



Support and Co-Sponsorship Guideline

Wesley Zaidan will offer support and co-sponsorship. In order to apply, please read the following information.

1. Clarification of terms

Support: Wesley Zaidan approves of the program/event and chooses to support it.

Co-Sponsorship: Along with the applying organization, the Wesley Zaidan 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 Zaidan'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

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

Co-Sponsorship: 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 Support or co-sponsorship by the Wesley Zaidan must be mentioned and the Wesley Zaidan 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 Zaidan as soon as possible.
- ⑤ The Wesley Zaidan 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 grant@wesley.or.jp