

- Activity Grant -

Application guideline



1. Eligible applicant

An application may be made by either an individual or an organization.
Nationality is not a criterion for eligibility.

Any group which has been in continuous existence for a reasonable length of time is eligible to apply, whether or not it is legally incorporated.

2. How to apply

Applicant is required to submit application papers prescribed by NPF.

Applying will be acceptable twice in a year, 'first term' and 'second term', respectively.

3. Procedure in detail

Procedures, from applying to selection, are as follows ;



4. How to get and describe application form

Application form is available to download from our website.

(http://www.npf.or.jp/english/grant/guidelines_application_forms/)

Please refer to 'Sample of application' on the website when you fill it up.

(In case of downloading has failed, please contact to our grant unit by email)

➤ Note

Please use prescribed application sheet only.

Application below kinds will be rejected as it is out of our prescribed form

- a. Application sheet which originally structured and formed by applicant.
- b. Inserting unrequired item to, remove items from, or change items from original form.
- c. Expand frame for item and get increased number of paper than original form.
- d. Application which is not printed in 'A4' size. So call 'Letter size' or other size will be rejected.

5. How to submit the application

Please submit your application 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)

*** We would appreciate it if you could send us files in Microsoft Word format (not PDF).**

Accepting periods of application are as follows;

(First term) From March 15 to April 30 (not formerly nor later than)
(Second term) From July 1 to August 13 (not formerly nor later than)

➤ Note

1. Please submit your application by 'E-mail' or 'Postal mail'.
As NPF's policy, submitting application by following methods will be not accepted nor rejected.
 - a. Submitting by Facsimile
 - b. Submitting through social networking system or internet storage system on internet.
 - c. Submitting by visiting NPF office and hand in it.
2. **Submitting will be acceptable within aforementioned periods only.**
Application submitted in advance or after than aforementioned periods may not be accepted.
3. Even following reasons, application arrived our office beyond deadline date may not be accepted.
 - a. Due to unavoidable circumstance for applicant, submitting has delayed and application arrived at NPF office beyond deadline date.
 - b. By unexpected reason, such as delay of delivering by courier/postal service, application has arrived at NPF office beyond deadline date.
 - c. Application which has 'postal mark' of deadline date, but arrived NPF office beyond deadline date.
4. To ensure fairness and transparency of selection, NPF office and its staffs may not have a meeting with applicant in/outside office, when application periods are opened.
If there is anything unclear about application, please feel free to email us.

6. Selection

The final screening will be held by the screening committee during following dates;

First term: End of June
Second term: End of September

7. Announcement of result on the website, and sending the letter of approval

Only about successful applicant(Counterpart)s' organizational/ individual names and names of projects will be posted on the website, and NPF will inform approval by E-mail/ letter, after selection.

➤ Note

1. As for the result of selection, every applicant will be requested to check the website by oneself after aforementioned selection date.
Please note that name of applicant who unfortunately failed by selection may not be posted on the website, nor informed the rejection by any mails.
2. NPF will not respond to query about the reason of rejection by E-mail or call.
Checking the website whether there is a name or not would be appreciated.

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)