Professional Development Grant Program

Application for **Workshop Subsidy**

One of the services JCIS provides to its member schools throughout the year is the partial or full sponsorship or funding of workshops for faculty and administration that are open to all of the member schools. The topics for these workshops are determined according to the needs of the members. There are two possible types of workshops that can receive grants.

**TYPE ONE**: organized as a job-alike for groups of teachers or staff from different schools. For example, a workshop organized for librarians, Japanese language teachers, nurses, principals, business managers, music, or PE teachers at all JCIS schools would be a TYPE ONE workshop.

**TYPE TWO**: organized as a workshop for a particular school’s own teachers and staff according to their own particular goals as a school. Other JCIS schools are invited to join the workshop, and at least half (50%) of the total number of workshop participants must be from other JCIS schools. For example, a workshop on differentiation that involves 15 teachers from the host school and 15 teachers from other JCIS schools would be a TYPE TWO workshop.

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

Organizer Details

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| Name of Organizer |  |
| Email Address of Organizer |  |
| Organizer’s Affiliation  (JCIS School) |  |

Event Details

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| --- | --- |
| Name of Event |  |
| Date of Event |  |
| Venue |  |
| Type of Workshop | Type ONE Type TWO |
| Name of Speaker (if known) |  |
| Theme of Workshop |  |
| Target Audience |  |
| Total Number of Participants | Number of participants from host school:  Number of participants from external JCIS member schools:  Number of participants from external non-member schools:  Please note that to qualify for funding, at least 50% of the participants must be from external schools. |

Give a brief description of the event.

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Funding Details

For TYPE ONE workshops, the grant shall be up to 100% of the cost of the presenter(s), including hotel, transportation and consulting fees, and 10,000 yen for miscellaneous communication and copying expenses up to a maximum of 400,000 yen. None of the grant is to go for food or transportation for the participants.

For TYPE TWO workshops, the grant shall be up to 50% of the cost of the presenter(s) including hotel, transportation and consulting fees, and 10,000 yen for miscellaneous communication and copying expenses, up to a maximum of 200,000 yen. None of the grant is to go for food or transportation for the participants.

Total Estimated Costs without JCIS Subsidy (in yen)

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| --- | --- |
| Presenter Fee |  |
| Presenter Travel |  |
| Presenter Accommodation |  |
| Other Expenses |  |
| Total Expenses |  |

Amount of JCIS Subsidy Requested (in yen)

|  |  |
| --- | --- |
| Presenter Fee |  |
| Presenter Travel |  |
| Presenter Accommodation |  |
| Other Expenses |  |
| Total Subsidy Requested |  |

Fee Structure

Describe the participant fees that will be paid by the host school for its own staff, the fees that will be paid by external (JCIS member school) participants, and the fees that will be paid by external non-member school participants.

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Will this event be subsidized by any other organizations? If so, please describe the nature of any such potential additional funding.

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Other Details

If there is any other relevant information to share about this event, 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.