

イベント・プロジェクト支援制度 <B:選抜プロジェクト型> 募集要項 Application Information on Event & Project Support <Type B: Selected Project>

1. About the Event and Project Support System

The University supports events or activities that are generated by students and have time limits for achieving their goals.

The University supports students' self-initiative and their motivation and desire to carefully plan and implement one-time events to the best of their abilities. Also, the support is aimed to develop students' growth as well as event planning and administration skills that are required for professional workers.

Support can vary depending on the following types: "Autonomous Events," "Selected Projects," "Enterprise & NPOs Co-create Project."

2. Selected Project Types

Selected Project Types are projects that take six months to a year to complete their mission and receive a higher level of the support and training from the Student Office. The University will select outstanding projects that support the University's focus on Student Initiated Activities.

Those elements are "Nurturing multicultural receptivity (the ability to accept differences and collaborate with people from various backgrounds) to be an effective member of international society," "Utilizing academic knowledge from your studies at APU," and "Contributing to the world, local, or APU community."

3. Intended groups/projects (A maximum of ten groups/projects)

(1) A group needs to have at least 5 APU students. A group needs to have students (core management members) from at least two countries. The registered members are the ones that administrate the project together (excluding the members who help only on the day of the event).

(2) The elements that support the University's focus for Student Initiated Activities are ① "Nurturing multicultural receptivity (the ability to accept differences and collaborate with people from various backgrounds) to be an effective member of international society" ② "Utilizing academic knowledge from your studies at APU" ③ "Contributing to the world, local, or APU community."

◆ It is crucial that projects contain activities or attempts to achieve all three elements. However, the University will not ask how these elements will be achieved.

Example: "A project to spread the importance of recycling from APU to the Beppu community."

Point ① "Nurturing multicultural receptivity (the ability to accept differences and collaborate with people from various backgrounds) to be an effective member of international society"

Implementing a group activity at AP House by making teams with members from multicultural backgrounds and have them work together for three months. Through this group activity, the participants will gain the ability to have a better multicultural understanding by working in multicultural teams.

Point ② "Utilizing academic knowledge from your studies at APU."

By utilizing the knowledge and content of the APS subjects "Global Environmental Issues" (Level 200) and "Environmental Economics" (Level 200) and by researching Beppu City's recycling problems, implement recycling workshops with elementary school students in Beppu City.

Point ③ "Contributing to the world, local, or APU community."

By participating in this project, the APU students, as well as Beppu City's elementary school children or local citizens, can learn the importance of recycling and help alleviate the world's environmental problems. This project will contribute to the local community by encouraging Beppu citizens and APU students to properly separate their garbage for recycling which will lead to an increase in recycling. Also, this project can increase the APU students' awareness of environmental problems.

◆ Examples of each of the three points

- ① “Nurturing multicultural receptivity (the ability to accept differences and collaborate with people from various backgrounds) to be an effective member of international society”

A project needs to contain one or more attempts for participants to cultivate the ability to learn and understand about various cultures and values and to work with people who are from different cultures and values.

<Example>

- Creating activities that provide people a chance to meet people from different cultural backgrounds and help them acquire a deeper cross-cultural understanding.
- Researching cross-cultural communication skills that are required in international society and creating activities that give people opportunities to acquire those skills.
- Gathering participants with different cultural backgrounds and creating opportunities for them to learn from each other by working together on various activities.

- ② “Utilizing academic knowledge from your studies at APU.”

A project needs to contain one or more attempts for participants or members to utilize or deepen their knowledge gained from their undergraduate and postgraduate classes in their project, or spread their learnings to others.

<Example>

- The project is designed for members to enhance and expand their knowledge by using what they learned in their undergraduate and postgraduate classes and involving other people in their project.
- The project members use the skills and experience from their classes to develop the project further.
- The project contributes to the community by using the members' specialized knowledge from their major.

- ③ “Contributing to the world, local, or APU community.”

A project needs to contain one or more attempts to contribute to the world, local community or APU community.

<Example>

- Analyze world or local problems, consider solutions, implement and spread those solutions throughout the community and world.
- Research community building and support the local community by implementing a project.
- A project that enhances the effect further by having local citizens and APU students engage in its activity.
- A project or attempt to improve the quality of campus life or enhance student learning.

- (3) High-quality activities that can have a positive effect on the APU student community by serving as a good model activity.
- (4) A group must participate in the training and presentations, and submit documents required by the University.

