



JCCC FOUNDATION

FOUNDED IN 1991 IN COMMEMORATION OF THE 25<sup>TH</sup> ANNIVERSARY OF THE JAPANESE CHAMBER OF COMMERCE & INDUSTRY OF CHICAGO

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MARCH 2020

To: JCCC Foundation Japanese Language Education Grant Applicants

From: Tetsuro Mitani, JCCC Foundation Board Secretary & Treasurer

It is our pleasure to send you this Request for Proposals for the Japanese Language Education Grant sponsored by the JCCC Foundation.

In order to facilitate the evaluation process, the Foundation would like each applicant to submit a proposal according to the following guidelines.

**REQUEST FOR PROPOSALS**  
**JAPANESE LANGUAGE EDUCATION GRANTS**

Sponsor: JCCC Foundation, under the auspices of the Japanese Chamber of Commerce & Industry of Chicago (JCCC)

Contact: JCCC Foundation  
c/o Japanese Chamber of Commerce & Industry of Chicago (JCCC)  
Attn: Miho Hubacek, Administration & PR Coordinator  
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**OVERVIEW**

The purpose of the JCCC Foundation Japanese Language Education Grant is to encourage and support schools and not-for-profit organizations that provide Japanese language and culture education to students in the Chicago area.

**PROJECT CONSIDERATIONS**

The JCCC Foundation is offering Japanese Language Education Grants for the 2020-2021 school year. Only proposals from schools or organizations that already have an established Japanese language and culture program will be considered. **The JCCC Foundation will not consider requests for general personnel (salary, fringe and health benefits), operating, or occupancy expenses. These include but are not limited to telephone expenses, rent, utilities, maintenance, background checks, audit or fiscal administration, and custodial services.** Priority will be given to proposals that will have a direct and immediate impact on students. Proposals can be of a one-time project or a recurring program.

**However, if the program is recurring, the proposal Abstracts and Narrative below must be updated to reflect current status of the program and how the grant will be used to improve the program. Simply cutting and pasting a previous submission will not be sufficient.**

**GENERAL INFORMATION**

- Eligible Applicants: Public and private schools and other organizations with non-profit status in the Chicago area (i.e. located in the Illinois counties of Boone, Cook, DeKalb, DuPage, Grundy, Kane, Kendall, Lake, La Salle, Lee, McHenry, Ogle, Will and Winnebago) that provide Japanese language education to students in the pre-kindergarten to college age range and families. While having adult students registered in the project will not disqualify it for a grant, the project should not be primarily designed for adults.
- Proposal Deadline: The proposals must be delivered by mail or personal delivery to the JCCC Foundation by **5:00 p.m. on Friday, June 26, 2020**. Applications postmarked on June 26 **will not** be accepted.
- Award Notification: Late September/early October 2020
- Presentation of Grants: Wednesday, October 7, 2020
- Amount of Awards: Up to \$10,000  
\*JCCC Foundation reserves the right to adjust the amount of the award if needed to fund as many projects as possible.

**Please note:** Japanese Language Education Grants are to be used within the academic year in which they are awarded even when the proposed program is a recurring project. If an awarded organization wishes to receive funding for the same project in another academic year, it must apply again during the corresponding grant cycle.

**PROPOSAL FORMAT**

The proposal must include the following content, arranged in the order indicated below. Please submit **one (1) original** and **one (1) copy** by mail or personal delivery by Friday, June 26. Please note that the JCCC Foundation does not accept faxed or e-mailed proposals.

**A. Cover page** (Please use organization letterhead, if applicable. A cover letter **will not** be accepted as a cover page. The cover page must provide all the requested information below.)

1. Project title (**maximum: 10 words**)
2. Name of organization
3. Address, telephone number, e-mail address, and website address  
**Please provide valid email address and phone number that can be used to communicate with the contact person.**
4. Name of contact person (indicate Mr./Ms./Dr./Other)
5. Position title of contact person (with whom the JCCC Foundation will conduct all pre- and post-grant oral and written communication)
6. How your organization learned of the JCCC Foundation Grant Program
7. If applicable, date of previous proposal submission to the JCCC Foundation and date of previous the JCCC Foundation grant awarded
8. Amount of funds requested (up to \$10,000)

9. **Original or Electronic signature of the Superintendent or other individual authorized to submit the proposal** (if the submitting organization is a school or school district, the proposal must be signed by either the Superintendent or Principal)
10. Employer Identification Number (EIN) \*Please note: It is not a sales tax exemption number. Internal Revenue Code (IRC)/Tax Exempt Status (ex. 501(c)(3), 501(c)(6))
11. Date of submission

**B. English Abstract** A summary of the project (**maximum 100 words in English**)

The abstract must identify the project's objectives, target group and activities.

**C. Japanese Abstract** A summary of the project (**maximum 400 characters in Japanese**)

The abstract must identify the project's objectives, target group and activities.

**D. Narrative** No more than six pages which must include:

1. Background and overview of submitting organization
2. Need for the project
3. Project description including what will be achieved and how students will benefit
4. Activities which will support the goals of the project
5. Explanation of the personnel involved in the project, including background and qualifications (do not attach résumé)
6. Description of how JCCC Foundation grant monies will be allocated
7. Strategy for evaluation of the project
8. If applicable, participation of any collaborating partners or outside agencies/organizations
9. Strategy for sustaining project initiative after JCCC Foundation support ends

**E. Project Budget (Must be separate from narrative)**

The budget must provide **total anticipated revenue** (including funds from the JCCC Foundation and other specific sources of funding) and **total expense** for the proposed program.

**Please note:** The JCCC Foundation is requesting a **detailed project budget as opposed to the organization's overall operating budget**. Supply detailed information, such as kinds of materials and equipment required, sources of supply and costs, and where specifically the JCCC Foundation grant money will be used. Budget categories may include consultant costs, materials, travel, equipment, supplies, printing, postage, event expenses (e.g. room rental, food, security), or other costs related to the project. Personnel costs are allowed only if directly related to the requested project. If applying to other funders for project support, please indicate which grants are still pending and which have been awarded. The JCCC Foundation may request additional information on the proposed program.

**F. Evidence of Non-Profit Status** Attach **one of** the following:

1. A letter issued by the Internal Revenue Service (IRS) confirming non-profit status of your organization. The letter must include Employer Identification Number (EIN) and Internal Revenue Code (IRC). Please note that EIN is not a sales tax exemption number.
2. If your organization is unable to obtain a letter from the IRS, a sales tax exemption letter will be accepted. Please attach IRS Form W-9 along with the tax exemption letter. The W-9 Form must include both EIN and IRC for your organization.

**Cover letters, appendices and additional attachments are neither requested nor encouraged, and if received, will not be evaluated.**

**SUBMISSION OF PROPOSAL**

Please submit **one (1) original** and **one (1) copy** by mail or personal delivery to:

JCCC Foundation  
Japanese Language Education Grants  
8600 W. Bryn Mawr Ave.,  
Suite 700N  
Chicago, IL 60631