

**Support Program for Translation and Publication on Japan
Application Instructions**

For Fiscal 2010-2011

1. Objective

To promote Japanese studies and a better understanding of Japan abroad, the Japan Foundation provides support to projects relating to translating and/or publishing Japanese works on Humanities, Social Sciences and the Arts and publishing books introducing Japanese culture written in foreign languages.

This program's objectives are to enable foreign publishers to publish Japan-related books with financial difficulty on a commercial basis, to lower the selling price, and thus to make the books accessible to wider readers.

2. Eligibility of Applicants

- (1) Applications can be accepted only from publishers (corporations) abroad. Individuals, such as an author or a translator, who wish their work to be considered are therefore requested to reach an agreement first with a suitable publisher, through whom the Japan Foundation's support may be requested. Domestic publishers may also apply only if there is a written contract/agreement with foreign book distribution companies.
- (2) Applicants must fulfill the following requirements in order to be eligible:
 - a. Applicants must have the capabilities necessary for implementing their planned projects.
 - b. Receipt of grants or support from the Japan Foundation must not violate any laws, regulations and ordinances in the applicants country.
- (3) In principle, applicants should have bank accounts to which the grants by the Japan Foundation can be remitted, or to be able to open such accounts by the time the grants are sent.
- (4) For individuals or organizations that have continually received support from the same program for the past three fiscal years, unless the Japan Foundation believes there is a compelling reason for them to continue receiving such support, our policy is not to provide grants for the fourth fiscal year. This is a measure to avoid giving ongoing support to the same applicants, and to distribute grants to as many applicants as possible. It is possible to apply for the same program for a fourth consecutive fiscal year, but please be aware that in this case we will place a low priority on your application.
- (5) In principle, the Japan Foundation does not provide grants for:
 - a. Foreign governments, including their administrative organs and their embassies and consulates general in Japan, but excluding academic, cultural or research institutes such as universities and museums; and
 - b. International organizations to which the Japanese government makes a financial contribution.

3. Coverage

- (1) The Japan Foundation shall provide financial support for a portion of the production costs and translator's fee with the limit of ¥2,000,000 for one book. However, if a single application is made either for Publication Support or for Translation Support, the maximum amount will be reduced to ¥1,000,000.
 - a. Publication Support
A portion of the production costs (paper, plate-making, printing, binding, etc.) will be covered and its percentage will not exceed 50% of the costs the recipient has paid.
 - b. Translation Support
A portion of the translator's fee will be covered and its percentage will not exceed 60% of the costs the recipient has paid.
- (2) The amount will be decided by the Japan Foundation, according to the genre of the book, the publishing situation in the applicant's country, etc.
- (3) Note
 - a. Publishers shall be independently responsible for copyright arrangements, editing, design, printing, and all other necessary work.
 - b. Manuscript fees, copyright fees, proofreading fees are not applicable.

Support for Publication

4. Eligible projects for Subsidies

Translation and/or publication of works and publication of newly written work. Projects for "translation only," "publication only," and "translation and publication" are acceptable.

(1) Requirements

Projects must meet the following requirements.

- Plans and methods for implementing the projects must be appropriate and there must be sufficient expectation that the projects will yield

positive results.

· *Projects must not be for religious or political purposes.*

a. Books

Japan-related books in the fields of the humanities, the social sciences, and the arts, including both newly written works and translations, that will be completed *between April 1, 2010 and February 25, 2011.*

b. Manuscripts

(a) “Publication only” and “translation and publication”

In principle, *manuscripts must be already completed.* (Final manuscripts are desirable, but at least the first draft of the manuscript must be already completed).

(b) “Translation only”

Applications can be accepted if the translation is partly finished. The completion of the translation and thus the payment of the translator's fee must be scheduled between April 1, 2010 and February 25, 2011.

c. In the case of translated works

(a) Translation must be made directly from the original work. Retranslation of works already translated into another language will only be considered for applications from the countries where the number of translators is limited.

(b) The original work must already be published in the form of a book.

(c) The copyright arrangements concerning original works must already be completed.

(d) Applicants must publish, in principle, the translation within two years after its completion.

(2) Projects Not Eligible for Subsidies

In principle, the following projects will not be considered:

a. projects that will be used for religious or political purposes;

b. periodicals, special issues, proceedings;

c. museum catalogues, guidebooks, pamphlets, etc.;

d. works not expected to secure for wide-distribution, including those to be distributed for free;

e. projects for which the translator's fee is paid by royalty;

f. language dictionaries and Japanese teaching materials;

g. reprints of works already published.

