

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

Application period: September 4 to November 13, 2006  
(Application forms available: September 4 to November 6)

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## Program Mission

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We, the Ajinomoto Group, strive to promote a healthy and vibrant society by pursuing global corporate citizenship activities focusing on nutrition and health.

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.

“Food and nutrition,” as we define it, encompasses not only living life by digesting, absorbing, and excreting food and nutrients but every process in the cycle by which human beings or communities—through their own efforts and in a state of physical, mental, and social well-being—produce, process, sell/purchase, cook, eat, and dispose of/preserve/recycle nutritionally balanced food and food products, enabling them to engage in further productive activities. Our vision also includes the establishment of a natural environment, culture, society, and economy that support these processes on a sustainable basis. Further, we believe that activities in the field of “health” leading to disease prevention and health promotion are fundamental to “food and nutrition.”

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 lead to increases in the vitality of people, communities, and the Earth.

We look forward to receiving applications from interested groups.

Ajinomoto Co., Inc.

September 2006

# 1. Grant Types

The Ajinomoto International Cooperation for “Nutrition and Health” Support Program provides the following types of grants.

## (I) New Project Grants

These grants provide support for projects that have not yet started (projects with no track record) or projects that have been underway for less than two years as of the time of application. Two types of project are covered:

- <Launch of new project> Launch of a new project with no track record or development of a project with a track record of less than two years relating to one of the Program Themes (see section 2.2)
- <Building on project experience> Integration of activities relating to one of the Program Themes into an existing project (e.g. integration of nutrition education into an income-increasing project)
  - Includes preparations for launching a project, such as conducting a needs assessment.

## (II) Continuing Project Grants

These grants provide support for projects that are already fully underway (projects with a track record of more than two years at the time of application). Two types of project are covered:

- <Project expansion and development> Expansion and/or further development of an existing project relating to one of the Program Themes (targeting the same people and regions as before)
- <Dissemination of project experience> Dissemination of an existing project relating to one of the Program Themes to another region (targeting different people and regions from before)
  - Performance reports for at least the past two years (fiscal 2004 and 2005) must be submitted.

# 2. Grant Framework

## 1 Regions Covered by the Program

Asia (excluding Japan) and South America (Brazil, Peru, and surrounding countries)

- For reasons of safety management and project supervision, areas of political instability are excluded. (The criteria for “areas of instability” will be considered based on travel advisories released by the Ministry of Foreign Affairs of Japan and other information.)

## 2 Program Themes

Themes related to the fields of “food and nutrition” and “health” (refer to the list of Selected Projects in 2005)

- The definitions of “food and nutrition” and “health” in this program are as outlined in the Program Mission.
- **Projects in the field of “health” must have a clear connection with the field of “food and nutrition.”** Please clarify this connection on the application form.
- Projects in fields with an indirect or generic connection to themes in the fields of “food and nutrition” and “health,” such as education, community development, welfare, gender equality, or empowerment of women, are eligible for grants, **providing that activities by local residents to improve their quality of life through “food and nutrition” are included as a principal activity to be supported by Ajinomoto Co., Inc.** Please 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.

## 3 Types of Activities Covered by the Program

(1) Practical activities

(2) Education and development/provision of educational materials

(3) Technical research

- In principle, activities must be practical (1). In the case of (2) education and development/provision of educational materials and (3) technical research, it must be shown that a project will lead to practical activities in the future, such as by formulating a plan for specific practical activities to be undertaken after the project is completed.
- 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).
- Projects involving a combination of activity types (1), (2), and (3) are accepted in this program. However, please mark one of the three as the main activity type on the application form and provide further details in the remarks column.

## 4 Period of Grants

(I) New Project Grants: At least 8 months but no longer than 2 years between April 1, 2007 and March 31, 2009.

(II) Continuing Project Grants: At least 2 years but no longer than 3 years between April 1, 2007 and March 31, 2010.

- In principle, grants begin on April 1, 2007.

