

The Henri and Tomoye Takahashi Charitable Foundation

Grant Application Form



Year Submitted:

Name of Organization:

Total Ammount Requested:

501(C)(3) Status: circle Yes / No

and/or list name of Fiscal Sponsor:

Project Summary:

I. General Information

- A. Name of organization:
- B. Contact Information:
 - Address:
 - Telephone Number:
 - Email:
 - Website:
- C. Tax Identification Number:
- D. Year Organization Was Founded:
- E. Mission Statement of Organization:
- F. List of Programs Currently Offered that Reflect the Mission of Your Organization:

II. Financial Information

- A. Organization's Annual Operating Budget for the current Year:
- B. Amount of Grant Request:
- C. Total cost of Project you are Requesting Funding For:
- D. Other funders who have either committed or pledged funding for the Project you are requesting funding for, including dollar amounts pledged:
- E. Financial Breakdown of Request:
(Please note that there is no specific format for this information. However, it is suggested that you be as specific in your categories as possible and limit yourself to one full page using a 12-point font)
- F. Timeline of Project:

III. Project Information

A. Title of Project:

B. Brief Summary of Project:

(Please limit your answer to no more than one full using a 12-point font)

C. Audience of Project:

D. How will you Publicize your Project:

IV. Certification

By signing this grant application, I certify that the information contained is true and correct to the best of my ability, and I will notify The Henri and Tomoye Takahashi Charitable Foundation if any of the information submitted has or will change prior to their consideration of funding for my organization. I also certify that I have read through all of the reporting requirements for this grant and agree to comply with all provisions required of grantees.

Signed: _____

Print Name:

Organization:

Date:

The Henri and Tomoye Takahashi Charitable Foundation

Grantee Reporting Requirements

1. Reporting

You are requested to turn in a written report with any type of visual documentation that describes your Project by the end of July of each year that your grant was funded. The report should provide a summary of your Project and whether you have been able to implement your Project within the budget indicated in your application and have reached the audience you intended to share your Project with.

2. Financial Report

You are also requested to submit a financial report with your written report at the same time your report is due. Please note that the Foundation has revised its guidelines to limit indirect fees charged by larger institutions to no more than 10% of the total project budget.

3. Grantee's Financial Responsibilities

The Foundation expects the Grantee to maintain a complete and accurate record of revenues and expenditures relating to the Project that was funded by The Henri and Tomoye Takahashi Charitable Foundation for at least four (4) years after completion of your Project.

4. Purpose of Grant Funds

Funding for your Project is to be used for the proposed Project submitted to The Henri and Tomoye Takahashi Charitable Foundation. Grant funds may not be expended for any other purpose without prior written approval by one of the Trustees of the Foundation.

If the funding for your Project has not been completely expended at the end of the term of your agreement, the Grantee agrees to provide an accurate statement regarding the balance of the remaining funds and a plan for the use of the remaining funds. The Grantee may also be asked to return the remaining unexpended funds to the Foundation if it does not appear that reasonable progress has been made to implement the Project by Grantee.

5. Changes in Grantee Operations

The Grantee agrees to promptly advise the Foundation in writing if any of the following changes occur during the life of the Project:

- a. Change in key personnel such as the Executive Director or key Project Staff resigning or leaving the organization.
- b. Change in location of the address
- c. Any development that will significantly affect the continued implementation of the Project.

6. Types of Projects Funded

The Henri and Tomoye Takahashi Charitable Foundation supports projects that promote Japanese American culture and history as well as Japanese culture, history, and the arts. It does not support capital projects or pay prior debt.

7. Re-granting

The Grantee has been awarded funding from the Foundation for the Project they have specified in their grant application. If the Grantee is no longer able to continue the Project or is required to work with a third party on the Project that would cause the Grantee to forfeit ownership and direction over the Project, the Grantee must notify the Foundation prior to any subsequent agreement with a third party and must seek written approval from the Foundation to proceed.

8. Publicity

The Grantee will acknowledge and include the Foundation's name on printed and visual materials that are produced with Foundation funding and will provide copies of such materials for the Foundation's records. Whenever possible, Grantee agrees to notify the Foundation in advance of events for possible attendance by the Foundation.

All written correspondence acknowledging the Foundation should state the following:

“Funding made possible by The Henri and Tomoye Takahashi Charitable Foundation.”

9. Intellectual Property

The Grantee will retain title and interest in the materials or other media as a result of this grant. However, the Grantee will allow the Foundation the permission to use the materials created to distribute to the volunteers and staff of the Foundation and will continue to acknowledge the Foundation as the initial funder of the Project.

10. Performance Under the Agreement

If the Grantee fails to carry out or violates any of the provisions of this Agreement, or if the Grantee dissolves or ceases to operate, the Foundation must be immediately notified in writing, and the Foundation, in its reasonable discretion, may, in addition to any other legal remedies it may have, refuse to make any future grants to the Grantee and the Foundation may demand the immediate return of all or any unexpended funding of the Grant and any portion of the Grantee expended not in compliance with this Agreement.

11. Entire Agreement

This Agreement contains the entire Agreement between the Grantee and the Foundation. It is expressly understood that the Foundation has no obligation to provide additional support to the Grantee for this Project or any other Project.