2022年度 国際交流基金ブダペスト日本文化センター

Fiscal 2024-2025 Japan Foundation, Budapest

Local Project Support Program – Japanese Language Education –

Final Report

日付

Date：

国際交流基金ブダペスト日本文化センター　御中

To: The Japan Foundation, Budapest

年 月 日付貴「助成金交付決定通知書」に基づき次の通り最終報告を致します。

On the basis of your “Notice of Grant Approval” dated 　　 (Ref. No. ),

we submit the ” Final Report” as follows.

**A. 機関／事業情報 Information of the Grantee / Project**

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| 助成対象機関名 |  | | | | | | | | |
| Name of the Grantee： |  | | | | | | | | |
| 助成対象事業 |  | | | | | | | | |
| Name of the Project： |  | | | | | | | | |
| 助成対象事業実施期間 |  | | | | | | | | |
| Project Duration： | from |  | to |  |  |  |  |  |  |
| 助成対象事業概要 Summary of the Project： | | | | | | | | | |
|  | | | | | | | | | |

**代表者 Representative　　　　　　　　　　事業担当責任者 Project Director　　　経理責任者 Bursar**

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| 署名　Signature |  | 署名　Signature |  | 署名 Signature |  |

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| 活字体氏名 Name in block letters | | 活字体氏名 Name in block letters | | 活字体氏名 Name in block letters | |

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| 役職 Position |  | 役職 Position |  | 役職 Position |  |

※ 本報告書には上記３名の署名が全て必要ですので、ご注意下さい。

Please note that all three signatures are required.

※ 上記3名については同一人物が2つ以上の立場を兼ねることは認められません。

The same person cannot perform two or more of the functions.

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| 代表者、事業責任者、経理責任者名が助成申請書記載の氏名と異なる場合にはその理由を記入して下さい。 |
| If the name of Authorized Official / Project Director / Bursar are different from those written on the Grant Program Application, please note the reason here. |
|  |

**B. 活動／会計報告 Activities / Financial Report**

事業タイプを選んでチェックして下さい Choose and tick type of the project.

|  |  |
| --- | --- |
|  | (I) 謝金助成　Staff Expansion Grant |
|  | (II) 教材購入助成 Teaching Material Purchase Grant |
|  | (III) その他学習者奨励活動・自由企画事業　　Other Original Proposals |

**事業タイプ（I I）、（III）、に該当する機関は、 B-1 に記入して下さい。**

**事業タイプ（I）に該当する機関は、 B-2 に記入して下さい。**

**B-1.　事業タイプ (II)、(III)用　　For Project Type (II)、(III)**

１．助成対象事業の全般的評価　（記入欄が不足する場合は、別紙を添付して下さい。）

General evaluation of the supported project (If you need more space, please attach a separate sheet.)：

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２．助成対象事業実施日程

Project schedule：

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| 日付　Date | 活動内容　Activities | 場所　Site |
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３．事業参加者・協力者　Project participants / cooperators

(1) 参加者概要　　Outline of participants：

|  |  |  |
| --- | --- | --- |
| 概要　Outline | 人数　Number | 国名　Country |
| (例：応募者、出場者、観客等　Applicants, Presenters, Audience, etc.) |
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(2) 主要協力者 Major cooperators：

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| 氏名　Name | 所属機関　Affiliation | 国名　Country |
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(3) 主要協力機関 Major cooperating institutions：

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| --- | --- |
| 機関名　Name | 国名　Country |
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４．成果・評価 Achievement　and　Evaluation：

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| (1) 貴国の日本語普及・日本語教育の発展の観点から、実施した事業の意義を伺います。あてはまる項目にチェックして下さい。  Was the project useful in dissemination of Japanese-language and the development of Japanese-language education in country? Please tick the most appropriate column.   |  |  | | --- | --- | | とても有意義であった / Very useful |  | | まあ有意義であった / Somewhat useful |  | | どちらでもない　/ Neutral |  | | あまり有意義でなかった / Not very useful |  | | 全く有意義でなかった / Not useful at all |  |   (2) 上記の回答について、特にどのような点で意義があったか（あるいは意義がなかったか）について記述して下さい。  Please describe the reason for your answer to the previous question.  （3）（自由企画に関し、）アンケートを実施した場合は結果を記述してください。  　　For original events, please ask event's participants to fill out the following questionnaire, and describe the results.  a.　今回のイベントはいかがでしたか？How did you appreciate this event?   |  |  | | --- | --- | | 大変満足　Very satisfied | 人/people | | 満足　Somewhat satisfied | 人/people | | 普通　Neither | 人/people | | やや不満　Somewhat dissatisfied | 人/people | | 不満　Very dissatisfied | 人/people |   ｂ. 今回のイベントに参加して、日本に関する理解が広がったと思いますか？  　　　Did this event help you enrich your understanding about Japan?   |  |  | | --- | --- | | とても理解が広がった　Very helpful | 人/people | | どちらかと言えば理解が広がった　Somewhat helpful | 人/people | | 普通　Neutral | 人/people | | どちらかと言えば理解が広がらな合った　Less helpful | 人/people | | 全く理解が広がらなかった　Not at all | 人/people |   (4)　今回の事業の実施を通じ、どのような成果がありましたか？内容をお書き下さい。  Please describe the achievements gained by the project. |

