Appendix to the Submission of Report Describing the Outcome from the Political Study Grant

1, The period of grant is one year from February XX year. Before end of February the following year, a month after the grant expiry date of January, you are to submit both the progress and result of the study as well as the accounts using the prescribed form.

2. Foundation will not claim any copyright that results from the study conducted by use of the grant. However, when publicizing the result of the study, please clearly state that the study was under the grant from Sakuradakai Foundation.

3. Grantor is to keep all receipts related to the grant expenditure and attach them to the account statement.

4. Use of the grant is subject to the following rules as instructed by the Cabinet Office:

① Attach a list of reference books and materials purchased including the title,author,publisher and retail price. Receipts of important purchases must be attached.

② Travel Expenses : in case of oversea study, attach return airfare (copy of airticket or other proof of purchase) and itinerary. In case of domestic study, attach copies of accomodation receipts and transportation expenses.

③ When purchasing a PC, amount below 100,000 yen is considered as consumables but above 100,000yen will become fixed asset under Japanese taxation system and needs to be recorded as such. Thus, unless the PC is returned to the Foundation after the end of the grant period, the grantor will be required to pay income tax.

To avoid this, it is advisable to try and purchase accessories separately so that each receipt falls below 100,000 yen.