

**Ajinomoto International Cooperation for  
“Nutrition and Health” Support Program  
Information on 2015 Project Grants for Applicants  
Application Period: September 1 to October 31, 2014**

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## Supplementary Notes for Applicants

### **Program Mission**

The Ajinomoto International Cooperation for “Nutrition and Health” Support Program is a grant program aiming at improving the quality of life of people in developing countries through support for international cooperation activities in local communities in the fields of food, nutrition, and health.

When “food and nutrition” approaches rooted in the indigenous natural, socioeconomic, and cultural environment of each local community are practiced as part of people’s daily lives, they not only improve the nutritional status of individuals but also help to transcend generational and gender boundaries, promoting confidence and pride in whole communities.

It is our fervent hope that, in partnership with you, through this program we can generate international cooperation activities in the fields of food, nutrition, and health that foster the sustainable vitality of people, communities, and the Earth.

We look forward to receiving applications from interested groups.

### **1. Grant Framework**

#### **1) Program Themes**

**Themes related to the fields of “food and nutrition” and associated “health” issues**

- In the field of “food and nutrition,” main activities include:
  - Activities to improve people’s nutritional status
  - Activities to develop community structures relevant to “food and nutrition” that will help to resolve priority issues in the community (poverty, environmental issues, primary education, welfare, women’s empowerment, etc.)
- Health-related projects that result in disease prevention or health promotion are eligible for grants, in that they create the foundations for healthy lives of “food and nutrition.” If your project includes health-related activities like those described above, please ensure that they have a clear connection with the field of “food and nutrition” and clarify this connection on the application form.
- Whatever the theme of the project, caution will be exercised when considering support for projects about which there may be conflicting opinions for social, cultural, or religious reasons.

#### **2) Types of Activities Covered by the Program**

**This program supports practical activities that are designed to have a concrete impact on the ground/at the community level.**

- Projects involving education and the development and/or provision of educational materials and

technical research are also eligible, provided they will lead to practical activities in the future. If requesting funding for such projects, please clarify how they will lead to practical activities on the application form.

- Activities must include elements that will lead to the self-reliant development of people/communities after the project is completed (e.g. human resource development activities).
- Projects consisting solely of the donation of goods or the construction of facilities are not eligible for this program. However, projects in which the construction of clinics, schools, feeding centers, or other facilities is considered necessary to achieve the project goals are eligible. (No more than 50% of the grant may be spent on constructing and equipping such facilities.)
- Beneficiaries of projects must include local residents (direct beneficiaries), rather than just service providers (indirect beneficiaries).

### **3) Countries Covered by the Program**

**Asia: Bangladesh, Cambodia, East Timor, India, Indonesia, Laos, Malaysia, Myanmar, People's Republic of China, Vietnam**

**South America: Brazil, Peru**

### **4) Period and Amount of Grants**

**Grant for fiscal 2015: Up to ¥3 million per year per project, for approximately 4 projects**

- The period of the project is 3 years maximum.
- In principle, grants begin on April 1, 2015.
- For information on how to produce a budget and which items to include, please see the required information for "Attachment 1: Budget Plan" on page 13.
- Applicants are encouraged to receive grants from other organizations in addition to Ajinomoto Co., Inc. In this case, please clarify the activities (goals, beneficiaries, etc.) to be supported by Ajinomoto Co., Inc.
- The grant amount will not necessarily be the same as the amount stated on the original budget form submitted by the applicant. After the selection of candidate projects (first screening), budget forms will be checked closely, and applicants may be requested to resubmit the form as necessary and appropriate.

## **2. Applicant Eligibility**

**(1) In principle, the applicant organization should be a nonprofit organization (NPO) based in Japan (regardless of whether the organization is incorporated or not).**

- Japanese affiliates of NPOs whose headquarters are located overseas are also eligible to receive grants.

### **<Treatment of NPOs based exclusively overseas>**

- It is acceptable for an NPO based exclusively overseas to implement a part of the project as the local counterpart of a Japan-based NPO.
- In principle, no announcements regarding this program are made outside Japan.

**(2) The organization must have a track record of at least two years of activity since establishment.**

- Performance reports for the latest two years must be submitted.

**(3) The organization must have a local office or a local counterpart to conduct the project.**

- It is not necessary to have both a local office and a local counterpart. A Japan-based NPO is eligible for the program if it has either a local branch office or a local counterpart (e.g. a local NPO). It is acceptable to involve both a local office and a local counterpart in the implementation of the project. In this case, please state the local branch office of your own organization as the local base of operations on the application form.

