



Sampo Welfare  
Foundation

**FY2020 Social Welfare Program**

## **International Grant Program Application Guidelines**

Sampo Welfare Foundation aims to contribute to the improvement of welfare and culture, and offers grants mainly to non-profit organizations (NPOs) which focus on children and adults with disabilities and the elderly, gives awards to recognize academic literature on social welfare, and gives subsidies to academic researches, and cultural activities.

This international grant program aims for the improvement of social welfare in overseas countries and support NPOs in eligible countries that work for the social welfare.

**Eligible Countries** ASEAN countries (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam), India, South Africa

**Application Period** Tuesday, 1<sup>st</sup> September, 2020 to Friday, 9<sup>th</sup> October, 2020 (JST)

\*Please apply within the above specified period after confirming application details.

August 2020

### **Sampo Welfare Foundation**

26-1, Nishi-Shinjuku 1-chome, Shinjuku-ku, Tokyo 160-8338, Japan

Website: <https://www.sampo-wf.org/>

Tel: +81-3-3349-9570, Fax: +81-3-5322-5257

# International Grant Program Application Guidelines

## 1. Recommenders

Employees sent from Japan office to overseas affiliates of Japanese companies based in the eligible countries.

## 2. Eligible organizations

Non-profit organizations (NPOs) whose head office or major office is in ASEAN countries, India or South Africa and that work in the field of social welfare. (NPOs whose head office is in Japan are excluded.)

ASEAN countries (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam), India, South Africa

## 3. Grant amount

300,000 to 1,000,000 yen per project (total 4,000,000 yen)

\* Depending on the country or region, the equivalent amount of grant may be paid in US dollars because remittance in local currency cannot be done due to bank regulations and an expensive remittance fee

## 4. Use of the grant

The subject organizations shall use the funds to implement projects contributing to social welfare in the eligible countries.

## Reference

### **Example 1: Grant for the yellow hat project (securing safe school route/preventing traffic accidents)**

Grant was given to set up "Traffic safety instruction project" in the region where people's awareness for traffic safety was not enough for the rapid expansion of vehicles, resulting in sharply increased traffic accidents. Posters created by children were placed at schools on the national roads, temples, restaurants, and agricultural stores so that many would see them. "Traffic safety lessons" were also held and yellow hats were distributed to children at schools. Activities to raise awareness of traffic safety started across the region.

### **Example 2: Grant for the employment assistance program for the people with visual impairment**

Grant was given to support purchasing PCs and peripheral equipment for the NPO which assists people with visual impairment to find a job through information technology (IT) training. The equipment purchased by the funds was installed in the local partner organizations. Training skills were shared so that all trainees could be provided with the same training as in urban areas. The fund supported the establishment of a program which assists people with visual impairment in the remote areas who had difficulty in finding a job.

### **Example 3: Grant for networking to prevent human trafficking**

Grant was given for strengthening cooperation to support victims and their rehabilitation program in the regions where child trafficking was a serious problem. The program was created to provide training to local police officers, administrative officers, and NPO staffs for the appropriate knowledge and understanding, to build cooperative network among them, to make control over human trafficking business more stringent, to provide protection to women victims and to support them to be independent through job training.

## 5. Eligibility

The following three points will be comprehensively considered for the selection.

- (1) In principle, the eligible organization shall have implemented their activities for at least one year.
- (2) The eligible organization shall have a future vision and be implementing stable and continuous activities.
- (3) The proposed program can continuously contribute to local communities, addressing social problems and improving social welfare of the region.

## 6. Application

(1) **Application Period:** Tuesday, 1<sup>st</sup> September, 2020 to Friday, 9<sup>th</sup> October, 2020 (JST)  
(postmarked on or before this date)

### (2) Application method

**Please apply according to the following procedure.**

Please read through Application Guidelines and Application Form of our website.

※Please fill out the Application Form in Japanese in principle.

Application in English is also acceptable.

