

- Activity Grant -

About Final Report making



1. Reports to be requested to submit

After finished support, counterpart will be required to submit following reports.

- a. Final activity reports in narrative (Required)
- b. Financial report (Required)
- c. Photo of activity (3 to 4 pieces) (Voluntary)
- d. Article about activity (Voluntary)

2. After received reports

Submitted reports will be published in our website.

3. Details of each reports

a. Final activity reports in narrative (Required) [Two reports: Full version and Summary version]

[Full version]

Please report with describing following contents and others matter you wanted. This full version report has no particular format sheet.

- a. Name of organization
- b. Project name
- c. Code Number
- d. Project periods
- e. Aim of the project
- f. Implemented activity, and it method
- g. General Process about implemented activity
- h. Achievement
- i. Future tasks

[Summary version]

Please make a summary version of your report. This summary version has a form to describe, and is available to download from our website.

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

b. Financial Report (Required)

Please report a balance sheet showing how the grant was used, with using the supplied forms. Financial forms is available to download from our website.

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

Figures for expenditures should be the same as those originally proposed for expenditures on form 4 of the application.

(If the grant amount was reduced from what was requested in the application, please reconstruct the budget on the basis of the actual grant amount, using estimates of how the funds were at first expected to be used)

c. Photo (Voluntary)

If available, please provide 3 to 4 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., in photo, please leave from providing those.

d. A copy of any articles concerning the activity (Voluntary)

If there are any bulletins, newspaper articles or other publications concerning the present project or projects directly related to it have been published, we ask that you please enclose an original or a copy for our records

4. How to submit the report

Please submit your report by 'E-mail' to address below, with attaching 'cover sheet' which prepared by NPF. It is available to down load from our website.

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

(To) E-mail: npfgrant@npf.or.jp (not to: info@npf.or.jp)

Deadline:

No later than 30 June (Year in which supporting period ended)

➤ Note

Submitting by Facsimile, or Social Network Service may not be accepted.

Contact: Niwano Peace Foundation (NPF)

Grant Unit

Shamvilla Catherina 5F

1-16-9 Shinjuku,

Shinjuku-ku, Tokyo 160-0022

JAPAN

Email : npfgrant@npf.or.jp (not to : info@npf.or.jp)