Professional Development Grant Program

Application for **Transportation Subsidy**

Any JCIS member school may apply for a transportation subsidy to help cover the cost of one or more delegates from the school to attend a TYPE ONE or TYPE TWO workshop at a distant location sponsored by another member school or by a job-alike group. “Distant” is defined here as 100 or more kilometers away.

Please read the terms and conditions of the JCIS Professional Development Grant Program before completing this form.

School Details

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| Head of School |  |
| Email Address of Head |  |
| School Name |  |
| School Address |  |

Event Details

|  |  |
| --- | --- |
| Name of Event |  |
| Date of Event |  |
| Location of Event |  |
| Distance from School to Event (in km) |  |
| Name of Speaker (if known) |  |
| Theme of Workshop |  |
| Is this a JCIS-sponsored workshop? |  |

Participant Details

|  |  |
| --- | --- |
| Number of Participants Travelling from School |  |
| Transportation Cost per Participant (in yen) |  |
| Total Transportation Costs |  |

Airplane, train, or bus fees can be included in the transportation costs. Taxis should not be included. Fees related to accommodation, food, or per diem allowances are also not to be included.

Funding Details

The amount of the subsidy shall be 20,000 yen per school for workshops that are more than 100 kilometers away or 30,000 yen for workshops that are more than 400 kilometers away.

Approved subsidies will be paid directly to the school. The same school may receive a transportation subsidy more than once, but no more than three times, during the academic year subject to anticipated availability of funds.

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| Amount of Subsidy Requested (in yen) |  |

Has your school received a transportation subsidy in this academic year? If so, please indicate the details of that subsidy here.

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Other Details

If there is any other relevant information to share about your application, please include it here.

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Submit this application to the JCIS Vice President (<http://www.jcis.jp/contact-jcis/>) a minimum of two months in advance of the workshop proposed, subject to an understanding of the relevant terms and conditions.