



AY 2016 Application Form for Financial Aid for Development of a Learning Community

Date of submission:

Group name			
Representative	Name :	Student ID No. :	
		College :	Year :
	Mobile phone : — —	email address :	
	Extracurricular activity (student club, etc.) :	Seminar :	
Vice representative	Name :	Student ID No. :	
		College :	Year :
	Mobile phone : — —	email address :	
	Extracurricular activity (student club, etc.) :	Seminar :	
Student in charge of financial affairs	Name :	Student ID No. :	
		College :	Year :
	Mobile phone : — —	email address :	
	Extracurricular activity (student club, etc.) :	Seminar :	
Nominator (Full-time faculty/staff member)	Affiliation Name		
No. of members		Main base of activities	Kinugasa Campus • BKC • Other site()
Amount of financial aid	<input type="checkbox"/> 150,000 yen <input type="checkbox"/> 300,000 yen <input type="checkbox"/> 500,000 yen * The selection process and criteria are the same for both. Select the amount appropriate for the contents of your application.		

* Required curricular activities are ineligible for this financial aid, so please avoid the use of names of seminars and/or regular curricular activities as a group name.

* If your group has three or more members, fill in and submit Form 6 (List of members). Graduate students and non-degree seeking students (e.g. exchange students) cannot be appointed to any of the three positions.

Applications for other scholarships	<input type="checkbox"/> + R Incentive Scholarship for Individual Students (Name: ID:)
	<input type="checkbox"/> Athlete and Creator Development Scholarship (Name: ID:)
	<input type="checkbox"/> Financial Aid for Research and Creative Activities (Name: ID:)
	<input type="checkbox"/> No members have applied for any of programs above with same theme for this financial aid.

<Space for the university to fill in> *Leave this space blank

Date of submission		Document screening		Interview		Overall evaluation	
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Application category (Select one category most relevant to the main purpose of the activities of your group.)	
<input type="checkbox"/> Category 1	Activities to achieve the educational goals of Ritsumeikan University
<input type="checkbox"/> Category 2	Activities to facilitate community development on or off campus
<input type="checkbox"/> Category 3	Activities to meet the demands of society in line with the educational philosophy of Ritsumeikan University

Provide the reason why the category selected above most accurately describes the main purpose of the activities of your group.

<input type="radio"/> Activity theme (Briefly describe the activities your group plans to undertake.)

<input type="radio"/> Goals of the group activities Explain in detail your goals, and include the following information: (1) the specific goal, (2) what led you to set the goal, and (3) how the activities of your group will impact others in the process of achieving these goals.

<input type="radio"/> Activity plan (outline) (State specific approaches and your plan for achieving the goals of your group's activities.)

<input type="radio"/> Past achievements Describe the activities your group has undertaken. * If you have any documents or materials that provide evidence of your achievements, affix copies of extracts from newspapers, magazines, websites, etc. to accompany this application.

<input type="radio"/> Groups selected for this financial aid in AY 2012, AY2013, and/or AY2014: State the differences of application content and activities from the previous year or semester.

<input type="radio"/> For groups that are derived from an existing community or curricular activity: Explain in detail the differences between the existing community or curricular activity and the new activity requesting use of financial aid.

☐ **Activity plan**

- * Specify concrete details of the plan, goals, and expenses necessary for the activities (include your calculations for expenses).
- * The plan should be no more than 2 pages in length.
- * The height of each row can be changed in accordance with the amount of content for the month.

Goal		
Month	Activity Plan	No. of estimate of expenses
~ March 2016		
April		
May		
June		
July		
August		
September		

October		
November		
December		
January 2016		
February		
March		
April 2017 ~		

*Personal information given in this application form will not be used for any purpose other than selection of financial aid recipients.

<Estimate of expenses>

Before fill in the frame, please check at (2) Items to be covered by financial aid.

You can change width of the frame, if you want.

No.	Purpose	Amount (Rough estimate)	Reason to use
E.g.)Participation fees	October 9 – To attend XXX workshop	¥10,000 ¥20,000 ¥24,000	The members will participate in workshop YYY to be held at ZZZ, and a preparation workshop for workshop/class XXX which is for children in elementary and middle school. Breakdown per person: Participation fees: ¥2,500 Travel expenses: ¥5,000 Accommodation: ¥6,000 (x 4 participants)
E.g.) Facility charges	December 7 – To use XXX hall near Kyoto station	¥25,000	All-day facility charges for holding workshop/class XXX off campus.
(1) Honoraria			
(2) Facility charges			
(3) Travel expenses			
(4) Accommodation expenses			
(5) Cost of supplies and equipment			
(6) Insurance premiums			
(7) Printing costs			
(8) Transportation costs			
(9) Participation fees			
(10)Others (Commission fees, material costs)			
Total			

<Income>

Please write that, if you receive other grant, subsidy and possibility proceeds by this activity.

Purpose	Expense item	Amount (Rough estimate)	Reason to use
Total			

- * Make sure to read the appendix in the application guidelines, as some restrictions apply to amounts and procedures.
- * Make sure that the numbers given in the estimate of expenses correspond to the numbers in the activity plan.
- * Attach supporting documents for expenses, and list the corresponding item number from the estimate chart above on each supporting document.
 - E.g. For travel expenses, use the specified search engine for travel costs and attach a printed document that displays the amount.
 - For supplies and equipment costs, attach a copy of a catalog or website page that displays the amount.
 - For accommodation expenses, attach a printed page of the website or a copy of the hotel catalog of where you will stay that displays the amount.

ONomination form (to be completed by full-time faculty/staff member with no specified term limit)

Affiliation	Position	Name	Seal

○Cover sheet: documents/materials concerning your achievements

*Fill in this form and staple the document(s) using this form as a cover sheet. Attached documents should be A4 sized.

*Attach documents/materials that provide supplementary information on your achievements, such as a certificate of commendation, newspaper article, magazine article or other publication. If the achievements resulted from your activities as a member of an external organization, also attach a profile of the organization.

Document No.	Document name Description (e.g. title of the work, name of the competition, date of acquisition, period of activities, your role)
1	
2	
3	
4	
5	

○ List of members

- Enter the names of all members (including the representative, vice representative and student in charge of financial affairs) except for the nominator.
- Enter M1 or M2, or D1, D2 or D3 on the “Year at the university” section for graduate students.
- If the group has more than 20 members, use the same format to list the other members.
- If a student from another university is included in the group, enter the name of the university and academic department the student belongs to in the “College/graduate school” section.

No.	College/graduate school	Year at the university (e.g. 1 st year)	Student ID No.	Name
1				
2				
3				
4				
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