

Notification No. __ of the City of Beppu

Guidelines for Grant of Subsidy for Local Activities by Foreign Students in the City of Beppu are as follows.

, 2014

Beppu City Mayor Hiroshi Hamada

Guidelines for Grant of Subsidy for Local Activities by Foreign Students of the City of Beppu

(Purpose)

Article 1 In these guidelines, is stated the required qualifications to grant subsidies within a designated budget for local activities by foreign students who consist the main members of an organization upon the execution of intercultural activities between students from abroad and citizens of the City of Beppu. The purpose is to encourage voluntary activities by students from abroad, hence promote intercultural communication within the local community which will devote to the globalization of the City of Beppu and revitalize the community as well.

(Organizations Applicable for Grant of Subsidy)

Article 2 Organizations which are applicable must meet all of the following listed requirements.

- (1) The organization must be consisted of students of a university situated within the City of Beppu.
- (2) The organization must consist of 3 or more members, and one half of the members must be students from abroad.
- (3) The organization and/or the members must not be a gangster member (a person who is an organized crime group member prescribed in Article 2, Item 6 of the Act to Prevent Unjust Acts by Organized Crime Group Members (Act No. 77 of 1991) or in a close relationship with a gangster (as prescribed in Article 2, Item 6, Act No. 77 of 1991) and/or a gangster member.

(Activities Applicable for Grant of Subsidy)

Article 3 Activities which are applicable for grant of subsidy are, activities held within the local community which promote intercultural exchange, international cooperation, and/or intercultural relationship. Also the activity must be completed no later than March 15th of the fiscal year, which applicable fiscal year is the year the application date of submission of the activity stipulated in Article 6 is falls on. Note that the following activities will not qualify for subsidies.

- (1) Performances or similar activities with the intent of a business profit
- (2) Activities with the political or religious intentions as its main purpose
- (3) Activities which may obstruct public safety, public order, and/or morals
- (4) Activities which equal the activities to be performed by an organization which has already qualified for a subsidy within the applicable year

(Expenditures for Subsidy)

Article 4 Expenditures which will qualify as part of the grant of subsidy are stated on a separate sheet.

(Amount of Subsidy)

Article 5 The amount of the subsidy will be three fourths of the total amount of the requested subsidy (for fractions less than 1,000 yen, this will be omitted). The total maximum sum is 200 thousand yen.

(Application for Subsidy)

Article 6 It is required for organizations with the intent of applying for subsidy to complete and submit the Application Form for Grant of Subsidy for Local Activities by Foreign Students of the City of Beppu (Form No.1) accompanied with the following listed documentation.

- (1) Activity Plan (Form No. 2)
- (2) Budget Sheet-includes revenues/expenditures (Form No. 3)
- (3) Group Application Survey Sheet (Form No. 4)
- (4) Any additional documentation which the Mayor of Beppu deems necessary

(Authorization for Grant of Subsidy)

Article 7 The Mayor of Beppu City, in the event of receipt of an application based on the previous stated article, is to expedite the screening of the purpose and contents of the activity with no intentional delays. If deemed as acceptable, to authorize the grant for subsidy and provide notification to the applicable organization by sending an Acceptance Form for Grant of Subsidy for Local Activities by Foreign Students of the City of Beppu (Form No.5).

Article 8 In the event that an organization which has acquired authorization for the grant of a subsidy decides to alternate (excludes any minor alternations which the Mayor acknowledges) and/or discontinue the relevant activity, it is required of this organization to submit with no intentional delay to the Mayor of Beppu City, the Application Form for Alternation (Cancellation) of Local Activities by Foreign Students of the City of Beppu (Form No.6) and seek approval.

2 Minor alternations which the Mayor acknowledges stated in the previous mentioned article, are the following.

- (1) Reduction within 30% of subsidy expenses
- (2) Alternations made on minor details of the activity plan which will not destroy the purpose of the relevant activity

(Performance Reporting)

Article 9 Organizations granted a subsidy are required to submit to the Mayor, their Performance Report for Grant of Subsidy for Local Activities by Foreign Students of the City of Beppu (Form No.7) and the following documentation, within one month of the completion of their activities relevant to grant of the subsidy.

