

# NAJC Endowment Fund: Cultural Development Program (CD)

Thank you for your interest in applying to the Cultural Development program of the NAJC Endowment Fund. The Endowment Funds were created out of the Community Redress payment received from the Canadian Government on September 22, 1998. The program is designed to assist the Japanese Canadian Community to undertake educational, social and cultural initiatives. The maximum award is \$5,000 per applicant.

You are encouraged to visit the NAJC website: <http://najc.ca/funds-and-awards/najc-endowment-fund/> for further information. Once the National Executive Board has approved the list of successful applications, a contract will be forwarded and upon receipt of the signed contract, a cheque will be issued.

Please, read all instructions carefully and ensure that all requested documents are uploaded or emailed to [national@najc.ca](mailto:national@najc.ca) with the subject line: APPLICATION-NAJC Endowment CD before June 30, 2021 at 11:59 PM Pacific Daylight Time (PDT).

## \* Required

1. Applying as:

*Mark only one oval.*

- Individual     *Skip to question 3*
- Organization     *Skip to question 16*

2. Amount requested:

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PART A: Applicant information (for individuals only)

3. Name:

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4. Mailing address:

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5. City:

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6. Province:

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7. Postal Code (no spaces):

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8. Daytime telephone number (1-xxx-xxx-xxxx):

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9. Alternate phone number (1-xxx-xxx-xxxx):

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10. Email address:

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11. Occupation:

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12. Age range:

*Mark only one oval.*

- 25 years old and under
- 26 to 64 years old
- 65 years old and over

13. Are you a Canadian Citizen or a Permanent Resident of Canada? This fund is being made available to Canadian Citizens or Permanent Residents.

*Mark only one oval.*

- Yes
- No

14. Do you consider yourself a Japanese Canadian?

*Mark only one oval.*

- Yes
- No

15. In the space provided, please provide brief background information about yourself, including past contributions to the Japanese Canadian community. Attach a current resume or curriculum vitae:

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*Skip to question 40*

**Part B: applicant information (for organizations only)**

Please email a copy of the organization's constitution, by-laws and recent financial statement to [national@najc.ca](mailto:national@najc.ca)

16. Name of the organization:

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17. Name of Executive Director or Contact Person:

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18. Mailing address:

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19. City:

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20. Province:

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21. Postal Code:

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22. Organization phone number (1-xxx-xxx-xxxx):

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23. Contact person phone number (1-xxx-xxx-xxxx):

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24. Email address:

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25. Type of Organization:

*Mark only one oval.*

International

National

Regional

Local

Other: \_\_\_\_\_

26. Founding date (dd-mm-yyyy):

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27. Is the organization

*Mark only one oval.*

incorporated?

registered as non-profit or charity?

28. Date of incorporation or registration (dd-mm-yyyy):

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29. CRA Charity Registration number (if applicable):

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30. Officers or Executive Committee members (Name, address and phone number):

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31. President:

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32. Vice-President:

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33. Secretary:

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34. Treasurer:

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35. Other member of the board:

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36. Main purpose of the organization:

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37. What is the criteria for membership in the organization?

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38. Please list any affiliations with other organizations:

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39. Please provide a brief history of the organization, including major events, past community involvement, and past contributions to the Japanese Canadian Community:

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Part C: Project or activity for which grant is sought (all applicants)

40. Briefly describe the proposed project or activity (you may email one additional page for this section)

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41. Briefly describe your goals for the project and how they are to be accomplished:

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42. Proposed location:

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43. Project start (dd-mm-yyyy):

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44. Expected completion date (dd-mm-yyyy):

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45. Plan of action (you may email one additional page for this section):

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46. Is this a first-time project or activity?

*Mark only one oval.*

Yes

No

47. Describe how the proposed project or activity differs from existing programs or activities in the community that address same or similar needs?

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**PART D: Benefits to the community (for all applicants)**

48. Explain how the grant project or activity will promote or develop Japanese Canadian culture, including benefits to the Japanese Canadian Community:

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49. Indicate the projected audience and numbers:

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Part E:  
Funding  
amount  
and use  
(for all  
applicants)

Provide a very specific total budget of the project or activity, clearly showing amount of funding requested (max. of \$5,000), how the grant will be used, and what other sources of funding have been secured, or will be sought. We recommend that applicants complete and attach the completed SEAD Grant Budget Template available here:

<https://drive.google.com/file/d/1um-qujcaDKM8DdkrviHGfVuQ4E317qvw/view?usp=sharing>

A budget must be submitted with this application or your application will not be considered by the Endowment Fund Committee.

