** Financial Aid for Development of a Learning Community (Extracurricular Activities) Form 1**

**AY2019 Financial Aid for Development of a Learning Community (Extracurricular Activities)**

**Application Form**

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| Group name |  | | | | | |
| Group representative | Name | | Student ID No. (.............................)  College of ..........................., ........ Year student | | | |
| Mobile phone No. | | E-mail address: | | | |
| Extra-curricular activities (clubs, etc.): | | | Seminars / research laboratories you are a part of: | | |
| Vice representative | Name | | Student ID No. (.............................)  College of ..........................., ........ Year student | | | |
| Mobile phone No. | | E-mail address: | | | |
| Extra-curricular activities (clubs, etc.): | | | | Seminars / research laboratories you are a part of: | |
| Treasurer | Name | | Student ID No. (.............................)  College of ..........................., ........ Year student | | | |
| Mobile phone No. | | E-mail address: | | | |
| Extra-curricular activities (clubs, etc.): | | | Seminars / research laboratories you are a part of: | | |
| Faculty/staff member advisor  (senior faculty/staff member) | College | | | Name | | |
| No. of members  \*Including group representative, vice representative and treasurer |  | Primary base for activity | | | | Kinugasa / BKC / OIC  Other (...................................................) |

Date of submittal:

|  |  |
| --- | --- |
| Aid amounts | □150,000 yen □300,000 yen □500,000 yen  \*Selection process and criteria for all amounts are the same. Please select the appropriate amount based on the details of your activity. |

\* Applications cannot be made for regular curricular class activities

\* If your group contains three or more members, please complete the “List of group members (Form 7)” and submit it with your application. Please note that non-regular students, such as exchange students and graduate students cannot hold one of the three key member positions.

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| --- | --- |
| Where did you learn about this financial aid? | □ Flyer/Website □ manaba+R □ Continuation from previous years  □ SNS □ Recommended by faculty/staff member □ Recommended by friend  □ University notice board □ Other ( ) |
| Group’s parent body | □ Regular curricular class seminar\* □ Club/Circle □ University peer support group  □ Regular curricular class voluntary seminar\* □ Continuation from previous years ( )  □ With friends □ Other ( )  \*Groups are eligible to apply even if their parent body is a regular curricular class seminar or voluntary seminar, provided the activity objectives/plans are beyond the scope of the regular curriculum. |
| Applications for other scholarships or financial aid  (applications lodged by any member of the group) | □ +R Challenge Scholarship (Name: Student ID No. )  □ Cross Cultural Exchange Grant (Name: Student ID No. )  □ +R Alumni Association Future Human Resources Development Scholarship  (Name: Student ID No. )  □ Athlete and Creator Development Scholarship  (Name: Student ID No. )  □ There is no member in the group applying or intending to apply for any of the above scholarships or financial aid. |

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| ○ Financial aid classifications (Please tick one box that best matches the primary objective of your activity.) | |
| * Classification 1 | Group activity that aims to promote the formation of communities in or outside the school. |
| * Classification 2 | Group activity that aims to address the needs of society based on the university’s educational philosophy. |
| * Classification 3 | Group activity that aims to achieve the objectives of the university educational curriculum. |

Please specify the reason why you believe the classification selected above best matches the primary objective of your activity.

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| ○ Activity theme (Please specify the details of your activity in no more than 45 characters.) | | | | | | | | | | | | | | |
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| ○ Activity objective  Please provide information on the objective of your activity. Please include the following three points.  "Objective”, “background, awareness of problems, and reasons behind selecting this objective” and “the impact that achieving your objective and/or the process thereof will have on others”. |
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| ○ Activity plan / overview (Please specify specific initiatives and your activity plan in order to achieve your activity objective.) |
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| <Only for groups derived from initiatives of existing communities or regular curricular classes.>  Please specify how your activity under this aid differs from activities of existing groups or regular curricular classes. |
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**Financial Aid for Development of a Learning Community (Extracurricular Activities) Form 1**

<Reference> Please answer the following question. \*No relevance to the selection process.

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| Select which goal(s) your group activity theme best corresponds to from the 17 SDGs\* (you can select multiple goals) | |
| 1. No poverty  2. Zero hunger  3. Good health and well-being  4. Quality education  5. Gender equality  6. Clean water and sanitation  7. Affordable and clean energy  8. Decent work and economic growth  9. Industry, innovation and infrastructure | 10. Reduced inequalities  11. Sustainable cities and communities  12. Responsible consumption and production  13. Climate action  14. Life below water  15. Life on land  16. Peace, justice, and strong institutions  17. Partnerships for the goals  18. Does not correspond to any of the goals |

\*SDGs

The “Sustainable Development Goals (SDGs) replace the Millennium Development Goals (MDGs) formulated in 2001 and list the international goals for 2016 through 2030 listed in the 2030 Agenda for Sustainable Development adopted at the UN Summit in September 2015. SDGs are comprised of 17 goals and 169 targets established in order to realize a more sustainable planet and pledge to leave no one behind. SDGs do not only apply to developing nations, but are universal and is something that Japan is also proactively involved in.

