

# Ajinomoto International Cooperation for “Nutrition and Health” Support Program

(AIN Program)

## Application Requirements for Program Support in FY2016

**Application period: Tue, September 1 – Fri, October 30, 2015**

### Contents

#### **Notes on Applying for Program Grants**

Purpose of the AIN Program .....	2
1. Nature of Support Provided.....	2-3
1) Eligible Issues	
2) Eligible Activities	
3) Eligible Countries for Implementation	
4) Timeframe and Amount of Support	
2. Applicant Qualifications .....	3-4
3. Selection Criteria and Process .....	4-5
1) Selection Criteria	
2) Selection Process and Schedule	
4. Application Process .....	6
5. Application Screening Structure .....	8

#### **Guidelines on Completing Application Forms**

1. List of Application Forms.....	10
2. Completing Application Forms.....	10-14
3. Other, Completing Attachments .....	13-14

## Notes on Applying for Program Grants

### **Purpose of the AIN Program**

The Ajinomoto International Cooperation for “Nutrition and Health” Support Program (AIN Program) is a program of grants designed to improve the quality of life for people in developing countries by providing support for local activities in international cooperation in the area of food and nutrition.

Activities related to food and nutrition that incorporate the characteristics of the local environment (natural, socioeconomic, and cultural conditions) not only serve to improve the nutrition and health of individuals of both genders and all age groups through their integration into daily life, but boost the confidence and pride of the entire local community, as well. Ajinomoto strives to work through the AIN program with groups focusing on these types of activities to develop international cooperation in the area of food and nutrition that nurtures a dynamic, sustainable energy among individuals, communities and the planet.

Ajinomoto looks forward to receiving applications for support for projects compatible with the purpose of the AIN program.

### **1. Nature of Support Provided**

#### **1) Eligible Issues**

Issues related to food and nutrition or healthcare issues relevant to food and nutrition

- Major activities that focus on resolving food and nutrition-related issues include:
  - Improving nutrition conditions
  - Developing social frameworks related to food and nutrition to help solve pressing problems in the local community (poverty, environment, primary education, social welfare, female empowerment, etc.)
- Activities in the field of healthcare that lay the foundation for lifestyles based on positive food and nutrition concepts, which serve to prevent disease and promote health, are also eligible.

However, in this case, the relevance to issues in the area of food and

nutrition must be clear. Please note the relevance to these food and nutrition issues on the application form.

- Projects related to any issue on which opinion is divided for social, cultural or religious reasons will be carefully reviewed.

## 2) Eligible Activities

### Practical Activities

- However, activities involving education, developing and distributing educational materials, and/or technical research are also eligible if these activities are expected to generate practical activities in the future.

In this case, describe clearly in the application form the practical activities expected in the future.

- Projects that consist only of the donation of materials, goods or the construction of facilities are not eligible for support under this program.

However, construction of clinics, schools, school lunch facilities and other structures needed to achieve a project's goals are eligible.

(Construction expenses must account for less than 50% of the total grant requested.)

## 3) Eligible Countries for Implementation

Asia: India, People's Republic of China, Nepal, Bangladesh, East Timor, Myanmar, Laos

South America: Ecuador, Columbia, Paraguay, Peru, Bolivia

\* Although Cambodia is ordinarily an eligible country for implementation under this program, grants will not be awarded for projects in Cambodia in fiscal 2016 due to the multiple projects in the country currently being supported under this program.

\* Plans are being developed for Ajinomoto Group companies in Indonesia, Malaysia, Philippine, Thailand, Vietnam and Brazil to begin collaborating on the AIN Program. Organizations with projects in countries other than those listed above should contact the AIN Secretariat directly to discuss eligibility.

(Email: [ain2016@ajinomoto.com](mailto:ain2016@ajinomoto.com))

#### **4) Timeframe and Amount of Support**

**Up to 3,000,000 yen/year per project for up to 3 years**

- As a rule, the start date for the AIN grant is April 1, 2016.
- For information on calculating the project budget and detailing expenses, see “8”. Completing Attachment 1 & 2” (Budget Plan section) on pages 13-14.
- Applicants are encouraged to secure subsidies from other grant organizations and entities. In this case, however, clearly explain in the application which activities will be funded by the AIN program grant (project objective, beneficiaries, etc.).
- The total amount of support awarded may not necessarily correlate with the first budget plan submitted by the applicant organization.  
Initial plans will be carefully reviewed, and in some cases, the applicant organization will be asked to resubmit a more suitable budget plan.