## 5 Amount of Grants

Total amount of grants in fiscal 2007: Up to ¥8 million for about 5 or 6 projects

**Breakdown: (I) New Project Grants:** Up to ¥1 million per year per project (up to ¥2 million for a 2-year project).  
(2 to 4 grants totaling ¥2–¥4 million are scheduled.)

**(II) Continuing Project Grants:** Up to ¥2 million per year per project (up to ¥6 million for a 3-year project).  
(2 or 3 grants totaling ¥4–¥6 million are scheduled.)

- Up to 30% of the grant may be budgeted to cover the following items:
  - 1) Personnel costs (excluding honoraria to experts, etc.)
  - 2) Management and operation costs: electricity fees, etc.
  - 3) Investment costs: cost of purchasing PCs and other equipment
  - 4) Costs relating to our site visit: personnel costs of the accompanying guide (in principle, one person in charge of the project on site)  
Please note that, in principle, the following costs are borne by Ajinomoto Co., Inc.
    - 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)
    - Cost of accommodation at the site of the activities
    - Personnel costs for an interpreter (if the language used is not Japanese or English)
  - 5) Overseas travel costs (only in the case of a nonprofit organization with a base in Japan): for travel by the person in charge of the project between the Japanese office and the site of the activities
  - 6) Counterpart costs (only in the case of an overseas-based nonprofit organization): expenses incurred by the Japanese counterpart organization (recommending organization) that will liaise between the implementing organization and Ajinomoto Co., Inc., such as the cost of communicating with the overseas organization and Ajinomoto Co., Inc. and personnel costs
- 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.
- Please complete the budget form using **Japanese yen**. If there is no option but to complete the form using a local currency, please convert the total amount to Japanese yen and include this conversion in the form (the date of conversion should be the same as the application date).

## 3. Applicant Eligibility

**(1) In principle, the applicant organization should be a nonprofit organization (NPO) based in Japan.**

- Japanese affiliates of NGOs 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.
- If an NPO based exclusively overseas has a letter of recommendation from an organization/group (excluding individuals) based in Japan, the possibility of eligibility will be considered.
- In principle, no announcements regarding this program are made outside Japan. **Organizations wishing to make an application should contact Ajinomoto Co., Inc. through the recommending organization in Japan.**
- The recommending organization must meet the following conditions as the liaison between the NPO based exclusively overseas (the recommended organization) and Ajinomoto Co., Inc.
  - 1) It must be an organization/group based in Japan (excluding individuals).
  - 2) It must possess a high degree of reliability as an organization/group (e.g. with a clear organizational structure, financial standing, track record).
  - 3) If the recommending organization is engaged in political, profit-making, or religious activities (or acts of a similar nature), the project submitted by the recommended organization must have no connection with these activities.
  - 4) There must be a proven relationship of trust between the recommending organization and the recommended organization, such as a track record of cooperation.
  - 5) **It must be responsible for implementing part of the project submitted by the recommended organization as the Japanese counterpart, such as by dispatching experts from Japan or conducting joint research.**
  - 6) **If the submitted project is selected for a grant, the recommending organization must be able to serve as the liaison between the recommended organization and Ajinomoto Co., Inc. from the conclusion of the contract until the submission of the completion report.**

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

- Performance reports for at least the past two years (fiscal 2004 and 2005) must be submitted.

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

<In the case of an NPO based in Japan>

- It is not necessary to have both a local base and a local counterpart. A Japan-based NPO is eligible for the program if it has either a local base of its own (a branch office) or a local counterpart (e.g. a local NGO). It is no problem to involve both a local base and a local counterpart in the implementation of the project. In this case, please state the local base (branch office) of your own organization as the local liaison on the application form.

<In the case of an NPO based exclusively overseas>

- Please state the local base (main office or branch office) of your own organization, not a local counterpart, as the local liaison on the application form.
- It is not acceptable for the applying organization to commission the whole project to another organization. However, it is acceptable to commission a part of the project to another organization acting as a local counterpart.

**(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:
  - 1) Having judicial standing as a religious organization.
  - 2) Conducting activities with missionary aims.



