

2014

Guidelines for Implementation of Project with JEC Fund Grant

(for overseas organizations)



The Japan World Exposition 1970 Commemorative Fund  
KANSAI OSAKA 21st Century Association

## [Contents]

<b>I.</b>	<b>Procedures necessary to receive grant and other basic requirements</b>	1
1.	Procedures necessary to receive grant	1
2.	General terms to receive grant	2
(1)	Basic conditions to receive grant	2
(2)	Withdrawal	3
(3)	Return of excess payment	4
(4)	On-the-spot inspection	4
(5)	Acknowledgement of the JEC Fund	4
(6)	Photographs that show the progress of the project and acknowledgement of the JEC Fund	5
(7)	Website link	5
(8)	Rules for submission of documents	5
(9)	Post-project evaluation	6
(10)	Other	6
<b>II.</b>	<b>Submission of “Payment Procedure Notification” (stage one)</b>	7
1.	“Payment Procedure Notification”	7
(1)	Submitting the “Payment Procedure Notification”	7
(2)	The “Payment Procedure Notification” Form	7
(3)	Drawing Up the “Payment Procedure Notification” Form	8
<b>III.</b>	<b>Submission of “Progress Report on Project” (stage two)</b>	9
<b>IV.</b>	<b>Procedures required during project implementation</b>	11
1.	Payment of expenses applicable to the JEC Fund Grant and treatment of expenses paid in a foreign currency	11
(1)	Grant-covered expenses	11
(2)	Treatment of expenses paid in a foreign currency	11
2.	Procedures for change	12
(1)	“Notice of Change”	12
(2)	“Application for Permission to Change Project”	13
<b>V.</b>	<b>Partial advance payment of the grant money</b>	15
1.	Eligibility	15
2.	How to apply for partial payment	15
(1)	Instructions for preparation of “Application for Partial Advance Payment”	17
(2)	“Notice of Partial Advance Payment”	18
(3)	“Report on Completion of Payment of Outstanding Expenses”	19
<b>VI.</b>	<b>Submission of “Report on Completion of Project” (stage three)</b>	20
1.	Payment of the grant money	20
2.	“Report on Completion of Project”	20
(1)	Forms of “Report on Completion of Project” and relevant documents	20
(2)	When to submit the report	20
(3)	Instructions for preparation of “Report on Completion of Project”	28
3.	“Notice of Final Determination on Grant”	37
<b>VII.</b>	<b>Payment of grant money (stage four)</b>	40
1.	How grant money is paid	40
2.	Transfer of grant money to your bank account	40
<b>VIII.</b>	<b>Refusal</b>	41
<b>IX.</b>	<b>Withdrawal</b>	42
1.	Reasons for withdrawal	42
<b>X.</b>	<b>Disposal of resulting properties</b>	44
1.	Procedures to dispose of resulting properties	44
2.	Application	44
3.	“Notice of Approval”	45
<b>XI.</b>	<b>Return of grant money</b>	46
1.	Cases where return of grant money is required	46
2.	Calculation of the amount to be returned	46
3.	Late payment charge	46
4.	Request of return of grant money and/or late payment charge	46

## I. Procedures necessary to receive grant and other basic requirements

### 1. Procedures necessary to receive grant

Implementing organizations must complete the following four-stage procedures before receiving grant money from the Japan World Exposition Commemorative Fund (JEC Fund Grant) of the Kansai Osaka 21st Century Association. If any change arises in the course of the implementation of the project, additional procedures must be completed as necessary.

**All documents required by the Association must be translated into Japanese and presented to the Japanese embassy or consulate in your country/region.**

For a quick overview of the procedures, please refer to the following flowchart.

Stage one: Submission of “Payment Procedure Notification” (Refer to p. 7 for more details.)

Please submit “Payment Procedure Notification” form to the Association by the specified date.

Stage two: Submission of “Progress Report on Project” (Refer to p. 9 for more details.)

Organizations to carry out a project in the category of “construction or enhancement of a facility” are required to submit a “Progress Report on Project” by the specified date.

Stage three: Submission of “Report on Completion of Project” (Refer to p. 20 for more details.)

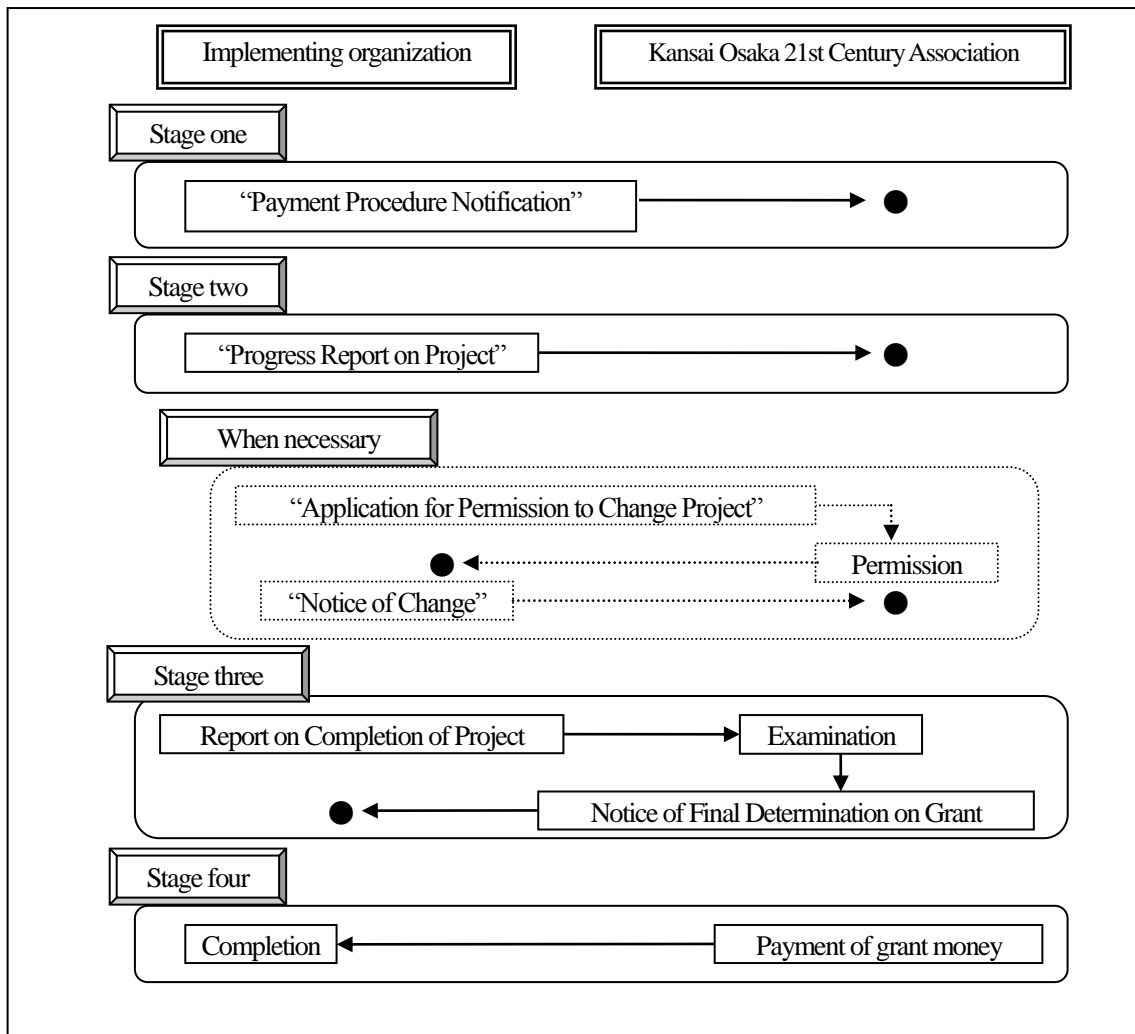
Subsequent to payment of Grant-eligible expenses, recipients are asked to submit the “Report on Completion of Project” within one month. Note that **if the “Report on Completion of Project” is not submitted in a timely manner, the grant may not be issued in some cases.**

Later, you will receive a “Notice of Final Determination on Grant” from the Association.

Stage four: Payment of grant money (Refer to p. 40 for more details.)

The grant money will be transferred to the bank account you designated in the “Payment Procedure Notification.”

**Because the grant money is calculated together with Grant-eligible project expenses, it may be less than the grant amount noted on the “Notice of Decision on Grant.”** It should be also noted that the grant money is paid in Japanese yen and may not match the expected amount in local currency due to the difference in exchange rate between the time of application and the time of payment.



## 2. General terms to receive grant

### (1) Basic conditions to receive grant

#### (i) Grant amount

Because the grant money is calculated together with Grant-eligible project expenses, it may be less than the grant amount noted on the "Notice of Decision on Grant." It should also be noted that **the grant amount may be reduced or may not be paid at all if the implementing organization fails to show an acknowledgement of funding by the Association as required below without good reason.**

#### (ii) Payment of grant money

Once the "Report on Completion of Project" is submitted by the implementing organization, the following three conditions are confirmed: i) The project has been carried out according to plan, ii) Grant-eligible project expenses have been paid, and iii) acknowledgement of the JEC Fund is displayed. The grant is paid as a reimbursement subsequent to post-project evaluation. (In determining grant amount, the Association considers whether the project has been implemented adequately and effectively, whether there has been a ripple effect, etc.).

#### (iii) Diligence of a good director

Implementing organizations should carry out the projects with the diligence of a good director. Especially, sufficient caution should be exercised to ensure safety so that no accident will occur during implementation of the projects.

