

# PAJ Europe

The Japan Foundation *Performing Arts Japan Programme for Europe*

2011-2012

**APPLICATION FORM**

**I. APPLICANT:**

Legal Name of Organisation:

Address:

Phone:

Fax:

Website:

Authorised Representative (Position):

 Ms  Mr

Person-in-Charge of the proposed project (Position):

 Ms  Mr

Phone:

Email:

**II. PROPOSED PROJECT:**- Category : (Please check one)       Touring Grant       Collaboration/Co-production Grant

- Project Title:

- Project Period:

- Project Summary:

- Total number of participating Japanese artists/professionals:

- Names of participating Japanese artists/professionals and the countries in which their artistic activities are based :

- Total number of other participating artists/professionals:

- Names of other participating artists/professionals:

- Tour Location (City, Country):

- Producers (if any):

Japanese:

European:

- Presenters (if any):

Japanese:

European:

\*Please attach contracts/letters of agreement from artists/professionals, producers and presenters mentioned above.

**III. FINANCIAL ARRANGEMENTS (in Euro)**

Estimated Total Expenses: (Total from Section VII A) \_\_\_\_\_ €

Estimated Total Income: (Total from Section VII B) \_\_\_\_\_ €

PAJ Grant Requested: \_\_\_\_\_ €

**IV. CERTIFICATION:**

I, the undersigned, hereby certify that the information contained in this application and its attachments is true and correct. I understand that any changes in this project or budget must be submitted in writing and are subject to the approval of the Japan Foundation.

**Signature of Authorised Representative:** \_\_\_\_\_

**Name:** (in block letters) \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**V. PROJECT INFORMATION:**

Please describe the project in terms of the assessment criteria indicated in the programme guidelines.

**A. Objectives and Significance:****B. Project Description:****C. Educational and/or Community Outreach Activities (please specify the dates, venues, cities and estimated number of participants if possible):****D. Schedule of Performances, Residencies, “Work-in-Progress” Showings:**

[Date] [Venue] [Capacity] [City/State] [Number of Performances] [Estimated Size of Audience]

**E. Criteria of Project Evaluation:**

(Please describe your methods for evaluation, such as size of audience, questionnaires, reviews, etc.)

**F. Details of any Sequel Projects/Performances, if planned:**

**VI. APPLICANT INFORMATION:**

**A. Objectives and practices of the applicant's performing arts programmes:**

**B. Educational and/or community outreach activities (if any). Please specify the dates, venues, cities and estimated number of participants if possible:**

**C. Description of the applicant's project(s) regarding Japanese performing arts in the past:**  
[Period] [Title of Project] [Artist(s)] [City/State] [Size of Audience]

**D. Details of Japan foundation funding received in the past (if any), including project titles and periods. (Examples: PAJ 2010-11, Programme for Overseas Performances.)**

**E. Evaluation of the project(s) described in section VI-C. and D. above:**

**F. Annual budget of the organisation:**

**G. Number of staff in the organisation:**

**VII. PROJECT BUDGET/EXPENDITURE (In Euro): as of \_\_\_\_\_, 2010**

\*1 PAJ grant only covers the expenses listed in items (1a), (2a),(3a),(4) and (5) below for invited Japanese artists/professionals :

- International airfare (economy class up to Special Excursion Fare)
- Travel expenses within Europe
- Lodging and per diem
- Freight
- Translation expenses

\*2 Please do not include any costs relating to performances in countries other than in Europe.

\*3 Production costs for recordings should not be included.

**A. Estimated Expenditures:**

<u>Expense Items</u>	<u>Amount</u>	<u>Breakdown (required)</u>
<b>(1a) Travel for Japanese artists/professionals (*1)</b>	€	(Example) International Airfare (Tokyo-Paris) 1000 EUR * 2 persons
(1b) Travel for other artists/professionals	€	
<b>(2a) Per Diems for Japanese artists/professionals (*1)</b>	€	(Example) 35 EUR * 2 persons * 10 days
(2b) Per Diems for other artists/professionals	€	
<b>(3a) Lodging for Japanese artists/professionals (*1)</b>	€	(Example) 75 EUR * 2 persons * 10 days
(3b) Lodging for other artists/professionals	€	
<b>(4) Freight (*1)</b>	€	
<b>(5) Translation (*1)</b>	€	
(6) Artistic/Design Fees	€	
(7) Rehearsal Expenses(please itemize)	€	
(8) Theatre Expenses	€	
(9) Marketing/Publicity	€	
(10) Promotional Material	€	
(11) Other Expenses (please itemize)	€	
<b>TOTAL</b>	<b>€</b>	

**VII. PROJECT BUDGET/INCOME (In Euro): as of \_\_\_\_\_, 2010**
**B. Estimated Income:**

\*Please only provide the amounts of grants and contributions specifically allocated to the project, and clarify their current status (received, confirmed, pending or anticipated).

	<u>Amount</u>	<u>Breakdown (required)</u>
(1) Admission	€	
(2) Advertisement Sales	€	
(3) Foundation Grants	€	(Example) 2000 EUR XX Foundation (pending)
(4) Government Grants (including subsidies from Japan)	€	
(5) Corporate Contributions	€	
(6) Private Contributions	€	
(7) Commissioning/Presenter Contributions	€	
(8) In-Kind Contributions (cash value of all items & services)	€	
(9) Other Income	€	
<b>(10) Grant Amount Requested from PAJ</b>	_____ €	
<b>TOTAL</b>	_____ €	

**VIII. OUTLINE OF PLAN FOR COLLABORATION, AND/OR ANY OTHER RELEVANT PROJECT INFORMATION:**

**IX. PERSONS RECOMMENDED BY APPLICANT FOR REFERENCE:**

Please list the names, titles, and addresses of persons familiar with the artist(s) and/or the performance.

**X. CONTACTS IN JAPAN:**

Please list the name(s) and address(es) of person(s) in charge of the project in Japan.



## **XII. CHECKLIST FOR APPLICATION**

The following materials must be enclosed with your application in order for it to be considered complete (incomplete proposals will not be considered).

### **1. One original required**

**\*Application form must be typed with single-sided printing. Please use paper clips only. Do not staple nor bind. For the annual report, please indicate the sums in Euro or in local currency.**

- Completed application form
- Annual report of the applicant organisation for the last fiscal year

### **2. One original and 10 copies required**

**\*The photocopies must be double-sided sheets of A4. Please use paper clips only, do not staple nor bind. All submitted materials must be labelled with artist's name, title of the work and applicant's name.**

- Any written/published materials regarding the applicant organisation
- Any written/published materials regarding the proposed project
- Biographies of the chief officials of the applicant organisation
- Biographies of participating artists
- Press reviews of participating artists
  
- Audio-visual material (DVD, CD or videotape) of the artists' works relevant to the proposed project and work sample sheet (See section XI.)
- Contract with and/or letters of agreement from the artists, professionals, producers and presenters who are involved in the proposed project (See section II.)

**ACKNOWLEDGMENT OF RECEIPT**

(This section will be mailed to you as the Foundation's acknowledgment of the receipt of your completed application package).

(Date) \_\_\_\_\_, 2010

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_  
\_\_\_\_\_

Dear Applicant:

This is to acknowledge receipt of your application for the *Performing Arts Japan Programme for Europe*.

Sincerely yours,

The Japan Foundation