If the activity does not go ahead, the funds have to be returned to the NAJC.

50. Expenditures (briefly explain what expenditures will be incurred):

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51. Revenues (briefly explain how you intend to cover the costs incurred by this project):

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52. 1. Amount requested from Cultural Development: (\$5000 maximum):

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53. What provision will be made to complete the project or activity if funds contributed are less than the amount requested?

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54. Have any previous grants been received from NAJC or the Japanese Canadian Redress Foundation? If yes, please provide a description of the projects, amounts and dates when grants were received, recipients of salaries or honoraria, and indicate if a final report was filed with the NAJC upon completion of past projects:

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55. What possible impact could COVID-19 restrictions have on your application/plan? \*

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Part F:  
references  
and  
support  
materials  
(for all  
applicants)

Where applicable, one copy of support materials, information or examples of work relevant to the application should be enclosed. Any additional information will assist the committee in evaluating the application. Please do not send originals of support materials. We will return support materials only to those applicants who provide a self-addressed stamped envelope. The NAJC will endeavor to return this material to those applicants, but does not assume any responsibility for any loss or damage to any materials submitted by the applicant.

56. Please list all support materials:

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Expectations  
of Award  
Recipients

If a grant is awarded, the applicant agrees:

- to use the funds only for the purposes specified in this application
- to return any funds not used for these purposes to the NAJC Endowment fund
- to advise the NAJC of any proposed changes in a project or event and to obtain approval for such changes before such changes are made
- to acknowledge the contribution of the NAJC Endowment Fund in all promotional materials concerning the project or activity
- to submit a final report and budget accounting (including copies of receipts) to the NAJC, within 3 months of expending the grant and/or completing the project described in this application

(NOTE: if a report is not received, the NAJC reserves the right to require the return of the grant money received. The NAJC also reserves the right to inspect the records of the grant projects)

- to forward to the NAJC copies of any news release, report or publication that refers either to the project described in this application or to the grant received
- if the applicant submits photos or likenesses of themselves, the applicant consents and agrees that the NAJC has the right to publish the photos in connection with announcements about the application without the further consent of the individual and without compensating the individual
- that their contact information may be shared with your local NAJC member organization, and that they are expected to connect with the organizations in order to strengthen ties within the Japanese Canadian community

### Part G: Application checklist

57. Before submitting your application remember to upload or email the following documents:

*Check all that apply.*

- Full budget for the project or activity
- A copy of support material
- Resume or curriculum vitae or detailed personal history, if applicable
- Organization history (including constitution, by-laws and recent financial statement) for organizational applicants

58. Projected budget (upload the completed spreadsheet found here)  
<https://drive.google.com/file/d/1um-qujcaDKM8DdkrviHGfVuQ4E317qvw/view?usp=sharing>

Files submitted:

59. Resume o curriculum vitae or detailed personal history (upload a document or PDF)

Files submitted:

60. Organization history (upload up to 5 documents or PDFs)

Files submitted:

61. Are you applying as:

*Mark only one oval.*

- an individual? *Skip to question 62*
- an organization? *Skip to question 66*

#### Declarations for individuals

62. I hereby declare that the information contained in this application and attachments is true, correct and complete (By entering your initials, you are effectively providing your signature).

*Mark only one oval.*

- Signature of Applicant:

63. 1. Name:

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64. 2. Date (dd-mm-yyyy):

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65. 3. Signature of applicant (By entering your initials, you are effectively providing your signature):

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*Skip to section 12 (Thank you for your submission.)*

### Declarations for organizations

66. We hereby declare that the information contained in this application and attachments is true, correct and complete. This application is made on behalf of the organization named and with its full knowledge and consent.

*Mark only one oval.*

Signature of application 2 (By entering your initials, you are effectively providing your signature:)

67. 1. Name of board member 1:

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68. 2. Board member position 1:

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69. 3. Date (dd-mm-yyyy) 1:

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70. 4. Signature of board member 1 (By entering your initials, you are effectively providing your signature):

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71. 5. Name of board member 2:

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72. 6. Board member position 2:

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73. 7. Date (dd-mm-yyyy) 2:

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74. 8. Signature of board member 2 (By entering your initials, you are effectively providing your signature):

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Thank you for your submission.

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