**(4) The organization must not be engaged in any political, profit-making, or religious activities, or acts of a similar nature.**

- The definition of religious activities in this program is as follows:
  - (i) Having judicial standing as a religious organization.
  - (ii) Conducting activities with missionary aims.

### 3. Selection Criteria and Methods

#### 1) Selection Criteria

##### (1) Content of the project

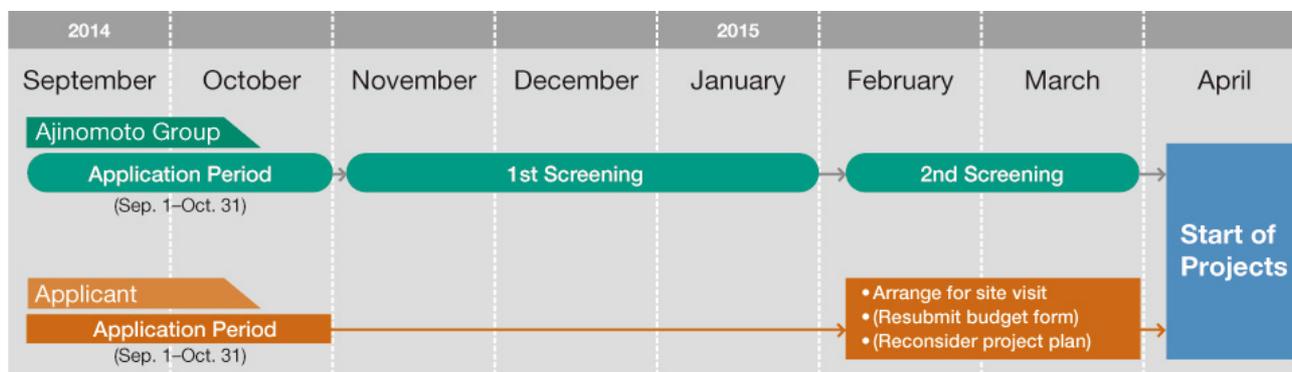
- Compatibility with the Program Mission:
  - Whether the project is rooted in the indigenous environment (natural, socioeconomic, cultural, etc.) of the local area
  - Whether the project is implemented through the participation of local people and encompasses every process in the cycle by which they produce, sell, prepare, consume, and dispose of/recycle foods, rather than concentrating on temporary support (e.g. food distribution)
  - Whether the project has the sustainability to improve the quality of people's lives and regenerate the community as a whole
- Public interest: whether activities are useful in meeting the needs of society in the target area
- Potential for self-reliant development: whether activities can be sustained by the self-help efforts of local people
- Pioneering spirit/originality: whether activities can serve as a pioneering model for projects in the same field implemented in other areas

(2) Implementability (appropriateness of the implementation plan, personnel, budget, and scale of the project)

[Reference Information] Potential for deeper involvement by the Ajinomoto Group (through employee volunteerism and contributions of products, facilities, information, technologies, etc.)

- If you would like Ajinomoto Group to participate in the project, please state this on the application form.

#### 2) Selection Process and Schedule



**1st Screening**: AIN\* Committee selects or finalizes the projects that will possibly receive the grant through presentation made by the organization. Results of the screening will be sent by e-mail to all

applicant organizations by the end of January 2015.

(\* for details, see page 8.)

**2nd Screening**: Personnel from the AIN Secretariat and from an overseas affiliate of the Ajinomoto Group visit sites of candidate projects that were judged to require the visit. The Secretariat reports the findings of site visits to AIN. Once the committee makes its final recommendations, Ajinomoto Co., Inc. makes decisions on projects to receive grants.

The results of the screening will be sent by e-mail to all applicant organizations selected in **1st Screening** by the end of March 2015.

- Where necessary, applicants may be requested to submit materials or undergo interviews during the selection process.
- In principle, we do not respond to inquiries regarding the selection of projects (e.g. reasons for selection or rejection).
- If a project is selected for a grant, the name of the organization, name of the representative, address, outline of the selected project, and grant amount will be disclosed on the Ajinomoto Group website and through other media.

#### 4. How to Apply

##### ■ Application period:

September 1 to October 31, 2014 (must arrive no later than October 31)

##### ■ Application procedure:

**Step 1** Download the following documents from the AIN website

Information for Applicants; Application Form; Attachments

AIN website

<http://www.ajinomoto.com/jp/activity/csr/ain/ainkoubo.html>

- The AIN website is in Japanese only.
- When submitting an application, please ensure that you read Information for Applicants.

