

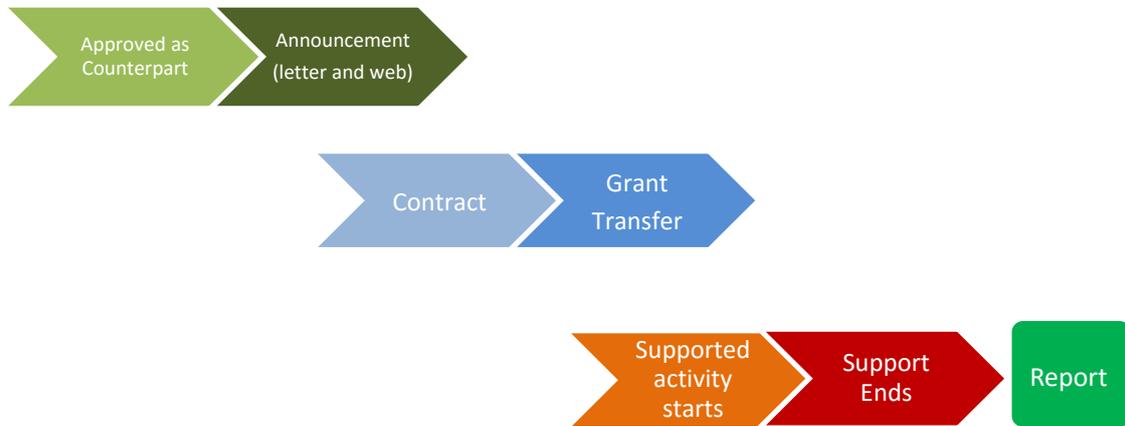
- Activity Grant -

Guidelines for Counterparts



1. Procedures following approval as a 'Counterpart' by selection

Procedures after approval as a 'Counterpart' by selection are as follows:



2. Contract

Successful applicants will be required to conclude a contract by exchanging the following letters and documents:

1. Agreement letter (exchanged by both parties)
2. Re-structuralized budget plan (following the approved amount by NPF)
3. Bank account information

The above materials will be sent by NPF after selection has been made.

3. Transferring grant money

Following successful conclusion of contracts, NPF will transfer grant money using the bank account information provided by counterparts.

➤ Note

For foreign counterparts and counterparts in Japan who require that grant money be received by foreign accounts, NPF will transfer grants in US Dollars.

For the above said Japanese counterparts, the granted amount in Japanese Yen will be calculated in USD at the exchange rate at the time of transferring date. In this case, some exchange rate loss may occur.

4. Starting activity receiving grant support, and end of support

Commencement dates for the start of supported activity and dates of the end of support are as follows:

(First term)	Starts	August 1	-	Ends	Following year July 31
(Second term)	Starts	November 1	-	Ends	Following year October 31

➤ Note

The aforementioned starting dates and ending dates are correlated supporting periods, formally agreed to by NPF and counterparts.

Thus, counterparts who delay starting or pursuing supported activity may be required to inform NPF beforehand, including the following content.

- a. Subject of delaying
- b. Time gap from original plan
- c. Reason for delaying
- d. Prediction about effects of delaying
- e. Countermeasures/ plans

5. Report

After support is concluded, counterparts will be required to submit reports.
Detailed explanations of reporting can be found in our 'Report making' document.

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