(5) A group that can follow the Student Activity rules set by the University, follow the University's guidance, and fulfill the responsibilities until the end of their project.

- ※ The activities that can be completed by the end of AY 2019 (March 31, 2020) are eligible to apply. If all of the appropriate documents are submitted by March 3, 2020, the subsidy payment can be received.
- ※ The existing Clubs/Circles can apply for this type of subsidy if they intend to have a special project which is not their ordinary Club/Circle activity. More than one Club/Circle can jointly apply and do a project as well.
- ※ In principle, a project can receive support under this type only once (in an academic year) to allow the University to support a wider range of projects and students. From the following academic year, the group needs to continue their activity independently (The group can apply to register as a Club/Circle). (※It is possible to apply for the subsidy a second time only if the project plans to use new steps and wants support for elements different from the first time)
- ※ Projects which are conducted as a part of classes or seminar classes at APU are not eligible to apply because this plan is to support student-initiated activities as well as the activities that enhance their learning beyond the classroom.

4. Support from the University

(1) A group can do promotional activities on campus, and use the University's facilities and equipment

- Various student organizations such as Clubs and Circles will use the facility and equipment as well. All the organizations will share the facilities and equipment.

(2) 50,000 JPY to 500,000 JPY of financial support per group

- The amount of subsidy for each selected project will be announced when the screening results are made. Groups may not receive all the amount of the subsidy requested.
- Some projects do not incur a lot of costs. Therefore, the amount of the subsidy does not reflect the evaluation of the project.
- The payment for the subsidy will be made after the required paperwork is submitted (project report, financial report, receipts, etc.). Groups will be reimbursed for the first half in November and the second half in March. If the group cannot submit the required documents by the deadlines, the University will not reimburse any cost.
Do not make non-APU lecturers pay for their travel expenses. If the students submit event and expense reports, the students will be reimbursed from the University without having to wait for the first or second half subsidy application deadlines.
- Please refer to “7. (3) Items to be subsidized” to see which items can be subsidized.

(3) The University will provide presentational and promotional opportunities.

(4) Advice for their activities and training by the University.

Members will be able to gain the University's support for developing skills for event planning and administration that are required for professional workers and their growth.

5. Yearly Schedule (Flow from registration to end of the project)

Time	Activity	Remarks
Friday, April 12, 5 th period Monday, April 15, 6 th period Wednesday, April 17, 3 rd period	Application Information Session	A guidance session to explain the content about the support system to interested groups.

Friday, April 12 to Wednesday, April 24, 16:30	Application Period	<ul style="list-style-type: none"> ① Submit the required document online ② Groups need to email the Student Office to confirm the online application was received. (The details are noted in 6)
Friday, May 10	The announcement of the 1 st screening result	<ul style="list-style-type: none"> ◆ The results will be emailed to the representative and deputy representative's "Action Required" section in their Campus Terminal account. "Questions in regards to the application content" will be attached. ◆ The dates and details of the presentation will be included in the message on Campus Terminal.
Wednesday, May 15, 16:30	Submission deadline of "Questions in regards to the application content"	Submit "Questions in regards to the application content" by e-mail to the Student Office
Thursday, May 16 2 nd & 3 rd period Friday, May 17 2 nd & 3 rd period Monday, May 20 2 nd & 3 rd period	2 nd screening: Presentation (open to the public)	<ul style="list-style-type: none"> ◇ At least the representative or deputy representative + one core member need to make a presentation. ◇ Group members need to be present during the period their group is presenting. It is recommended that groups are present for the other groups' presentations. ◇ The screening panels will ask questions during each group's presentation.
Thursday, May 23	Results announced	<ul style="list-style-type: none"> ◇ Notification of selection results will be given to each organization at the Student Office. ◇ The results will be announced to the entire APU community Via Campus Terminal.
Wednesday, June 5 5 th , 6 th , & 7 th period	1 st Training: Preparation for project	<p><u>*If group members are absent from this training, the University will cancel the decision for supporting the project.</u></p> <ul style="list-style-type: none"> ◆ Five core management members need to attend this training. ◆ Setting group and individual goals, event planning and management, and the University's rules ◆ Training will be done with all the projects' members to learn from each other.
Wednesday, June 12	Overall proposal resubmission deadline	◆ Submit the overall proposal that reflects the content of the training
Friday, June 28	Event proposal submission deadline	◆ Submit proposals for each event within the project
Wednesday, October 2	Mid-term financial report deadline	<ul style="list-style-type: none"> ◇ Required documents are to be submitted by the end of September (i.e., financial report, receipts) when applying for reimbursement payments ◇ Reimbursements will be made after the mid-term presentation
Friday, October 4	Mid-term presentation material submission	<ul style="list-style-type: none"> ◆ Submit mid-term presentation materials such as poster. ◆ Materials must be revised based on the advice from the University
Saturday, October 26 or Sunday, October 27 *Half day	Mid-term presentation (in public) at the Tenku Festival	<ul style="list-style-type: none"> ◇ The presentation will be made in public. ◇ Five core management members need to attend this presentation. ◇ Documents that need to be submitted: Final version of the presentation materials.
Wednesday, November 6	2 nd Training: Mid-term reflection	◇ Mid-term reflection of the project as well as personal development

