

NAJC Endowment Fund: Sports, Education and Arts Development Program (SEAD)

Thank you for your interest in applying to the Sports, Education and Arts 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 for SEAD is \$2,500 per applicant.

You are encouraged to visit the NAJC website: najc.ca/sead-program/ 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 with the subject line: APPLICATION-NAJC Endowment Fund SEAD before June 30, 2021 at 11:59 Pacific Daylight Time (PDT).

*** Required**

PART A: Applicant information

All aspects of the application must be completed to be considered by the Endowment Fund Committee.

1. Name:

2. Address:

3. City:

4. Province/Territory:

5. Postal Code (no spaces):

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

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

8. Email address:

9. Age range:

Check all that apply.

25 years old and under

26 - 64 years old

65 years old and over

10. 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

11. Do you consider yourself a Japanese Canadian?

Mark only one oval.

Yes

No

Part B: Project or activity for which grant is sought

12. Type of activity:

Mark only one oval.

Sports

Education/focused studies

Arts (visual, performing or literary)

13. Amount requested:

14. Briefly describe the grant project:

15. Name and address of the school, university, institute or organization at which, or individual with whom you will be pursuing grant project. Proof of offer of admission to the institution and your registration in the programme must be provided:

16. In the space provided, please provide a brief background about yourself (e.g. Education, interest, personal and career goals, past achievements):

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

18. What are your contributions to the Japanese Canadian Community?

19. Explain how your grant project will enable you to contribute to cultural or community development within the Japanese Canadian Society?

20. Expected duration of the grant project (actual or projected): Start and end date

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

To have your application considered, you must include the following:

- two current letters of reference from teachers, school principals, coaches, instructors, organizations, etc.
- a head shot-style photograph of yourself suitable for promotional purposes.

Where applicable, a copy of support materials, information or examples of work relevant to the application should be enclosed. Examples of such materials are: audio tapes, videos or slides.
Please do not send originals of support materials.

21. Please list all support materials:

Part D:
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 \$2,500), 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/1SJFOuSc5PErWaZRPLI7qDKY3znUZ69-U/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.

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

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

24. Amount requested from SEAD (\$2500 maximum):

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

26. 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:

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

Part E:
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

28. I agree

Mark only one oval.

Yes

No

Part G: Application checklist

29. Before submitting your application, upload or send your documents to national@najc.ca :

Check all that apply.

- Copy of two current letters of reference
- Head shot-style photograph of yourself
- Project budget
- Support material
- Resume/C.V. or detailed personal history

30. Copy of two current letters of reference (upload PDFs)

Files submitted:

31. Head shot-style photograph of yourself (upload an image)

Files submitted:

32. Projected budget (upload the completed spreadsheet found here)

<https://drive.google.com/file/d/1SJFOuSc5PErWaZRPLI7qDKY3znUZ69-U/view?usp=sharing>

Files submitted:

33. Resume, curriculum vitae or detailed personal history (upload a PDF)

Files submitted:

Declarations:

I hereby declare that the information contained in this application and attachments is true, correct and complete.

34. Name:

35. Date (dd-mm-yyyy):

36. Signature of applicant (by entering your initials, you are effectively providing your signature):

Thank you for your submission.

This content is neither created nor endorsed by Google.

Google Forms