

Supplementary Notes and Instructions for Completing Application Form

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Supplementary Notes for Applicants (Explanation of “Information 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. “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.

1. Grant Framework

1) Program Themes

Themes related to the fields of “food and nutrition” and of “health” connected with “food and nutrition.”

- 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 “other fields” (fields with an indirect or generic connection to themes in the fields of “food and nutrition” and “health,” such as education, community development, welfare, or empowerment of women) are eligible for grants, providing that they include activities by local residents to improve their quality of life through “food and nutrition.”
- 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.

<Examples of projects>

- A program to provide infants with nutritious meals made using locally available foods
- A nutrition education program for pregnant women and mothers of children under five
- A nutrition improvement program through the spread of kitchen gardens
- Beekeeping project to improve nutritional status and household incomes
- A program to disseminate knowledge about food and nutrition to health workers
- Research and development of a model and materials for community-based nutrition education (a university-NGO collaborative project)

2) Types of Activities Covered by the Program

This program supports practical activities.

- Education and development/provision of educational materials and technical research are also eligible, providing that a project will lead to practical activities in the future. Please clarify this 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) 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.)

4) Grant Types

(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 the fields of “food, nutrition, and health”

<Building on project experience>

Integration of activities relating to the fields of “food, nutrition, and health” into an existing 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 the fields of “food, nutrition, and health”

<Dissemination of project experience>

Dissemination to another region of an existing project relating to the fields of “food, nutrition, and health”

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

5) Period and Amount of Grants

The total amount of grants provided in fiscal 2008 will be ¥8 million for about 5 or 6 projects.

(I) New Project Grants

Period: At least 8 months but no longer than 2 years between April 1, 2008 and March 31, 2010

Amount: 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

Period: At least 2 years but no longer than 3 years between April 1, 2008 and March 31, 2011

Amount: 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.)

- In principle, grants begin on April 1, 2008.
- Up to 30% of the grant amount for each fiscal year may be budgeted to cover the following items:
 - (i) Personnel costs (excluding honoraria to experts, etc.)
 - (ii) Management and operation costs: electricity fees, etc.
 - (iii) Investment costs: cost of purchasing PCs and other equipment
 - (iv) 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)
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)
- (v) 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
- (vi) 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.

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 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.
- NPOs based exclusively overseas are eligible for the program, providing they have a letter of recommendation from an organization based in Japan.
- 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.
 - (i) It must be an organization/group based in Japan (excluding individuals).
 - (ii) It must possess a high degree of reliability as an organization/group (e.g. with a clear organizational structure, financial standing, track record).
 - (iii) 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.

- (iv) There must be a proven relationship of trust between the recommending organization and the recommended organization, such as a track record of cooperation.
- (v) 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.
- (vi) 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 the latest two years 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:
 - (i) Having judicial standing as a religious organization.
 - (ii) Conducting activities with missionary aims.

3. 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) 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

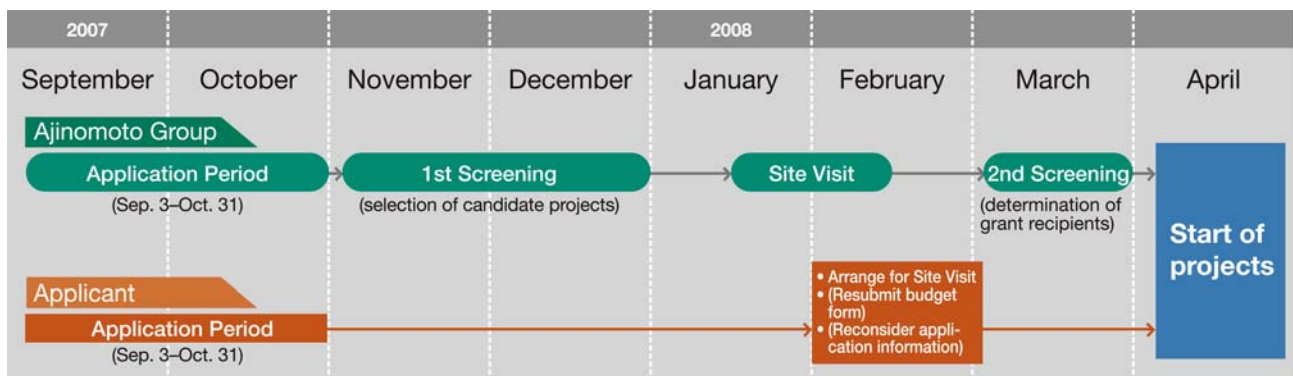
..... whether activities promote active participation in society by utilizing Ajinomoto Group’s unique resources

- 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.
- 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.

3) Selection Process and Schedule



1st Screening: AIN* screens application documents to select projects for **Site Visits**. Results of the screening will be sent by e-mail to all applicant organizations by the end of January 2008. (* for details, see page 12.)

