

## Overview of the Autonomous Events (Type A) Subsidy System

## (1) University Policy on Funding for Student Activities

The University considers it important for student organizations to have a budget appropriate to the scale of their projects/activities and use University funding appropriately and in the most cost-effective way possible. The University will subsidize items deemed necessary by the University for the operation of events or projects. Also, the University will support projects with high feasibility.

## (2) University Subsidies

① Subsidy Amount: A minimum of ¥10,000 and a maximum of ¥30,000 per organization

② Subsidy Screening: The maximum subsidy amount for each project will be announced when the project is approved. Please be aware that the entire subsidy amount may not be approved.

③ Subsidy Period: April 1 ~ First Friday in March of the following year

\*For projects that have started prior to the approval of the project, expenditures during the academic year may be retroactively eligible for subsidy upon consultation.

\*If your project is to be implemented after the second week of March, please consult with us by the first week of February.

\*If your project is to be implemented in April or later in the following academic year, we will accept applications from the semester before that. However, only payments made from April onward will be eligible for the subsidy.

④ Subsidy Reimbursement

- In principle, organizations will pay for all project-related costs out of pocket. The University will reimburse project expenses after the activity is completed.
- The University may decide to directly pay for something which requires prompt payment (such as honorarium for lecturers), after determining the progress of the activity. If organizations invite a guest speaker or lecturer, the university will pay directly for the lecturer's honorarium, transportation, and accommodation.
- Organizations must submit the documents necessary to be reimbursed (Final Report, Financial Report, and receipts) for project-related expenditures incurred, within 2 weeks of the activity.
- The University will deposit the reimbursement in the designated bank account roughly 1 month after the necessary documents (Final Report, Financial Report, and receipts) have been submitted.
- Expenses used must be processed for payment by the designated time at the end of the academic year (March). Please note that the fees cannot be processed in the following academic year.
- The University will not reimburse project costs if the required documents are not submitted by the deadline.

⑤ Final Income/Expenditures and Subsidy Amount

- The subsidy will be paid so that the final balance is zero. However, the subsidy will not exceed the maximum subsidy amount determined at the time of project approval.

Unit : JPY	Subsidy amount approved	Income	Outcome	Subsidy payment amount
Example 1	30,000	10,000	20,000	10,000
Example 2	30,000	10,000	70,000	30,000
Example 3	30,000	50,000	40,000	0


⑥ Income and Expenditure Records

- Organizations must keep a record of all income and expenditures for their project and report them to the University.

⑦ Income generating Activities and Donations

- It is possible to hold an activity or event that generates income (conducting sales, receiving donations/sponsorships, collecting admission fees at an event, etc.), however, organizations must first apply and receive approval from the University.
- Organizations holding fundraising events or asking for sponsorships from companies and organizations will need to provide a detailed plan and reason in the project proposal when applying. The reason for the sponsorship and its implementation plan must be stated in the “proposal” at the time of application, and approval must be obtained. With the exception of the posting brochures and posters, no advertising or research activities may be conducted in conjunction with corporate sponsorship.

⑧ Items Eligible for Reimbursement

 Items able to be reimbursed

- ① Honorarium (Reimbursed in accordance with university regulations)
- ② Facility fees
- ③ Printing fee
- ④ Transportation fees (Transportation costs outside Beppu City only) \*1
- ⑤ Accommodation fees \*1
- ⑥ Equipment fees (Up to 10,000 yen)/Material fees \*2
- ⑦ Insurance fees
- ⑧ Delivery fees
- ⑨ Participation fees
- ⑩ Outsourcing fees
- ⑪ Items approved in advance by the Outreach and Research Office.



Items NOT able to be reimbursed

- ① Equipment that costs over 10,000 yen
- ② Food and beverage costs \*3
- ③ Expense allowances for items such as gifts, etc.
- ④ Telecommunication fees
- ⑤ Office supplies
- ⑥ Annual contracts/subscriptions (e.g., Canva, Adobe, Website fee, etc.)
- ⑦ Other items deemed by the Outreach and Research Office as not being eligible for reimbursement.

\*1 Travel expenses (④Transportation Fees & ⑤Accommodation Fees)

- Only travel expenses and means of transportation which received prior approval by the University will be reimbursed.
- Overnight stays may be approved if travel meets certain conditions such as all visits and activities are exclusively for the project, the itinerary was approved by the Outreach and Research Office prior to departure, and a report with photos is submitted to the Outreach and Research Office after the trip.
- As for transportation fees, (1) transportation costs within Beppu City will not be reimbursed (2) transportation costs must be calculated using either APU or Beppu Station as the departure point (3) as a general rule, only public transportation costs will be reimbursed.
- Meals (dinner and breakfast) and packaged tours will not be subsidized.
- Transportation and accommodation for external lecturers will be paid directly by the university. In principle, only public transportation costs will be reimbursed. In addition, only transportation and accommodation expenses for external lecturers will be subsidized (transportation and accommodation expenses for family members and others will not be covered.)
- Receipts and personal reimbursement requests must be submitted for external lecturers' expenses.

\* 2 Any project equipment purchased with Project A funds should be returned to the Outreach and Research Office after project completion.

\* 3 This excludes food and beverage costs required for the project that are approved by the Outreach and Research Office. (Items can be subsidized when the main purpose of the project cannot be achieved without them.)

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