- (1) Activity Report (Form No. 8)
- (2) Statement of Settlement of Accounts (Form No. 9)
- (3) Any additional documentation which the Mayor of Beppu deems necessary

(Finalization of Sum of Subsidy)

Article 10 The Mayor, on receipt of a Performance Report stipulated in Article 9, must evaluate the contents and in the event deemed as acceptable, must finalize the sum of subsidy and provide notification to the applicable organization by sending an Notification of Sum of Subsidy for Grant of Subsidy for Local Activities by Foreign

Students of the City of Beppu (Form No.10).

2 The Mayor, in the case when the sum of subsidy is decided, based on the disclaimer stipulated in the following Article Section No. 1, is to request for any amount that exceeds the authorized sum of subsidy and has been provisionally granted to be returned.

(Distribution of Subsidy)

Article 11 The subsidy will be distributed once the sum of subsidy is finalized. However, in the event that the distribution is deemed necessary during the time from finalization of the sum of subsidy until the completion of the subsidized activity, a provisional distribution will be granted.

2 Organizations which intend to apply for a subsidy must submit to the Mayor a completed Request Form for Subsidy for Grant of Subsidy for Local Activities by Foreign Students of the City of Beppu (Form No.11).

(Withdraw of Grant for Subsidy and/or Return of Subsidy)

Article 12 The Mayor, in the event that the subsidized organization should fall into the scope of any of the following conditions, the grant of subsidy will be withdrawn. In this case, the Mayor, will notify the relevant organization by Notification of Withdraw of Grant of Subsidy for Local Activities by Foreign Students of the City of Beppu (Form No.12).

- (1) If the grant of subsidy is attained through fictitious or any other fraudulent means.
- (2) If the subsidy is utilized for any purpose other than the authorized activity for the grant of subsidy.
- (3) If there are facts which differ significantly from the contents in the application stipulated in Article 6 (in the case when authorization is attained for alternation as stipulated in Article 8, then the alternation application).
- (4) If there are any violations of the regulations within the guidelines.
- (5) Any other cases which the Mayor of Beppu deems necessary.

2 In regards to situations within the previous section, relevant to cases when the decision to grant subsidy is to be withdrawn, if the subsidy has already been distributed, the return of it within a certain time frame will be demanded.

(Mandate)

Article 13 In regards to other subjects not stipulated within these guidelines, necessary subjects relevant to the grant of subsidy will be stated separately.

Supplementary Provisions

This guideline will go into effect on the day of its announcement.

(Purpose of Enactment)

The purpose of enactment of this guideline is to stipulate the requirements for the grant of subsidy for foreign students and others to promote local activities through the exchange of intercultural activities with citizens.

Enclosure (Article 4 related)

Expenditures Applicable for Subsidy

Category	Details of Expenditures Applicable to Subsidy
Compensation	Rewards for guest speakers, collaborators, and/or translators, etc.
Printing/Bookbinding	Printing of posters, leaflets, references, etc.
Expendables	Purchase costs for minimal office supplies, daily necessities, materials, etc. for the execution of activities (excludes costs build into the sales unit price)
Communication/Deliveries	Postage/courier service fess, etc. Excludes cell phone fees, etc.)
Advertising Expenses	Advertising, promotions fees, etc. for activities
Insurance Coverage	Insurance premiums for activities (excludes insurance coverage for volunteers)
Rental and/or Leasing Fees	Venue rental fees, equipment leasing fees and related charges
Miscellaneous Costs	Expenses required for the execution of activity applicable for the grant of subsidy which the Mayor deems as necessary and approves as appropriate. Excludes purchase costs for OA equipment and related fixtures. Also excludes labor costs for organization members and/or operating costs and beverages/meals.