YYYY/MM/DD

 Organization name:

 Title of representative:

　　　　　　　　　　　　　 Name of representative:

　　　　　　　　　　　　　　　　　 Telephone number:

　　　　　　　　　　　　 Name of responsible person:

**Report on Project Using the Nominal Support of
 the Embassy of Japan in Switzerland**

We hereby report the conclusion of the project for which the nominal support of the Embassy of Japan in Switzerland was granted on YYYY/MM/DD under No. ××-△△.

 **1. Project title**

 **2. Name of hosting organization**

 **3. Names of sponsors and supporters**

 **4. Period of the project**

 **5. Venue of the project**

 **6. Nominal support, etc. used**

(e.g.: Nominal support of “the Embassy of Japan in Switzerland”)

 **7. Media and usage records**

 (e.g.: Printed in a leaflet: date YYYY/MM/DD Included on a webpage: date YYYY/MM/DD)

 **8. Outline of the project (attach a separate sheet as needed)**

\* In the case of a charitable project, also enter organizations and projects, etc. to which you made donations, and the usage of the said donations.

 **9. Surplus or deficit, etc.**

\* If any surplus or deficit exists, enter the usage or appropriation method.

□No surplus or deficit /　□Surplus / 　□Deficit (Circle or check the applicable response)

**10. Other comments**