

Guidelines for Implementation of Grant Program FY2023

1. Flow of grant program implementation

Period	Activity	Contents, Remarks
Right after your grant approval	Conclusion of contract	Confirm basic rules for implementing grant program described in grant agreement, contents of contract (e.g., grant amount, timing of submission of progress/ final reports, scheduled date for grant remittance, etc.), sign and return.
	Start of project	
	Receipt of grant fund (1 st remittance)	Following receipt of signed grant agreement, SHF will carry out procedures to send the remittance. Please send back the contract at your earliest convenience for the quick remittance. *See section 2 below.
During the project implementation period	Share activity schedule in advance	When you have decided on your schedule of activities, please inform the SHF person in charge.
	Share status of activities	Please let the SHF person in charge know the status of activities by e-mail, etc. as appropriate. You can also send a report with a photo and a brief description, or post something on social media instead with mention at Sasakawa Leprosy Initiative's social media accounts.
	Actively disseminate information	In order to strengthen the impact of your project, please actively disseminate information on social media and other media platforms. When posting on social media, •Mention Sasakawa Leprosy Initiative account (@TNFandSHF). We will spread your posts and will also ask for your cooperation with our own PR activities. *The Sasakawa Leprosy (Hansen's Disease) Initiative's social media accounts: Facebook: https://www.facebook.com/TNFandSHF Twitter: https://twitter.com/TNFandSHF Instagram: https://www.instagram.com/sasakawa_leprosy_initiative/
	Notification of changes	Please let the SHF person in charge know of any changes (e.g., information about your organization, details of project, budget, schedule, project period, etc.)
	Proper management of spending	*See section 3 below.

	Use of logos	Please display SHF logo on printed materials, signs, banners, websites, etc. We also ask you to state in all of its public announcements and publications referring to your project that the activities are financially supported by SHF. We appreciate your cooperation in using the Initiative logo as well whenever possible.
	Appropriate handling of project documents	*See section 4 below.
	Appropriate handling of personal information	Personal information collected during the implementation of the grant project should be handled appropriately in accordance with the Personal Information Protection Law. (Name, gender, address, affiliation, telephone number, e-mail address, photos and videos, etc.) *Consent form for photography/filming is available for your reference.
	End of project	Please note that the project should end by March 10. If you wish to engage in activities after this date, please consult with SHF person in charge. Expenses that can be finalized by March 10, such as fixed costs, may be included up to March 31.
	Submission of progress report	Please submit following reports by the deadline shown on the grant agreement. -Progress report -Financial progress report -Photo report
	Submission of final report	Please submit followings by the deadline shown on the grant agreement. -Final report -Final financial report -Photo report -Project output
	Receipt of grant fund (2 nd remittance)	The amount is to be calculated based on the actual expenses upon receipt of the final report.

5 years following completion of project	Cooperation with auditors	SHF may at any time conduct its own audit, examining the books, records and facilities of you. Please provide SHF with such cooperation and assistance as may be required to do so.
	Preservation of documents related to project	
	Notification of changes to organization information	Please inform us of any changes to your organization (e.g. name, address, names of representatives, etc.)
	Retention of confidential information	

2. Concerning remittance of grant

- (1) Generally speaking, the grant will be transferred in two installments: 80% of the total amount in the 1st remittance, and a 2nd remittance to settle payments following receipt of the final report. If the total cost of the project comes to less than the initial remittance, then a refund of the unused amount is required.
- (2) Remittance currencies
JPY, USD, EUR, GBP, AUD, NZD, CAD, HKD, SGD, CHF
IDR, INR, PHP are applicable only for small amount remittance.
- (3) If the agreement currency is other than those listed in (2) above
As a general rule, the grant will be remitted in USD converted at the day's rate in the local currency. Please contact us if you wish to receive the remittance in one of the other currencies listed above.
- (4) Concerning adjustment of remittance amount in case of (3) above
At the time of the 2nd remittance, we will adjust for the difference between the expected amount and the actual amount received at the time of the 1st remittance. When you submit acknowledgement of receipt of the 1st remittance, fill in the amount of the grant payment that was actually deposited/converted and submit this along with financial evidence from the bank.

Example: Agreement amount	INR 600,000
1 st remittance planned amount	INR 480,000
1 st remittance received amount	INR 460,000
Total operating expenses	INR 600,000
Amount to be sent at completion	INR 140,000 (600,000-460,000)

3. Precautions when spending the grant

(1) Selection of partners (suppliers)

Please obtain estimates, etc., in accordance with the rules of your organization and select the best partners (suppliers)

(2) Storage of related documents

Please save all necessary documents. See 4-(2) below.

(3) Ineligible expenses

- Expenses not related to implementation of the grant project (unrelated labor costs, activity costs carried out with the support of other organizations, etc.)
- Administrative expenses exceeding 10% of total grant
- Expenses for which there is no justification (e.g., travel expenses exceeding your organization's standards, meeting expenses that deviate from the normal range, rewards paid to officers or employees of your organization, duplicate expenditures, etc.)
- Purchases of motorcycles, cars, land or other assets

4. Storage of documents

Please keep the following documents for 5 years after the completion of the project:

(1) Documents related to the grant agreement

- Grant application form (project plan, budget, etc.)
- Grant agreement and attached documents
- Grant modification request and approval forms (if applicable)
- Progress report (if applicable)
- Final report

(2) Documents related to expenditures

- Written approval, minutes, etc.
- Estimates
- Contract documents
- Delivery notices
- Invoices
- Bank transfer documents
- Receipts (If it is difficult to obtain receipts for use of public transport, etc., a signed document listing the expenses can be substituted.)
- Account books and bank books related to the grant project
- Concerning personnel expenses: job descriptions, employment conditions, salary ledgers and attendance records, etc.
- Concerning office manpower costs and rent: something that shows the basis for calculating the proportion related to the project

(3) Regulations of your organization

5. Templates/Reference materials

- Guidelines for Implementation of Grant Program
- Acknowledgement of grant receipt (template)
- Progress report (template)
- Final report (template)
- Financial report template (for progress and final report/ customized for each organization)
- Photo report (for progress and final report/template)
- Grant modification request form (template) (Please check with the SHF person in charge concerning the criteria for submitting a request.)
- SHF logo, Sasakawa Leprosy Initiative logo (to be displayed on materials produced)
- Consent form for photography/filming (reference)

*All the templates and SHF logos can be downloaded from SHF website at
https://www.shf.or.jp/en/grants/leprosy_guidelines/

For more information, contact:

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