**Step 2** Complete the application documents in line with Information for Applicants.

**Step 3** Submit application documents (must arrive no later than October 31)

1. Application Form and Attachments (and accompanying materials, in some cases) \*all on paper

Send by post or courier service to:

Ajinomoto Communications Inc.

Customer Support Group, Communication Support Dept.

Marketing Division *AIN Grant Program Application Reception*

2-9-1 Hatchobori, Chuo-ku, Tokyo 104-0032, JAPAN

(Tel: +81-3-3555-1851)

2. Application Form and Attachments (data)

Also send these forms as e-mail attachments to: [ain2015@ajinomoto.com](mailto:ain2015@ajinomoto.com)

- Please use the subject line "Submission of documents by [organization name]."
- Please complete the application form in either Japanese or English.
- Please be advised that the submitted application documents will not be returned or replaced. Also please note that the application may not be accepted if there are defects in the documentation.
- If you are unable to view the AIN website, please contact the Secretariat by e-mail (address: [ain2015@ajinomoto.com](mailto:ain2015@ajinomoto.com)), using the subject line "Request for application form." The Secretariat will send the form by e-mail.

##### ■ Inquiries

[ain2015@ajinomoto.com](mailto:ain2015@ajinomoto.com)

- Inquiries are only accepted by e-mail.

## 5. Program Structure

[Supervision]	Ajinomoto Co., Inc.
[Screening/advice]	Ajinomoto International Cooperation Network for Nutrition and Health* (AIN)
[Assistance]	Food and Agriculture Organization of the United Nations (FAO) Liaison Office in Japan, Japan Association for International Health, The Japan Dietetic Association, Japan NGO Center for International Cooperation (JANIC) (in alphabetical order)
[Operational support]	Ajinomoto Group overseas subsidiaries and affiliates/foundations
[Secretariat]	AIN Secretariat, CSR Dept., Ajinomoto Co., Inc.

### **Ajinomoto Co., Inc.**



Based on our philosophy, “we create better lives globally by contributing to significant advances in Food and Health and by working for Life,” the Ajinomoto Group is engaged in a range of businesses in 23 countries and regions around the world in such fields as food products, amino acids, and pharmaceuticals. We have strived to promote a healthy and vibrant society with global corporate citizenship activities focusing on international cooperation and food and nutrition education. Through the international cooperation activities in the fields of food, nutrition, and health of AIN\*, which was launched in 1999 to mark the 90th anniversary of Ajinomoto Co., Inc., we support activities in local communities (grant program) and the building of information and people networks (public forums, etc.) in partnership with outside experts.

URL: <http://www.ajinomoto.com/en/activity/csr/index.html>

### **\*Ajinomoto International Cooperation Network for Nutrition and Health (AIN)**

AIN was established in 1999 as part of the Ajinomoto Group’s corporate citizenship activities by experts and NGO staff active in Japan and overseas. It is an organization that aims to promote international cooperation activities in the fields of food, nutrition, and health.

#### **Representative:**

Tsutomu Mizota, Ph.D., Professor Emeritus, National University of Nagasaki; Former UN/UNICEF Res. Rep. for Japan and Asia/Oceania

#### **Vice Representative:**

Tokiko Sato, Ph.D., Visiting Senior Advisor, Japan International Cooperation Agency (JICA); Professor, School of Contemporary International Studies, Nagoya University of Foreign Studies

#### **Committee members:**

Michio Ito, Professor, Graduate School of Social Design Studies, Rikkyo University; President, ACC21

Yasuo Endo, Ph.D., Professor and Tokyo Office Director, Sendai University; Visiting Professor, Tokyo University of Agriculture

Teiji Nakamura, Ph.D., R.D., President, Kanagawa University of Human Services; Honorary President, The Japan Dietetic Association

Hideki Yamamoto, M.D., M.P.H., Ph.D., Professor, Teikyo University, School of Public Health

Toru Rikimaru, Ph.D., Senior Advisor, Japan International Cooperation Agency (JICA)

Hiromichi Oono, Member of the Board & Corporate Vice President, Ajinomoto Co., Inc.

### **Privacy Policy**

The personal information you provide in applying for this program will be handled with the utmost care and will only be used for purposes relating to the program (selection, announcement of results, etc.). If a project is selected for a grant, the name of the organization, name of the representative, address, outline of the selected project, and grant amount will be disclosed on the Ajinomoto Group website and through other media. Personal information will not be disclosed to third parties without the applicant’s permission, except in cases where it is necessary to delegate some of the work relating to the program to outside parties.

