



**THE SPORTS, EDUCATION,  
ARTS DEVELOPMENT (SEAD)  
PROGRAMME**

**Application For Grant**

Spring    Fall    Year                    Applicant's Name

Please read the SEAD "information for applicants" summary before completing.  
Type or print clearly. Please respond in the space provided, unless otherwise noted.  
All aspects of the application must be completed to be considered by the Endowment Fund Committee.

Completed application forms and accompanying material must be received by **March 31** for the Spring and **September 30** for the Fall. See *page 6 for details*.

**APPLICANT INFORMATION**

Name:

Mailing Address:

Home Phone:

Work &/or Cell Phone:

Fax:

Email:

Website:

Occupation:

Date & Place of Birth:

Do you consider yourself a Japanese Canadian?

Provide brief background information about yourself, including past contributions to the Japanese Canadian community:



**ACTIVITY FOR WHICH GRANT IS SOUGHT**

Sports      Education/Focused Studies      Arts (visual, performing, or literary)

Amount Requested \$

Briefly describe the grant project:

Name and address of the school, university, institute or organization at which, or individual with whom you will be pursuing the grant project. Proof of offer of admission to the institution and your registration in the programme must be provided.

Attach a current resume or curriculum vitae (CV)

Provide a brief background of your education, interests, personal and career goals, past achievements):



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Briefly describe your goals for the project and how they are to be accomplished (you may attach one additional page for this section):

Explain how your grant project will enable you to contribute to cultural or community development within the Japanese Canadian society:

#### **REFERENCES & SUPPORT MATERIALS**

To have your application considered, you **MUST** include the following:

- two current letters of reference from teachers, school principals, coaches, instructors, organizations, etc.
- a letter of support from a local NAJC member organization
- passport-style photograph of yourself.

Where applicable, a copy of support materials, information or examples of work relevant to the application should be enclosed. Examples of such materials are audio tapes, videos and slides.

**PLEASE DO NOT SEND ORIGINALS OF SUPPORT MATERIALS. THE NAJC WILL ENDEAVOUR TO RETURN SUPPORT MATERIALS TO THOSE APPLICANTS WHO PROVIDE A SELF-ADDRESSED STAMPED ENVELOPE, BUT DOES NOT ASSUME ANY RESPONSIBILITY FOR ANY LOSS OR DAMAGE TO ANY MATERIALS SUBMITTED BY THE APPLICANT.**

List all support materials:



**AMOUNT OF GRANT BEING SOUGHT**

Provide a **very specific budget of the project** showing amount of grant requested (max. \$2,500), how the grant will be used (i.e. itemized expenses), and what other sources of funding have been secured, or will be sought. Use a separate sheet for details of the budget breakdown.

**\*None of the funds can be used for salary, fees or honoraria to individuals who are either applicants or members of associations making the application. \*If the activity does not go ahead, the funds have to be returned. A budget MUST be submitted with this application or your application will not be considered.** Use the space provided below or attach a separate sheet.

BUDGET:

**EXPENDITURES**

**REVENUES**

Salaries or fees	\$	Amount requested from SEAD	\$
Equipment	\$	Cash Contribution	\$
Consumable Materials	\$	Non-cash Contribution	\$
Travel and Transportation	\$	Earned Income	\$
Other Costs (detail)	\$	Other Grants	\$
<b>Total Costs</b>	<b>\$</b>	<b>Total Funds/Revenue</b>	<b>\$</b>

Describe other sources of funding which have been secured or which are being pursued:

What provision will be made to complete the project or activity if funds contributed are less than the amount requested?

Have any previous grants been received from the NAJC or the Japanese Canadian Redress Foundation? If yes, please provide a description of the projects, amounts and dates when grants were received and indicate if a final report was filed with the NAJC upon completion of past projects:



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## EXPECTATIONS OF AWARD RECIPIENTS

If a grant is awarded the Applicant agrees:

- to use the funds only for the purposes specified in this application
- to return any funds not used for these purposes to the NAJC Endowment Fund
- to advise the NAJC of any proposed changes in a project or activity and to obtain approval for such changes before such changes are made
- to acknowledge the contribution of the NAJC Endowment Fund in any promotional materials concerning the project or activity
- **to submit a final report and budget accounting (including copies of receipts) to the NAJC, within 3 months of expending the grant and/or completing the project described in this application (NOTE: If a report is not received, the NAJC reserves the right to request the return of the funds. The NAJC also reserves the right to audit grant projects.)**
- to forward to the NAJC copies of any news release, report or publication that refers either to the project described in this application or to the grant received
- that the NAJC may use any information provided with respect to this application, information concerning funding granted, and any photographs of the Applicant, for publication purposes.

## APPLICATION CHECKLIST

A copy of two current letters of reference from teachers, school principals, coaches, instructors, organizations, etc.

A letter of support from a local NAJC member organization

A passport-style photograph of yourself.

Project budget.

Support material.

Resume/c.v. or detailed personal history.

Completed application (with all questions answered).

**INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED BY THE ENDOWMENT FUND COMMITTEE**



**SEAD**

Applicant's Name

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**DECLARATION**

I HEREBY DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND ATTACHMENTS IS TRUE, CORRECT AND COMPLETE.

Name:

Date:

Signature of Applicant: \_\_\_\_\_

Completed application forms and accompanying material must be received by **March 31** for the Spring and **September 30** for the Fall. Application can be sent by fax, mail or e-mail.\*

\*This page, with signature, must be faxed or mailed to the address below by the deadline date.  
If mailed, the envelope must be postmarked by the deadline date.