## 4. Selection Criteria and Methods

### 1 Selection Criteria

- (1) **Experience and capacity of the organization** (policy of the organization, background to its establishment, record of activities to make improvements in the fields of “food, nutrition, and health” in developing countries and regions, activity framework in the region concerned and in Japan)
- (2) **Content of the submitted project** (compatibility with the Program Mission, level of public interest, potential for self-reliant development)
- (3) **Conditions for implementing the project** (appropriateness of the implementation plan, personnel, and scale of the project)
- (4) **Potential for involvement by Ajinomoto Group** (utilization of personnel, objects, facilities, information, technologies, etc.)
  - This criterion is judged from the perspective of how the Ajinomoto Group can be involved in the project other than providing financial support, but this is not a mandatory requirement for selection or for project implementation. If there is a possibility that you may need to use Ajinomoto Group products or technologies in the submitted project, please state this clearly on the application form.

### 2 Selection Process

#### 1st Screening ▶ Site Visit ▶ 2nd Screening

The First Screening involves the selection of grant candidates by Ajinomoto International Cooperation Network for “Nutrition and Health” (AIN) (see section 7). The Second Screening involves the determination of supported projects by Ajinomoto Group Corporate Citizenship Committee.

- Where necessary, applicants may be requested to submit materials or undergo interviews during the selection process.
- Generally, site visits are conducted by the AIN Secretariat (Japan). In some circumstances, however, visits may be conducted by overseas subsidiaries and affiliates/foundations of the Ajinomoto Group in the country concerned (or surrounding countries).
- Regarding the cost of our site visit, the following costs are borne by Ajinomoto Co., Inc. In principle, the accompanying guide should be the person in charge of the project on site. (The personnel costs of the accompanying guide are not covered.)
  - 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)
  - Cost of accommodation at the site of the activities
  - Personnel costs for an interpreter (if the language used is not Japanese or English)

### 3 Focal Points of Ajinomoto Group Corporate Citizenship Evaluation

It is preferable for submitted projects to be in line with the Ajinomoto Group Corporate Citizenship Evaluation, particularly **Social Value**.

#### Ajinomoto Group Corporate Citizenship Evaluation

##### Social Value

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 others in the same field  
Public interest .....whether activities are useful in meeting the needs of society

##### Value to Ajinomoto Group’s Business

Level of information dissemination .....whether activities can fulfill the need for accountability to stakeholders  
Level of collaboration/mutual creation with external organizations .....whether activities are likely to produce synergy  
Involvement by Ajinomoto Group .....whether activities promote active participation in society by utilizing Ajinomoto Group’s unique resources

- On the application form, please fill in the “focal points” and the “target indicators” of each party involved in the project (implementing organization, beneficiaries, counterpart, etc.) with reference to these criteria. Please note that after a project has been selected for a grant, Ajinomoto Co., Inc. will consider the value of the project to Ajinomoto Group’s business and will share its deliberations with those involved in the project.
- The “focal points” and “target indicators” of each party involved in the project will be used as key criteria in the interim and final evaluations of the project (see section 6.5 Project Evaluation).
- In the term Value to Ajinomoto Group’s Business, *business* means corporate business operations (productive activities). The aims of increasing the level of contribution to Ajinomoto Group’s business are to utilize the resources generated through the group’s corporate business operations (funds, human resources, technologies, information, etc.) for the sustainable development of society and to fulfill the group’s role and responsibilities as a corporate citizen.

## 5. Selection Results

**Interim Notification:** All applicants will be notified of the results of **1st Screening** by e-mail by the end of January 2007.

- If a large number of projects selected in **1st Screening** do not reach consideration for **2nd Screening** as a result of our **Site Visit**, projects that were not selected in **1st Screening** may be reselected as candidate projects. In this case, the AIN Secretariat will contact the organization immediately to request a **Site Visit** (in late February to early March).

**Final Notification:** All applicants will be notified of the final selection results in writing by the end of March 2007.

- 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.