Developed countries around the world, including the UK and the US are proactively working towards achieving these goals, with private companies and governments establishing SDGs as business indices. While the level of awareness of SDGs in Japan is still relatively low, in January 2017, Shiga prefecture declared that it would participate in SDGs, becoming the first prefecture in Japan to do so. Further, as part of the Ritsumeikan Global Environment Committee Symposium held in November 2016, the university proposed the need for a change from “ECO (environmental conservation)” to one of “sustainability”.

**Financial Aid for Development of a Learning Community (Extracurricular Activities) Form 2**

**○ Activity plan**

\* Clearly specify your objectives and activity plan for the year and enter the “Plan Number” for plans or activities for which you will claim expenses for in the “Estimate of Expenses”.

\* Complete your activity plan using no more than two pages (you can adjust the size of each section to fit your plan details).

\* In the event that you are selected, you are expected to conduct your yearly activities and spend the financial aid provided in accordance with this activity plan. In principle no changes are permitted: please formulate your plans and enter the details here as concretely as possible.

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| **Objectives** |  | |
| Month | Activity plan | Plan number  (listed in estimate of expenses) |
| Eg) April  Eg) Oct 9.  Eg) Dec 7. | Eg) Recruit members  Eg) Participate in XX course  Participation is in order to gather information for the workshop to be implemented in December. Four members will attend the course, which will be held in Kobe.  Eg) Implement “XX workshop for elementary school students” at XX Hall in front of Kyoto Station  Workshop is mainly for students from elementary schools in the vicinity of the campus, and designed to achieve activity objective XX. Teachers and parents will also be invited to attend. | -  1  2 |
| Until March 2019 |  |  |
| April |  |  |
| May |  |  |
| June |  |  |
| July |  |  |
| August |  |  |
| September |  |  |
| October |  |  |
| November |  |  |
| December |  |  |
| January 2020 |  |  |
| February |  |  |
| March | \*Activities up to the March 6 budget settlement are eligible\* |  |

**Financial Aid for Development of a Learning Community (Extracurricular Activities) Form 3**

**○ Estimate of expenses**

\* List below all the necessary expenses for each plan or activity (ensure that the Plan Numbers used in your “activity plan” and this “estimate of expenses” correspond).

\* Select which category the expenses fall under from the following and enter it into the expense category section of the form; “Expenses covered under this financial aid” (1) Fees for services (2) Facility usage costs (3) Transportation costs (4) Accommodation costs (6) Insurance premiums (7) Printing costs (8) Freight charges (9) Participation costs

→ **Please note that there are also “expenses not covered by this financial aid”. Carefully read pages 4-7 of the application guidelines.**

\* If you have documentation (estimates etc.) that supports claiming an expense, allocate an estimate number and attach it to your estimate of expenses.

\* Complete your estimate of expenses using no more than two pages (you can adjust the size of each section to fit your plan details).

**<Expenses>**

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| --- | --- | --- | --- | --- | --- |
| Plan number | Plan name (item) | Expense category | Amount (estimate) | estimates number | Main reason for expense |
| Eg) 1 | Oct 9. Participate in XX course | Participation costs  Transportation costs  Accommodation costs | 10,000 yen  20,000 yen  24,000 yen | ―  ―  ― | 2,500 yen x 4  Enmachi →Kyoto Station → X Station: Shinkansen unreserved seating (11,200 yen one-way x 4 x return)  6,000 yen x 1 night x 4 |
| Eg) 2 | Dec 7. Implement “XX workshop for elementary school students” | Facility usage costs | 25,000 yen | 1 | XX Hall in front of Kyoto Station (full day)  Use of microphone and whiteboard |
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| Expense total | | |  |  | |

**<Revenue>** For reference, please enter any other financial aid or subsidies apart from this aid that you are receiving and any revenue, etc. that you expect to make from your activity

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| --- | --- | --- | --- |
| Revenue category | Details | Amount (estimate) | Main use for revenue |
|  |  |  |  |
| Revenue total | |  |  |

**Financial Aid for Development of a Learning Community (Extracurricular Activities) Form 4**

[Only for groups that have been selected in past years]

**○ Summary of activities from previous years and objectives for this year (how you intend to expand on your activities from previous years and points of difference)**

\* Please specify how your activity this year will expand on activities from previous years and any points of difference.