５．助成金受領状況 Receipt of the Grant from the Japan Foundation：

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| 助成決定通貨と異なる通貨にて支出した場合、および手数料を支払った場合は、必ず証拠書類を添付してください。（換算レート、手数料額等が明示されたもの） |
| If the grant was expended in a different currency as it is indicated in the “Notice of Grant Approval” or paid for a bank commission, official documents (i.e. receipts issued officially by the bank stating exchange rate and fee) are needed. |

通貨単位 Currency: 金額 Amount:

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| --- | --- | --- | --- |
| 助成決定額 |  |  | **(A)** |
| Decided Amount |

通貨単位 Currency: 金額 Amount:

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| --- | --- | --- |
| 差引額 Balance： |  |  |
| **(A)－(B)** |

６．支出経費概要 Summary of expenditure：

**※1　決定通知書にある経費項目ごとに記入して下さい。**

**Fill in the Budget Items according to "Notice of Grant Approval".**

**※2　明細欄には単価、数量、支払相手方等を具体的に記入して下さい。**

**Fill specifically (price, quantity, and the other party for payment etc.) in the specification.**

**※3　事業タイプ：教材購入助成 については、実際に購入した教材のリストを添付して下さい。**

**Attach the teaching material list if you receive the grant of project type (III) Teaching Material Purchase Grant.**

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| 記入欄が不足する場合は、別紙を添付して下さい。 |
| If you need more space, please attach separate sheets |

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| 経費項目  Budget Items | | 明細 Specification | 経費負担　Cost Coverage | | | | 合計  Total |
| 申請機関 | その他の資金供与者 | 国際交流基金 | |
| Applicant | Other Funding Sources | The Japan Foundation | |
| **(1)謝金・人件費 　Honoraria/Wages （講師謝金等 Honoraria for Lecturer(s)）** | | | | | | | |
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| **(2)交通費 Transportation** | | | | | | | |
|  | **（講師交通費・参加者交通費・その他交通費等 Transportation of Lecturers/Participants/Others）** | | | | | | |
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| **(3)滞在費 Accommodation Expenses** | | | | | | | |
|  | **（講師滞在費、参加者滞在費等 Lecturers Accomodation, Participants Accomodation）** | | | | | | |
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| **(4)その他 Other Expenses** | | | | | | | |
|  | **（賞品/教材購入費・送料等、資料・報告書作成費、会場・機器借料、通訳･翻訳費、印刷・製本費、広報費等** | | | | | | |
|  | **Purchase fee for prizes(teaching Materials)/ Production of Proceedings & Report/ Rental fees for Venues & Equipment/ Interpreter/ Translation/ Public Relations, etc.)** | | | | | | |
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| **総 計 Grand Total** | | |  |  |  | **（B）** |  |

７．「助成金交付決定通知」の第4項「助成内容」と異同がある場合には、その理由をご説明下さい。

Please comment if you had not used the grant money according to the stipulation in the Article 4 of the “Notice of Grant Approval”

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８．その他 Other Comments：

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**B-2.　事業タイプ(I)用　For Project Type(I)**

１．現地教授スタッフ Teaching Staff

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 氏 名  Name | | | | ステータス  Status  (常勤 full-time/  非常勤part-time) | 学　位  Degree-  (s) held | 日本語教授歴及び年数  Japanese-language teaching　experience  (Institution and no. of years) | 日本留学または  滞在の有無  Periods of study/  residence in Japan | 国際交流基金フェローシップ及び教師研修での来日の有無  Experience to visit Japan thorough the fellowship/  Training Program for Teachers of Japan Foundation |
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| 備 考  Note | | (1) | 日本留学又は滞在がある場合には、○年○月～○年○月とし、所属した大学名及び専攻分野を記す。基金フェローあるいは海外日本語教師研修等での来日の場合も同様とする。 | | | | | |
|  | If you have experience of staying in Japan, write the period of study / fellowship or Training Program for Teachers of Japan Foundation, such as “from – to” and name of institution/ faculty which you were belong to. | | | | | |
| (2) | 基金の助成により謝金を受領している者には氏名の前に○印をつける。 | | | | | |
|  | Encircle the person who receives the grant of Japan Foundation. | | | | | |

２．カリキュラム表 Curriculum　　**※助成対象コースの左側に○印をつけて下さい。** Encircle the left side of courses granted.