## **2. Applicant Qualifications**

### **1) Grant recipients are, as a rule, required to be non-profit organizations (particular legal status not an issue) with an office in Japan.**

- Japanese branch offices of NGOs headquartered outside of Japan are also eligible.

Classifying non-profit organizations with offices only outside of Japan

\* For the purposes of the implementation structure, these organizations will be considered the local (non-profit) counterpart of a non-profit organization with an office in Japan.

\* Awards granted under this program are not generally publicized outside of Japan.

### **2) Organizations that have been in operation for two years or more**

- Organizations are required to submit annual reports for the past two years of operations.

**3) Organizations with a local office/counterpart to implement the project in the country of implementation**

- The applicant organization does not need to have both a local office and a local counterpart in place.

Organizations with either their own local office (branch office) or their own local counterpart (local NGO, etc.) may apply for program support.

Applicant organizations may designate both a local office and a local counterpart under the implementation structure. In this case, the local office (branch) should be designated on the application as the “Office in country of implementation.”

**4) Organizations may not engage in political, commercial or religious activities, or in similar activities or behavior.**

\* For the purposes of the AIN program, religious activities are generally defined as follows.

- 1) Organizations with legal status as a religious entity
- 2) Organizations involved in activities whose purpose is religious conversion

### **3. Selection Criteria and Process**

#### **1) Selection Criteria**

(1) Project activities

- Compatibility with the purpose of the AIN Program
  - Does the project focus on issues related to food and nutrition and lead to improved nutrition?
- Serving the public interest
  - Do the activities effectively address society’s needs within the target community?
- Sustainability
  - Are the activities likely to be sustainable through community efforts?

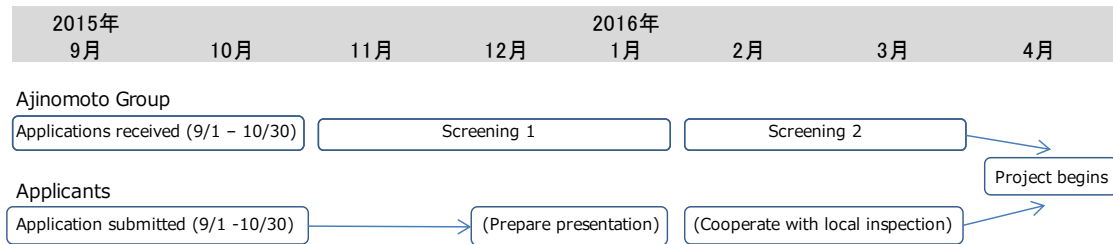
(2) Terms and conditions of project implementation

- Is there an implementation structure in place?
- Is the budget appropriate for the project?

\* Other reference information

- Applicant organizations should note any project-related requests directed to the AIN program in the section of the application titled 7. Notes on AIN Program.

## 2) Selection Process and Schedule



- Screening 1: AIN\* Committee members review documents and consider organization presentations to select candidate projects and/or choose recipients for AIN support. The results of this screening will be sent by email to all applicant organizations by the end of January 2016. (\*For links to more information on the AIN program, see p. 6.)
- Screening 2: In the event that a preliminary inspection is deemed necessary for a project selected in the first screening, a local on-site inspection will be carried out by the AIN Secretariat or local Ajinomoto Group company. The results of the inspection are reported to the AIN Committee. The AIN Committee makes its final recommendations and selects projects to be supported by Ajinomoto Group companies. The results of this screening will be sent by email to all applicants selected in the first screening by the end of March 2016.
- When deemed necessary for the selection process, applicant organizations may be asked to present additional documents or submit to an interview (oral questionnaire).
- As a rule, the program does not answer questions regarding the selection of grant recipients, including the reasons why an applicant organization was not selected.
- The organization name, representative name, location, overview of project supported, total amount of the grant and other information regarding projects selected for AIN program support will be posted on the Ajinomoto Group website and other media.