#### (iv) Separation of expenses

Implementing organizations should separate expenses applicable to the JEC Fund Grant and expenses not applicable to the JEC Fund Grant. Also, they should separate project expenses from other project

expenses. If you are implementing the Grant-funded project in conjunction with another project, you must separate costs for the other project as they are not covered by the Grant.

(v) Prohibition of other use

Implementing organizations are not allowed to use the JEC Fund Grant for any purposes other than the project.

(vi) Maintenance of resulting properties

Implementing organizations should maintain/manage the properties that have resulted from the project with the diligence of a good director.

(vii) Surplus, reserve, and balance brought forward

Grant money may be reduced or its payment may be cancelled in case any surplus, reserve, and/or balance brought forward accrue to the implementing organization when settling the account of the project. Grant money should not be allocated to money paid to any higher organization that controls the implementing organization, either.

(viii) Where the project is cancelled

If the project is cancelled, the grant will not be issued.

(2) Withdrawal

A JEC Fund Grant may be withdrawn in part or in whole if, during the implementation of the project or the maintenance/management of the resulting properties:

(i) The implementing organization makes a false application or report.

(ii) The implementing organization discontinues the project.

(iii) The implementing organization is found unable to complete the project.

(iv) The project is found to be disqualified as:

(a) A project that can make large enough contributions to the 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 JEC Fund Grant accounts for a considerable portion of the total budget to the extent that the contribution of the grant is fully felt.

(k) A project whose purpose is not to commemorate the establishment of the implementing organization, such as to 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.

(v) The implementing organization does not comply with the instructions of the Association.

(vi) The implementing organization refuses, impedes, or avoids, without good reason, the inspection of the

progress of the project by staff of the Association.

(vii) The Grant money is used for purposes other than Grant-covered expenses.

(viii) Legal code is violated.

(ix) The implementing organization does not comply with the conditions for payment of the grant specified in the "Notice of Decision on Grant" or otherwise engages in misconduct in implementing the project (e.g. failure to show an acknowledgement of the JEC Fund specified in paragraph (5) below without good reason).

(3) Return of excess payment

(i) If grant money is to be withdrawn in part or in whole pursuant to the provisions of (2) above after the money has been paid to an implementing organization, the organization should return the grant money in part or in whole, as appropriate, by the date specified by the Association. In this case, the organization should also pay to the Association an additional amount, calculated, on a prorated basis, at a 10.95% annual interest rate on the grant money to be returned for the number of days from the next day of receipt to return of the money. If the organization fails to return the grant money by the specified date, the organization should pay to the Association an additional amount calculated, on a prorated basis, at a 10.95% annual interest rate on the grant money to be returned for the number of days from the next day of receipt to return of the money, plus a late payment charge calculated, on a prorated basis, at a 10.95% annual interest rate on the delayed payment for the number of days from the day immediately following the specified date to the date when payment is actually made.

(ii) If the grant money that has been already paid to an implementing organization exceeds the finally determined amount of grant, the organization should return the excess amount by the date specified by the Association. If the organization fails to return the excess amount by the specified date, the organization should pay to the Association a late payment charge calculated, on a prorated basis, at a 10.95% annual interest rate on the excess amount for the number of days from the day immediately following the specified date to the date when payment is actually made.

(4) On-the-spot inspection

To ensure that projects are going on as scheduled and that resulting properties are properly managed, the Association may, from time to time as necessary, request any implementing organization to submit a report, or may have its staff visit the office or place of business of any implementing organization to inspect their account books and other documents.

(5) Acknowledgement of the JEC Fund

Implementing organizations should show an acknowledgement of the JEC Fund in at least one of the following items numbered (i) to (iii) according to the plan shown in the application form.

(i) PR materials (e.g. posters, programs, leaflets) and deliverables (e.g. reports, books, image files, DVDs and CD-ROMs) produced for the project

(ii) Website (A link to the Association's website should be provided.)

(iii) Information board of the project (e.g. signboard)

(iv) Implementing organizations should submit the items numbered (i) to (iii) above on which an acknowledgement of the JEC Fund is shown. However, if submission of the originals is impossible, photographs or other materials on which the acknowledgements are clearly visible may be submitted instead.

Materials printed only in Japanese do not have to carry a foreign-language version of the acknowledgement, while those printed in foreign languages should also include a Japanese acknowledgement whenever possible.

[Examples]



\* See the Association's website for data on the Association's logo:  
[http://www.osaka21.or.jp/jecfund/14d\\_page.htm](http://www.osaka21.or.jp/jecfund/14d_page.htm)

(6) Photographs that show the progress of the project

Implementing organizations should submit photographs and other evidence to show the Association how the projects have been undertaken, together with the "Report on Completion of Project." Therefore, during the implementation of the project, please be sure to take photographs at each stage of the project, including scenes illustrating project implementation and the acknowledgement of the JEC Fund, including venues and signboards. Note that you may be asked for a project overview and photographs prior to project implementation, or prior to the submission of the Report on Completion of Project. The purpose is to provide project descriptions and/or results on our website and/or public relations magazine. In addition, organizations involved in the project categorized under "construction or enhancement of a facility" should submit photographs of the entire view of the completed facility, its interior and signboard.

(7) Website link

Implementing organizations should include on their websites a description to the effect that their project has been executed with a grant from the Kansai Osaka 21st Century Association, and provide a link to the Association's website.

URL: <http://www.osaka21.or.jp/jecfund/>

In addition, when submitting the "Report on Completion of Project," attach printed copies of the relevant website pages.

(8) Rules for submission of documents

- (i) The forms should be devised in accordance with the Guidelines, and submitted on A4 size paper. Also paste receipts and other documents to be submitted with the "Report on Completion of Project" on A4 size paper.

You need to submit only one copy.

- (ii) The name of the implementing organization and that of the project at the time of application (or, if changes have been approved, the implementing organization/project name subsequent to the change) should be unified in all the documents to be submitted, including attachments such as written bills and receipts.

\* Changing the project name after receiving the Notice of Decision on Grant

Use the "Application for Permission to Change Project" form to change the project name subsequent to receiving the "Notice of Decision on Grant."

- (iii) If any situation arises which forces you to discontinue or abandon the project in the course of its implementation, please complete the required procedures for cancellation.
- (iv) It should be understood that to avoid complexity the Association will not check the formats of the documents prior to their submission.
- (v) Documents and inquiries should be directed to the Japanese embassy or consulate in your

country/region. Direct inquiries to the Association are accepted only in Japanese.

<p>Kansai Osaka 21st Century Association Nakanoshima Center Building 29th Floor, 6-2-27 Nakanoshima, Kita-ku, Osaka 530-6691, Japan</p> <p>Email:jec-fund@osaka21.or.jp</p>
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(9) Post-project evaluation

**The Association conducts post-project evaluations based on the “Report on Completion of Project” submitted by the implementing organization in order to ascertain whether or not the project has been completed adequately and effectively according to the plan shown in the application form, and to see what outcomes and ripple effects have resulted. Furthermore, the Association aims to improve its grant program based on the results of the evaluations and meet its accountability requirements by publishing the results. The results of the evaluation will be also given to the implementing organization when the “Notice of Final Determination on Grant” is sent. Also, the results will be used to determine eligibility for any future applications.**

(10) Other

(i) Disclosure of information concerning the project

For each adopted project, the name of the implementing organization, the name and description of the project, and the grant amount are shown on the Association’s website.

(ii) Protection of personal information

The Association uses the personal information submitted by the implementing organization for the procedures described in this document as well as the procedures stipulated in the provisions for receiving a JEC Fund Grant and the other provisions necessary for the grant. The Association will protect and manage the personal information appropriately so that the information will not be used for any purposes other than the aforementioned purposes or disclosed/leaked to a third party without consent from the implementing organization.



## II. Submission of “Payment Procedure Notification” (stage one)

### 1. “Payment Procedure Notification”

#### (1) Submitting the “Payment Procedure Notification”

- (i) The implementing organization considers whether or not to accept the grant within the limitations specified under the Grant money upper limit noted on the “Notice of Decision on Grant,” and submits the “Payment Procedure Notification” if the decision is made to take the Grant.
- (ii) The “Payment Procedure Notification” must be submitted to the Japanese embassy or consulate in your country/region by May 31, 2014. Note that no grant can be issued if the “Payment Procedure Notification” is not received by this time.

#### (2) The “Payment Procedure Notification” Form

Download the “Payment Procedure Notification” form from the Association’s website:

URL: [http://www.osaka21.or.jp/jecfund/14d\\_page.htm](http://www.osaka21.or.jp/jecfund/14d_page.htm)

See the information below for further details on completing the forms.

### “Payment Procedure Notification”

Date Project No.
Dear Mr. Yoshitake Horii, President of Kansai Osaka 21st Century Association:
Payment Procedure Notification Japan World Exposition Commemorative Fund Project for ( year )
Please transfer the grant money for the ( project name ) to the bank account shown below to cover the project expenses, when you have confirmed the successful completion of the project from our Report on Completion of Project. We will acknowledge receipt of the grant money upon its transfer.
1. Name of the bank (branch) IBAN code SWIFT code
2. Address of the bank
3. Type of account Current account / Ordinary account
4. Account No.
5. Account holder’s name
6. If the account holder is not the representative of the implementing organization, please describe the reason.
7. Correspondent bank (1) Name of the bank (branch) SWIFT code
(2) Address of the bank
Address of the applying organization: Name of the applying organization: Name of the representative: Signature Title of the representative:

(3) Drawing Up the “Payment Procedure Notification” Form

**Fill out the “Payment Procedure Notification” form in English.**

- (i) Project No.  
Please enter the number in the lower right corner of the “Notice of Decision on Grant.”
- (ii) Year in the heading  
Please enter the year specified in the “Notice of Decision on Grant.”
- (iii) Name of the applying organization  
Please enter the name specified in the “Grant Application.”
- (iv) Project name  
Please enter the name specified in the “Notice of Decision on Grant.”  
If the name has been changed following the “Notice of Permission to Change Project,” enter the new name.
- (v) Bank account  
Correct bank information (the name and address of the bank or branch, type of account and account number) should be given. If you have an IBAN (International Bank Account Number) code (up to 34 digits), please enter the code under the name of the bank.  
Please also specify your SWIFT code (8 or 11 alphanumeric characters) below the name of the bank, if any.
- (vi) Account holder’s name  
Please provide correct information, because if there is any misspelling in the name, grant money may not be transferred. The Association transfers grant money only to the account of the implementing organization, not to an individual account of the representative or a secretariat staff member, or an account of another organization.  
If the address of the account holder differs from the address of the applying organization, please specify the address of the account holder.
- (vii) Correspondent bank  
If the grant money is to be transferred from Japan via a correspondent bank, please specify the name and address of the bank (branch), and SWIFT code.