5. Application Procedures

(1) Submission of Application Forms and the Deadline

Applications should be made on the official forms, which are obtainable from the Japan Foundation's headquarters, its overseas offices, or Japanese diplomatic missions. *Application not submitted on the Japan Foundation's official forms cannot be accepted.*

Applicants abroad are expected to submit the completed application forms to the Japan Foundation overseas offices or Japanese diplomatic missions, and applicants in Japan are requested to submit the forms to the Japan Foundation's headquarters. *Deadline for all the applicants both in Japan and abroad is November 20, 2009.*

Applications submitted after this deadline will not be accepted.

Application forms are also available by downloading them from the website (<http://www.jpf.go.jp/>). If you utilize those forms, *it is also necessary for you to contact the overseas agency mentioned above to inform them of your plan to apply in advance of submitting your application to them.*

(2) Documents to Be Submitted

Application forms must be accompanied by the following documents, which will become the property of the Japan Foundation and will not be returned. *Incomplete applications may not be given due consideration. Applicants are requested to inform recommenders that the recommendations are provided to outside consultants in the screening process and evaluation procedures of projects.*

a. Support for publication

(a) In the case of newly written works:

i) a sample of the manuscript, at least 30 pages, long enough to follow the context, and drawn from the most important part of the work;

ii) syllabus;

iii) the table of contents;

iv) a formal estimate, presented by a printing company, with detailed statements of the costs of paper, plate-making, printing, binding, etc.;

v) recommendations by two readers whose own specialties bear on the subject (one copy each, free format). Book reviews from newspapers or magazines are not accepted.

(b) In the case of translations:

i) a sample of the translation, about 30 pages long;

- ii) the corresponding sections of the original;
- iii) the table of contents of the original text, and also that of the translation, if some modifications to the original, such as abridgment or the addition of some other writing, have been made;
- iv) a formal estimate, presented by a printing company, with detailed statements of the costs of paper, plate-making, printing, binding, etc.;
- v) a copy of documents which prove that the applicant has cleared the copyright concerning the original;
- vi) recommendations of the merit of translating the work by two readers whose own specialties bear on the subject (one copy each, free format). Book reviews from newspapers or magazines are not accepted.

b. Support for translation

- i) a sample of the translation, about 30 pages long;
- ii) the corresponding sections of the original;
- iii) the table of contents of the original text, and also that of the translation, if some modifications to the original, such as abridgment or the addition of some other writing, have been made;
- iv) a copy of the contract made with the translator's fee, the payment conditions, the working terms, etc.;
- v) a copy of documents which prove that the applicant has cleared the copyright concerning the original;
- vi) recommendations of the merit of translating the work by two readers whose own specialties bear on the subject (one copy each, free format).

c. For domestic publishers

a copy of the documents proving that the applicant has a contract with foreign book distributors, or has a large foreign market, etc.

(3) Points to Be Heeded

a. *With regard to the necessary documents specified in (2) a. and b. above:*

Concerning (i) and (ii) in particular, the submitted documents must be printed clearly. If they are illegible, the applications may not be given due consideration.

If the documents (iii), (iv), (v) and (vi) are written in languages other than English or Japanese, translations of them must be also attached.

- b. *Applicants should submit only works scheduled for completion between April 1, 2010 and February 25, 2011.* The Japan Foundation operates on a single-year budgetary system, and may withdraw support from any project if its completion is substantially delayed.
- c. The possibility of simultaneous support from other sources does not disqualify a prospective applicant. The application should, however, explain in detail the nature of assistance received and/or anticipated.
- d. Applicants should be responsible for all negotiations or arrangements concerning copyright clearance.
- e. Applicants should fill in an application form in local currency.

6. Priority Policy

The following projects will be given priority if:

(in the case of newly written works)

- a. The publication of the book has a wide influence on the society, readers and researchers in the applicant's country.
- b. Works written from a modern viewpoint (whether the theme belongs to the present age or the past).
- c. Works with an original point of view by younger researchers, journalists, writers, etc.
- d. International joint projects by several authors.

(in the case of translations)

- a. The publication of the book has a wide influence on the society, readers, and researchers in the applicant's country.
- b. The case of first introduction of the writer in the applicant country, more so in the case of world premiere.
- c. Translation directly from Japanese into a language or in an area in which Japan-related books have not been largely introduced.

