

## Application Form

1. Date:
  
2. Name
  
3. Contact
  - 1) Address
  
  - 2) Telephone
  - 3) Fax
  - 4) E-mail
  
4. Name of the Project
  
5. Responsible Organization for the Project
  - 1) Name of the Organization
  
  - 2) Representative
  
  - 3) Address of the Organization
  
  - 4) Information on the Organization Responsible for the Project
    - Date of foundation of the Organization
    - Objectives of the Organization
    - Main activities
    - Organizational structure
    - (board system, number of membership, etc.)
    - Annual budget (annual incomes, annual expenditures)

*Note: If brochure of the organization is available, please enclose one copy.*

6. About the Project:

- 1) Purposes
- 2) Main components (activities)
- 3) Year(s) required for the implementation of the Project
- 4) Implementation plan and major activities

7. Budget plan for the Project (indicate item of expenses per year)

*Note: In preparing your budget plan, please incomes and outgos separately.*

*Both incomes and outgos have to be indicated by items, for example, fees collected from participants, budgets from your general accounts, remuneration for instructors, etc.*

8. Expected outcomes of the Project

9. Contact person:

1) Name of the person filling out this form.

2) Contact

Address

Telephone and Fax

E-mail