

Exhibitions Abroad Support Program Application Instructions

1. Program Description

This program is designed to provide financial assistance to exhibitions introducing Japanese art and culture to audiences overseas, in order to promote mutual understanding between Japan and other countries.

2. Eligible Applicants

- (1) Applications from overseas (i.e. those located outside of Japan) museums and art institutions will be considered.
- (2) Applications from individuals cannot be accepted.
- (3) The Japan Foundation does not provide grants to:
 - 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
 - international organizations to which the Japanese government makes a financial contribution.
- (4) Applicants should be based in the country in which the exhibition will be held and it should not be against the laws of their country for Applicants to receive a grant from the Japan Foundation. Applicants must have the capabilities necessary for implementing their planned projects and should have their own banking accounts (or be able to open them before payment) to receive a grant from the Japan Foundation.
- (5) For 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. Applicants who were subject to this principle and not accepted for Fiscal 2009-2010 are eligible to apply for Fiscal 2010-2011, and applications will be screened accordingly.

3. Eligible Projects

The grant is provided for exhibitions that

- (1) will be opened during fiscal 2010 (between April 1, 2010 and March 31, 2011); and
- (2) introduce Japanese art and culture that are planned and executed by foreign museums or art institutions, and shown in the applicants' countries; or
- (3) introduce Japanese artists and works in the framework of international art exhibitions such as biennials and triennials; or
- (4) are created through artist-in-residence programs and promote the exchange among local citizens, artists, curators, and researchers.
- (5) Plans and methods for implementing the project must be appropriate and there must be sufficient expectation that the project will yield positive results.
- (6) Project must not be for religious or political purposes.
- (7) Each organization may only submit one application.

4. Grant Coverage

Assistance will take the form of subsidies on a cost-sharing basis for the following costs incurred and paid during Fiscal 2010 (until March 31, 2011). In principle, the maximum amount of grant will be 1,000,000 yen.

- (1) packing and shipping costs (excluding insurance costs);
- (2) catalogue production costs;
- (3) traveling costs for dispatched or invited artists and specialists, such as air fares, accommodation fees, and per diems. The maximum amount of the air fares is, in principle, the cost of round-trip, economy-class discount tickets (IATA PEX fares). (excluding costs such as preliminary research and development, etc.).

5. Application Procedures

(1) Deadline and Address of Application

Completed applications must be submitted to the Japan Foundation overseas offices or Japanese diplomatic missions by December 1, 2009. The Japan Foundation does not accept applications submitted through the Internet, by e-mail, or by fax.

(2) Documents to be submitted

a. Official Application Form

Every item should be filled in. Please give the requested information within the designated area. If you find any area not sufficient, please give the outlined information within it, and attach additional A4-size pages for detailed information.

b. A copy of the contract, agreement, etc., between your organization and the co-organizing body, or a letter certifying that the project will be carried out.

c. A list of the exhibits, with photographs of the exhibits.

d. Biography of participating artists and curators.

e. The Applicant's institutional information (type of organization, background and aims, organizational chart, historical overview, past activities, financial status, articles of association, brochures, and annual reports).

f. Copies of the proper estimates of the items that the Japan Foundation grant will cover (they must be copies of original estimates from third-party companies).

g. Other materials for additional information.

(3) Submitted Application Forms and other attached materials will not be returned.

(4) Incomplete applications will not be given due consideration.

6. Selection Policy

(1) Criteria for screening are as follows:

- Necessity of grant by the Japan Foundation
- Contents of exhibition
- Adequacy of project plan / Organization for its implementation

(3) Exhibitions with strong curatorial premises, of a kind that have not yet been made in the applicants' countries will be given higher priority

(4) We review applications from the viewpoint of promoting relations between Japan and other countries while considering the following issues: country or region involved in the project, anniversaries of diplomatic relations and contributions to general diplomatic relations.

(5) The following types of projects will be given lower priority:

- exhibitions that are primarily part of friendship and goodwill activities between sister cities, schools or institutions;
- exhibitions composed mainly of art works of public subscription;
- exhibitions given by hobby groups or associations of like-minded persons;
- exhibitions given by museums or organizations that have recently received financial support from the Japan Foundation.
- traveling exhibitions that have previously received grants from the Japan Foundation.

7. Recent projects retained

The number of applications / retained projects in previous year is: 81 applications /54 projects retained. For details please see our website:

http://www.jpf.go.jp/e/culture/exhibit/oversea/supportlist_o.html

8. Selection and Notification of Results

- (1) After the screening of applications, decisions will be announced in early April 2010.
- (2) Successful Applicants will be notified of the grant amount in the Notice of Grant Approval in the latter half of April 2010.
- (3) The Foundation cannot make any comment on the deliberations in the screening.

9. Evaluation

- (1) Clear benchmarks and specific plans for evaluating the project to measure the success of the project should be included.
- (2) Upon completion of the grant projects, grantees are requested to submit self-evaluations and evaluations by third parties according to the benchmarks.

