



## Program Sponsorship and Co-hosting Guideline

Wesley Foundation will offer program sponsorship and co-hosting. In order to apply, please read the following information.

### 1. Clarification of terms

Program sponsorship: Wesley Foundation approves of the program/event and chooses to support it.

Co-Hosting: Along with the applying organization, the Wesley Foundation will take an active part in the planning and implementation of the program/event.

### 2. Eligible Organizations

Must be one of the following:

- ① Public corporation, private non-profit or other organizations with the same policies.
- ② Organizations that pursue the same mission as the Wesley Foundation and have been deemed as suitable.

### 3. Types of programs accepted

In accordance with Articles 3 (purpose) and 4 (Public Interest Activities) of the Wesley Foundation's Articles of Incorporation, the type of program and how it relates to public interest will be taken into account and determined individually.

### 4. Types of support

Sponsorship: If necessary, the Wesley Foundation may waive the fees for using conference rooms at the Wesley Center.

Co-Hosting: During planning and operation, staff may be dispatched from the Wesley Foundation to assist if necessary.

## **5. Application procedure**

Applications must be submitted by postal mail only, at least 30 days before the planned operation. Applications by e-mail will not be accepted.

## **6. Approval**

Once approval is granted, the applicant will be notified by e-mail. If any conference room rentals or staff assistance are needed, further negotiations may be necessary.

## **7. Activity Report**

An activity report must be submitted within one week of the completion of any program or event.

## **8. Conditions**

- ① The person whose name is on the application will be responsible for implementation of the programs.
- ② Sponsorship or co-hosting by the Wesley Foundation must be mentioned and the Wesley Foundation logo must appear on all materials pertaining to the program/event as well as be displayed at the event.
- ③ The approved name may not be used for any other purpose.
- ④ Any changes to the program/event must be reported to the Wesley Foundation as soon as possible.
- ⑤ The Wesley Foundation should be notified of the cancellation of any program or event as soon as possible.

Please send the completed application to:

Wesley Foundation

6-10-11 Minami Aoyama, Wesley Center 301

Minato-ku, Tokyo 107-0062

The application form and post-program report form is only available in Japanese. If you have any questions, please contact Ms. Nozomi Haibara by e-mail at [n.haibara@wesley.or.jp](mailto:n.haibara@wesley.or.jp)