## Instructions for Completing Application Form

### **1. List of Application Documents**

The following documents are to be filed as part of your application.

Document	Page for reference	Max. no. of pages	Set format required	Method of sending
Application Form	p. 9–12	3	Yes	Post/courier service and e-mail
Attachment 1: Budget Plan	p. 13	1 per year		
Attachment 2: Activity Plan (Schedule)	p. 13	1 per year		
Accompanying material:	p. 14	-	No	Post/courier service

- Please print the documents on A4-size paper (handwritten documents not accepted).
- The above forms can be downloaded from the AIN website:  
<http://www.ajinomoto.com/jp/activity/csr/ain/ainkoubo.html>
- If you are unable to download the documents, please contact the Secretariat by e-mail (address: [ain2015@ajinomoto.com](mailto:ain2015@ajinomoto.com)).
- For instructions on how to apply, please see page 7.

### **2. Application Form (Please use the designated format.)**

#### 1. Applicant Profile

Name of applicant organization

Address

Representative

Person in charge

Base of operations in targeted country

- Please give the address of the local office or the address and name (in English) of the local counterpart in the targeted country.

Person in charge in targeted country

Outline of applicant organization

- Please give (1) the organization's objectives and philosophy of establishment, (2) the year of its foundation, (3) the number of its staff members, (4) its total budget for current fiscal year and its main sources of funding, and (5) its main projects and the countries where they take place. If the organization has a website, provide its URL as well.
- If base of operations in targeted country is a local counterpart, please provide the same details for that organization.

## **2. Proposed Project**

### **□ Project title**

- Please state the project title both in Japanese and English.

### **□ Amount applied for**

- Please state the amount (Japanese yen) that you are applying for from Ajinomoto Co., Inc. (total amount and amount each year)

### **□ Project period**

- Please enter the period for which the project will be supported by Ajinomoto Co., Inc.

### **□ Project site**

- Please state the location as specifically as possible in both Japanese and English, down to the municipal level if possible.

### **□ Background and necessity of project**

- Please include the following points:
  - Necessity, significance, urgency (needs, issues, etc.) of the project
  - If the proposed project is part of a larger project, please state the origins of the larger project, the achievements to date, etc.
  - If the proposed project includes health-related issues, please state the connection with the field of “food and nutrition.”

### **□ Description and number of main project beneficiaries**

### **□ Project purpose and specific goals**

- Please state the purpose(s) of the project and the target indicators that will be used to measure achievement of the purpose(s). As the target indicators are criteria for measuring the extent to which goals have been achieved, please use concrete numbers wherever possible.
- Overall goal(s) (expected results after completion of project)  
Please state the direction of the project, such as the development effect and/or the positive impact of achieving the project purpose. Think in terms of 3 to 5 years after completion.
- Project purpose(s) (targets aimed to be achieved by the end of project)  
Please state the specific benefits that the project will bring to the beneficiaries by the end of the project.
- Yearly targets for achieving the project purpose.

### **Example:**

<b>Overall goal(s) (expected results after completion of project)</b>	<b>Target indicators (criteria for measuring goal achievement)</b>
(e.g. municipality Y starts a nutrition-improvement project based on the model of municipality X.)	(e.g. 80% of municipality Y' s health center staff take part in training using a nutrition-improvement manual developed in a project by municipality X.)
<b>Project purpose(s) (targets aimed to be achieved by the end of project)</b>	<b>Target indicators (criteria for measuring goal achievement)</b>

(e.g. to improve the health condition of children in municipality X)	(e.g. as a result of health examinations, the proportion of malnourished children is reduced by 50% compared with before the project.)
<b>Yearly targets for achieving the project purpose</b> *If the project period is less than a year, please state the targets to be achieved a half year after the project launches. <Output targets (effects to be realized)>	<b>Target indicators (criteria for measuring goal achievement)</b>
(e.g. to improve the nutritional knowledge of mothers of children in municipality X)	(e.g. 80% of mothers make nutritious meals three or more times a week.)
<Activity targets (procedures to be conducted)>	<b>Target indicators (criteria for measuring goal achievement)</b>
(e.g. to hold regular nutrition seminars for parents at a health center in municipality X)	(e.g. holding nutrition seminars twice a month)
For reference: The connection between the “progress of a project” and “goals/targets” in this program	
<p><u>Progress of project</u></p> <p><u>Goals/Targets</u></p>	

#### □ Activities to be implemented

- Please focus on the following points:
  - Details of the actual activities to be undertaken (In the case of education and the development and/or provision of educational materials and technical research, please state a concrete plan for linking the project to practical activities in the future.)
  - Activities necessary for the operation and management of the project (monitoring, evaluation, etc.)
  - Activities for reporting results and disseminating achievements of the project
  - Other (If you have any suggestions for involvement by Ajinomoto Group [utilization of personnel, objects, facilities, information, technologies, etc.], please state them here.)