10. Obligations

- (1) The recipient must meet the terms and conditions described in the "Terms and Conditions of the Grant" and take the necessary procedures described in the "Grant Procedures."
- (2) The recipient must mention that the Japan Foundation supports the project in its public-relations materials by using the logo of the Japan Foundation, and submit 3 copies of the catalogue to the Japan Foundation.

11. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g. name of the applicant, name of the representative and the address of applicant, project descriptions, and the website of the applicant/project) will be made public in the *Kokusai Koryu Kikin Jigyo Jisseki (Detailed Annual Reports of the Japan Foundation)*, on the Japan Foundation's website, and in other public-relations materials.
- (2) When a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institution, etc." (Law No. 140 of 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

12. Use of Personal Information

- (1) 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/index.html>
- (2) The Japan Foundation uses personal information of the representative, person in charge, artists, and curators on the application materials, such as their names and other information in their curriculum vitae, for screening, implementation, and evaluation procedures of the project. There may also be cases in which copies of applications, including attached documents including the personal information, are provided outside consultants in order to facilitate the screening process and the evaluation of the results of projects. They may also be used in compiling statistics carried in the *Annual Report*, and be released to the press for publicity purposes.
- (3) There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities or to send some public-relations materials.
- (4) There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
- (5) Applicants are requested to inform the above-mentioned policy to all individuals whose personal information appears on the application materials.

13. Governing Laws

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

14. Contact Information

The Japan Foundation (Headquarters)

Visual Arts Section, Arts and Culture Department

4-4-1 Yotsuya, Shinjuku-ku, Tokyo, 160-0004, Japan

TEL: 81-3-5369-6062; FAX: 81-3-5369-6038

平成22年度海外展助成プログラム申請書

EXHIBITIONS ABROAD SUPPORT PROGRAM APPLICATION FORM

QZ-EAS

平成22年度用
For Fiscal 2010

国際交流基金

海外の申請者は、申請書を国際交流基金の海外拠点または在外公館に提出してください。東京の基金本部では海外からの申請を受け付けていませんのでご注意ください。また、申請に先立ち、基金の海外拠点または在外公館に連絡の上、申請方法等の指示に従ってください。事前連絡のない場合は、申請書を提出しても無効となる場合があります。インターネットやメールによる申請書の提出は受け付けていません。

Applications should be submitted to the Japan Foundation office in your country, or, if the Japan Foundation has no office in your country, the nearest diplomatic mission of Japan. The Japan Foundation Headquarters in Tokyo does not accept applications from overseas applicants. Before applying, please contact the overseas agency mentioned above to inform them of your planning to apply and receive application instructions. If you do not contact them in advance, there is a possibility that your application cannot be accepted. The Japan Foundation does not accept applications submitted through the Internet or by e-mail.

国際交流基金 理事長殿
To the President of the Japan Foundation:

申請日： 年 月 日
Date: Day Month Year

事業名 (日英併記) Title of the Project

各欄はもれなく記入すること。
Please fill in each item of this form.

申請機関 Applicant Organization

機関名 (日英併記) Name of the Applying Organization:		
住所 Street Address:		
国名 Country	Tel:	Fax:
Website:		
代表者名:	(職名)	(印または署名)
Name of the Authorized Representative of Applying Organization:	(Job Title)	(Signature)
Mr. Ms. Dr. *Please circle one of the above.		
担当者名:	(職名)	(印または署名)
Name of the Project Director (person in charge of the project):	(Job Title)	(Signature)
Mr. Ms. Dr. *Please circle one of the above.		

事業 Project

概要：本欄に収まるように概要を記入して下さい。企画書や事業実施を証する書類（共催機関との契約書等の写し）を添付して下さい。
 Outline of the project: The project outline should be kept within this space. Please attach a copy of the contract, agreement, etc., between your organization and the co-organizing body, or a letter certifying that the project will be carried out. Any additional information may also be attached.

共催者名（日英併記）Co-organizers of the Project:

会期・会場 Dates and Venues:

会 期 from to (day/month/year) ~ (day/month/year)	会場名（日英併記）Venues	都市名 City	国名 Country

経費総額 Estimated total cost		助成要望額 Requested amount of subsidy from the Japan Foundation		通貨名 Currency	
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展覧会のコンセプト（事業の目的、意義、期待される効果）：
Concept of the Exhibition (Purpose, significance, and expectations of the project):

主な作品構成（詳しい作家・作品リスト、作家・キュレーターの略歴及び作品の写真・映像資料を添付すること）：
Contents of the Exhibits (Please attach a detailed list of the artists and exhibits, curriculum vitae of artists and the curator, and visual materials of the exhibits.)