Note: When "Recommender's comments" in the Section 1 of the Application Form is written in English, be sure to add the English-to-Japanese translation.

When Section 3 "Proposed project for grant (grant project)" of the Application Form is written in English, please provide us with the English-to-Japanese translation in Section 7 of the Application Form. .

#### 1) Submitting application

Download Application Form from the website, fill out the form (filled by the recommender), and send it by mail or email to the Secretariat of Sompo Welfare Foundation.

\*Website: <https://www.sompo-wf.org/>

\*Mail to: Sompo Welfare Foundation

Head Office Building, Sompo Japan Insurance Inc.,

26-1, Nishi-Shinjuku 1-chome, Shinjuku-ku, Tokyo 160-8338, Japan

Tel: +81-3-3349-9570, Fax: +81-3-5322-5257

\*Email to: [office@sompo-wf.org](mailto:office@sompo-wf.org)

#### 2) Sending documents

Collect the following documents from the subject organization (recommended organization) and enclose them with the Application Form. We will refer to them in the selection process.

If these documents cannot be enclosed with the application form, or if you apply by email, send them separately by mail within the application period.

\*If the organization does not make the relevant documents, please contact with us.

### Required documents

- 1) Brochure or the like which provides summary of the organization
- 2) Income and expenditure account statement (previous fiscal year)
- 3) Income and expenditure budget statement (current fiscal year)
- 4) Balance sheet (previous fiscal year)
- 5) Project report (previous fiscal year)
- 6) Project plan (current fiscal year)
- 7) Approximate estimation sheet (for goods purchasing or the like)

## 7. Selection method

A telephone interview may be conducted regarding the application content. Selection will be made at the selection committee in December 2020, and the results will be informed to all the recommenders.

### ◆◆ Important notes (Please read the following carefully.) ◆◆

#### 1. Filling out application form

Complete the relevant items clearly without omission. The content must be completed in the entry column of the application form.

\* It is not acceptable to write "See attachment" in the entry column of the application form.

\*The supplemental documents (e.g. brochures to introduce the activities or newsletters) to support the application content may be enclosed with the application form.

#### 2. Any antisocial elements or organizations associated with them are not eligible. Please make sure that the organization you recommend is not related to them.

#### 3. Disclosing organization information

Once the organization is selected for the grant, their information including name of organization, name of representative, address, project content, and grant amount will be disclosed. Submit the application after obtaining the agreement of the organization you recommend.

#### 4. Privacy policy

The personal information provided in the application form will only be used for the selection at our foundation, and not be used for any other purpose.

#### 5. Grant amount

The application amount shall be indicated in the local currency. In case the application amount is above 1,000,000 yen with the exchange rate on the day when the selection committee is held, the grant amount may be adjusted. There also may be a case that the proposed project is partly granted. Depending on the country or region, the equivalent amount of grant may be paid in US dollars because remittance in local currency cannot be done due to bank regulations and an expensive remittance fee. Make sure to obtain the agreement of the organization you recommend regarding the above conditions before submitting the application.

#### 6. Reimbursing grant

The reimbursement of the grant may be requested in the following cases:

- (1) It was revealed that the application included the false statement.
- (2) The organization canceled the proposed project.
- (3) The organization received another grant redundantly which was beyond the project budget for the proposed project.
- (4) The recommender did not submit a Project Implementation Report by the due date.

#### 7. Goods purchased by grant

In principle, you need to indicate the name, "Sompo Welfare Foundation Grant", on the goods purchased by the grant.

#### 8. Returning application document

The submitted applications will not be returned.

#### 9. Submitting Project Implementation Report

The recommender is required to submit a Project Implementation Report approximately 6 months after the organization has received the grant.

#### 10. We will not answer any inquiry regarding selection results and selection details.

#### Secretariat of the Sompo Welfare Foundation

Head Office Building, Sompo Japan Insurance Inc.,

26-1, Nishi-Shinjuku 1-chome, Shinjuku-ku, Tokyo 160-8338, Japan

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