.  
This number/amount is  
calculated.

## Balanced Budget Check

### Income = Expenditure \*

\$

Must be equal to 0.

This number/amount is  
calculated.

## Multiyear Funding

Multiyear funding (up to three years) may be considered by the Board where a strong case has been given to demonstrate that a program addresses a specific need, is particularly worthwhile, sustainable and able to advance the Australia-Japan relationship.

In the event that the Board does not agree with your assessment for multiyear funding and if you wish your grant proposal to be considered further, please describe how you would reduce the scale of your project to fit within the standard AJF grant range of a one year project and specify the amount sought.

**Do you want your project to be considered for multiyear funding? \***

**Does your project involve grant payments, or tranches, over multiple years? \***

**Why do you think your proposal should be considered for multiyear funding?**

Word count:

Must be no more than 100 words.

No more than 100 words

**If your project is not considered for multiyear funding and you wish**



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**your grant proposal to be considered further, describe how you would reduce the scale of your project to fit within a one year project and specify the amount sought.**

Word count:  
Must be no more than 150 words.

### DFAT Grants Program Funding Request

Enter the DFAT grant funding requested for each year.

NOTE: The total must equal the amount entered in section C. DFAT Grants Program Funding Requested

<b>Year 1 *</b>	<b>Year 2 *</b>	<b>Year 3 *</b>	<b>Total Multiyear funding</b>
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Must be a dollar amount	Must be a dollar amount	Must be a dollar amount	Must be a dollar amount. This number/amount is calculated.
			<b>Validation: Multiyear funding = DFAT Grants Program Funding Requested *</b>
			\$ <input type="text"/>
			Must be equal to 0. This number/amount is calculated.

## Project Participants and Partners

### Principal Participants

<b>Principal Participants</b>	<b>Qualifications and/or Experience</b>	<b>Please attach a one-page CV</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Project Partners

Provide information on individuals or organisations in Australia or in Japan who will participate in the administration and/or execution of the project.

**IMPORTANT:** The Australia-Japan Foundation attaches considerable importance to the capacity of applicants to develop new or strengthen existing partnerships between Australian/Japanese organisations and individuals and their counterparts. Where others have agreed to participate, documentary evidence demonstrating your partner's understanding of their involvement should be supplied to strengthen your application.

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Project Partners	How will they participate in this project?	Partner location?	Evidence of commitment to project
	Must be no more than 150 words		For example, a one page letter

## Referees

\* indicates a required field

Please attach one page letters of support from two referees with no direct financial interest in this project. Referees should comment on the project's objectives and the strategies to achieve them. The two referees would ideally provide different perspectives on the proposal and would work for different organisations.

**Note: It is the applicant's responsibility to contact referees and ensure that their signed reports are received/attached to this application prior to submission by the grant round closing date.**

Applications will not be considered for funding without the nominated referees' written reports attached. Un-signed referees' reports will not be accepted.

The Australia-Japan Foundation reserves the right to seek advice on the application from other persons as appropriate.

### Referee 1:

<b>Name *</b>	Title	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Phone Number *</b>	<input type="text"/>		
<b>Email Address *</b>	<input type="text"/>		
<b>Position Title</b>	<input type="text"/>		
<b>Organisation</b>	<input type="text"/>		
	(if applicable)		
<b>Relationship to Applicant *</b>	<input type="text"/>		
<b>How long have you known this referee? *</b>	<input type="text"/>		
<b>Referee's Report 1 *</b>	Attach a file:		

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Referee 2:

**Name \***

Title

First Name

Last Name

**Phone Number \***

**Email Address \***

**Position Title**

**Organisation**

(if applicable)

**Relationship to Applicant \***

**How long have you known this referee? \***

**Referees Report 2 \***

Attach a file:

## Certification

\* indicates a required field

### Conflict of Interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Department of Foreign Affairs and Trade staff, any member of the assessment committee and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

**To the best of your knowledge, are there any perceived or existing conflicts of interest relating to your application? \***

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## Form Preview

### If you answered 'Yes' please outline any perceived or existing conflicts of interests

Word count:

Must be no more than 100 words.

### Privacy and Freedom of Information

The Department of Foreign Affairs and Trade (DFAT) must comply with the [Australian Privacy Principles](#) contained in the *Privacy Act 1988* (Cth) (Privacy Act). The DFAT Privacy policy is available [here](#).

The information you provide in your funding submission is used by DFAT to assess your application. This information, including personal information, will be disclosed to the Board and Secretariat, Commonwealth and State or Territory governments, organisations which are responsible for grants programs, and may be made public through national and local media or via the DFAT websites. DFAT may also publish this information, including personal information, in its Annual Report and on the [DFAT website](#). Applicants should also note the provisions of the [Freedom of Information Act 1982](#) apply to documents in DFAT's possession.

### I, certify that:

- I have read the relevant information provided for grant applicants regarding eligibility and funding conditions, and confirm the proposed project meets the eligibility criteria.
- The statements in this application are true to the best of my knowledge and any supporting material is my own work or the work of the persons named in this application.
- I accept that DFAT reserves the right to use whatever assessment processes and selection criteria they deem necessary to evaluate this and other applications for grant funding
- I acknowledge that this application will be assessed on its merits, and compared to other projects, and that it may not be funded, or it may not be funded at the amount requested.
- I understand that my contact details may be used to receive information updates about relevant DFAT activities, and that I may choose to opt out of further updates at any time.
- If my application is successful, I consent to the media or members of parliament being given information about the funded project and agree I may be contacted directly by them on the contact number provided under Applicant Details above.
- If my application is successful, I will provide a final project report in accordance with the acquittal reporting requirements, which will include all related information and supporting documentation required to acquit properly and fully the money received.

I understand that any information given to applicants by the Secretariat should be seen as information only, and that I should not alter my circumstances or act upon expectations arising from such information.

**Certification: \***

Yes, I have read and agree to the above conditions.

**Date of Certification \***

Must be a date

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**Certifying Officer's Name \***

Title

First Name

Last Name

**Certifying Officer's Position \***

If you are applying as an individual, state 'individual applicant'.

## Statistical Information

\* indicates a required field

**Where did you hear about the Foundation's Grant Program? \***

Internet search

Word of mouth

DFAT/AJF Website

Facebook/social media

GrantsConnect

Grantlinks

Email

Australian Embassy/  
Consulate

Newsletter (name the  
newsletter in the Other field  
below)

I am a previous recipient

I am a previous applicant  
(but not recipient)

Other:

## Online Application Process

**Estimate time taken to complete this application form: \***

Input hours taken (must be a number)

**Do you have any comments regarding the online application process which may be used to improve future grant rounds?**