#### □ Implementation structure

- Please focus on the following points, stating the roles and number of people:
  - Staff for project implementation
  - Counterparts (organizations and individuals involved in the project)

##### Example:

Names of organizations or individuals	Main role in the project
(e.g. Laboratory A of University B)	(e.g. dispatch of instructors)

#### □ Potential for self-reliant development after the grant period ends

- Please clarify the sustainability of your project with regard to financial, organizational, and other factors.

### **3. Application History**

- Check all the boxes that apply.
  - Regarding the answer “You are currently receiving (or applying for) a grant from another organization for a similar project”: If you are receiving grants from more than one organization, list the organization providing the largest and/or longest-period grant.
  - Regarding the answer “You have not received a grant from Ajinomoto Co., Inc., but have applied for this program.”: If you have not received a grant from Ajinomoto Co., Inc., but you have applied for this program in the past, please provide the details to the extent possible.

#### **How did you learn about this program?**

- Please check all boxes that apply.

#### **Opinions regarding this program**

- If you have any opinions or comments regarding this program or the Information for Applicants, please enter them here.

### 3. Attachments 1 to 2 (Please use the designated format.)

Document	Content and points to note
<p><b>Attachment 1</b> Budget Plan</p>	<p>&lt;Items to be filled in&gt;</p> <ol style="list-style-type: none"> <li>1. Total budget for the project</li> <li>2. Amount applied for from Ajinomoto Co., Inc.</li> <li>3. Breakdown of budget plan: details of costs and revenue <ul style="list-style-type: none"> <li>• Direct costs Direct costs of implementing the project</li> <li>• Administrative costs <u>Up to 30% of the amount applied for each fiscal year</u> may be budgeted to cover the following items: <ol style="list-style-type: none"> <li>1) Personnel costs (please include wages and honoraria to experts, etc. in the direct costs.)</li> <li>2) Management and operation costs (electricity fees, etc.)</li> <li>3) Investment costs (cost of purchasing PCs and other equipment)</li> <li>4) Costs relating to the site visit by Ajinomoto Co., Inc. (personnel costs of the accompanying guide : in principle, one person in charge of the project on site, one visit per year)</li> </ol> <p>In principle, the following costs are borne by Ajinomoto Co., Inc.</p> <ul style="list-style-type: none"> <li>- Travel costs for round trip between the local office and the site of the activities (including personnel costs for a driver if transport is by car)</li> <li>- Cost of accommodation at the site of the activities</li> <li>- Personnel costs for an interpreter (if the language used is not Japanese or English)</li> </ul> </li> <li>5) Overseas travel costs (only in the case of an NPO based in Japan, for travel by the person in charge of the project between the Japanese office and the site of the activities)</li> </ul> </li> </ol> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• <b>Construction and equipment costs:</b> These costs may account for <u>no more than 50%</u> of the amount applied for.</li> <li>• <b>Currency:</b> Please produce the budget plan using <u>Japanese yen</u>.</li> </ul>
<p><b>Attachment 2</b> Activity Plan (Schedule)</p>	<p>&lt;Items to be filled in&gt;</p> <p>The specific activities that will be implemented using the grant from Ajinomoto Co., Inc. (including the methods used, the frequency of activities, etc.) and the beneficiaries (participants) of the project.</p> <p><b>Notes</b></p> <p>If you will conduct activities with a grant from another organization, please clarify the distinction between these and the activities conducted using the grant from Ajinomoto Co., Inc.</p>

#### 4. Accompanying Reference Materials

Document	Content and points to note
<p><b>Reference Material</b> Annual reports for the past two years</p> <p>*The submission of this document is not mandatory.</p>	<p>Activity reports for the latest two years must be submitted (including accounts reports and lists of boards and trustees)</p> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• If the applicant organization is a university, instead of annual reports for the university as a whole, please include reports and accounts reports for projects implemented by the university that are related to the submitted project. Instead of lists of boards and trustees of the university, please include a list of persons in charge of or involved in the submitted project.</li> </ul>