## Asian Community Trust (ACT)

## *Grant Application Format*

## For local projects by Asian Alumni of Japanese Universities and Training Institutions for FY2025

(Project to be implemented between **April 2025 and March 2026**)

## (To be funded by ACT’s special fund “Support Fund for Asian Students”)

In preparing a project proposal, an applicant organization is requested to follow the guidelines of the format given below and to provide an answer to all the items listed. Please kindly note that the Secretariat may refrain from presenting project proposals that fail to comply with the above request to the Executive Advisory Committee of the trust for their review and selection.

**I. Information about the applicant organization:**

**1. Name of Organization** *(Please write officially registered name in your local language and English name*):

**2. □Registered organization / □Non-registered organization** *(Please check***)**

(For registered organization) Name of corporate status:

Name of ministry/department under which your organization is registered/approved:

**3. Organization’s representative** *(Chairperson / President who officially represents the organization and is authorized to sign legal documents)***:**

Name: Ms./Mr.

Title:

Address of his/her residence:

Date of Birth (Day/Month/Year):

**4. Organization’s Address, Telephone / FAX number, E-mail address:**

**5. Name and Titel of staff in charge of the project proposal:**

Name: Ms./Mr.

Title (Position in the organization):

**6. Name, Title (Position in the organization), and Signature of the organization’s Chairperson/President:**

Name:

Title (Position in the organization):

Signature:

**7. Date of submission:**

**II. Information on the proposed project:**

1. Project title (*in English*):
2. Project site and map \*

*\* Please write the names of administrative units in each level such as village (Barangay) / commune / city / district / province / region / country.*

*\* Please write the URL of the Google map if available.*

1. Nature of the project (Please check the appropriate item(s)):

New (　　　）/ Ongoing (　　　）/ Part of a larger program (　　　)

1. Total project cost (**in local currency**):
2. Grant amount requested from ACT (**in local currency**):
3. Project duration:

 For a project this year: starting in (date) \*\*\*\*, ending in (date) \*\*\*\*

1. Name of officer-in-charge of the proposed project and his/her title

*Please attach his/her profile and information on past achievements.*

1. Profile of a person who is an alumnus of a Japanese university or training institution (Ms./Mr./Mrs.)

- Name of the university/training institution and major/name of the training program attended (e.g., University of ACT, Leaders Training Program)

- Name of organization which originally dispatched the person to the training institution in Japan *(Applicant organization must ask at least one Letter of Recommendation from the training institution and e-mail the document directly from the institution to ACT. Please refer The Grant Guideline’s “4. Applicant Organizations” for more details.*)

- Period of study/training (Please note that an alumnus of Japanese universities or training institutions **graduated** from the training institution/university **during FY 2021-2024** (for new applicants).)

- Role of the alumnus in the proposed project

- Knowledge and experiences gained in Japan that will be applied in the proposed project

1. Number of expected beneficiaries (Example: 200 children in 3 villages)

- Number of direct beneficiaries (for this year):

- Number of indirect beneficiaries (for this year):

- Total number of direct beneficiaries (for case of multi-year project):

- Total number of indirect beneficiaries (for case of multi-year project):

1. Population of the project site(s)

**III. Rationale:**

1. What is the present situation in the community where the proposed project is focused?
2. What are the needs/problems, and how did you identify the needs/problems?
3. Relevance of the proposed project in responding to these needs/problems
4. What kind of process was undertaken in designing the project?

### IV. Details of the Project

* 1. **Objective\***
		1. Long-term (5-10 years) Objectives:
		2. Short-term (1-4 years) Objectives:
	2. **Design of the project**

*Please use the Project Design Matrix (PDM –* **Form A***) provided at the end of this application form. You may describe the outline of the proposed project in your style if you find it difficult to use PDM, but please make sure to cover the instruction/indicators given in the Matrix.*

*In addition to the PDM, please write* ***a detailed explanation of each planned activity*** *(e.g. proposed date and venue, target number of participants, criteria in selecting participants, flow of events, expected outputs and other important details) in the space provided below.*

**\* Project Design Matrix (PDM)**

*PDM is a format to show the essential project components such as objectives, activities, input, risks, indicators, their logical interrelationships, etc. PDM is usually created in the course of planning with people, groups or stakeholders concerned, using Project Cycle Management (PCM) method.*

