

HAJET Event Funding Policy

1. Applicant has up to 8 weeks prior to the event and 30 days after the event takes place to submit an application. If prior to the event, the applicant must provide a detailed budget stating the applicant's intended purchases, price per unit, number of units required, and total estimated cost (in yen).
2. HAJET Prefectural Council (PC) evaluates the application on whether the event upholds HAJET's mission and values and then votes to approve or deny the funding.

<If Denied>

The PC sends a denial letter to the applicant with an explanation. The applicant is allowed to revise and resubmit their application once at the discretion of the PC.

<If Approved>

The applicant is notified of the approval and moves forward with the event and reimbursement process.

3. If applying prior to the event: Applicant makes relevant purchases, adhering strictly to the proposed budget.
4. After the event: Applicant submits a compulsory report subsequent to the event, within two weeks (unless otherwise notified), providing a detailed financial report, receipts, summary of the event, and photos. Should there be a dissimilarity from the initial budgeted cost, a full explanation must be included.
5. The PC Executives review the report and evaluate the event and its outcome to ensure it complies with the initial application and HAJET's mission and values.
6. HAJET reimburses the applicant within 30 days after the report submission.

Additional Points:

- Up to 15,000 yen is available for reimbursement for a single event.
- HAJET holds the right to pull out of funding an event, even after initial Event Funding approval from the PC, under the following circumstances: the event is cancelled; the event does not adhere to HAJET's mission statement and values; discrepancies are found within the final budget and receipts; major discrepancies are found between the proposed event and the actual event.
- HAJET has the right to use submitted reports and photos on any HAJET-owned medium (ie. HAJET.org; Polestar; Social Media; etc.). Please guarantee permission from your BOE, Schools, and parents for any photos to be published publicly before submitting them to HAJET.
- To stay within the HAJET Fiscal Year, all Event Funding applications must be sent in before February 1st. After February 1st, applicants must wait until after Winter Meeting and the PC changeover to submit an Event Funding application.
- Event Funding is available to HAJET members only.

THE HOKKAIDO ASSOCIATION FOR JAPAN EXCHANGE AND TEACHING

APPLICATION FOR EVENT FUNDING

- **Event Name:** **- Date Submitted:**

- **Application submitted by: Name of HAJET member:**
City of residence:
Phone Number:
Email:

- **Purpose of Event:**

- **Description of Event:**

- **How does this event uphold HAJET's mission statement?**

- **Date of Event:**

- **Time/Length of Activity:**

- **Location:**

- **Estimated Number of Participants:**

- **Has this event been scheduled before in the past? If so, how many times? What things will be done differently this year compared to the year before?**

Other supplementary information about the event (for example, is anyone else helping to sponsor this event?)

You may attach another sheet if necessary.

Please attach a schedule and budget for the event on a separate page.

Email the completed application to the HAJET President at president@hajet.org

APPLICATION FOR EVENT FUNDING OPEN TO CURRENT MEMBERS OF HAJET ONLY

***Please Note:** HAJET holds the right to pull out of funding an event, even after initial Event Funding approval from the Prefectural Council, under the circumstances stated in our Event Funding Policy.