計画の経緯及び準備状況：
How the project came about, and circumstances of preparation for the project:

助成を必要とする理由：
Reason why you need support from the Japan Foundation:

申請団体の概要(年報・事業報告書等関連資料を添付してください)

Outline of the Applicant Organization (Please attach annual reports and other pertinent information)

申請団体の種別、設立年月、設立目的、組織（役員構成、その他構成員の人数等）、沿革
 財政状況（過去3年分程度の総収入、総支出、当期損益、補助金・助成金の受領実績等）、定款、寄附行為、規約、会則等
 Applicant's institutional information (type of organization, background and aims, organizational chart (detail of board members, number of members, etc.), historical overview, past activities, financial status (financial statements of recent three years), articles of association, experiences of receiving subsidies/grants, brochures, and annual reports):

現在までの業務（活動）概要、主な展示等の実績（年報、事業報告書等）
 Description of past activities, programs and major exhibitions conducted in the past by the Applicant Organization (Annual Report, etc):

過去に国際交流基金の助成を受けたことがある場合、基金と協力して事業を行なったことがある場合、もしくは基金事業と何らかの関与があった場合には、そのプログラム名、事業名、実施年、助成額、及び事業概要：
 If you have ever received a grant from the Japan Foundation, co-organized a project with us, or participated in one of our programs, describe the name of the program, the project, the year, the amount of the grant, and the outline of the project.

申請事業の目標とその評価基準（事業の成果を測るための明確な評価基準とその実施計画を記載してください。事業実施後、この基準に基づいて事業の達成度に関する自己評価と第三者評価を報告していただきます。）
 Evaluation of the applying project (Clear benchmarks should be included for measuring the success of the project. Grantees are requested to submit self-evaluations and evaluations by third party according to the benchmarks).

記入例 入場者数 目標数 名をもって成果を上げられた、と評価する
 メディアによる露出件数 目標数 件
 予定している第三者評価の内容 来場者アンケートの実施、専門家の書面による評価等

For example: Target Number of visitors:
 Annual number of visitors:
 Targeted Quantity and quality of press coverage:

Evaluation by third party: Please explain what kind of third party evaluation is planned.

Are written evaluations by the specialists planned? **YES / NO**

Are Visitor's questionnaires planned? **YES / NO**

収 支 予 算(支出)
Budget Sheet (Expenditures)

QZ-EAS

(別紙 2-1)

項 目 Item	金額 Amount (通貨名 : Currency:)	内 訳 ・ 積 算 根 拠 Breakdown	備 考 Remarks
作品輸送費 Exhibit Transportation			
図録作成費 Catalogue Production			
作家・専門家旅費 Traveling Expenses of Artists or Specialists			
作品保険料 Insurance			
広報宣伝費 Publicity			
会場設営費 Installation			
謝 金 Honorariums			
合計 Total		収支予算(収入)(別紙 2-2)の合計額と一致すること The total Expenditures should equal the total Income .	

事業実施に必要な経費をすべて記入すること。

Please fill in all expenses.

収 支 予 算(収入)
Budget Sheet (Income)

QZ-EAS

(別紙 2-2)

項 目 Item	金額 Amount (通貨名 : Currency:)	内 訳 ・ 積 算 根 拠 Breakdown	備 考 Remarks
国際交流基金に要望する助成金 Requested Japan Foundation Grant 作品輸送費 Exhibit Transportation 図録作成費 Catalogue Production 作家・専門家旅費 Traveling Expenses of Artists or Specialists		助成を要望する対象項目にかかる見積書を添付してください。 Please attach proper estimates of the items to be covered by the subsidy.	
その他の機関からの助成金 Contributions from Other Institutions		申請中か決定(内定)済かを、また、申請中の場合は結果判明時期を、助成対象項目が指定されている場合はその対象項目を、明記してください。 Please describe: if outside contributions have been requested or decided (provisionally or finally), indicate when they will be decided, if requested, and also outline the items to be covered by the contributions, if designated.	
入場料 Admission Fees			
図録等売り上げ Proceeds from the Catalogue, etc.			
その他収入 Other Income			
自己負担金 Own Funds			
合計 Total		収支予算(支出)(別紙 2-1)の合計額と一致すること The total Income should equal the total Expenditures .	

<重要 Important: Please tick one of the checkboxes below >

申請機関は自国の法令等に違反せず国際交流基金(外国政府関係機関)から助成金を受領できる、もしくは助成金支払いまでに口座を開設できる：
It is not against the laws of the country for the Applicant to receive a grant from a foreign governmental institution, and the Applying Organization has its own banking account in which it is able to receive funds from the Japan Foundation (or it is able to open such an account before the payment of the grant):
はい YES / いいえ NO

<送金通貨 Currency information >

国際交流基金から送金できる通貨は以下の通りです。送金を希望する通貨にチェックしてください。

The currencies available for remittance from the Japan Foundation are as below. Please check one as your preference:

Australian Dollars (AUD) / Canadian Dollars (CAD) / Danish Kroner (DKK) / European Euros (EUR) /
Hong Kong Dollars (HKD) / Indian Rupees (INR) / Indonesian Rupiahs (IDR) / Japanese Yen (JPY) /
Korean Won (KRW) / Mexican Nuevo Pesos (MXN) / New Zealand Dollars (NZD) / Norwegian Kroner (NOK) /
Philippine Pesos (PHP) / Pounds Sterling (GBP) / Singapore Dollars (SGD) / Swedish Kroner (SEK) /
Swiss Francs (CHF) / Thai Bahts (THB) / United States Dollars (USD)