

Articles of MISHOP Subsidy Program for NGO Activities

November 14, 1996

Stipulation No. 1

Article 1 Purpose

The purpose is for the Mitaka International Society for Hospitality (hereafter called MISHOP) to grant subsidies to NGO activities in the community so as to promote citizens' international cooperation awareness.

Article 2 Qualifying Programs

Candidates for the subsidy (hereafter called "Qualifying subsidy programs") are as follows:

Assistance and relief for victims in an overseas disaster-stricken area by a local citizen-based NGO dedicated to international cooperation, when no corresponding governmental funds are available.

Assistance and other activities for foreign residents residing in Japan by a local private organization dedicated to international cooperation for which there are no governmental funds.

Activities by a local citizen-based organization dedicated to international cooperation deemed necessary the MISHOP Chairperson.

Article 3 Subsidy Limitations

The amount of the subsidy may be up to 50,000 yen per project, not exceeding half of the total costs of the project.

Article 4 Application for Subsidies

Those desiring to receive the subsidy grant (hereafter called "Applicant") must submit the MISHOP NGO Activity Subsidy Application (Form #1) to the Chairperson of MISHOP

Article 5 Decision on Subsidy Grant

1. The Chairperson is to act speedily on the approval of a subsidy by evaluating the contents of an application when such is submitted.
2. The Chairperson must notify the applicant of his or her decision by the MISHOP NGO Activity Subsidy Grant Notification (Form #2) when the decision has been made.
3. The Chairperson can attach conditions to achieve the purpose of the subsidy grant whenever necessary when determining its approval.

Article 6 Amendment of Activity Plan

The person who has received a subsidy must inform the Chairperson in advance if he or she wishes to amend the activity plan or cancel it. Minor amendments do not apply.

Article 7 Survey for Subsidy

The Chairperson can request a report or the submission of documents from the recipient of the subsidy if the Chairperson considers it necessary to do so for implementation of the subsidy.

Article 8 Report of Activity Achievements

The recipient of subsidy issuance must immediately submit a report on the achievements of the MISHOP NGO subsidy activity (Form #)3) to the Chairperson when the activity has been completed.

Article 9 Cancellation of Subsidy

The Chairperson can cancel all or part of the subsidy if the recipient of the subsidy falls under one of the following items:

Having taken false or other illegal measures to receive the subsidy.

Having used the subsidy for a purpose other than the approved activity.

Having not used all or any part of the subsidy.

Having violated the terms of the subsidy grant or violated this clause in addition to the preceding three clauses.

2.The Chairperson can order the recipient to return the money for the corresponding part of subsidy by a fixed time when the subsidized activity has been cancelled in accordance with the stipulations of the preceding clauses.

Additional Clause

These regulations will go into effect from November 14, 1996.

Form No. 1 (related to Article 4)

Date: Month: Year:

Mitaka International Society for Hospitality

To: The Chairperson

The Address of Applicant

The Name of Organization

The Name of Representative

Seal

**The Mitaka International Society for Hospitality
Application for NGO Activity Subsidy**

According to the stipulations of Article 4 in the MISHOP NGO Activity Subsidy Issuance, we wish to apply for a subsidy grant as follows:

Note

1. Amount of Subsidy yen

2. Name of Activity for Subsidy

3. Attached Documents

- The Outline & Activity of the Organization
- The Outline & Activity Plan of the Subsidy Project
- Revenue & Expenditure Budgets for Subsidy Project
- Others