Site Visit: Ajinomoto Co., Inc. staff visit sites of candidate projects selected in **1st Screening**.

2nd Screening: Ajinomoto Group Corporate Citizenship Committee determines supported projects based on results of **Site Visits**. Results of the screening will be sent on paper to all applicant organizations by the end of March 2008.

- Where necessary, applicants may be requested to submit materials or undergo interviews during the selection process.
- Generally, site visits are conducted by Ajinomoto Co., Inc. staff (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)
- 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 Secretariat will contact the organization immediately to request a **Site Visit** (in mid to late February).
- 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.

How to Apply

■ Application period:

September 3 to October 31, 2007

■ Application procedure:

Step 1 Download the following documents from the AIN website

Application Form; Attachments; Points to Note and Instructions for Completing Application Form

AIN website

<http://www.ajinomoto.co.jp/company/kouken/global/ainkoubo.html>

- When submitting an application, please ensure that you read Points to Note and Instructions for Completing Application Form.

Step 2 Complete the application documents in line with Points to Note and Instructions for Completing Application Form

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

1. Application Form; Attachments; accompanying materials (all on paper)

Send by post or courier service to:

AIN Secretariat, CSR & Public Communications Dept., Ajinomoto Co., Inc.
1-15-1 Kyobashi, Chuo-ku, Tokyo 104-8315, JAPAN

2. Application Form (data)

Send as an e-mail attachment to:

ain2007@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: ain2007@ajinomoto.com), using the subject line "Request for application form." The Secretariat will send the form by e-mail.

■Inquiries

ain2007@ajinomoto.com

- Inquiries are only accepted by e-mail.

Post-Selection Procedures and Commencement of Projects (from April 2008)

Applicants should be aware that the following procedures and activities will be conducted after the selection of projects and the commencement of project activities.

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.

- 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 2008.

- 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.
- 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).

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) 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.

- 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).

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) 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.

7) Suspension/Cancellation of Grant

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

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), United Nations Development Programme (UNDP) Tokyo Office (in alphabetical order)
[Cooperation]	Ajinomoto Group overseas subsidiaries and affiliates/foundations
[Secretariat]	AIN Secretariat, CSR & Public Communications Dept., 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])

<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

List of Application Documents

Document	Content	Max. number. of pages	Points to note	Is there a set format?	Method of sending
Application Form		5		Yes	Post/courier service and e-mail
Attachment 1	Outline of Applicant Organization	2			
	Outline of Counterpart	2	Only required if the liaison in the targeted country is the <u>counterpart of the applicant organization</u>		
Attachment 2	Profile of Person in Charge of Project in Japan	1	Not required if the applicant organization is based exclusively overseas		
	Profile of Person in Charge of Project at the Project Site	1			
Attachment 3	Information on the Proposed Project Site	2			Post/ courier service
Attachment 4	Focal Points and Target Indicators of the Project	2 per party	Must be submitted for the beneficiaries and the third party (counterpart)		
Attachment 5	Activity Plan	2 per year	Activity Plan for each year of the project must be submitted.		
Attachment 6	Budget Plan	2 per year	Budget Plan for each year of the project must be submitted.		
Accompanying material 1	Activity reports for the latest two years must be submitted (including accounts reports).	—			
Accompanying material 2	Documents about necessity, significance and urgency of the project	—	E.g. outlines and key points of statistics and research reports, photos		
Letter of Recommendation	Letter of recommendation from organization based in Japan	2	Only required if the applicant organization is based exclusively overseas	Yes	

- The above forms can be downloaded from the AIN website:
<<http://www.ajinomoto.co.jp/company/kouken/global/ainkoubo.html>>
If you are unable to download the documents, please contact the Secretariat by e-mail (address: ain2007@ajinomoto.com).
- Please print the documents on A4-size paper (handwritten documents not accepted).
- If the applicant organization is an NPO based exclusively overseas, the application documents must be submitted through the recommending organization in Japan.

Application Form (Please use the designated format.)

Grant Type

- Please check one of the boxes.

1. Applicant Profile (enclose <Attachment 1>, <Attachment 2>, <Accompanying material 1> (<Letter of Recommendation>).

Name of applicant organization

Headquarters

Representative

Contact information (1)

- Please give the address of the headquarters/branch office and the name of the person in charge in Japan.
- In the case of an NPO based exclusively overseas, please enter the information for the recommending organization in Japan. (Please state the name of the recommending organization in the address column.)

Contact information (2)

- Please give the address and the name of the person in charge at the local base or local counterpart in the targeted country. If this contact information is for a local counterpart, please also enter the name of the organization.
- In the case of an NPO based exclusively overseas, please enter the information for local base of the organization. (A local counterpart cannot be designated as the local liaison.)