### III. Submission of “Progress Report on Project” (stage two)

Implementing organization constructing or enhancing facilities should submit a “Progress Report on Project” by the end of January that shows the implementation status of the work until the end of December. Each “Progress Report on Project” should be submitted together with photographs that clearly show how the project is being carried out.

“Progress Report on Project”

	Date Project No.
Dear Mr. Yoshitake Horii, President of Kansai Osaka 21st Century Association:	
Progress Report on Project Japan World Exposition Commemorative Fund Project for ( year )	
We will report how the ( project name ) is being carried out below.	
1. Project tasks that have been completed and that are planned for the remaining project period	
(1) Please indicate each of the project tasks that have been completed from ( date ) to ( date ) together with the month of its implementation.	
(2) Please specify each of the project tasks that are planned for the remaining project period together with the scheduled month of its implementation.	
2. Scheduled date of completion of the project: (Scheduled date of completion of the project indicated in the “Grant Application”):	
3. Scheduled date of submission of “Report on Completion of Project”: * The date should be within one month after the scheduled date of completion indicated in 2 above.	
4. Problem that hinders the progress (Please fill in this space if the project completion is likely to be delayed beyond the original schedule.)	
(1) Specific details of the problem	
(2) Reason	
(3) Corrective measures	
5. Other: If there is anything that has to be communicated to the Association, please indicate.	
6. Attachment ( ) photographs that show the progress of the project	
Address of the applying organization:	
Name of the applying organization:	
Name of the representative: Signature	
Title of the representative:	

[Instructions for preparation of the “Progress Report on Project”]

- (1) Project no.  
Please enter the number in the lower right corner of the “Notice of Decision on Grant.”
- (2) Year in the heading  
Please enter the year specified in the “Notice of Decision on Grant.”
- (3) Project name  
Please enter the name specified in the “Notice of Decision on Grant.”  
If the name has been changed following the “Notice of Permission to Change Project,” enter the new name.
- (4) Project tasks that have been completed and that are planned for the remaining project period
  - (A) Project tasks that have been completed  
Please specify each of the tasks completed between April 1 and the end of December, which can include preparatory works such as design, planning, and application for a building permission, as well as tasks of varied construction stages.
  - (B) Project tasks that are planned for the remaining project period  
Please specify each of the tasks planned after the submission of the report until the completion of the project.
- (5) Problem that hinders the progress  
Please give specific details of any problems that were not expected at the planning stage, together with reasons why such problems arose and the corrective measures to be taken.  
This space should be filled in if the project completion is likely to be delayed beyond the original schedule.
- (6) Other  
If there is anything that has to be communicated to the Association about the project plan, please specify briefly.
- (7) Attachment  
Please submit several photographs of the exterior and interior works of the facility to give an overall picture of the tasks completed before the submission of the report.
- (8) Name of the implementing organization  
The name should be the same as those shown in the “Grant Application.”

#### **IV. Procedures required during project implementation**

1. Payment of expenses applicable to the JEC Fund Grant and treatment of expenses paid in a foreign currency

(1) Grant-covered expenses

Regarding Grant-covered expenses, the receiving organization is required to attach bills (including breakdown) issued by service providers, as well as receipt copies, to the “Report on Completion of Project.” Be sure to keep your receipts.

**Expenses for which the receiving organization cannot produce receipts are not covered by the Grant.**

For travel and accommodation expenses, attach proof of travel and accommodation payment such as copies of air tickets, receipts issued by hotels, etc. (including breakdown). Note that these expenses will not be covered if said receipts or documentation are missing or insufficient.

Expenses not specified as Grant-covered expenses in the “Notice of Decision on Grant” are not covered even with a receipt.

Note that bills and receipts issued by service providers are required for all Grant-covered expenses.

(2) Treatment of expenses paid in a foreign currency

If an implementing organization pays any project expenses applicable to the JEC Fund Grant to project participants and/or suppliers in a foreign currency, the organization is required to convert the amount of such expenses into Japanese yen and indicate the amount in the “Report on Completion of Project.” This is because the Association will prepare a “Final Fund Allocation Table” in Japanese yen.

In principle, the amount should be converted into Japanese yen based on the exchange rate on the date of the issuance of each receipt. The implementing organization is therefore required to attach documentation evidencing the exchange rate on the day, such as a newspaper article, to “Report on Completion of Project.”

Fill in the exchange rate as of the date the receipt was issued, along with the amount converted to Japanese yen. Also attach a Japanese translation of the expense breakdown.

2. Procedures for change

(1) "Notice of Change"

In case a change arises in any of the following information, please submit a "Notice of Change" with documents demonstrating the change without delay.

- (i) Name and address of the implementing organization
- (ii) Name of the representative
- (iii) Bank account specified in the "Payment Procedure Notification" (attach a new "Payment Procedure Notification" form)
- (iv) Organizational affiliation, name, or contact information of the person in charge

"Notice of Change"

	Date
	Project No.
Dear Mr. Yoshitake Horii, President of Kansai Osaka 21st Century Association:	
Notice of Change Japan World Exposition Commemorative Fund Project for ( year )	
Please be informed that the following change has been made in the ( project name ) as shown below.	
1. Description of the change	
To	
From	
2. Reason for the change	
3. Attachment	
Address of the applying organization:	
Name of the applying organization:	
Name of the representative:	
Signature	
Title of the representative:	

(2) “Application for Permission to Change Project”

(i) Submission of “Application for Permission to Change Project”

**In any of the following cases, please submit an “Application for Permission to Change Project” in advance for approval of the Association.**

- (a) Change arises in the name of the project.
- (b) Major change arises in the date and/or venue of the project.
- (c) It becomes certain before completion of the project that the project requires less money than the JEC Fund Grant allocated to it due to increase in income other than the grant and/or decrease in expenditure.
- (d) The completion of the project is delayed until the following fiscal year.

[Instructions for filling in the form]

- (A) If the date or scheduled completion of the project is delayed until the next fiscal year, please indicate when the project will be completed and when the “Report on Completion of Project” will be submitted in the space designated as “Description of the change.”
- (B) When the amount of the grant money is to be reduced, please attach a revised “Fund Allocation Table,” “Income Breakdown,” and “Expenditure Breakdown” to this application form.

“Application for Permission to Change Project”

Date Project No.
Dear Mr. Yoshitake Horii, President of Kansai Osaka 21st Century Association:
Application for Permission to Change Project Japan World Exposition Commemorative Fund Project for ( year )
We would like to seek your permission to change the following part of the ( project name ).
1. Reason of the change
2. Description of the change
3. Attachment
Address of the applying organization:
Name of the applying organization:
Name of the representative:
Signature

(ii) Issuance of “Notice of Permission to Change Project”

The Association will examine the “Application for Permission to Change Project” submitted by the implementing organization, and if the reason for the change is deemed unavoidable, it will issue the following “Notice of Permission to Change Project” to the organization.

“Notice of Permission to Change Project”

Date
To (name of the implementing organization)
Yoshitake Horii President of Kansai Osaka 21st Century Association
Notice of Permission to Change Project Japan World Exposition Commemorative Fund Project for ( year )
As a result of the examination of your application dated ( date ), we have resolved to give permission to change ( project name ) as shown below.
(Description of the change)



## **V. Partial advance payment of the grant money**

If the completion of a project seems difficult without advance payment of the grant money in part, the implementing organization can request such partial payment.

The Association will retain the right to determine whether to allow partial payment or not.

### 1. Eligibility

Subject to the approval of the Association, partial payment is granted if

- (a) It is deemed impossible for the implementing organization to complete the ongoing project without advance payment of part of the grant money to cover expenses applicable to the JEC Fund Grant during the implementation of the project.
- (b) It is deemed difficult for the implementing organization to pay the expenses applicable to the JEC Fund Grant out of their own fund or donations during the implementation of the project.
- (c) The implementing organization is judged to be able to continue and complete the project without delay as scheduled upon receipt of the partial payment.

### 2. How to apply for partial payment

To apply for partial payment, please prepare and submit the following form and materials.

- (a) "Application for Partial Advance Payment"
- (b) Contract document, bill, and/or receipt which clearly shows the amount payable or paid during the implementation of the project for which the JEC Fund Grant is applied
- (c) Photographs that show the progress of the project

For the formats of the application and instructions for preparation, please refer to the following pages.

# Cover of “Application for Partial Advance Payment”

Date:  
Project No.

Dear Mr. Yoshitake Hori,  
President of Kansai Osaka 21st Century Association:

Application for Partial Advance Payment  
Japan World Exposition Commemorative Fund Project for ( year )

We would like to apply for partial advance payment of the JEC Fund Grant for ( project name ).