*The PCM method is a tool for managing the project life cycle, which is comprised of three phases: planning, implementation, and evaluation phase, by means of a project format termed PDM. PDM is also known by a variety of names such as “Logframe” (Logical Framework), “Project Planning Matrix (PPM)”, a concept paper of a project, or a one page summary of a project.*

* 1. **Staffing for the project**

*Please indicate the names and number of staff and show an organizational chart for the implementation of the project.*

* 1. **A diagram of the project organizational structure**

*Please show a diagram.*

* 1. **Outline of activities of the project for this fiscal year (April 2025 – March 2026):**

*(Please write the outline of EACH activity to be done in the proposed project between April 2025 and March 2026.)*

* 1. **Time schedule (one-year and multiple-year span\*)**

**A. Multiple-year schedule, starting from the first year of the project:**

*(You can attach it as an appendix (in WORD file or EXCEL file) if the chart of the schedule is too long to accommodate here.)*

**B. Time schedule of this year (FY2025):**

*Please list the schedule in the same order as the outline you wrote in “5) Outline of activities of the project for this fiscal year (April 2025 - March 2026)”.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity****(Apr.2025 – March 2026)** | **Apr** | **May** | **Jun** | **Jul** |  | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** |
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1. **Sustainability: Possibility of the continuation of the project after the completion of the grant period of ACT**

*Please explain how the beneficiaries can maintain financial sustainability after the completion of the project funded by ACT.*

1. **If the proposed project constitutes a portion of a larger program, please explain its origin, past achievements and financial resources. \***

*\* Please attach the budget and project / program plan and report (if it’s ongoing) of the larger program, with a list of donors and partner organizations which you work with.*

1. **Photos and other documents relevant to the proposed project**

*Please add captions to each photo.*

### V. Budget of the proposed project:

*Please make three (3) kinds of budget:* ***BUDGET SUMMARY* (Form 1)*, and INSTALLMENT PLAN* (Form 2)***.In preparing the project budget, please refer to the chart below. If you plan to have other financial supports for the project such as an applicant’s own income, contributions from community, other donors’ etc., please indicate so and note their names separately.*

***Please use separately attached Microsoft Excel file for filling in two (2) forms listed below:***

##### Form 1: Budget Summary of the proposed project (Annual)

##### Form 2: Installment Plan (Installment plan of a grant from ACT)

### VI. Organizational Information:

*Please provide information on the following:*

1. General information on the organization (history from establishment to present, main programs/project/activities. Please write within 1 to 2 pages, A4 size):
2. Organizational chart:
3. Governing body:

Names of the governing body such as “Board of Directors”, list of its members with indication of the Chairman / Chief Executive Officer

1. Number of staff members and their respective responsibilities
2. Sources and amount of self-generated income (e.g. membership fees, donation for general support, income-generating activity), if any
3. Other donors

Please list the donors for the last 3 (three) years, **between January 2022 and December 2024**, and provide relevant information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Name of donor** （Country） | **Name of a project supported** | **Duration of the project** | **Amount**  (Local CurrencyOR US dollar) |
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1. Affiliated organizations (*such as the name of network organizations you are members of, name of People’s Organizations you work with, etc.*)

### VII. Appendices:

*Please attach the following documents:*

1. Registration Certificate of your organization

*Please attach a copy of the registration certificate if possible*

1. Brochure describing the organization’s purpose and programs
2. Annual Report and Financial statements for the last two years

### *Reference*

### *PROJECT DESIGN MATRIX* (Form A)

**Name of organization:**

**Duration of the project: From To**

**Project Title:**

**Project site and Expected beneficiaries (i.e. number, background, etc.):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Narrative Summary** | **Objectively Verifiable Indicators** | **Means of Verification** | **Important Assumptions** |
| Overall Goal of the project |  |  |  |
| **Project Purpose** |  |  |  |
| **Outputs (of the former year(s) if the project is ongoing)** |  |  |  |
| **Expected Outputs (of this year activities)** |  |  |  |
| **Activities**1. | Inputs |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
|  |  |  | Preconditions |