2. Proposed Project (enclose <Attachment 3>, <Attachment 4>, <Attachment 5>, <Attachment 6> <Accompanying material 2>)

Project title

Project period

- Please enter the period for which the project will be supported by Ajinomoto Co., Inc. and (if the proposed project is part of a larger project) the period of the larger project.

Project site

- Please state the name of the municipality as specifically as possible.

Background

- 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.

☐ Beneficiaries

- Please state the direct beneficiaries (e.g. local residents) and indirect beneficiaries (e.g. service providers) of the project.

☐ Category of theme addressed

- Please check the theme(s) addressed by the project (multiple answers allowed).
- If “Health” or “Other” are among the themes addressed, please state the connection with “Food” and “Nutrition” in the remarks column.

☐ Overall goal(s) (expected results after completion of project) (up to 3)

- 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 to be achieved by the end of project) (up to 3)

- Please state the specific benefits that the project will bring to the beneficiaries by the end of the project.

☐ Interim targets for achieving the project purpose (any number allowed)

- Please state both the “output targets” and “activity targets”.

Example:

Overall goal(s) (expected results after completion of project) (up to 3)	Focal points*	Target indicators (criteria for measuring goal achievement)
(e.g. municipality Y starts a nutrition-improvement project based on the model of municipality X.)	(e.g. pioneering spirit/originality)	(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.)
Project purpose(s) (targets to be achieved by the end of project) (up to 3)	Focal points*	Target indicators (criteria for measuring target achievement)
(e.g. to improve the health condition of children in municipality X)	(e.g. public interest)	(e.g. as a result of health examinations, the proportion of malnourished children is reduced by 50% compared with before the project.)
Interim targets for achieving the project purpose <Output targets (effects to be realized) > (any number allowed)	Focal points*	Target indicators (criteria for measuring target achievement)
(e.g. to improve the nutritional knowledge of mothers of children in municipality X)	(e.g. self-reliant development)	(e.g. 80% of mothers make nutritious meals three or more times a week.)

<Activity targets (procedures to be conducted)> (any number allowed)	(e.g. public interest)	(e.g. holding nutrition seminars twice a month)
(e.g. to hold regular nutrition seminars for parents at a health center in municipality X)		
<p>For reference: The connection between the “progress of a project” and “goals/targets” in this program</p> <p>Progress of project</p> <p>Goals/targets</p>		
<p>* Focal points: If any of the focal points contained in the Ajinomoto Group Corporate Citizenship Evaluation (Social Value) applies to the project, please state <u>one focal point per goal/target</u>. (If none are applicable, write “Other”.)</p> <p>Ajinomoto Group Corporate Citizenship Evaluation (Social Value)</p> <ul style="list-style-type: none"> - 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) 		

Outline of activities

□ Type of activity

- In principle, this program supports practical activities.
- In the case of education and development/provision of educational materials and technical research, please state a concrete plan etc. for linking the project to practical activities in the future in the remarks column.

□ Specific activities and methods

- Please focus on the following points:
 - Details of the actual activities to be undertaken.
 - 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.)

□ Potential for self-reliant development (sustainability) after the end of the Ajinomoto grant

- Please state the prospects or the direction you are aiming for at the present time, particularly the financial and organizational aspects.

❑ 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 (e.g. Laboratory A of University B)	Main role in the project (e.g. dispatch of instructors)
--	--

❑ Amount applied for (total)

- Please state the total amount you are applying for from Ajinomoto Co., Inc.

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 (theme)”:
If receiving grants from more than one organization, list the organization providing the largest and/or longest grant.

❑ How did you learn about this program?

- Please check all boxes that apply.

Attachments 1 to 6 (Please use the designated format.)