1. Amount of the partial payment

( ) yen (Either of the lesser of the amounts calculated by (i) and (ii) below.)

<Calculation>

(i) The total grant money to be received multiplied by 90% (The amount is rounded to the nearest multiple of 1,000.)

( ) yen x 90% = ( ) yen

(ii) Total amount of expenses applicable to JEC Fund Grant that are outstanding under a contract and that were already paid, \* multiplied by the subsidizing rate indicated in the “Notice of Decision on Grant,” multiplied by 90% (The amount is rounded to the nearest multiple of 1,000.)

( ) yen x ( ) % x 90% = ( ) yen

\* This is the total of the amount payable under a contract during the implementation of the project and the amount already paid for which a receipt was issued.

2. Budget item for which partial advance payment is requested

Budget item	Amount	Evidencing document
	Amount already paid at the time of application Yen	Receipt No.
	Amount outstanding at the time of application Yen	Contract or Bill No.
	Amount already paid at the time of application Yen	Receipt No.
	Amount outstanding at the time of application Yen	Contract or Bill No.
Total	Yen	

3. Reason for applying for partial advance payment

4. Schedule after receipt of partial advance payment

5. Remainder of the grant money

Total amount of grant money to be received	Amount of the last partial payment	Amount for which this application is made	Remainder of grant money
Yen	Yen	Yen	Yen

6. Attachments

- (1) Copies of the contract on expenses covered by the Grant, and of the original bills and receipts (with Japanese translation)
- (2) Document evidencing the exchange rate
- (3) Photographs that show the progress of the project

Address of the applying organization:

Name of the applying organization:

Name of the representative:

Signature

Title of the representative:

- (1) Instructions for preparation of “Application for Partial Advance Payment”
  - (i) Cover of “Application for Partial Advance Payment”
    - (a) Project no.  
Please enter the number in the lower right corner of the “Notice of Decision on Grant.”
    - (b) Year in the heading  
Please enter the year specified in the “Notice of Decision on Grant.”
    - (c) Project name  
Please enter the name specified in the “Notice of Decision on Grant.”  
If the name has been changed following the “Notice of Permission to Change Project,” enter the new name.
    - (d) Amount of the partial payment  
Please indicate the lesser of the amounts calculated by (i) and (ii) below.
      - (i) The total grant money to be received multiplied by 90% (The amount is rounded to the nearest multiple of 1,000.)
      - (ii) Total amount of expenses applicable to the JEC Fund Grant that are outstanding under a contract and that were already paid, \* multiplied by the subsidizing rate indicated in the “Notice of Decision on Grant,” multiplied by 90% (The amount is rounded to the nearest multiple of 1,000.)  
\* This is the total of the amount payable under a contract during the implementation of the project and the amount already paid for which a receipt was issued.
    - (e) Budget item for which partial advance payment is requested  
Please specify each budget item for which partial advance payment is requested and the amount of such payment as indicated in a contract document, bill, and/or receipt.
    - (f) Reason for applying for partial advance payment  
Please describe why the project cannot be continued without partial advance payment of the grant money.
    - (g) Schedule after receipt of partial advance payment  
Please specify how project expenses will be paid, how the project (construction work) will progress, when the project will be completed, and when the “Report on Completion of Project” will be submitted after receipt of the partial payment of the grant money.
    - (h) Remainder of the grant money  
Please specify the remaining amount of the grant money after the partial payment is received. If you received partial payment of the grant money before submitting this application, please specify the amount of the last partial payment in the “Amount of the last partial payment” and calculate the remaining amount.
    - (i) Name of the implementing organization  
The name should be the same as those shown in the “Grant Application.”
  - (ii) Attachment
    - (a) Contract document, bill, and/or receipt  
Please attach copies of the contract document, bill, and/or receipt which show the expenses applicable to the JEC Fund Grant for which partial payment is requested. These documents must include the date of issuance, the name of the implementing organization, the name of the issuer, and the nature and amount of the expenses.
    - (b) Documentation of the exchange rate  
If any of these documents shows the amount in a foreign currency, the amount should be converted into Japanese yen. Therefore, please attach some material proving the exchange rate on the day of the issuance of the document.

(c) Photographs that show how the project is undertaken

Please attach some photographs which show the stage of the project (exterior of the building, etc.) at the time of the application for partial advance payment.

(2) “Notice of Partial Advance Payment”

If the Association approves partial payment of the grant money as a result of examination of the application, the Association will issue a “Notice of Partial Advance Payment” and will pay the amount specified in the notice to the applying organization.

“Notice of Partial Advance Payment”

Date

To (name of the implementing organization)

Yoshitake Horii  
President of Kansai Osaka 21st Century Association

Notice of Partial Advance Payment  
Japan World Exposition Commemorative Fund Project for ( year )

Please be informed that we have examined your application dated ( date ) for partial advance payment of the grant money for ( project name ) and resolved to accept the application as shown below.

You are expected to pay the outstanding expenses for which partial payment was requested immediately after receipt of the payment and submit a “Report on Completion of Payment of Outstanding Expenses” together with supporting documents.

1. Amount of partial advance payment: Yen

2. Scheduled date of payment

(3) “Report on Completion of Payment of Outstanding Expenses”

Upon receipt of partial payment of the grant money, you should immediately pay the expenses that are charged under a contract or billed and remain unpaid, and submit a “Report on Completion of Payment of Outstanding Expenses” with a copy of a receipt.

“Report on Completion of Payment of Outstanding Expenses”

Date  
Project No.

Dear Mr. Yoshitake Horii,  
President of Kansai Osaka 21st Century Association:

Report on Completion of Payment of Outstanding Expenses  
Japan World Exposition Commemorative Fund Project for ( year )

Please be informed that we have completed payment of the outstanding expenses for ( project name ) upon receipt of the partial advance payment of the grant money.

1. Amount of the partial advance payment: Yen

2. Budget item for which partial advance payment is requested

Budget item	Amount	Supporting documents
	Amount already paid at the time of application Yen	Attached to “Application for Partial Advance Payment”
	Amount outstanding at the time of application Yen	Receipt No.
	Amount already paid at the time of application Yen	Attached to “Application for Partial Advance Payment”
	Amount outstanding at the time of application Yen	Receipt No.
Total (A)	Yen	
Subsidizing rate specified in “Notice of Decision on Grant” (B)	%	
(A) x (B) x 90% (Amount is rounded to the nearest multiple of 1,000)	Yen	

3. Attachment

- (1) Copy and Japanese translation of the receipt issued upon payment of the expenses outstanding at the time of applying for partial advance payment
- (2) Document proving the exchange rate

Address of the applying organization:

Name of the applying organization:

Name of the representative:

Signature

Title of the representative:

## **VI. Submission of “Report on Completion of Project” (stage three)**

### 1. Payment of the grant money

Once the “Report on Completion of Project” is submitted by the implementing organization, the following three conditions are confirmed: i) The project has been carried out according to plan, ii) Grant-eligible project expenses have been paid, and iii) acknowledgement of the JEC Fund is displayed. The grant is paid as a reimbursement subsequent to post-project evaluation. (In determining grant amount, the Association considers whether the project has been implemented adequately and effectively, whether there has been a ripple effect, etc.).

**Because the grant money is calculated together with Grant-eligible project expenses, it may be less than the grant amount noted on the “Notice of Decision on Grant.”**

Grant money may be reduced or its payment may be cancelled in case any surplus, reserve, and/or balance brought forward accrue to the implementing organization when settling the account of the project. Grant money should not be allocated to money paid to any higher organization that controls the implementing organization, either.

### 2. “Report on Completion of Project”

#### (1) Forms of “Report on Completion of Project” and relevant documents

Documents and attachments to be submitted as part of the “Report on Completion of Project” are as shown below. You can download forms from the Association’s website: [http://www.osaka21.or.jp/jecfund/14d\\_page.htm](http://www.osaka21.or.jp/jecfund/14d_page.htm)

##### (i) Documents to be prepared by implementing organizations

- (a) Cover of “Report on Completion of Project”
- (b) “Report on Implementation Outline and Results of Project”
- (c) “Final Fund Allocation Table”
- (d) “Income Breakdown”
- (e) “Expenditure Breakdown”
- (f) “Report on Resulting Properties”

##### (ii) Documents to be attached to the report

- (a) Attach copies of bills and receipts related to expenses covered by the Grant. (Fill in the reference number on the receipt. Also, if you have more than one receipt for the same expense category, attach a spreadsheet showing these amounts).
- (b) Printed matter that carries an acknowledgement of the JEC Fund (including posters, programs, printouts of relevant website pages, etc.)
- (c) Photographs which show how the project has been undertaken
- (d) List of participants

#### (2) When to submit the report

Submit the “Report on Completion of Project” within one month after the project completion date (the last day in which Grant-covered expenses are paid).

Instructions in preparing these documents are shown below.

Cover of “Report on Completion of Project”

Date  
Project No.

Dear Mr. Yoshitake Horii,  
President of Kansai Osaka 21st Century Association:

Report on Completion of Project  
Japan World Exposition Commemorative Fund Project for ( year )

We hereby report that ( project name ) was completed as shown in the Attachment 1 and accordingly, submit the following documents.

