



FOUNDED IN 1991 IN COMMEMORATION OF THE 25TH ANNIVERSARY OF THE JAPANESE CHAMBER OF COMMERCE & INDUSTRY OF CHICAGO

541 NORTH FAIRBANKS COURT SUITE 2050 CHICAGO IL 60611 PH: (312) 245-8344 FAX: (312) 245-8355 JCCC-CHI.ORG/JCCC-FOUNDATION/

APRIL 2014

To: JCCC Foundation Japanese Language Education Grant Applicants
From: Tetsuro Mitani, JCCC Foundation Board Secretary & Treasurer

It is our pleasure to send you the Request for Proposals for the Japanese Language Education Grant sponsored by the JCCC Foundation.

In order to facilitate the evaluation process, the Foundation would like each applicant to submit a proposal according to the following guidelines.

REQUEST FOR PROPOSALS **JAPANESE LANGUAGE EDUCATION GRANTS**

Sponsor: JCCC Foundation, under the auspices of the Japanese Chamber of Commerce & Industry of Chicago (JCCC)

Contact: JCCC Foundation
c/o Japanese Chamber of Commerce & Industry of Chicago (JCCC)
541 North Fairbanks Court
Suite 2050
Chicago, IL 60611
Tel: (312) 245-8344 Fax: (312) 245-8355 Email: okamura@jccc-chi.org

Attn: Hosana Okamura, Public Relations Coordinator

OVERVIEW

The purpose of the JCCC Foundation Japanese Language Education Grant is to encourage and support schools and not-for-profit organizations that provide Japanese language and culture education to students in the Chicago area.

PROJECT CONSIDERATIONS

The JCCC Foundation is offering Japanese Language Education Grants for the 2014-2015 school year. Only proposals from schools or organizations that already have an established Japanese language and culture program will be considered. The JCCC Foundation will not consider requests for general operating or occupancy expenses, which include telephone expenses, rent, utilities, maintenance, audit or fiscal administration, and custodial services. Priority will be given to proposals that will have a direct and immediate impact on students. Proposals can be of a one-time project or a recurring program.

GENERAL INFORMATION

Eligible Applicants:	Public and private schools and other organizations with non-profit status in the Chicago area (i.e. located in the Illinois counties of Cook, DuPage, Kane, Lake McHenry or Will) that provide Japanese language education to students.
Proposal Deadline:	The proposals must be delivered by mail or personal delivery to the JCCC Foundation office by <u>5:00 p.m.</u> on <u>Monday, July 7, 2014.</u> Applications postmarked on July 7 <u>will not</u> be accepted.
Award Notification:	Late September/early October 2014
Presentation of Grants:	October 16, 2014
Amount of Awards:	Up to \$10,000.00

Please note: Japanese Language Education Grants are to be used within the academic year in which they are awarded even when the proposed program is a recurring project. If an awarded organization wishes to receive funding for the same program in another academic year, it must apply again during the corresponding grant cycle.

PROPOSAL FORMAT

The proposal must include the following content, arranged in the order indicated below. Please submit one (1) original and one (1) copy by mail or personal delivery by Monday, July 7. Please note that the JCCC Foundation does not accept faxed or e-mailed proposals.

A. Cover page (Please use organization letterhead, if applicable. A cover letter **will not** be accepted as a cover page. The cover page must provide all the requested information below.)

1. Project or program title
2. Name of organization
3. Address, telephone number, fax number, e-mail address, and web address, if any
Please provide valid email address and phone number that can be used to communicate with the contact person
4. Name of contact person (indicate Mr./Ms./Dr./Other)
5. Position title of contact person (with whom JCCC Foundation will conduct all pre- and post-grant oral and written communication)
6. How your organization learned of the JCCC Foundation
7. If applicable, date of previous proposal submission to the JCCC Foundation and date of previous JCCC Foundation grant awarded
8. Amount of funds requested
9. **Original signature of the Superintendent or other individual authorized to submit the proposal** (if the submitting organization is a school or school district, the proposal **must** be signed by either the Superintendent or Principal).
10. Date of submission

B. Abstract A summary of the project (**maximum 100 words**)
The abstract must identify the program's objectives, target group and activities.

C. Narrative No more than six pages which must include:

1. Background and overview of submitting organization
2. Need for the project
3. Project description including what will be achieved and how students will benefit
4. Activities which will support the goals of the project
5. Explanation of the personnel involved in the project, including background and qualifications (do not attach résumé)
6. Description of how JCCC Foundation grant monies will be allocated
7. Strategy for evaluation of the project
8. If applicable, participation of any collaborating partners or outside agencies/organizations
9. Strategy for sustaining project initiative after JCCC Foundation support ends

D. Program Budget (Must be separate from narrative)

The budget must provide **total anticipated revenue** (including funds from the JCCC Foundation and other specific sources of funding) and **total expense** for the proposed program.

Please note: The JCCC Foundation is requesting a **detailed program budget as opposed to the organization's overall operating budget**. Supply detailed information, such as kinds of materials and equipment required, sources of supply and costs, and where specifically JCCC Foundation grant money will be used. Budget categories may include personnel costs, consultant costs, materials, travel, equipment, supplies, printing, postage, event expenses (e.g. room rental, food, security), or other costs related to the project. If applying to other funders for project support, please indicate which grants are still pending and which have been awarded. The JCCC Foundation may request additional information on the proposed program.

E. Evidence of Non-Profit Status

Attach a copy of the official IRS determination letter that states the tax status of your organization.

Cover letters, appendices and additional attachments are neither requested nor encouraged, and if received, will not be evaluated.

SUBMISSION OF PROPOSAL

Please submit **one (1) original** and **one (1) copy** by mail or personal delivery to:

JCCC Foundation
Japanese Language Education Grants
541 North Fairbanks Court
Suite 2050
Chicago, IL 60611