Contents	Required information
<p><Attachment 1> Outline of Applicant Organization</p>	<p><Items for entry> (1) Objectives and philosophy of establishment (2) Date established (3) Is the organization incorporated? (4) Number of staff members (5) Main revenue sources (6) Outline of activities (field of operation, countries and regions of activity, achievements in the fields of "food, nutrition, and health")</p> <p>Note If the liaison in the country where the project will be implemented is <u>the counterpart of the applicant organization</u>, please complete this attachment <u>for the counterpart, too</u>.</p>
<p><Attachment 2> Profile of Person(s) in Charge</p>	<p>Experience etc. of persons in charge of project in Japan and at the project site (profile, field(s) of specialization, experience in development cooperation activities)</p>
<p><Attachment 3> Information on Proposed Project Site</p>	<p>1. Map clearly showing where the proposed project site is located in the relevant country (a copy of a map is acceptable). 2. Methods, route, and time required for travel from Japan (Narita Airport) to the proposed project site. 3. Other pertinent information (e.g. security situation at the proposed project site)</p>
<p><Attachment 4> Focal Points and Target Indicators of the Project</p>	<p>Focal points and target indicators for achieving the overall goal(s) and interim/final targets of the project <u>from the perspective of the beneficiaries and counterpart</u></p> <ul style="list-style-type: none"> If it is difficult for the beneficiaries and counterpart to fill in the information, the applicant organization should consult them and fill in the information on their behalf. If the focal points and target indicators of the beneficiaries and the counterpart are all the same as those of the applicant organization (as stated on this form), please check the appropriate box and submit.
<p><Attachment 5> Activity Plan</p>	<p>The specific activities that will be conducted using the grant from Ajinomoto Co., Inc. and the beneficiaries (participants), counterparts (implementing parties), schedule/frequency, etc. of the activities in the context of the overall project plan.</p> <ul style="list-style-type: none"> 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><Attachment 6> Budget Plan</p>	<p><Items for entry> 1. Total budget for the project 2. Amount applied for from Ajinomoto Co., Inc. 3. Breakdown of budget plan: details of costs and revenue <<Direct costs>></p> <ul style="list-style-type: none"> Direct costs of implementing the project <p><u>Up to 30% of the amount applied for each fiscal year</u> may be budgeted to cover the following items: <<Administrative costs>></p> <ol style="list-style-type: none"> Personnel costs (excluding honoraria to experts, etc.) Management and operation costs (electricity fees, etc.) Investment costs (cost of purchasing PCs and other equipment) Costs relating to the site visit by Ajinomoto Co., Inc. (personnel costs of the accompanying

	<p>guide) (in principle, one person in charge of the project on site, one visit per year)</p> <p>5) Overseas travel costs (for travel by the person in charge of the project between the Japanese office and the site of the activities)</p> <p>6) Counterpart administrative fees (only in the case of an NPO based exclusively overseas)</p> <p>Notes</p> <ul style="list-style-type: none"> • Construction and equipment costs: These costs may account for <u>no more than 50%</u> of the amount applied for. • Currency: Please produce the budget plan using <u>Japanese yen</u>. If there is no option but to use a local currency, please convert the total amount to Japanese yen and <u>include this conversion in the budget plan (the date of conversion should be the same as the application date)</u>. • Quantity, unit cost: You must state <u>the quantity and unit cost for each item</u>.
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Accompanying Materials (only the Letter of Recommendation has a set format)

Contents	Required items
Accompanying material 1	Activity reports for the latest two years must be submitted (including accounts reports).
Accompanying material 2	Documents about necessity, significance and urgency of the project (e.g. outlines and key points of statistics and research reports, photos)
Letter of Recommendation	Letter of recommendation from an organization based in Japan (only required in the case of an NPO based exclusively overseas)

Notes

Regarding Accompanying Material 1:

- If applicant organization's liaison in the targeted region is the counterpart, please include the same attachments for the counterpart.
- In the case of an NPO based exclusively overseas, please include the same attachments for the recommending organization in Japan.

Checklist of Documents to Submit

Check	Document	Content	Max. number of pages	Points to note	Is there a set format?	Method of sending
	Application Form		5		Yes	Post/ courier service and e-mail
	Attachment 1	Outline of Applicant Organization	2			
		Outline of Counterpart	2	Only required if the liaison in the targeted country is the <u>counterpart of the applicant organization</u>		
	Attachment 2	Profile of Person in Charge of Project in Japan	1	Not required if the applicant organization is based exclusively overseas		
		Profile of Person in Charge of Project at the Project Site	1			
	Attachment 3	Information on Proposed Project Site	2			
	Attachment 4	Focal Points and Target Indicators of the Project	2 per party	Must be submitted for the beneficiaries and the third party (counterpart).		
	Attachment 5	Activity Plan	2 per year	Activity Plan for each year of the project must be submitted.		
	Attachment 6	Budget Plan	2 per year	Budget Plan for each year of the project must be submitted.		
	Accompanying material 1	Activity reports for the latest two years must be submitted (including accounts reports).	—		No	Post/ courier service
	Accompanying material 2	Documents about necessity, significance and urgency of the project	—	E.g. outlines and key points of statistics and research reports, photos		
	Letter of Recommendation	Letter of recommendation from organization based in Japan	2	Only required if the applicant organization is based exclusively overseas	Yes	

- If the applicant organization is an NPO based exclusively overseas, the application documents must be submitted through the recommending organization in Japan.

Deadline for arrival of applications: October 31, 2007

Send documents to:

<E-mail> ain2007@ajinomoto.com

<Post or courier service>

AIN Secretariat, CSR & Public Communications Dept., Ajinomoto Co., Inc.

1-15-1 Kyobashi, Chuo-ku, Tokyo 104-8315, JAPAN

(Tel: 03-5250-8138)