#### **4. Application Process**

■ Submission period

**Application must be received September 1 (Tue) – October 30 (Fri), 2015**

■ Submission process

- Step 1** Download Application Requirements for Program Support in FY2016, Application Form, and Attachments 1 and 2 at the link below.

Ajinomoto International Cooperation for “Nutrition and Health” Support Program  
<https://www.ajinomoto.com/en/activity/csr/ain/ainkoubo.html>

- Step 2** Complete application forms. (Refer to Application Requirements for Program Support in FY2016 for guidance.)

\* The AIN Program will contact prospective applicants when briefing sessions are held on such topics as completing the Project Plan Form. Applicant organizations that are interested in attending these sessions should inform the AIN Secretariat as early as possible.

- Step 3** **Submit complete set of application documents** (See p. 7 for List of Application Documents). Application package must be received by Fri, October 30, 2015.

**【Submissions】** As a rule, applicant organizations are asked to submit applications by email to the address below.

**[ain2016@ajinomoto.com](mailto:ain2016@ajinomoto.com)**

- Attach documents to email with “[name of applicant organization] (Application submission)” in the subject line.

Applications may be sent by post to the address below (only in cases in which submission by email is problematic).

AIN Support Program Application Desk, Customer Support Group

Communications Support, Marketing Department  
Ajinomoto Communications  
Hatchobori 2-9-1, Chuo-ku  
Tokyo 104-0032

■ Direct inquiries to:

[ain2016@ajinomoto.com](mailto:ain2016@ajinomoto.com)

◇ Inquiries are accepted via email only.

## 5. Application Screening Structure

【Supervision】	Ajinomoto Co., Inc.
【Screening/consulting】	Ajinomoto International Cooperation Network for Nutrition and Health* (AIN)
【Support】	Food and Agriculture Organization of the United Nations (FAO) Japan Office, Japan Association for International Health, Japan Dietetic Association, and Japan NGO Center for International Cooperation (listed in alphabetical order)
【Administration】	CSR Department, Ajinomoto Co., Inc. (AIN Secretariat)

### Ajinomoto and the AIN Program

“We create better lives globally by contributing to significant advances in Food and Health and by working for Life.” As this philosophy proposes, the Ajinomoto Group global business currently provides food products, amino acids, pharmaceuticals and other products to 26 countries and regions around the world.

Working to realize healthy and vigorous communities, the Group also pursues social contribution activities around the world, focusing specifically on international cooperation in nutrition and food education. On this basis, the Ajinomoto Group launched the AIN program in 1999, the 90th anniversary of Ajinomoto’s founding, to work with experts and leaders in providing support for local activities as part of the group’s international cooperation activities in the area of food and nutrition.

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



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

In 1999, the Ajinomoto Group established the AIN program with a core group of professional NGO experts and leaders working in Japan and overseas for the purpose of furthering international cooperation activities in the area of food and nutrition as part of the group's social contribution activities.

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***, 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, School of Public Health, Teikyo University  
***Toru Rikimaru***, Ph.D., Senior Advisor, Japan International Cooperation Agency (JICA)  
***Hiromichi Oono***, Member of the Board & Corporate Vice President, Ajinomoto Co., Inc.

## Guidelines on Completing Application Forms

### ■ List of Application Forms

The following documents are to be submitted as part of the application package.

Document name	AIN form	Method for submission
Application	Y	Submissions accepted as a rule by email (by post if necessary)
Attachment 1: Budget Plan	Y	
Attachment 2: Project Plan	Y	
Annual reports for past two years	N	

- Complete each of the required documents.
- The forms listed above can be downloaded at the AIN Support Program website below.  
(<http://www.ajinomoto.com/en/activity/csr/ain/ainkoubo.html>)
- Organizations that experience difficulties downloading these forms should contact the AIN Secretariat at the email address below.  
(Email: [ain2016@ajinomoto.com](mailto:ain2016@ajinomoto.com) )
- See p. 5 for more information on submitting applications.

### ■ Completing Application Forms

Note the following information on the application.