## 6. Post-Selection Procedures and Commencement of Projects (from April 2007)

### 1 Exchange of Memorandums

The representative of the organization implementing the selected project will exchange memorandums with Ajinomoto Co., Inc., based on which the organization will implement the project.

- If the implementing organization is an NPO based exclusively overseas, a tripartite exchange of memorandums will take place among the implementing organization, the Japanese counterpart (recommending organization), and Ajinomoto Co., Inc.
- A signing ceremony will be held whenever possible, in coordination with Ajinomoto Group overseas subsidiaries and affiliates/foundations in the region where the activities are to be implemented.

### 2 Grant Payment

The grant will be remitted to a bank account in the name of the organization implementing the project by the end of April 2007.

- The grant can be remitted to an overseas bank account. However, Ajinomoto Co., Inc. cannot be held responsible in the event that the grant is not credited to the relevant bank account for some reason, even though Ajinomoto Co., Inc. has official proof of the remittance, such as a remittance report from the bank. In this case, the grant cannot be re-remitted.
- If the bank account is in Japan, the grant will be remitted in Japanese yen. If the account is overseas, the grant will be remitted in US dollars (an amount corresponding to the agreed grant in Japanese yen).
- Grants will be paid in annual installments each year of the project. However, payment may be suspended or canceled by mutual discussion if, after a joint interim evaluation based on the initial plan or goals of the project, it is judged that a situation will hinder the project in the following project year and beyond.

### 3 Technical Support by AIN

Depending on the progress of the project and the results of the evaluation, AIN may provide specialist advice or introduce personnel to the implementing organization.

### 4 Site Visits

In principle, site visits are conducted at the time of the interim and final evaluations. Additional site visits may be conducted by mutual discussion if necessary.

### 5 Project Evaluation

An interim evaluation is conducted jointly each year after the commencement of the grant, and a final evaluation is conducted jointly upon completion of the contract.

- In order to conduct an appropriate evaluation and maximize the benefits of the project, the involved parties (implementing organization, beneficiaries, Ajinomoto Group, etc.) are required to share their "focal points" and "target indicators," etc. The parties will conduct a self-evaluation regarding progress in achieving the "focal points" and "target indicators" set by each party and the reasons for this and will conduct mutual verification through site visits, etc.

### 6 Project Reports

An interim report must be submitted every six months after the commencement of the grant, and a final report must be submitted within two months of the completion of the contract.

- A report on the implemented project (including photos) and an accounting report must be submitted in line with the report guidelines for this program. Sometimes we will request submission of additional documentation after the reports are submitted.
- Please complete the reports in either Japanese or English. A summary of the report must be submitted in both Japanese and English.
- Receipts are required for all payments reported. Copies of receipts are acceptable. If it is difficult to obtain a receipt, please attach an equivalent document. If it is difficult to obtain even an equivalent document, please prepare a document for each payment detailing the reasons for this (a seal or signature of the representative and the person in charge of the project is required).
- Implementing organizations will have an opportunity to present their reports at the "International Cooperation in the Fields of Food, Nutrition and Health" Forum (organized by AIN).

### 7 Suspension/Cancellation of Grant

The grant may be suspended or canceled after mutual consultation if, during the contract, a situation arises that is judged to substantially hinder the continuation of the project.