* (Common) Works written or chosen for translation should not be so specialized as to be useful only for particular researchers. The priorities cited above will be considered when the applicant's publishing plan, budget, and schedule are concrete and feasible.

7. Decisions will be announced in April. Successful applicants will be sent the official letter. Foundation cannot make any comment on the screening process.

8. Payment Procedures

(1) "Publication only"

On completion of the project, the publisher should promptly submit to the Japan Foundation the "Payment Request" and "Final Report" forms, together with a sample copy of the published work.

Remittance of the subsidy will be made within one month thereafter.

(2) "Translation only"

The whole amount of the subsidy will be paid after receiving the “Payment Request” and “Final Report” together with a copy of the manuscript.

(3) “Translation and publication”

The whole amount of the subsidy will be paid after the publication. If necessary, the subsidy of translation will be paid ahead of the subsidy of publication.

9. Obligations of the Recipient

The recipient must meet the following provisions:

- (1) *Acknowledgment of the Japan Foundation’s financial support should appear in an appropriate place in the work.*
- (2) *The publisher must send complimentary copies of the published work to the Japan Foundation by mail.* The Japan Foundation will designate the number of copies sent, which is around 20.
- (3) The Japan Foundation can buy the book *at a discount of 10%.*
- (4) The recipient must report on sales performance, book reviews in newspapers and magazines, etc., and responses from readers after a year has passed from the publication of the book.

10. Observance of laws

Grant programs of the Japan Foundation are operated in accordance with relevant laws and regulations of the Japan Foundation.

11. Disclosure of Information

- (1) As to projects we support, information such as the name of the applicant and project descriptions will be made public in Kokusai Koryu Kikin Jigyo Jisseki (Detailed Annual Reports of the Japan Foundation Activities), on the Japan Foundation’s website, and in other public relations materials.
- (2) When we receive a request for information based on the “Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc.”(Law No.140 of December 5, 2001), as a general rule, submitted application forms and related materials will be disclosed, except for any information stipulated by the law as something not to be disclosed.

12. Use of Personal Information

Applicants are requested to inform authors, translators, and so on of the following:

The Japan Foundation handles personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Law No.59 of 2003). For details, please refer to the Japan Foundation website :

<http://www.jpf.go.jp/e/privacy/>

The Japan Foundation uses the information written on the application form for the following purposes, as well as for screening, implementation, and evaluation procedures of the project:

- (1) There may be cases in which the Japan Foundation uses the information written on the application form to contact applicants, authors, editors, and/or translators to inform them of other Japan Foundation activities or to send them some public-relations materials.
- (2) Copies of applications forms and attached documents are provided to outside consultants in the screening process and evaluation procedures of the project.
- (3) The names of authors, editors, and/or translators, as well as the names of books and publishers are made available in the Detailed Annual Report of the Japan Foundation Activities, on the Japan Foundation’s website, and in other public-relations materials.
- (4) There may be cases in which the Japan Foundation sends questionnaires to applicants, authors, editors, and/or translators after the project has ended.

13. Acknowledgment of Receipt of the Application

When applicants need to have acknowledgment of receipt of the application, they should enclose a stamped self-addressed postcard with the application, or which applicants should write as follows:

“The name of the Program: Translation and Publication Support Program / Please send us acknowledgment of receipt of the application.”

The postcard will be returned with the signature of the officer-in-charge at the Japan Foundation overseas office or Japanese diplomatic mission to acknowledge receipt of the application. However, please note that *a postcard that lacks the applicant’s name, address, the name of the program, or the necessary postage stamp will not be returned.*

14. Application Instructions

- (1) The application must be signed by the highest administrative representative: the President of the company or by a person authorized to sign contracts on behalf of the applying organization. This signature will constitute the formal commitment of the applying organization to the proposal.
- (2) The application form consists of 6 pages. When applying, please submit this application form together with one photo copy, collated and

stapled. The applicant must make sure to keep one copy of the application on file.

(3) Language

- Except where otherwise specified, the application should be completed in *block style Japanese and/or typed English*.
- Where entries are requested in your native language, please use (or transliterate into) the English alphabet.
- Applicants using Chinese characters are requested to enter the English transliteration at the same time.
- Please include the name of the division/department within your institution or organization.

(4) Applicants are requested to promptly notify the Japan Foundation of any substantive change in the information given in the application forms.

(5) Example of how to fill out the "Project Budget" (when the applicant hopes to receive a subsidy of 40% of the translation costs and 25% of the production costs)

* Please be sure to fill in the "Project Budget" in LOCAL CURRENCY.