1. “Final Fund Allocation Table” (Attachment 2)
2. “Income Breakdown” (Attachment 3)
3. “Expenditure Breakdown” (Attachment 4)
4. “Report on Resulting Properties” (Attachment 5)  
(This report is required if the implementing organization has obtained some property as a result of the project.)
5. Copies of receipts and bills for expenses applicable to the JEC Fund Grant
6. Printed matter that carries an acknowledgement of the JEC Fund
7. Photographs which show how the project has been undertaken
8. List of participants

Address of the applying organization:

Name of the applying organization:

Name of the representative:

Signature

Title of the representative:

Report on Project Implementation and Results

Outline	Project name			
	Purpose of the project			
	Project description			
Results	Summary		Plan at the time of application submission	
	Project period		DD MM YY-DD MM YY( days)	
	Project completion date		DD MM YY	
	Venue			
	Schedule			
	No. of participants		Total no. of participants: (Domestic:     /Overseas:     ) No. of participating countries (including Japan): (Names of participating countries:     )	
			Total no. of participants: (Domestic:     /Overseas:     ) No. of participating countries (including Japan): (Names of participating countries:     ) * If there have been fewer participants than planned at the time of application submission, specify the reason for the decrease. (     )	
	No. of visitors * For performances, exhibitions, and other events of a similar nature		No. of visitors:	No. of visitors: * If there have been fewer visitors than planned at the time of application submission, specify the reason for the decrease. (     )
	Fees			
	Public participation (Yes/No)			
How Grant impact is conveyed to society	Printed matter carrying an acknowledgement of the JEC Fund		* If there have been fewer descriptions/placements of acknowledgement of the JEC Fund than planned at the time of application submission, specify the reason for the decrease. (     )	
	Lectures open to the public	Date/time: DD MM YY Venue: Theme: No. of participants:	Date/time: DD MM YY Venue: Theme: No. of participants:	



“Report on Implementation Outline and Results of Project”

(Attachment1-2)

Report on Project Implementation and Results

Results	Publicity *1	
	URL	
	Overview of participant questionnaire answers *2	
	Effective spending	
Results of project implementation, future application policy, etc.	Concrete performance/results of project implementation	This information will be shown on the official website of Kansai Osaka 21st Century Association, so please specify briefly and in easy-to-understand terms. <b><u>In the case of an environment-related project, indicate how the project has contributed to the environment and give specific details.</u></b>
	Details on specific results and impact of Grant	
	Problems with implementation and future issues	
	Future project planning/policy stemming from project results	
Other	Change in bank account information *3	<input type="checkbox"/> No change  <input type="checkbox"/> Change

\*1 If the project was featured in newspapers or on television, attach a copy of the article or description of the broadcast (name of the broadcasting station, broadcast date, etc.).

\*2 If a questionnaire is conducted as a part of your project, attach statistical compilation and analysis on participant satisfaction levels. If a questionnaire is not conducted, note the number of participant comments garnered by the organizer.

\*3 If there is a change in the bank account, attach the “Payment Procedure Notification” (for the updated account).

“Final Fund Allocation Table”

Final Fund Allocation Table

(Attachment 2)

(1) Expenses applicable to JEC Fund Grant		(Currency: JP ¥)			Breakdown of actual amount spent (*1)	Receipt No.
Budget item	(Original) spending budget (A)	Actual amount spent *1	Total income *2 (Total of *3)	JEC Fund Grant		
Subtotal						
(2) Expenses not applicable to JEC Fund Grant		(Currency: JP ¥)				
Budget item	(Original) spending budget (A)	Actual amount spent *1	Total income *2 (Total of *3)	Breakdown of total income (*2) *3		
					Other grants	
Subtotal						
(1) + (2)						
Total						
	(Original) income budget (B)					

“Income Breakdown”

(Attachment 3)

Income Breakdown

Income Breakdown No. 1

(Currency: JP¥)

Budget item	Breakdown	Amount
Total	—	

Income Breakdown No. 2

(Currency: JP¥)

Budget item	Breakdown	Amount
Total	—	

Income Breakdown No. 3

(Currency: JP¥)

Budget item	Breakdown	Amount
Total	—	

Income Breakdown No. 4

(Currency: JP¥)

Budget item	Breakdown	Amount
Total	—	

\* Please indicate exact amounts down to ¥1.

“Expenditure Breakdown”

(Attachment 4)

Expenditure Breakdown

Expenditure  
Breakdown No. 1

(Currency: JP¥)

Budget item	Breakdown	Amount	Receipt No.
Total	—		

Expenditure  
Breakdown No. 2

(Currency: JP¥)

Budget item	Breakdown	Amount	Receipt No.
Total	—		

Expenditure  
Breakdown No. 3

(Currency: JP¥)

Budget item	Breakdown	Amount	Receipt No.
Total	—		

Expenditure  
Breakdown No. 4

(Currency: JP¥)

Budget item	Breakdown	Amount	Receipt No.
Total	—		

\* Please indicate exact amounts down to ¥1.

“Report on Resulting Properties”

(Attachment 5)

Report on Resulting Properties

Category	Name	Qty	Amount	Description	Date of acquisition	Location	Manager	Usage	Photo

(3) Instructions for preparation of “Report on Completion of Project”

Please prepare the documents in the order of:

- (1) Cover of “Report on Completion of Project”
- (2) “Report on Implementation Outline and Results of Project”
- (3) “Income Breakdown”
- (4) “Expenditure Breakdown”
- (5) “Final Fund Allocation Table”
- (6) “Report on Resulting Properties”

Please follow the instructions shown below in preparing them.

(i) Cover of “Report on Completion of Project”

(a) Project no.

Please enter the number in the lower right corner of the “Notice of Decision on Grant.”

(b) Year in the heading

Please enter the year specified in the “Notice of Decision on Grant.”

(c) Project name

Please enter the name specified in the “Notice of Decision on Grant.”

If the name has been changed following the “Notice of Permission to Change Project,” enter the new name.

(d) Attachments

Please specify which of the following documents are attached.

- (A) “Report on Implementation Outline and Results of Project”
- (B) “Final Fund Allocation Table”
- (C) “Income Breakdown”
- (D) “Expenditure Breakdown”
- (E) “Report on Resulting Properties” (only if you have acquired any property as a result of the project.)
- (F) Attach copies of bills and receipts related to expenses covered by the Grant. (Fill in the reference number on the receipt. Also, if you have more than one receipt for the same expense category, attach a spreadsheet showing these amounts).
- (G) Printed matter that carries an acknowledgement of the JEC Fund (including posters, programs, printouts of relevant website pages, etc.)
- (H) Photographs which show how the project has been undertaken
- (I) List of participants

(e) Name of the implementing organization

The name should be the same as those shown in the “Grant Application.”

(ii) “Report on Implementation Outline and Results of Project”

This report pairs with the “Project Outline and Plan” submitted together with the “Grant Application.” Please indicate results of the project as compared with the plan.

Also, please provide specific details about the effects of the project and measures used to achieve the project’s outcome, as a post-project evaluation will be conducted based on the “Report on Completion of Project.”

More lines may be added to accommodate longer answers.

(a) Project description

Provide project details (performance/exhibit description, conference theme, etc.).

In cases where there are significant discrepancies between the project plan and results, give reasons.

You may use a separate sheet.

- (b) Project completion date  
The date noted on the project completion date line is the last day on which receipts were issued for expenses covered under the Grant.
- (c) Project schedule  
Note implementation schedule details including preparation period.
- (d) No. of participants  
Enter the number of participants in the project.  
If there have been fewer participants than planned at the time of application submission, specify the reason for the decrease. (You may use a separate sheet.)
- (e) No. of visitors  
For performances and exhibitions, specify the number of visitors.  
If there have been fewer visitors than planned at the time of application submission, specify the reason for the decrease. (You may use a separate sheet.)
- (f) How the positive impact of the Grant is conveyed to the rest of society  
Provide the number of copies for each type of printed matter carrying the JEC Fund acknowledgement. In addition, if the lecture is open to the public, enter the date(s), venue, theme, and whether or not a questionnaire was conducted.  
If there have been fewer descriptions/placements of acknowledgement of the JEC Fund, specify the reason for the decrease. (You may use a separate sheet.)
- (g) Publicity  
Describe publicity initiatives for the project, including the number of printed materials distributed/where they were distributed, and how the information was conveyed to the mass media and related institutions. If the project was featured in newspapers or on television, attach a copy of the article or description of the broadcast (name of the broadcasting station, broadcast date, etc.).
- (h) Website  
Note the website and print/attach the relevant pages.
- (i) Participant questionnaire  
If a participant questionnaire was part of your project, enter a summary of the results. Also attach statistical compilation and analysis on how happy participants were with the content. (The Questionnaire and statistical compilation/analysis is a factor in the Association's post-project evaluation).
- (j) Effective spending  
Note any specific measures you took to ensure effective spending. Write N/A if not applicable. Do not leave the line blank.
- (k) Performance/Effectiveness  
**This information will be shown on the official website of the Association, so please summarize the results of the project, compare the achievements with the original purpose, and describe, in specific terms, how the project has benefited the public interest, what ripple effects have been brought by the project, and how the project's impact has been conveyed to society, and so on. In case of an environment-related project, indicate how the project has contributed to the environment giving specific details.**
- (l) Grant impact  
Enter specific details on the impact of the Grant, including any enhanced project content and/or improved quality.
- (m) Issues and problems  
Evaluate the project for planning and implementation problems, as well as issues related to the project's future development. Note specifics.
- (n) Future planning and policy  
Note the specifics of how the project impact will be brought to society, how the project will proceed in

the future based on performance through the present time, and project orientation.

(iii) "Income Breakdown"

Under budget items, note any source of income (e.g. participation fees, sponsorship fees, donations and other financial support) besides the Foundation Grant and other grants. Note information on how you arrived at the total, e.g. unit prices, quantities, etc., for each of the income sources.

(iv) "Expenditure Breakdown"

Please specify the itemized breakdown of the project expenses applicable to the JEC Fund Grant. Please fill in this form based on the receipts of expenses applicable to the JEC Fund Grant in a manner shown below.

