

- Activity Grant -

About Final Report making



1. Reports to be requested to submit

After finished activity, successful applicants are required to submit following reports;

- a. Final activity report in narrative (Required)
- b. Photo of activity
- c. Article about activity

2. After received reports

Submitted reports will be published in our website.

3. Details of each reports

a. Final activity report in narrative (Required)

It is a report on how the activities were done.

Please report with describing following contents;

- Code Number/ Name of organization/ Project name/ Project periods
- Aim of the project/ Implemented activity, and method/ Achievement/ Future tasks
- Summary (It is for posting to the web site, including photos, A4 size and around 1 page)
- Financial Report(**how the granted money from NPF was used**) / List of officers

***Please prepare a report promptly according to the prescribed format after finishing the activity.**

b. Photo of activity

Please provide several photos showing implemented activity.

Those will be published in our web site.

- Note
As those photos will be opened to public by publishing in our website, if there is some concern about invading privacy for people, such as beneficiary or staff etc., please leave from providing those.

c. Articles about activity

If there are any newspaper articles or publications concerning the project, please enclose a copy for our records.

4. How to submit the report

Please submit the report by 'E-mail' or 'Postal mail' at the following address;

(To) **Niwano Peace Foundation (NPF)**
Grant Unit
Shamvilla Catherina 5F
1-16-9 Shinjuku,
Shinjuku-ku, Tokyo 160-0022
JAPAN
E-mail: npfgrant@npf.or.jp (not: info@npf.or.jp)

5. Deadlines

First term	September 30 of following year (not later than)
Second term	January 10 of year after next (not later than)

➤ **Note**

If it is inevitable that the submission is delayed, please let us know

and confirm about the subsequent response.

Contact: **Niwano Peace Foundation (NPF)**
Grant Unit
Shamvilla Catherina 5F
1-16-9 Shinjuku,
Shinjuku-ku, Tokyo 160-0022
JAPAN
E-mail: npfgrant@npf.or.jp (not: info@npf.or.jp)