#### 1. Applicant Organization Overview

- 1) Organization name
- 2) Address
- 3) Representative
- 4) Contact
- 5) Organization overview

#### 2. Applicant Project Overview

- 1) Project name  
Write the project name in both Japanese and English.
- 2) Country/region of implementation  
Write the location including, if possible, the name of the village or town in both Japanese and English.
- 3) Time period  
Note the timeframe for the implementation of the project to be supported with the AIN grant money.
- 4) Amount requested  
Note the total amount requested (in yen) in AIN grant money, as well as the amount requested for each fiscal year.

- 5) Office in country of implementation (organization, branch office, counterpart, etc.)  
Write the name and address of the organization serving as the applicant organization base in the country of implementation.
  
- 6) Contact in country of implementation  
Write the name of the person responsible for the project in the country of implementation.
  
- 7) Overview of organization/office in country of implementation  
Note the information requested in this section of the application form.
  
- 8) Background and need for project (description of compatibility with AIN program)  
Describe clearly the project beneficiaries, local needs, issues to be addressed, and background of the project. Also explain the necessity and the importance of the applicant project.
  
- 9) Project overview  
Describe briefly the project aims (outcome) and the path to achieve them (output).  
\* See “10) Project content” below for definitions of the terms output and outcome.
  
- 10) Project content  
Describe the content of the project in the Attachment 2: Project Plan form.  
Refer to the example provided when filling out the activities, output, outcome, impact, indicators used to measure success (quantitative indicators are preferable), and the methods by which the indicators will be formulated.  
See below for the definitions of terms used in the application forms.

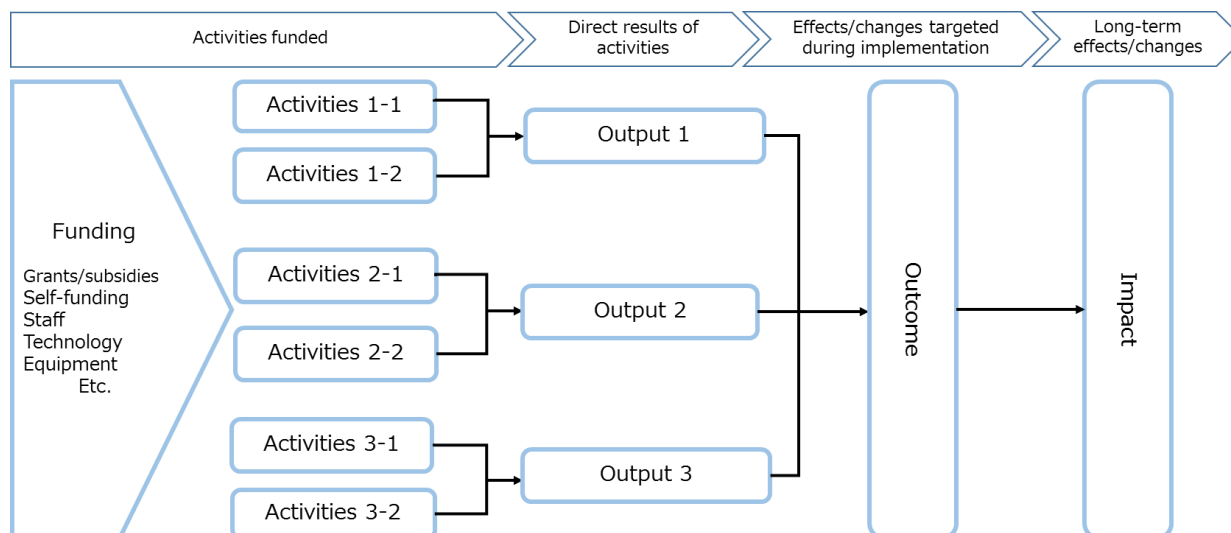
#### Definitions of Program Terms

Logic model:	A logical path to generate the results desired from the project
Activities:	Concrete activities to be implemented using the funds, staff, technologies, etc. invested
Output:	Goods, services, awareness, knowledge, actions, and changes generated as a result of project activities; related to achieving outcome
Outcome:	Effects expected to be achieved during the period of project implementation as a result of the output; corresponds with the project goals.
Impact:	Long-term effects expected from 3-5 years after completion of the project as a result of project outcome; corresponds with priority targets

In formulating project content, refer below to Figure 1: Logic Model-Based Project Flowchart. When formulating each component (activities, output, outcome, impact), keep in mind the logical cause and effect between components within the following line of flow: funding → concrete activities → results directly generated by activities (output) → effects and changes targeted during the period of project implementation (outcome) → effects and changes expected over the long-term.

