

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 skills 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 for the Student Initiated Activities. Those elements are "Nurturing multicultural receptivity (the ability to accept differences and collaborate with people with various backgrounds) to be an effective member of international society," "Utilizing academic knowledge from your studies at APU," "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 with 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 your project contains activities or attempts to achieve all three points. However, the University will not ask how these points 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 with 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 let 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 "Environment and Society (Level 200)" and "Global Economic Problem (Level 200)" and by researching on 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 divide 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 with various backgrounds) to be an effective member of international society,”

A project needs to contain one or more attempts for participants or members 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.
- Creating activities that provide people the opportunities to research and gain cross-cultural communication skills that are required in international society.
- Gathering participants with different cultural backgrounds and creating opportunities for them to learn from each other by working on various activities together.

②Utilizing 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 from their undergraduate and postgraduate classes in their project, or expand on the knowledge they obtained from their classes.

<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 an 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 their project.
- To help the community, the project members will present and inform the local or APU community about what they learned from their project.
- 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 required documents by the University.
 - (5) The student groups that can follow the Student Activity rules set by the University, follow the University's guidance, and fulfill the responsibilities of their project.
- ※ The events that can be completed by the end of AY2017 (March 31, 2018) are subject to receive support. If all of the appropriate documents are submitted by March 5, 2018, the subsidy payment can be received.
 - ※ The existing Clubs/Circles can apply for this type 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 for registering as a Club/Circle). (※It is possible to apply for the 2nd time only if the project plans to use new steps and wants support for elements different from the first time)
 - ※ Projects which were conducted as a part of classes at APU or seminar classes 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 activity on campus, and use the University's facilities and equipment
 - Various student organization such as Clubs and Circles will use the facility and equipment as well. All the organizations with 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 result will be made. Not all the amount of the subsidy your group requested may not be granted.
 - There are projects that do not require 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 are submitted (project report, financial report, receipts, etc.). Your team can be reimbursed approximately in November and March. If the group cannot submit the required documents by the deadlines, the University will not reimburse any cost.
 - Please refer to “7.(3) Items to be subsidized” to see which items can be subsidized.
- (3) Provide a presentation opportunity on campus and public promotion by the University
- (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 skills for professional workers and their growth.

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

Time	Activity	Remarks
Monday, June 12 to Thursday June 22	Application Period	①Submit the required document online ②Afterwards, email the Student Office to confirm your online application (The details are noted in 6.)

Friday June 30	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. ◆The dates and details of the presentation will be included in the email.
Thursday July 6 3 rd • 4 th period Friday June 7 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 an presentation. ◇ You do not need to be present for all of the other team's presentations, but it is recommended. ◇The screening panels will ask questions during your presentations.
Thursday July 13	Results announced	The result will be announced to the entire APU community via Campus Terminal, etc.
Wednesday July 19, 6 th period	1 st Training: Preparation for project	<p><u>✗If your group members are absent from this training, the University 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.
Monday, 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 6	Mid-term presentation materials submission	<ul style="list-style-type: none"> ◆Submitting mid-term presentation materials such as PowerPoint slides. ◆Materials must be completed correctly
Saturday October 28 or Sunday October 29	2 nd Training: Mid-term presentation (in public) at the Tenku Festival	<ul style="list-style-type: none"> ◇Presentation will be made in public ◇Five core managing member need to be present ◇Documents that need to be submitted: Final version of the presentation materials, activity reports for those completed projects in the first semester.
November	Reimbursement to the first half subsidy	◆Only for groups that completed and submitted the required documents.
Wednesday January 24	Financial report deadline	<ul style="list-style-type: none"> ◇Required documents are to be submitted (i.e. financial report, receipts) to receive reimbursement payments made between Oct and January) ◇Reimbursement will be received after the submission of the final report
Wednesday February 7 (5&6 periods)	The 3 rd training: Final review	<ul style="list-style-type: none"> ◆Five core management members need to attend this training. ◆Evaluation of the project as well as their personal development ◆Resubmission of the financial report (Only for those whose reports were not completed)
Monday March 5	Final report, final deadline for the financial report	<ul style="list-style-type: none"> ◇Project report, Financial report (Only for whose reports were not completed), and last presentation materials ◇Financial support will not be given to the groups who did not complete all of the reports
March	Reimbursement to the subsidy	◆Only for groups that submitted the required documents.