- (a) If the amount shown in a written estimate is entirely allocated to the project expenses applicable to the JEC Fund Grant, please indicate "entire amount" in the relevant "Breakdown" column, the amount of the receipt in the "Amount" column, and the serial number of the receipt in the "Receipt No." column.
- (b) If only part of such amount is allocated, please specify the calculation in the relevant "Breakdown" column, the amount obtained by the calculation in the "Amount" column, and the serial number of the receipt in the "Receipt No." column. Also, please mark the part of the expense in the receipt or bill (for which an itemized breakdown is required) that will be allocated to the expenses applicable to the JEC Fund Grant.

(v) "Final Fund Allocation Table"

The "Final Fund Allocation Table" compares the budget amounts with the settled amounts. Please refer to the following instructions when filling in the table.

- (a) Do not combine two budget items together. Please indicate a settled amount for the respective budget amount specified in the "Fund Allocation Table" when submitting the application forms. If any income or spending budget item that was not expected when filling in the "Fund Allocation Table" has been generated, create a new column and enter "¥0" in the budget column.

(A) How to fill in the budget columns

Please specify the budget amounts, both for income and expenditure, at the time of submission of "Grant Application." If any budget amount was changed following the prescribed procedures during the implementation of the project, please indicate the new amount.

(B) How to fill in the "Actual amount spent" column, "Total income" column and "Breakdown of total income" columns

(a) Expenditure

(i) Expenses applicable to the JEC Fund Grant

Please specify the amount of each item shown in the "Expenditure Breakdown."

(ii) Expenses not applicable to the JEC Fund Grant

Please specify the amount of each item that was actually generated. Any outstanding amount should also be included in the total expenditure.

(b) Income

(i) JEC Fund Grant

Please specify the lesser of the following amounts.

- Total of settled expenses applicable to the JEC Fund Grant multiplied by the subsidizing rate shown in the "Notice of Decision on Grant" (amounts are rounded to the nearest multiple of 1,000)
- Finalized amount of the JEC Fund Grant (If the amount is reduced following the prescribed procedures, specify the amount after reduction.)

(ii) Income other than JEC Fund Grant (excluding subsidies from other public organizations)

You are expected indicate how the income other than the JEC Fund Grant has been



appropriated to project expenses. Please specify each of such income amounts that have been actually generated and the expense to which such amount was appropriated. Please make sure that the total of the amount of each income will be equal to the total of the corresponding item shown in the “Income Breakdown.”

(iii) Other grants

“Other grants” refer to subsidies and public funds offered by the Japanese Government, municipal governments, and public organizations in Japan. If you receive any of these grants, attach a copy of the letter notifying you of the decision to award the grant. These grants should be appropriated to expenses not applicable to the JEC Fund Grant.

Some organizations specify the purpose of use of the grant money they offer. In this case, be sure to allocate such grant money to the specified purpose in the “expenses not applicable to the JEC Fund Grant.”

(vi) “Report on Resulting Properties”

If any property that is priced at ¥100,000 or more and has a useful life of one year or more has resulted from the project, please submit this form.

Following instructions show how to fill in this form.

(A) Category

Please categorize the resulting properties as shown below. If the project involves the construction of two or more buildings, please provide information for each of the buildings.

- (a) Land, building, and annexed facility
- (b) Structure
- (c) Machinery and equipment
- (d) Vehicle and transport equipment
- (e) Tools, instruments, and furniture
- (f) Prototypes and samples

(B) Name

Please specify the name of the property as shown in the following table.

Category	Instructions
Land, building	Specify the name of the acquired building.
Annexed facility	Specify the name of the acquired facility and structure.
Machinery and equipment	Specify the name of the acquired product or good.
Vehicle and transport equipment	
Tools, instruments, and furniture	
Prototypes and samples	

(C) Quantity

Please specify the quantity of the property as shown in the following table.

Category	Instructions
Land, building	Specify the number of land lot and building.
Annexed facility	Specify the quantity of each of the acquired goods.
Machinery and equipment	
Vehicle and transport equipment	
Tools, instruments, and furniture	
Prototypes and samples	

(D) Amount

Please specify the price at which the property was acquired.

(E) Description

Please specify the description of the property as shown in the following table.

Category	Instructions
Land	Specify the area.
Building	Specify the structure type and total floor area.
Annexed facility	No need to fill in this column except for properties of extraordinary nature.
Machinery and equipment	
Vehicle and transport equipment	
Tools, instruments, and furniture	
Prototypes and samples	

(F) Date of acquisition

Please specify the date when the property was acquired as shown in the following table.

Category	Instructions
Land and building	Specify the date of registration.
Annexed facility	Specify the date of delivery or payment of the cost.
Machinery and equipment	
Vehicle and transport equipment	
Tools, instruments, and furniture	
Prototypes and samples	

(G) Location

Please specify where the property is located/stored as shown in the following table.

Category	Instructions
Land and building	Specify the address.
Annexed facility	Specify the name of the facility and its address where the properties are installed or stored.
Machinery and equipment	
Vehicle and transport equipment	
Tools, instruments, and furniture	
Prototypes and samples	

(H) Manager

Please specify the name of the organization or person responsible for management of the property. In case of land, building, and other properties for which registration is required, please specify the name of the registrant.

(I) Usage

Please specify for what purpose the property is used.

(J) Photographs

Please specify the serial numbers of the photographs which show the resulting property. Also, please attach some photographs that show the appearance, interior and other outline of the resulting property.

(vii) Submission of attachments

The following documents should be attached to “Report on Completion of Project.” Please follow the instructions shown below in preparing these documents.

- Attach copies of bills and receipts related to expenses covered by the Grant. (Fill in the reference number on the receipt. Also, if you have more than one receipt for the same expense category, attach a spreadsheet showing these amounts).
- Printed matter that carries an acknowledgement of the JEC Fund (including posters, programs, printouts of relevant website pages, etc.)
- Photographs which show how the project has been undertaken
- List of participants

(a) Copies of bills and receipts for expenses applicable to the JEC Fund Grant

Please submit copies of bills and receipts only for expenses applicable to the JEC Fund Grant. However, please keep the original bills and receipts as we may need to check them. Please follow the instructions below when submitting these copies.

A. Receipt

(aa) No omission or inaccurate information

Please make sure that each receipt meets all of the following conditions. It should be noted that in case of failure to meet any of these conditions, the expense will not be applicable to the JEC Fund Grant.

- (i) Date of issuance is specified.
- (ii) The name of the issuing organization is indicated together with a signature.
- (iii) The receipt is addressed to the implementing organization. (Receipts addressed to individuals are not acceptable.)
- (iv) Type of purchase is clearly indicated.
- (v) For travel and accommodation expenses, names, dates, and breakdown details are indicated.

(bb) Treatment of expenses paid in a foreign currency

If an implementing organization pays any project expenses applicable to the JEC Fund Grant to project participants and/or suppliers in a foreign currency, the organization is required to convert the amount of such expenses into Japanese yen and indicate the amount in the “Report on Completion of Project.” This is because the Association will prepare a “Final Fund Allocation Table” in Japanese yen.

In principle, the organization should convert the amount into Japanese yen based on the exchange rate on the date of the issuance of each receipt or the date of the conversion, and attach documentation evidencing the exchange rate on the day, such as a newspaper article.

Specify the exchange rate used for the conversion along with the amount converted to Japanese yen in the receipt. Also attach a Japanese translation of the expense breakdown.

B. Bill

(aa) No omission or inaccurate information

Please make sure that each bill meets all of the following conditions. It should be noted that in case of failure to meet any of these conditions, the expense will not be applicable to the JEC Fund Grant.

- (i) Date of issuance is specified.
- (ii) The name of the issuing organization is indicated together with a signature.
- (iii) The bill is addressed to the implementing organization. (Bills addressed to individuals are not acceptable.)
- (iv) Breakdown of the billed amount is indicated. (This information is not necessary if a written itemized statement is attached.)

(bb) Indication of the portion of the billed amount applicable to the JEC Fund Grant

In case only some portion of the billed amount is applicable to the JEC Fund Grant, please indicate the portion by marking it. If the total amount of expenses applicable to the JEC Fund Grant is obtained not by adding the marked portions but through some calculation, please indicate the method of the calculation.

(b) Printed matter that carries an acknowledgement of the JEC Fund

Please submit printed matter including video, film, DVD, CD-ROM (display information on the label) and sign in which the acknowledgement of the JEC Fund is shown. If submission of the originals is impossible, photographs in which the acknowledgements are clearly visible may be submitted instead. If your website provides a link to the Association's website (URL:<http://www.osaka21.or.jp/jecfund/>), please also send a copy of the page.

(c) Photographs which show how the project has been undertaken

Please submit some photographs during the implementation of the project to show how the project has been undertaken.

- Performance and exhibition: signboard installed at the venue, participants entering the venue, scenes from the performance and exhibition, and the acknowledgement of the JEC Fund
- International conference: signboard installed at the venue, scenes from the conference, and the acknowledgement of the JEC Fund
- Book purchase: the entrance and the entire appearance of the place where the books are stored, the books, and the acknowledgement of the JEC Fund
- Publication of books, etc: the published material and the acknowledgement of the JEC Fund
- Invitation/dispatch of personnel: the event for which the invitation/dispatch of personnel was undertaken and the acknowledgement of the JEC Fund
- Equipment purchase: the entrance and the entire appearance of the place where the equipment is installed, the equipment, and the acknowledgement of the JEC Fund
- Construction or enhancement of a facility: external and internal appearance of the facility, and the acknowledgement of the JEC Fund

If any property resulted from the project, please submit photographs of such property.

Make sure that there are no copyright or image rights problems related to the copies of the photographs submitted. The Association will consider all such materials received to be free of such issues.

Submit the documents upon agreeing to the following.