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| 助成対象コース Courses granted | コース名  Course title | 学生数  No. students | 時間数(週)  No. Hrs./wk. | 担当講師  Instructor | 使用テキスト  Text(s) used |
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| 合計　Total | |  |  |  |  |

３．スクール･カレンダー（学期及び休暇）

School calendar (opening and closing dates, vacation periods)：

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４．当該教育機関の日本語講座に対する方針及び将来計画

Please describe your institution's policies and future plans for the Japanese-language program.

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５．当該教育機関における日本語教育上の問題点

What problems and deficiencies constitute the major obstacles to the development of your Japanese language program?

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６．国際交流基金による助成の意義・成果について

What is the meaning and achievement for your institution by receiving our grant?

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| --- |
| (1) 貴国の日本語普及・日本語教育の発展の観点から、実施した事業の意義を伺います。あてはまる項目にチェックして下さい。  Was the project useful in dissemination of Japanese-language and the development of Japanese-language education in country? Please tick the most appropriate column. |
| |  |  | | --- | --- | | とても有意義であった / Very useful |  | | まあ有意義であった / Somewhat useful |  | | どちらでもない　/ Neutral |  | | あまり有意義でなかった / Not very useful |  | | 全く有意義でなかった / Not useful at all |  | |

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| (2) 上記（1）の回答について、特にどのような点で意義があったか（あるいは意義がなかったか）具体的に記述して下さい。  Please describe the specific reason for your answer to the previous question. | | | | | |
|  | | | | | |
| (3) 前年度（学年歴）と比べ、今年度（学年歴）の受講者数は増えましたか？　あてはまる項目にチェックして下さい。また、前年度と今年度の助成対象講座の受講者数を記入して下さい。  Did the number of students in your assisted courses increase this school year, compared with the year before (last school year)? Also, please fill out the number of students of this school year and the last school year. | | | | | |
|  |  |  |  |  |  |
|  | 増えた |  |  | 今年度の受講者数 |  |
|  | Increased |  | Number of students of this school year |  |
|  | 変わらない |  |  | （　　　　　　　　　　　　　　　　　　　　　　） |  |
|  | The same as the last year |  | 前年度の受講者数 |  |
|  | 減った |  |  | Number of students of the last school year |  |
|  | Less than the last year |  | （　　　　　　　　　　　　　　　　　　　　　　） |  |
|  |  |  |  |  |  |
| (4) 今年度において特に成果のあった具体例はありますか？ある場合は内容をお書き下さい。  Is there any example of an effect made possible by receiving our grant? If yes, please give a brief explanation. | | | | | |
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| (5) 中長期的な成果を得られた事例はありますか？  Please describe the achievements gained for mid-term/long-term. | | | | | |
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| (6) その他 Other Comments | | | | | |
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７．助成金受領状況 Receipt of the Grant from the Japan Foundation：

通貨単位　　　　 金額 通貨単位　　　　　　金額

Currency:　Amount:　　　　　　　　　　　　　　　　　　　　　 　　　　 Currency:　 Amount

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| 助成決定額 |  |  |  |  |  | 差引額 Balance： |  |  |  |
| Amount of Grant |  | **(A)** |  | **(A)－(B)** |  |

８．支出経費概要 Summary of expenditure：

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| 助成決定通貨と異なる通貨にて支出した場合、および手数料を支払った場合は、必ず証拠書類を添付してください。（換算レート、手数料額等が明示されたもの） | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| If the grant was expended in a different currency as it is indicated in the “Notice of Grant Approval” or paid for a bank commission, official documents (i.e. receipts issued officially by the bank stating exchange rate and fee) are needed | | | | | | | | | | | | | | | | | | | |  | | | | | | |
|  | 通貨単位  Currency | |  | | | |
|  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 講師名  Name of Instructor | | | | | | 所要経費 （支出）  Necessary Expenses (Expense) | | | | | | | | | | | | | | | | 財 源 （収入）  Financial Resources (Income) | | | | |
| (1) | | | | | | | (2) | | | | | | (3) | | | (4) | | | (7) | |
| １時間当単価  Salary expressed as Wages per Hour of Instruction | | | | | | | 年間担当  総時間数  Total Teaching Hours per Year | | | | | | 年間支払謝金額  Total Annual Salary  (1) × (2) | | | 機関負担額  To Be Borne by Grantee | | | 基金助成額  To Be Supported by the Japan Foundation  　 (3) － (4) | |
| (5)　授業料  Tuition | | (6) その他  　 　Others |
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|  | | | | | | 合　　計  Total | | | | | | | 時間  Hours | | | | | |  | | | 小計 Subtotal (5) + (6) | | | 小計 Subtotal | |
|  | | |  | |
|  | | |  | **(B)** |
| 合 計 Total　(4) + (7) | | | | |
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| 記入欄が不足する場合は、別紙を添付して下さい。 |
| If you need more space, please attach a separate sheet. |

９．「助成金交付決定通知」の第4項「助成内容」と異同がある場合には、その理由をご説明下さい。

Please comment if you had not used the grant money according to the stipulation in the Article 4 of the “Notice of Grant Approval”

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10．その他 Other Comments：

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