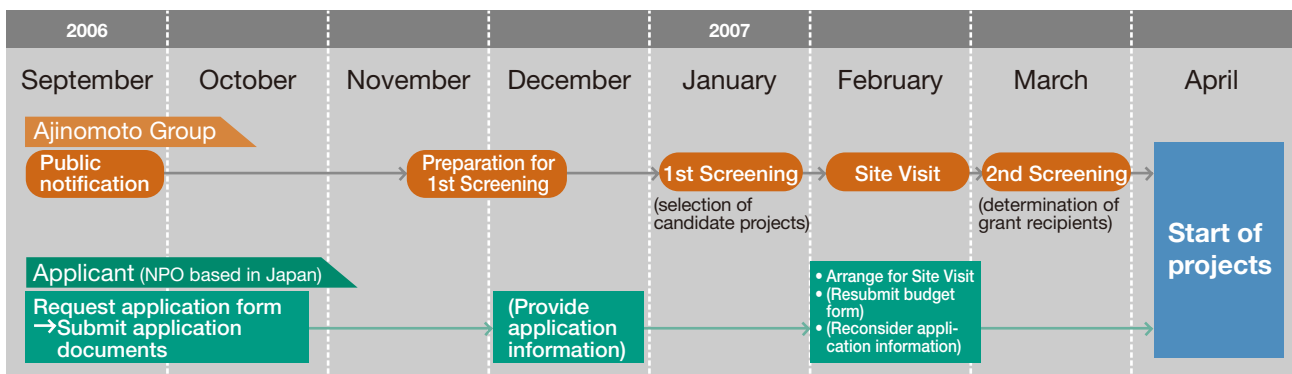
## 7. Program Structure

Supervision:	Ajinomoto Group Corporate Citizenship Committee
Selection/screening/advice:	Ajinomoto International Cooperation Network for Nutrition and Health (AIN)
Assistance:	Association for Promotion of International Cooperation (APIC), 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)
Cooperation:	Ajinomoto Group overseas subsidiaries and affiliates/foundations
Secretariat:	AIN Secretariat, CSR Department, CSR Division, Ajinomoto Co., Inc.

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

AIN was established in 1999 as part of 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: Miyuki Adachi, Professor Emeritus, Kagawa Nutrition University; Chair of the Board of Directors, Nonprofit Corporation Shokuseitaigaku Jissen Forum [Research, Education, and Promotion on Ecology of Food and Nutrition])

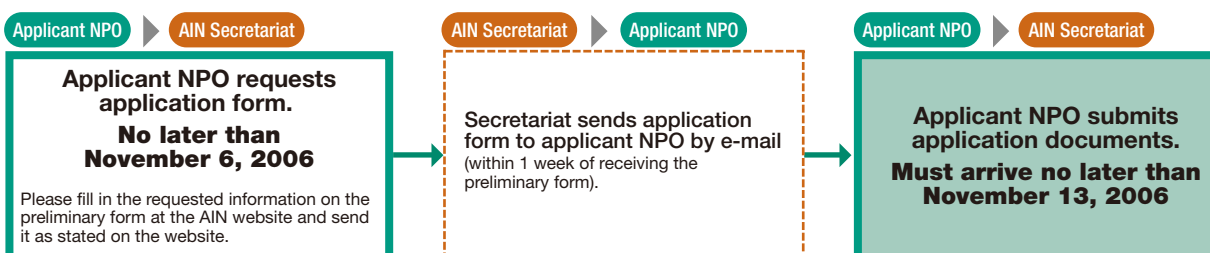
## 8. Application Schedule



## 9. Application Procedure

- Period for requesting application forms: September 4 to November 6, 2006
- Deadline for submission of application documents: November 13, 2006
- Please apply from the AIN website:  
<http://www.ajinomoto.co.jp/company/kouken/global/ainkoubo.html>

### In the case of an NPO based in Japan









## Selected Projects in 2005

### Vietnam

2006–08

**Child Nutrition Promotion Project in Northern Mountainous Area in Vietnam**  
Save the Children Japan

### Philippines

2006–07

**Health Promotion and Improvement for Adolescents in Urban Poor Community in the Philippines**  
Kokkyo Naki Kodomotachi (Children Without Borders)

### Sri Lanka

2006–07

**Home Gardening Project in Tsunami Affected Communities**  
JEN

### Myanmar

2006–07

**Project Aiming to Disseminate Nutritional Knowledge for the People with Disabilities and General Public in Myanmar**  
Association for Aid and Relief, Japan

### Indonesia

2006–07

**Enhancement of Infant Nutrients and Improvement of Diet Habit**  
PH-Japan Foundation (formerly Project Hope Japan)

### Peru

2006–09

**Project for Community Empowerment on Nutrition and Maternal and Child Health**  
The Association of Medical Doctors of Asia