The project outcome is the most important component of the Project Plan. Organizations are therefore encouraged to limit project outcomes to two at the most.

Figure 1: Logic Model-Based Project Flowchart



11) Beneficiaries (direct/indirect)

Describe the individuals and groups of people who the project is primarily intended to benefit (direct beneficiaries) and the individuals and groups of people who will benefit indirectly from the project (indirect beneficiaries), as well as the number in each group.

Also note the number of leaders who will be trained as this project is implemented.

Example: Project to improve nutrition through school lunches

Direct beneficiaries: Children served school lunches (1,000)

Indirect beneficiaries: Children's families and local residents (3,000)

(No. of these to become leaders: 20 community health workers)

12) Project implementation structure

Illustrate the number of staff and counterparts involved with the project, the project structure, and relationship with local affiliates (local government, community groups, local NGOs, etc.) in an organizational diagram or other clear and understandable format.

Include or attach a background of the contact person responsible for the project in the country of implementation.

13) Approach to ensuring post-completion sustainability

Describe the steps and measures to be taken to ensure that local residents can sustain the effects and results of the project with regard to technology, structure, and funding even after the project is completed.

14) Anticipated risks and preventative measures

Describe the risks likely to be encountered in the administration and management of the applicant project (problems with implementation, failure of project to generate results, etc.) that can be anticipated at the current time, as well as external conditions and preventative measures to be taken.

**3. Other Related Items**

If the applicant project is part of a larger project in the same area (i.e. the AIN grant will be used for nutrition improvement-related activities within the XXX Project), note the project name, name(s) of subsidizing organization(s), total project budget (a rough estimate that includes self-funding), and project timeframe.

#### 4. Grant Application History

Provided requested information for any items that apply.

#### 5. How did you hear about this program?

Check the box next to the items that apply.

#### 6. Accountability and Self-Check (ASC) Results

This is a tool provided by the Japan NGO Center for International Cooperation (JANIC) to help organizations diagnose and publicize their own accountability. Check the box to the left of the self-check completed.

For more information, please refer to the JANIC website.

<http://www.janic.org/en/index.html>

#### 7. Notes on AIN Program

Write any comments, suggestions, or requests not covered elsewhere.

#### 8. Completing Attachment 1 & 2

Name of Document	Content/Notes on Completing Form
Attachment 1: Budget Plan	<p>Items to be completed:</p> <ul style="list-style-type: none"><li>(1) Total budget required for applicant project</li><li>(2) Amount requested in AIN grant money</li><li>(3) Breakdown: Details on expenses and revenue sources<ul style="list-style-type: none"><li>• Direct expenses Direct costs incurred in the implementation of the project</li><li>• Administrative expenses <u>May not exceed 30% of the amount requested in AIN grant money (per fiscal year).</u><ul style="list-style-type: none"><li>① Personnel expenses at administrative office (Personnel expenses and honorariums for experts and others should be calculated as part of the project's direct expenses.)</li><li>② Management expenses</li><li>③ Overseas travel expenses (in the case of non-profit organizations with offices in Japan only) Costs incurred by the contact responsible for the supported project to travel between the administrative office in Japan and the local area of implementation</li></ul></li></ul></li></ul> <p>Notes:</p> <ul style="list-style-type: none"><li>• Construction and equipment expenses must be less than 50% of the total requested in AIN grant money.</li><li>• Currency: Use Japanese yen for all monetary figures in the Budget Plan.</li><li>• If the project is funded by grants from other organization, please note the name of the organization(s) and amount received.</li></ul>
Attachment 2: Project Plan	For help completing the Project Plan, refer to the guidelines above under "Completing Application Form, 2. Application Project Overview, 10) Project content" and the example sheet provided in the Project Plan form.