

Guideline of Grant report guide

Depending on the article 12 of “Application Guidelines for BDK Financial Assistance Programs,” individuals or organizations that receive grants must submit the following required documents about the implementation and expenditure status to BDK after the project is completed.

Required documents:

Cover of report, final report, accounting report, settlement report of all income and expenditure, of the applicant organization, and other materials (such as attachments).

If the project spans multiple years, the recipient must submit an interim report to BDK every year. For the interim report, the recipient must submit the progress according to the format. In addition, the recipient must submit the settlement report of all income and expenditure, of the applicant organization.

Regardless of single or multiple year, the recipient must submit reports to BDK in 3 months after the end of the fiscal year in which grant is issued. In case the submission delays, the recipient must quickly contact with BDK. When the submission delays without notice, there is possibility to order the recipient to return the grant due to violating “Application Guidelines for BDK Financial Assistance Programs” and the consent form.

Required report documents for single year assistance, and multiple years assistance in the final fiscal year

*the following 1 to 5 documents

1. Cover of report
2. Final report
3. Accounting report
- 4 Settlement report of all income and expenditure of the applicant organization
5. Other materials (such as attachments)

Required report document for multiple years assistance in fiscal years except the final year

6. Interim report

Guideline for report documents

1. Cover of report (specification format)

The recipient must download the specification format, and fill in required items.

2. Final report (unformatted)

The recipient must reports about the followings.

(1)Progress of the subsidized content

(2)Result of the subsidized content

(3)If the result are publications, the recipient must submit copies of those publications with stating that “Bukkyo Dendo Kyokai” is a supporting organization on those publications.

3. Accounting report (specification format)

The recipient must download the specification format for support for groups or support for projects, and fill in required items.

(1)Usage of grants

(2)If there is a major change between budget and settlement, the recipient need to the reason.

4. The settlement report of all income and expenditure including the subsidized project of the applicant organization (unformatted)

The recipient must submit the report for whole activities including the subsidized project of individuals or organizations and the settlement report of all income and expenditure including the subsidized project. Although there is not specification format, the recipient need to state which part grants from BDK correspond with in the income.

5. Other materials (such as attachments)

The recipient need to submit other materials as needed.

6. Interim report (specification format)

The recipient must download the specification format for support for groups or support for projects, and fill in required items and progress of the subsidized project and results.

.