		Currency: £		
	JF subsidy	Own funds	Subsidies from others	Total
× We apply for support for Translation				
1.Details of translator's fee	£ 800 (40 % of the translator's fee)	£ 1,200	0	£ 2,000
Method for calculating (Translation fee per page) <u>£ 20</u> × (Pages) <u>100</u> = (Total) <u>£ 2,000</u>				
× We apply for support for Publication				
2.Production costs [paper, plate-making, printing, binding, etc.]	£ 1,500 (25 % of the production costs)	£ 4,500	0	£ 6,000
Other costs (specify):	/			
3.Copyright clearance(s):		£ 1,000	0	£ 1,000
4.Supervision:		£ 1,500	0	£ 1,500
5.Shipping		£ 500	0	£ 500
6.				
Total	£ 2,300	£ 8,700	0	£ 11,000

15. Contact

Film, TV and Publication Section, Arts and Culture Dept.

The Japan Foundation

4-4-1 Yotsuya, Shinjuku-ku, Tokyo

160-0004, Japan

Tel: +81-(0)3-5369-6064, Fax: +81-(0)3-5369-6038

film_tv_and_publication_division@jpf.go.jp

For previous grants, please refer to the Japan Foundation website.

<http://www.jpf.go.jp/e/culture/media/publish/index.html>

Click on the address below to download "List of Recommended Works".

<http://www.jpf.go.jp/e/program/culture.html>

Click on the address below to download the Application Form.

<http://www.jpf.go.jp/e/program/culture.html>

Translation and Publishing Support Program 2008 – 2009

http://www.jpf.go.jp/e/culture/media/publish/support_p_20.html

Support Program for Translation and Publication on Japan Application Form For Fiscal 2010-2011

To the President of the Japan Foundation

Date:

<input type="checkbox"/> Support for Publication <input type="checkbox"/> Support for Translation <input type="checkbox"/> Support for Publication & Translation		
Title of the book	Japanese	
	English	
	Native language	
Language to be used in the book		

We hereby apply for support for translation and/or publication of the work above and acknowledge that we have read and agreed to the terms of the application instructions.

To be filled in by the publisher (applying organization).

Name of Applying Organization	Japanese			
	English			
	Native language			
Address		Country	Telephone No.	Facsimile No.
Highest Administrative Representative (President, etc.)	Family name Dr./Mr./Ms./Prof.		First, Middle names	
	Position			
	Signature			

Publisher's prospectus

Principal field(s) of publication			
<input type="checkbox"/> Profit-making Organization <input type="checkbox"/> Non-profit Organization	Average number of publications per year	Annual sales	Capital
Person in charge of this project		Representative in Japan, if any	
Dr./Mr./Ms./Prof. Name	Dr./Mr./Ms./Prof. Name		
Position	Address		
E-mail address	Telephone No.		
	E-mail address		

Outline of the work

Outline of the work

To be filled in only in the case of a translation.

Original title			
Original author			
Original language		Year of publication	
Original publisher		Copyright holder	
Size		No. of pages	
<p>Please indicate if the work has already been published in the same language you are applying.</p> <p>YES/NO Year of publication: Publisher: Translator:</p>			

*If you do not translate directly from the original but translate from an already-translated version of the work into another language, please also specify on a separate sheet of paper the translator, the language, the publisher, the year of publication, and the copyright holder of the translated version.

Profile of principal author/editor

*Please see "12. Use of Personal Information" of the application instructions.

Check one to indicate role of individual in publication						
<input type="checkbox"/> Author <input type="checkbox"/> Editor						
Name	Chinese characters		Family name		First, Middle names	
	Roman alphabet		Family name		First, Middle names	
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male		Year of birth		Nationality	
Present position	Affiliation	Japanese				
		English				
		Native language				
		Country		City		
	Position/ Occupation	Japanese		Field of specialization	Japanese	
		English			English	
Academic/Professional background, previous major publications, etc.						

Profile of principal translator (To be filled in only in the case of a translation)

Name	Chinese characters		Family name		First, Middle names	
	Roman alphabet		Family name		First, Middle names	
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male		Year of birth		Nationality	
Present position	Affiliation	Japanese				
		English				
		Native language				
		Country		City		
	Position/ Occupation	Japanese		Field of specialization	Japanese	
		English			English	
Academic/Professional background, previous major publications, etc.						
Other translators (If there are two or more translators)						

Profile of reviser (Other than in-house) *Please see "12. Use of Personal Information" of the application instructions.