Friday March 31	Last presentation material submission	<ul style="list-style-type: none"> ◆Submitting the last presentation materials such as PowerPoint slides ◆Materials must be completed correctly
Thursday April 12 or Friday April 13 (date may change)	Final presentation (in public)	<ul style="list-style-type: none"> ◇At least the representative or deputy representative + one core member need to make a presentation. ◇You do not need to be present for all the other team's presentations, but it is recommended. ◇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, realistic plan. Additional points may be added.
- Some of the items that you need to fill out on the application form and the project proposal are the same. You may use the same content for those items. However, adding more details may enhance the persuasiveness of your proposal.

<Mandatory>

Name of organization (Japanese/English), Project name (Japanese/English), Representative's Student ID number, Representative's name, management members.

<Other items can be included>

- The purpose, impact, and significance of the project
- Management system
- Preparation schedule (product, personnel, necessary capital, public relations, rehearsal, and other preparations)
- The schedule for the day of the project (Just the outline is acceptable)
- Presence of guest speakers, information of guest speakers, remuneration
- Detailed safety plan

Example: Whether food will be provided, notification from the public health center/Use of fire, notification from the fire department/when traveling abroad, having a crisis management plan/Enrolling in insurance (Student organization, compensation for damage, product, participants)/Emergency response system

- The policy for managing activity funding (Basic policy for how your project will use funds. If your organization will hold fundraising events or ask for donations from companies and organizations, please 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 you have organizations or companies collaborating with you, please include the organization's name, contact person's name and information, and collaborative method.
- Past activities or achievements of your group and members.
- Other

③ Budget form (Income) (Designated form /Excel)

④ Budget forms (Expenditures) (Designated forms /Excel) Note: You need to fill out both Sheet A and Sheet B.

⑤ Members list (Designated form /Excel)

※ You need to submit all the forms listed above (①~⑤)

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

※ Please refer to "7. Funding and Subsidy" when filling in Budget forms (③④)

- (2) Downloading the designated forms
- “Information” on Campus Terminal
 - “Notices” on the Student Office’s website

(3) Application Method

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

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

2. You need to email the Student Office at stueca@apu.ac.jp to confirm the submission of your documents.

Please include that you have submitted the online application indicating “Selected Project Type,” Group name, and the name of the representative.

3. After receiving your email, the Student Office will send you a confirmation email.

(4) Application Deadline

Thursday, June 22, 16:30

7. Funding and Subsidy

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

The University considers it important for student organizations to have an appropriate budget for their projects/activities (Income) and use University funding appropriately and cost-effectively. In planning and implementing your project, please keep these points in mind.

(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 amount of each cost or a change of items to be subsidized need to be modified, please consult with the Student Office. However, please be advised that, in principle, the University will not accept any changes.
- The payment made between April 1, 2017 and March 5, 2018 will be reimbursed when the appropriate documents are submitted.
- If the group cannot submit the required documents by the deadlines, the University will not reimburse any cost.
- 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).
- If the project ends up having a deficit, the University will not bear any cost 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 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. Due to the content of the activity/project, if it must be done, please consult with the Student Office. If your organization will hold fundraising events or ask for donations from companies and organizations, please 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 fee (3) Transportation fee (4) Accommodation fee (5) Equipment fee (up to 10,000JPY) (6) Insurance fee (7) Delivery fee (8) Participation fee (9) Outsourcing fee (10) Other (Need to be approved by the Student Office)
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- Travel expenses ((3)Transportation fee and (4)Accommodation fee) 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.

- In case the groups travel overseas, 2/3 of the flight costs and 100,000 JPY max per person can be approved.
- For travel expense, 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.
- The amount of honorarium should refer to the University's standard.
- After the program ends, equipment should be returned to the Student Office.
- Only the items listed above are subject for reimbursement. The following items will not be reimbursed: Expensive equipment fees exceeding 10,000JPY, eating and drinking costs, expense allowances such as gifts, telecommunication fees, printing costs, and office supplies.

8. Other information

- The University will stop supporting a group that does not follow the University's guidelines and warnings.
- If students go overseas for their activities, all the students going overseas need to participate in the Crisis Management Guidance.
- The University will promote the progress of activities widely in and outside of campus. Please cooperate with these promotional activities.

9. Contact

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