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| ○ Please enter goals reached or achievements you made in relation to objectives from previous years and the results of your activities. |
|  |
| ○ Please enter any challenges you face in relation to objectives from previous years. |
|  |
| ○ Please enter how you intend to resolve any challenges you face in relation to objectives from previous years. |
|  |

**Financial Aid for Development of a Learning Community (Extracurricular Activities) Form 5**

**○ Remarks from a Faculty/Staff Member (Professor / Associate Professor / staff member with no fixed-term of appointment) Acting as adviser (Form 5)**

\*To be completed by a faculty/staff member of the university.

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| College Position  Name Seal |

<Request to faculty/staff member adviser>

We request that faculty/staff members acting as adviser provide support and guidance to student group activities following selection.

We also request that you review and sign all application and report documents (Eg: “Activity Report”, “Notification of Travel for Training Camp/Away Game”, “Epoch Ritsumei 21 Use Request Form” and “Activity Result Report”)

**Financial Aid for Development of a Learning Community (Extracurricular Activities) Form 6**

**[Only to be used if relevant material is to be submitted with the application]**

○ **Supplementary activity report form**

* Complete the form below and attach it to the top of your application documents. Please ensure all attached material is on A4 paper.
* Please attach any material that supports the results achieved through your activities, including any awards and publications, such as newspaper or magazine articles, etc. If the activity for your application involves an activity of a group outside the university, please provide information about the group.

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| --- | --- |
| **Material reference number** | **Material description** |
| Description of material (title, event name, date achieved, activity period and the role you played, etc.) |
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| **2** |  |
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| **3** |  |
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| **4** |  |
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| **5** |  |
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**Financial Aid for Development of a Learning Community (Extracurricular Activities) Form 7**

**○ List of group members**

\* Please enter the details of all members of the group (including group representative, vice representative and treasurer)

\* Enter M1, M2 or D1, D2 or D3 in the Year column for graduate students.

\* Use the same format to enter member details if the number of members in your group exceeds 20.

\* If your group contains students from other universities, enter the name of the university and the college (faculty) name in the College (Faculty) column.

\* Group members who are not undergraduate students of Ritsumeikan University are not eligible to receive this aid.

\* If your group is selected, you will be required to submit a finalized member list by the end of August 2019. Students cannot be affiliated with more than one group receiving this aid, so should be listed in the application for one of their groups only.

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| No | College (Faculty) /  Graduate school | Year | Student ID No. | Name | [Only where applicable]  Affiliated seminars / research laboratories |
| 1  group representative |  |  |  |  |  |
| 2  vice representative |  |  |  |  |  |
| 3  treasurer |  |  |  |  |  |
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**Financial Aid for Development of a Learning Community (Extracurricular Activities) Form 8**

**○ Interview date preference form**

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| Group name |  | Your name |  |
| Student ID No. |  | Contact No. (mobile) |  |

Interviews will be conducted at BKC in line with the following schedule.

The group representative, vice representative, treasurer or if possible all three are required to attend the interview.

**Place a circle (O) in the time frame that suits you and the key members and a cross (X) in the time frame that does not suit all three key members of your group** from the schedule below.

\* Unless there are special circumstances preventing attendance, such as scheduled curricular classes, teaching practical work, nursing training or participation in another event, etc., **group members are required to give the interviews priority**.

Groups will be notified of the date and time of their interview through manaba+R on June 11 (Tue).

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|  | June 15 (Sat) | June 16 (Sun) | Special remarks |
| Morning  (9:00-12:00) |  |  |  |
| Afternoon  (13:00-18:00) |  |  |  |

**Financial Aid for Development of a Learning Community (Extracurricular Activities) Form 9**

**[Only to be used if relevant material is to be submitted with the application]**

**○ List of Equipment and Other Expense Items**

\*　If your application includes expenses in the category of equipment or other expense items, please list them below (enter Plan Numbers that correspond with those used in your “activity plan”).

\* For expense category, specify either “Equipment” or “Other” and enter the details.

　　→**Some expenses are not covered by this aid scheme. Please be sure to check p.4-7 of the Application Guideline to confirm.**

\*　If you have documentation (estimates etc.) that supports claiming an expense, allocate an estimate number and attach it to this list.

**<Expenses>**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Plan  NO | Plan name  (item) | Expense category | Item name | Amount (estimate) | Purpose of use | Why item is essential | How item will be managed | How item will be stored after activity completion |
| Eg)１ | Dec 7. Implement “XX workshop for elementary school students” | Equipment | Basketballs | 2500yen | For use in basketball tournament in XX workshop | Our group’s activities involve exchange with the local community through sports. At the XX workshop we will provide training support for elementary school students in the lead-up to the Kyoto City basketball tournament scheduled for January. X basketballs will be supplied by the basketball club, but this leaves a shortage of Y balls, which need to be purchased. | The group’s name will be written on each ball purchased, and they will be stalled in the basketball club’s headquarters and used for future events. | The balls will be stored in the XX office with the intent of using them in activities next academic year. |
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| Expense total | | | |  |  | | |  |