

(Form 2)

(Document No.) XXX -03-01

Date

To: (name of the head of diplomatic mission)

Ambassador of Japan in XXXX

Or,

To: (name of official)

Official responsible for expenditure

Director of the Financial Affairs Division, Minister's Secretariat, MOFA (in the case of a contract concluded in Japan)

(Applying organization)

(Name of representative)

(Signature/seal)

Application for Approval of Changes to Grant Assistance for Japanese NGO Project

We hereby announce that our organization is seeking to change the details (and distribution of expenses) of the XX PROJECT (project name on the grant contract), for which a grant contract under the Grant Assistance for Japanese NGO Projects scheme was concluded on DAY MONTH 200X, and accordingly submit this application for approval of the above-mentioned changes.

Details

1. Reason for change

(continue on a separate sheet if necessary)

2. Details of changes (project details, distribution of expenses)

Before changes	After changes
<p>(Note)</p> <p>(i) Describe project details in an itemized format</p> <p>(ii) In the case of a change to distribution of expenses, describe the amount of expenses for assistance prior to and after planned changes</p>	