(A) Documents submitted cannot be returned (where necessary, submit copies).

(B) Documents submitted may be used for foundation project publicity purposes in the future (e.g. in pamphlets, on websites, etc.). If we choose to use the materials, we reserve the right to trim and lay out the photos as we require.

(d) List of participants

Please submit a list of participants.

Travel and accommodation costs and transport costs associated with moving between venues should be documented by the eligible individual(s), e.g. by issuing reference numbers for project participant lists and relevant receipts.

(viii) Final Fund Allocation Table (sample)

Enter the items and amounts specified in the application form.

Specify the lesser of the following amounts: (1) total of settled expenses applicable to the JEC Fund Grant multiplied by the subsidizing rate shown in "Notice of Decision on Grant" and (2) finalized amount of JEC Fund Grant (if the amount is reduced following the prescribed procedures, specify the amount after reduction)

Final Fund Allocation Table

(Attachment 2)

(1) Expenses applicable to JEC Fund Grant			(Currency: JP¥)				
Budget item	(Original) spending budget (A)	Actual amount spent *1	Total income *2 (Total of *3)	Breakdown of total income (*2) *3			
				JEC Fund Grant	Own funds	Income from participation	Sponsorship fee
Printing and binding costs	2,000,000	2,500,000	14,500,000	4,000,000	5,000,000	2,000,000	3,500,000
Hall rental	7,000,000	7,200,000					
Travel expenses	3,000,000	3,000,000					
Accommodation costs	1,980,000	1,800,000					
Subtotal	13,980,000	14,500,000					

(2) Expenses not applicable to JEC Fund Grant			(Currency: JP¥)						
Budget item	(Original) spending budget (A)	Actual amount spent *1	Total income *2 (Total of *3)	Breakdown of total income (*2) *3					Other grants
				Own funds	Income from participation fee	Sponsorship fee	Grant of xxx Foundation	Grant of yyy Foundation	
Communication and transportation expenses	500,000	700,000	700,000	200,000	300,000	200,000			
Meeting expenses	1,800,000	1,600,000	1,600,000		600,000		500,000	500,000	
Secretariat expenses	1,000,000	1,200,000	1,200,000		400,000	800,000			
Equipment rental expenses	0	500,000	500,000	500,000					
Reserve fund	500,000	0	0						
Subtotal	3,800,000	4,000,000	4,000,000	700,000	1,300,000	1,000,000	500,000	500,000	0

(1) + (2)										
Total		17,780,000	18,500,000	18,500,000	4,000,000	5,700,000	3,300,000	4,500,000	500,000	500,000
	(Original) income budget (B)	17,780,000	4,000,000	6,780,000	3,500,000	3,000,000	500,000	0		

Breakdown of actual amount spent (*1)	Receipt No.
Printing and binding costs	1, 2, 3
Hall rental	4
Travel expenses	5
Accommodation costs	6

Appropriate the grant offered by other Japanese organizations to expenses not applicable to the JEC Fund Grant.

(ix) Income Breakdown (sample)

Income Breakdown

(Currency: JP¥)

Income Breakdown No. 1

Budget item	Breakdown	Amount
Own funds	Reserve fund: 5,700,000 yen	5,700,000
Total	—	5,700,000

Income Breakdown No. 2

(Currency: JP¥)

Budget item	Breakdown	Amount
Income from participation fee	25,000 yen x 100 persons	2,500,000
	20,000 yen x 40 persons	800,000
Total	—	3,300,000

Income Breakdown No. 3

(Currency: JP¥)

Budget item	Breakdown	Amount
Sponsorship fee	1,000,000 yen x 3 organizations	3,000,000
	1,500,000 yen x 1 organization	1,500,000
Total	—	4,500,000

Income Breakdown No. 4

(Currency: JP¥)

Budget item	Breakdown	Amount
Other grants	Grant of xxx Foundation	500,000
	Grant of yyy Foundation	500,000
Total	—	1,000,000

Total amount should be equal to the corresponding amount shown in the Final Fund Allocation Table.

If you receive grant money from a Japanese organization, attach a copy of the letter notifying you of the decision to award the grant.

(x) Expenditure Breakdown (sample)

Expenditure Breakdown

Expenditure Breakdown

No. 1

Budget item	Breakdown	Amount	Receipt No.
Printing and binding costs	Leaflet @ 100 yen x 10,000 sheets	1,000,000	1
	Program @ 1,000 yen x 1,000 copies	1,000,000	2
	Poster @ 250 yen x 2,000 sheets	500,000	3
Total	—	2,500,000	

Cost of materials without acknowledgement of the JEC Fund is not applicable to the JEC Fund Grant. Submit photos of the published materials and their contents.

Expenditure Breakdown

No. 2

Budget item	Breakdown	Amount	Receipt No.
Hall rental	720,000 yen x 10 days	7,200,000	4
Total	—	7,200,000	

Cost of social events involving drinking and eating is not applicable to the JEC Fund Grant.

Expenditure Breakdown

No. 3

Budget item	Breakdown	Amount	Receipt No.
Travel expenses	Japan – U.S. @ 100,000 yen x 2 x 15 persons	3,000,000	5
Total	—	3,000,000	

Submit documentation that evidences the amount, such as list of participants, in addition to bills and receipts.

Expenditure Breakdown

No. 4

Budget item	Breakdown	Amount	Receipt No.
Accommodation costs	@ 18,000 yen x 20 persons x 3 nights	1,080,000	6
	@ 10,000 yen x 14 persons x 3 nights	420,000	6
	@ 5,000 yen x 20 persons x 3 nights	300,000	6
Total		1,800,000	

Submit documentation that evidences the amount, such as list of participants, in addition to bills and receipts. Accommodation costs arising outside of the project period are not applicable to the JEC Fund Grant.

3. “Notice of Final Determination on Grant”

The Association will examine the “Report on Completion of Project” submitted by the implementing organization upon completion of the project. If, as a result of the examination, the Association has judged that the project was carried out properly and has taken effect as expected, then the Association will finalize the amount of the grant money and inform the organization of the amount by “Notice of Final Determination on Grant” together with the result of the post-project evaluation.

The amount of the grant money should be the lesser of the following amounts.

- (1) Total of settled expenses applicable to the JEC Fund Grant multiplied by the subsidizing rate shown in the “Notice of Decision on Grant” (amounts are rounded to the nearest multiple of 1,000)
- (2) Finalized amount of the JEC Fund Grant (If the amount is reduced following the prescribed procedures, the amount after reduction.)

“Notice of Final Determination on Grant”

	Date
To (name of the implementing organization)	
Yoshitake Horii President of Kansai Osaka 21st Century Association	
Notice of Final Determination on Grant Japan World Exposition Commemorative Fund Project for ( year )	
This is to inform you of the total amount of JEC Fund Grant to be awarded to your project ( project name ), which was determined on the applicable form dated ( ), under the conditions shown in the attachment, together with the result of the post-project evaluation conducted by the Association in attachment 2.	
1 Finalized amount of JEC Fund Grant	Yen
2 Scheduled date of payment	
	Project No.

Conditions for Receiving JFC Fund Grant

1. Maintenance of resulting properties  
Properties resulting from a project should be maintained and managed for five years from the date of acquisition thereof. The period of maintenance and management of such properties can be extended if deemed necessary by the President. Implementing organizations should maintain/manage the properties with the diligence of a good director.
2. Restriction on the rights to resulting properties  
Implementing organizations should seek the prior approval of the President to:
  - (1) Transfer, exchange, lease, or use as collateral the resulting properties.
  - (2) Subject the resulting properties to a lease or other interest.
  - (3) Use the resulting properties for a purpose not originally intended or discontinue the use of the properties.
3. Withdrawal  
The President may withdraw the JEC Fund Grant in part or in whole if, during the maintenance/management of the resulting properties:
  - (1) The implementing organization makes a false application or report.
  - (2) The implementing organization does not comply with the instructions of the President.
  - (3) The implementing organization refuses, impedes, or avoids, without good reason, the inspection of the progress of the project by staff of the Association.
4. Return of grant money
  - (1) If grant money is to be withdrawn in part or in whole after the money has been paid to an implementing organization, the organization should return the grant money in part or in whole, as appropriate, by the date specified by the President.
  - (2) If the grant money that has been already paid to an implementing organization exceeds the finally determined amount of the grant, the organization should return the excess amount by the date specified by the President.
5. Calculation and late payment charge
  - (1) When returning the grant money that has been withdrawn in part or in whole, the organization should also pay to the Association an additional amount, calculated, on a prorated basis, at a 10.95% annual interest rate on the grant money to be returned for the number of days from the next day of the receipt to return of the money.  
If the organization fails to return the grant money by the specified date, the organization should pay to the Association an additional amount calculated, on a prorated basis, at a 10.95% annual interest rate on the grant money to be returned for the number of days from the next day of the receipt to return of the money, plus a late payment charge calculated, on a prorated basis, at a 10.95% annual interest rate on the delayed payment for the number of days from the day immediately following the specified date to the date when payment is actually made.
  - (2) If the organization fails to return the excess amount by the specified date, the organization should pay to the Association a late payment charge calculated, on a prorated basis, at a 10.95% annual interest rate on the excess amount for the number of days from the day immediately following the specified date to the date when payment is actually made.
6. On-the-spot inspection
  - (1) To ensure that resulting properties are properly managed, the President may, from time to time as necessary, request any implementing organization to submit a report, or have the Association staff visit the office or place of business of any implementing organization to inspect their account books and other documents or question persons in charge.
  - (2) Implementing organizations should offer bona fide assistance and cooperation to the on-the-spot inspections by the Association.
7. Disclosure of the project information  
Implementing organizations should allow the Association to disclose the following information to the public.
  - (1) Name of the implementing organization
  - (2) Title and name of the representative
  - (3) Name of the project
  - (4) Outline, plan, and achievement of the project
  - (5) Amount of the grant money



### Results of Post-Project Evaluation

At the Kansai Osaka 21st Century Association, we have conducted a post-project evaluation based on the “Report on Completion of Project” submitted by the implementing organization in order to ascertain whether or not the project has been completed adequately and effectively according to the plan shown in the application form (or according to the changed plan, if applicable) and to see what outcomes and ripple effects have resulted. The following are the results of our evaluation of your project, which may be helpful for you to plan for new projects in the future.