5 th , 6 th , & 7 th period		<ul style="list-style-type: none"> ◇ Five core management members need to attend this training. ◇ Documents that need to be submitted: Final version of the activity reports for those completed projects in the first semester.
November	Reimbursement of the first half subsidy	<ul style="list-style-type: none"> ◆ Only for groups that completed and submitted the required documents.
Wednesday, January 22	Second half subsidy application deadline	<ul style="list-style-type: none"> ◇ Required documents need to be submitted (i.e., financial report, receipts) to receive reimbursement made between October and January) ◇ Groups that completed their project need to have a reflection meeting with their advisor to reflect on their project and submit their final report. ◇ Reimbursement will be received after the submission of the final report
Wednesday, February 5, 13:00-17:30	3 rd training: Project evaluation	<ul style="list-style-type: none"> ◆ Five core management members need to attend this training. ◆ Evaluation of the project as well as personal development ◆ Resubmission of the financial report (Only for applicable groups)
Tuesday, March 3	Submit the final report	<ul style="list-style-type: none"> ◇ Final report, financial report (Only for the groups whose reports were not completed) ◇ Financial support will not be given to the groups who did not complete the final reports
March	Reimbursement of the second half subsidy	<ul style="list-style-type: none"> ◆ Only for groups that submitted the required documents.
Friday, March 27	Final presentation material submission	<ul style="list-style-type: none"> ◆ Submitting the final presentation materials such as PowerPoint slides ◆ Materials must be revised based on the advice from the University
Thursday, April 9 Friday, April 10(dates may change)	Final presentation (in public) and Awards ceremony	<ul style="list-style-type: none"> ◇ At least the representative or deputy representative + one core member need to make a presentation. ◇ Presentations will be made on two separated days. ◇ At least one member from each group need to be present because there will be an awards ceremony on April 12. ◇ It is recommended to be present for the other groups' presentations. ◇ Best Program Award, APU Award, Special Award will be given

6. Application

(1) Application documents

① Application form (Designated form/Word)

② Project proposal (Free format/Word)

➤ In regards to the points below, please make a captivating and realistic plan. Additional points may be added.

➤ Some of the items on the application form and the project proposal are the same. The same content may be used for those items. However, adding more details may enhance the persuasiveness of the proposal.

<Mandatory>

Name of organization (Japanese/English), Project name (Japanese/English), Representative's Student ID number, Representative's name, number of management members, and past activities or achievements of the group and members.

<Other items can be included>

- The purpose, impact, and significance of the project
- Management system
- Preparation schedule (equipment, staffing, funding, public relations, rehearsal, and other preparations)
- The schedule for the day of the project (only the outline is acceptable)
- Invitation of guest speakers, information about the guest speakers, remuneration
- Detailed safety plan

Example: Whether food will be provided, notification to the public health center, use of fire, notification to the fire department, having a crisis management plan, enrolling in insurance (student organization, compensation for damage, product, participants, etc.), emergency response system.

- The policy for managing activity funding (If groups holding fundraising events or asking for donations from companies and organizations, provide a detailed plan and reason)
- Equipment and facility use (University's, making own arrangements, etc.)
- Public relations (flyers, posters, billboards, booths, etc.)
- Collaborating organizations (If groups are collaborating with organizations or companies, include the organization's name, contact person's name and information, and collaborative method)
- Other

③ Budget Sheet / Financial Report (Designated forms /Excel)

※ Please fill in the budget only.

