|  |  |
| --- | --- |
| Date | / /2025 |

**1.** **Project Title**

|  |
| --- |
|  |

**2.** **Applicant Information**

|  |  |
| --- | --- |
| **Institution/Organization** | |
| Name of institution |  |
| Address |  |
| Tel |  |
| Email |  |
| Year of establishment |  |
| Main source of income & General budget of the year |  |
| Website |  |
| **Authorized official of the institution** | |
| Name in print |  |
| Job title |  |
| Email |  |
| Signature |  |
| **Representative for the project** | |
| Name in print |  |
| Job title |  |
| Email |  |
| Signature |  |
| **Record of activities and achievements of the institution/organization** | |
|  | |

\*Please note JF may request additional documents about the institution at any time

\*\*Please note JF may request a letter of consent from the authorized official at any time

**3. Project Outline (within 150 words in English)**

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| --- |
| **Target number of audience/participants:**  **Does this program include Participation Fee?** Yes / No  **If “Yes”, please specify the amount and its allocation:** |

**4. Artists & Experts**

Please fill in the information about main artists or experts (including performers, curators, speakers, panelists…etc.) involved in your project. Please attach profiles or CVs, and proofs of communication with those artists/experts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name  (individual or group) | Institution (if any) | Country | Role in the project | Details |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Please add rows accordingly

\*\*Please attach profiles or CVs.

\*\*\*Please attach proofs of communication (in a form of letter, email or contract)

**5. Collaborators & Co-organizers**

If you are collaborating or co-organizing the event with other institutions, please fill in the information below. Please attach profiles and proofs of communication with those collaborators/co-organizers.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Institution | Role in the project | Financial Support  Yes / No | Details |
|  |  |  |  |
|  |  |  |  |

\*Please add rows accordingly

\*\*Please attach profiles

\*\*\*Please attach proofs of communication (in a form of letter, email or contract)

**6. Budget**

|  |  |
| --- | --- |
| Total budget for the project (IDR) |  |
| Amount of requested grant (IDR) |  |

**\*Please fill in and attach** [**budget sheet (click here to download)**](https://docs.google.com/spreadsheets/d/1TUrfvAzpe2sSXtb_UoW-6Na30wD_4MN4/edit?usp=sharing&ouid=111188205141924285229&rtpof=true&sd=true) **for details of items and prices**

**7. Project Period**

|  |
| --- |
| DD/MM/YYYY - DD/MM/YYYY |

**8. Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Date | Activity | Venue | City |
| Preparation |  |  |  |  |
| Event |  |  |  |  |
| After Event |  |  |  |  |

**9.** **Promotion & Publication Plan (materials for public relations such as flyers, posters, websites…etc.)**

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| --- |
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**10. The Japan Foundation's involvement in past projects**

If you have ever received grants from, co-organized projects with, or participated in programs of the Japan Foundation, please describe the name of the program, year, outline of the program, and the amount of the grant awarded (if any):

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| --- |
|  |

**11. Project Details**

Please describe the details of the project. Any format is acceptable as long as the points below are indicated.

1. Purpose of the project
2. Content of the project
3. Target audience
4. Expected outcome
5. How and why the project was launched
6. Preparation plan
7. Plans after the completion of the project (How to share the project outcome with wider public)
8. Assessment standards for the project (Quantitative goal, third-party evaluation plan or other criteria)