#### 1. Rating

Rating	Your project
Has well exceeded the expected standards.	
Has exceeded the expected standards.	
Has met the expected standards.	
Has hardly met the expected standards.	
Has failed to meet the expected standards.	

#### 2. Items for evaluation

Item	Evaluation
Has the project been properly reported upon completion?	
How has the project been implemented?	
Has the implementing organization made reasonable efforts to hear the voices of participants, etc.?	
Has the grant money been properly spent?	
Have the publicity activities been properly undertaken?	

#### (Reference)

For details about the Association’s post-project evaluation policy, visit the following website. (Japanese only)

<http://www.osaka21.or.jp/jecfund/>

## **VII. Payment of grant money (stage four)**

### 1. How grant money is paid

Once the “Report on Completion of Project” is submitted by the implementing organization, the following three conditions are confirmed: i) The project has been carried out according to plan, ii) Grant-eligible project expenses have been paid, and iii) acknowledgement of the JEC Fund is displayed. The grant is paid as a reimbursement subsequent to post-project evaluation. (In determining grant amount, the Association considers whether the project has been implemented adequately and effectively, whether there has been a ripple effect, etc.).

**Because the grant money is calculated together with Grant-eligible project expenses, it may be less than the grant amount noted on the “Notice of Decision on Grant.”** It should be also noted that the grant money is paid in Japanese yen and may not match the expected amount in local currency due to the difference in exchange rate between the time of application and the time of payment.

Note that payment of the Grant will be delayed if there are any issues with the information noted on the “Report on Completion of Project” or the attached documents.

### 2. Transfer of grant money to your bank account

The grant money will be transferred to the bank account you designated in the “Payment Procedure Notification.”

**VIII. Refusal**

In case any applying organization is forced to discontinue or abandon their project after awarding of grant money was determined, or has earned more income than originally expected and become able to implement the project without the grant money, the organization should submit a “Notice of Refusal” in the following form.

“Notice of Refusal”

Date Project No.
Dear Mr. Yoshitake Horii, President of Kansai Osaka 21st Century Association:
Notice of Refusal Japan World Exposition Commemorative Fund Project for ( year )
We hereby inform that we will refuse receipt of the JEC Fund Grant for ( project name ) granted to us in “Notice of Final Determination on Grant” dated ( ) for the reason mentioned below.
(Reason)
Address of the applying organization:
Name of the applying organization:
Title of the representative:
Name of the representative:
Signature

## **IX. Withdrawal**

### 1. Reasons for withdrawal

A JEC Fund Grant may be withdrawn in part or in whole even after awarding of the grant has been finally determined if:

- (1) The implementing organization is found to have made a false application or report.
- (2) The implementing organization discontinues the project.
- (3) The implementing organization is found unable to complete the project.
- (4) The project is found to be disqualified as:
  - (i) A project that can make large enough contributions to the public interests to fulfill the purpose of commemorating the success of the Expo '70.
  - (ii) A project that cannot be accomplished without a JEC Fund Grant.
  - (iii) A project that is conducted in a well-planned, appropriate manner and for which grant money is expected to create positive effects.
  - (iv) A project that will not benefit a limited number of individuals.
  - (v) A project that is somewhat associated with Japan.
  - (vi) A project whose implementing organization is not regarded as an investor in any third party project.
  - (vii) A project whose implementing organization will not donate the properties obtained through the JEC Fund Grant to any third party.
  - (viii) 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.)
  - (ix) A project that will not benefit only limited part of the region if it is aimed at sister-city exchange.
  - (x) A project in which the JEC Fund Grant accounts for a considerable portion of the total budget to the extent that the contribution of the grant is fully felt.
  - (xi) A project whose purpose is not to commemorate the establishment of the implementing organization, such as to construct a monument.
  - (xii) A project whose purpose is not to conduct research for the sake of research.
  - (xiii) A project that is not planned for religious or political activities.
  - (xiv) A project whose purpose is not to establish a fund.
  - (xv) A project that is not implemented personally.
  - (xvi) 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.
- (5) The implementing organization does not comply with the instructions of the President.
- (6) The implementing organization refuses, impedes, or avoids, without good reason, the inspection of the progress of the project by staff of the Association.
- (7) The Grant money is used for purposes other than Grant-covered expenses.
- (8) Legal code is violated.
- (9) The implementing organization does not comply with the conditions for payment of the grant specified in the "Notice of Decision on Grant" or otherwise engages in misconduct in implementing the project (e.g. failure to show an acknowledgement of the JEC Fund specified in "I. Procedures necessary to receive grant and other basic requirements").

“Notice of Withdrawal”

“Notice of Withdrawal” in the following form will be given to implementing organizations that become disqualified as recipients of a JEC Fund Grant for any of the reasons mentioned above. If the organization has already received the grant money in part or in whole, the organization should return the amount following the procedures separately indicated by the Association.

“Notice of Withdrawal”

Date
To (name of the implementing organization)
Yoshitake Horii President of Kansai Osaka 21st Century Association
Notice of Withdrawal Japan World Exposition Commemorative Fund Project for ( year )
This is to inform you that the JEC Fund Grant to be awarded to ( project name ) will be withdrawn for the reason mentioned below.
(Reason)

**X. Disposal of resulting properties**

1. Procedures to dispose of resulting properties

Any implementing organization who wishes to dispose of the resulting property in any of the following manners during the period of their maintenance/management specified in the “Notice of Decision on Grant” should submit an application for approval.

Grant money should be returned if income has accrued to an implementing organization as a result of disposal of resulting properties.

- (1) Transfer, exchange, lease, or use as collateral the resulting properties.
- (2) Subject the resulting properties to a lease or other interest.
- (3) Use the resulting properties for a purpose not originally intended or discontinue the use of the properties.

2. Application

Please prepare the following form and submit it together with necessary documents.

“Application for Permission to Dispose of Resulting Properties”

Date Project No.
Dear Mr. Yoshitake Horii, President of Kansai Osaka 21st Century Association:
“Application for Permission to Dispose of Properties Resulting from JEC Fund Project”
We hereby seek your permission to dispose of the properties resulting from our project in the following manner.
1. Means of disposal (Please place a circle around the number below.) (1) By transferring the property (2) By exchanging the property (3) By leasing the property (4) By using the property as a collateral (5) By subjecting the property subject to a lease or other interest (6) By using the property for a purpose not originally intended or discontinuing its use (7) By other means (Please describe.)
2. Specific details about the disposal
3. Reason for disposal
4. Attachments
Address of the applying organization:
Name of the applying organization:
Title of the representative:
Name of the representative: Signature

(1) Instructions for preparation of the form

(i) Means of disposal

Please place a circle around the appropriate number. If you select “other,” please specify the means of disposal.

(ii) Specific details about the disposal

Please describe more details about the disposal.

(iii) Reason for disposal

Please specify the reason for disposal of the property.

3. “Notice of Approval”

If the Association approves disposal of the property by the implementing organization, a “Notice of Approval” will be issued to the organization. In disposing of the property, the organization should comply with the conditions that may be specified in the notice.

“Notice of Approval”

Date
To (name of the implementing organization)
Yoshitake Horii President of Kansai Osaka 21st Century Association
Notice of Approval to Dispose of Property Resulting from JEC Fund Project
We approve the disposal of the property indicated in your application dated ( date ) on the conditions shown below.
1. Approved means of disposal
2. Condition(s)

**XI. Return of grant money**

1. Cases where return of grant money is required

Grant money should be returned if:

- (1) Grant money is to be withdrawn in part or in whole after the money has been paid to an implementing organization.
- (2) Grant money that has been already paid to an implementing organization exceeds the finally determined amount of grant.
- (3) Income has accrued to an implementing organization as a result of disposal of resulting properties.

2. Calculation of the amount to be returned

Amount to be returned should be calculated as shown below.

(1) If the grant money is withdrawn:

Amount of the grant money to be withdrawn + additional amount (amount of the grant money to be withdrawn x 0.1095 ÷ 365 days x number of days from the next day of receipt to return of the money)

(2) If an excessive amount has been paid:

The difference between the amount paid to the organization and the finally determined amount

(3) If any income accrues as a result of disposal of resulting properties:

The residual value of the resulting property x amount of the grant money ÷ expenses required for the JEC Fund project

3. Late payment charge

If the organization fails to return the amount by the specified date, the organization should also pay late payment charge that is calculated as follows.

Amount to be returned x 0.1095 ÷ 365 days x number of days from the day immediately following the specified date to the date when payment is actually made

4. Request of return of grant money and/or late payment charge

The following form will be sent to the organization when return of grant money and/or late payment charge is requested.

“Request of Return of Grant Money and/or Late Payment Charge”

	Date
To (name of the implementing organization)	
Yoshitake Horii President of Kansai Osaka 21st Century Association	
Request of Return of Grant Money for JEC Fund Project and/or Late Payment Charge	
We hereby request return of the grant money paid for ( project name ) (and late payment charge) as shown below.	
1. Amount to be paid	
2. Calculation	
3. Reason	
4. Date of payment	
5. Bank account	