2024 Extracurricular Activities Subsidy System for Clubs/Circles

The Extracurricular Activities Subsidy System is a system that subsidizes activities for clubs and circles that have been continuously and steadily engaged in extracurricular activities. This system will enable the University to better publicize the activities of student organizations with the aim of involving a wider range of students in extracurricular activities. There are two subsidy categories: Basic Activity Support and Support for Activities that Contribute to Society/APU Community.

1. Overview of Each Subsidy Category
   (1) Basic Activity Support
   The University will provide support for expenses that are essential to conduct regular activities for organizations that have been steadily conducting activities for more than one year.
   Expenses eligible for subsidy use: Federation registration fees, tournament registration fees, equipment/supply costs, and facility usage fees (if APU does not have the type of facility needed for the event/activity)

   (2) Support for Activities that Contribute to Society/APU Community
   The University will provide support to organizations that are continuously engaged in activities that contribute to the local, international, and APU communities. The organization must have conducted the same or similar activities at least once in the previous academic year. It is possible to apply all at once if you plan to conduct multiple activities within the academic year. Please submit one application form.
   Expenses eligible for subsidy use: Venue costs, equipment transportation costs, members' transportation costs, set-up and equipment costs

2. Subsidy amount, number of organizations eligible for funding, and subsidy period
   (1) Subsidy Amount
   ・30,000-100,000 yen per organization/per category (annual amount)
   ・The University will pay the expenses for items approved for subsidy coverage.

   (2) Number of organizations eligible for funding：10~20 （Total subsidy fund of 1,000,000 yen for the 2 subsidy categories）

   (3) Subsidy Period： Monday, April 1, 2024 ~ Friday, March 7, 2025

※Please consult with the University by the last day of the fall semester/winter session concerning matters that require payment between March 8 (Saturday) and March 31(Monday).

3. Operational Rules

(1) Subsidy use is limited to expenditures for items approved by the University within the approved budget.

Please note that the University may not approve all of the items listed in the subsidy application form.

(2) It is not possible to make changes to the items approved for subsidy use and the approved budget within the fiscal year. If you wish to make a change due to unavoidable circumstances, please consult with the Student Office and obtain approval.

(3) The subsidy cannot be used to cover individual expenses.

Example：×Airfare, train fare, accommodation costs　○：Rental bus costs

※ Rental cars are generally not allowed. Consult with the Student Office if you are having trouble securing transportation for your members and/or equipment.

(4) In principle, all equipment is considered to be the property of the University.

(5) Organizations will first pay the expenses for the items approved for subsidy coverage out of pocket. The University will then transfer the amount to the organization's bank account after the organization has completed the necessary procedures. (It may take up to 6 weeks before subsidy funds are transferred to an organization's account.)

However, there are cases where the University may directly pay for an expense up front, such as in the case an organization will be purchasing expensive equipment, etc.

(6) As a general rule, organizations will be responsible for paying the difference if the amount actually spent is greater than the approved subsidy amount.

(7) Organizations must keep thorough accounting records throughout the year that will be managed by multiple members.

(8) Activity reports (including pictures of your activities) will be made public and put up on bulletin boards around campus and on the University's social media accounts.

(9) There are cases where organizations may have their subsidy revoked and may be asked to return the subsidy funds. (Incomplete documents, rule violations, problems with activities, organizations that aren't able to smoothly communicate with the Student Office, etc.)

(10) A single organization may apply for both categories. Application contents (purpose of subsidy use) must not overlap.

(11) Organizations receiving subsidies must abide by the University's activity rules and etiquette, be able to use facilities appropriately, actively participate in university

events, operate democratically, and run their organization using both Japanese and English. Organizations receiving subsidies must serve as role models and all members are expected to behave in a dignified manner.

（12）Organizations must respond to any emails or other form of communication from the University within 5 business days.

★ Each year, all organizations that apply will be screened and the highest rated organizations will be selected in the order ranked meaning that the same organizations may not be able to receive subsidies every year. Please make an effort to improve the quality of your activities every year!

4．Screening

（1）Screening Method：In principle, application form only. An interview may be conducted if necessary.

（2）Screening Criteria：Activity contents and achievements, organizational management and achievements

- ➢ Subsidy Application
- ➢ Application for Continuing Club and Circle Activities
- ➢ Member List (Check that it's been updated with the latest information)
- ➢ Review of activities conducted in the previous year
  Submission status of activity registration and activity reports on Wawa Office, how well your organization has communicated with/reported necessary information to the Student Office, how your organization has handled problems, etc.
- ➢ Other: Interview or questions

5．Subsidy Application

（1）Application Methods

Submit all of the following documents through the online application system (https://asp21.wawa.ne.jp/rapu/index.html) in the numerical order below.

① Category: Change of Registered Information
   Form Name: Member List（Be sure to update it once before the submission deadline.）

② Category: AY2024 Application for Continuing Club and Circle Activities
   Form Name: AY2024 Application for Continuing Club and Circle Activities

③ Category: AY2024 Application for Continuing Club and Circle Activities
   Form Name: Subsidy Application: Basic Activity Support

Subsidy Application: Support for Activities that Contribute to Society/APU Community

★All of the above documents will be screened as part of the subsidy screening process. Be sure that your documents are specific, objective, and persuasive!
★Get an estimate of the cost of items for which you want to apply for subsidy coverage and enter appropriate amounts. Although it is not necessary to attach an estimate, it will negatively affect your screening results if the costs listed in your application form do not appear to be appropriate.

（2）Application Schedule
　　①Application Deadline　　　　　　　　Fri., January 12, 2024 – 10:00 am
　　(applications not accepted after the deadline)
　　②Questions/Interview Period　　　　Thurs., January 25～Thurs., Feb. 8, 2024
　　(Only for organizations that require an interview. Interview can be done online.)
　　③Screening Results Announced　　　Wed., March 13, 2024

6.　Schedule for Student Organizations Selected for Subsidies

➢　April 2024　　　Guidance for Clubs/Circles Selected for the Extracurricular Activities Subsidy
　　　　　　　　　(The Student Office will contact clubs/circles selected for the subsidy with guidance details at a later date. The guidance will most likely take place on a Wednesday afternoon.)

➢　Overview of Subsidy Procedures
　　<Basic Activity Support>
　　Submit an activity report and receipts within one month of subsidy use.

　　<Support for Activities that Contribute to Society/APU Community>
　　① Activity Registration: Submit either an "Event Application" or "Participating in events hosted by non-APU organizations (off-campus)"
　　②Report: Submit either an "Event Report" or "Report of off-campus event hosted by non-APU organizations"
　　③Submit a subsidy use report and receipts within one month of subsidy use.