Name	Chinese characters	Family name			First, Middle names	
	Roman alphabet	Family name			First, Middle names	
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male	Year of birth		Nationality		
Present position	Affiliation	Japanese				
		English				
		Native language				
	Position/ Occupation	Country		City		
		Japanese		Field of specialization	Japanese	
		English			English	
Academic/Professional background, previous major publications, etc.						

Project Outline

Number of pages	Body	Index	Appendices	Number of illustrations	
				Color	B/W
Size	Number of copies in first edition			Price	
	Hardcover:	Paperback:			
Date of completion of manuscript		Estimated date of completion of printing		Estimated date of release	
Year Month *When you apply for support for publication, manuscripts must be already completed.		Year Month		Year Month	
Plan for distribution of the work					

Reason for applying
<p>Details of transfer or authorization of copyright, particularly in the case of a translation (also required for photographs or other materials used in the publication)</p> <p>*In the case of a translation, the copyright arrangements concerning the original work must already be completed. Please also attach a copy of documents which prove that applicant has cleared the copyright.</p> <p>[The applicant shall be responsible for all copyright negotiations or arrangements.]</p>

Project Budget

NOTES:

1. Please fill in the items below in LOCAL CURRENCY, even if you hope to have the subsidy remitted in foreign currency.
2. The subsidy is limited to part of translator s fee and production costs. Concerning the percentage of the costs that the Foundation subsidy will cover, please refer to the second page of the Application Instructions.
3. In filling in the items below, please refer to the “Example of how to fill out the Project Budget” on the eighth page of the Application Instructions.

Currency:

	JF subsidy	Own funds	Subsidies from others	Total
<input type="checkbox"/> We apply for support for translation				
1.Details of translator s fee (_% of the translator s fee)				
Method for calculating $\frac{\text{Translation fee per page}}{\text{Pages}} \times \text{Pages} = \text{Total}$				
<input type="checkbox"/> We apply for support for Publication				
2.Production costs [paper, plate-making, printing, binding, etc.] (_% of the translator s fee)				
Other costs (specify): 3. 4. 5. 6.	/			
Total				

The currency in which remittance of the subsidy is requested:	Exchange Rate: US \$1 = _____ (/ /) Year Month Day
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	Source	Address	Amount requested	Amount received or awarded
Applications for financial assistance from other sources, if any				

The following documents are attached to this application (please check the boxes):

1 . Support for Publication

(1) In the case of newly written works

- 1. A sample of the manuscript, about 30 pages long and drawn from the most important part of the work
- 2. Syllabus
- 3. The table of contents
- 4. A formal estimate, presented by a printing company, with detailed statements of the costs of paper, plate-making, printing, binding, etc.
- 5. Recommendations of the work by two readers whose own specialties bear on the subject (one copy each)
- 6. Translations of the documents into either English or Japanese, if the documents listed in c., d., and e. above are written in languages other than English or Japanese

(2) In the case of translations

- 1. A sample of the translation, about 30 pages long
- 2. The corresponding sections of the original
- 3. The table of contents of the original text, and also that of the translation, if any modifications have been made to the original
- 4. A formal estimate, presented by a printing company, with detailed statements of the costs of paper, plate-making, printing, binding, etc.
- 5. A copy of documents which prove that the applicant has cleared the copyright of the original
- 6. Recommendations of the merit of translating the work by two readers whose own specialties bear on the subject (one copy each)
- 7. Translations of the documents into either English or Japanese, if the documents listed in c., d., e., and f. above are written in languages other than English or Japanese

2 . Support for Translation

- 1. A sample of the translation, about 30 pages long
- 2. The corresponding sections of the original
- 3. The table of contents of the original text, and also that of the translation, if there have been any modifications to the original
- 4. A copy of the contract made with the translator, indicating the translation fee, the payment conditions, the working terms, etc.
- 5. A copy of documents which prove that the applicant has cleared the copyright of the original
- 6. Recommendations of the merit of translating the work by two readers whose own specialties bear on the subject (one copy each)
- 7. Translations of the documents into either English or Japanese, if the documents listed in c., d., e., and f. above are written in languages other than English or Japanese.

3 . For domestic publishers

- A copy of the documents proving that the applicant has a contract with foreign book distributors, or has a large foreign market.

***When this application form is submitted, it must be accompanied by the documents specified in "Documents to Be Submitted" on the page iv of the Application Instructions. Incomplete applications will not be given due consideration.**