※ The budget Sheet **and** Financial Report are divided on three sheets; Sheets A, B, and C. Please fill in all three.

※ Please refer to "7. Funding and Subsidy" when filling in Budget Sheet / Financial Report.

④ Members list (Designated form /Excel)

※ Groups need to submit all the forms listed above (①~④)

※ In each designated form, there are instructions on how to fill out the forms. Please read the instructions carefully and fill them out.

(2) Downloading the designated forms

- "Information" on Campus Terminal
- "Notices" on the Student Office website

(3) Application Method

1. Go to the following website, enter all the required information, attach all the necessary forms, and then click "submit" at the bottom.

<https://survey2.apu.ac.jp/limesurvey/index.php/817723?lang=en>

2. Groups need to email the Student Office at project@apu.ac.jp to confirm the submission of their documents.

Please include "Selected Project Type," "group name," and "name of the representative" in the email.

3. The Student Office will send a confirmation email after receiving the group's email

(4) Application Deadline

Wednesday, April 24, 2019, 16:30

7. Funding and Subsidy

(1) University's policy on funding for student activities

The University considers it is important for student organizations to have an appropriate budget (income) for their projects/activities and use University funding appropriately and cost-effectively (expense). The University

asks that the groups keep these points in mind when planning and implementing their projects.

(2) Subsidy rules

- 50,000 JPY to 500,000 JPY of financial support per group
The subsidy amount for each selected project will be announced when the screening results are made.
- The University reimburses approved costs that they applied for at the time of applying. If the cost amount changes or there are changes to the items that need to be subsidized, please consult with the Student Office. However, please be advised that in principle, the University will not accept any changes.
- The subsidy is applicable for materials purchased between April 1, 2019 and March 3, 2020.
- If the group fails to submit the required documents by the deadlines, the University will not reimburse any costs.
- The group needs to keep all income and expenditure records for their project including the ones that will not be subsidized and report them to the University.
- If the group's income exceeds their expenditures, the University will withdraw the reimbursement from the profit amount. (This will be evaluated during the final report).
- Even if the project ends up having a deficit, the University will not bear any costs except for the amount the University approved at the beginning of the project.
- If the University approves, activities/events are allowed to have a small amount of income from fundraising, such as collecting admissions fees for events. However, asking for donations from companies or organizations may reduce the time for engaging activity and limit the activity's content. Therefore, the University will not allow doing so in principle. If donations need to be collected due to the content of the activity/project, please consult with the Student Office. Groups holding fundraising events or asking for donations from companies and organizations will need to provide a detailed plan and reason in the project's proposal at the time of applying.

(3) Items that will be reimbursed

(1) Honorarium (2) Facility fees (3) Transportation fees (4) Accommodation fees (5) Equipment fees (up to 10,000JPY) (6) Insurance fees (7) Delivery fees (8) Participation fees (9) Outsourcing fees (10) Other (Need to be approved by the Student Office)

- Travel expenses ((3) Transportation fees and (4) Accommodation fees) : Overnight stays will be approved if travel meets certain conditions such as all the visits and activities need to be for the project, the itinerary was approved by the Student Office before their departure, and the reports with the photos were submitted to the Student Office.
- Groups traveling overseas may receive 2/3 of the flight cost. However, the maximum limit is 100,000 JPY per person can be approved.
- For travel expenses ① the cost within the same cities will not be reimbursed ② the departure points are from APU or Beppu Station ③ In principle, only public transportation costs will be reimbursed.
- Refer to the University's standards for honorarium amount.
- After the project ends, equipment should be handed to the Student Office.
- Only the items listed above are subject to reimbursement. The following items will not be reimbursed: Expensive equipment fees exceeding 10,000JPY, eating and drinking costs, expense allowances for items such as gifts, telecommunication fees, printing costs, and office supplies.

8. Other information

- The University will stop supporting groups that do not follow the University's advice and guidance or are not making steady progress.
- If an event will be held off-campus, the Off-campus Activities Proposal form needs to be submitted at least ten business days before the event.
If students go overseas for their activities, all the students going overseas need to participate in the Crisis Management Guidance. *Details will be provided individually.
- The University will promote the progress of activities on and off-campus. Please cooperate with these promotional activities.

9. Contact

Event & Project Support Officers
Student Office,
Ritsumeikan Asia Pacific University
project@apu.ac.jp