

## 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. Applicant Eligibility

- (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. The Japan Foundation will remit the grant money not to a personal bank account but to an institutional bank account.
- (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 2011 (April 1, 2011 to March 31, 2012) are eligible to apply for fiscal 2012 (April 1, 2012 to March 31, 2013), and applications will be screened accordingly.
- (6) As for Taiwan-based museum or art institution considering application, please contact the Interchange Association, Japan, Taipei Office, with which the Japan Foundation cooperates.

#### 3. Eligible Projects

The grant is provided for exhibitions that

- (1) will open during fiscal 2012 (between April 1, 2012 and March 31, 2013); 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.
- (8) If the exhibition tours to more than one venue, the host institutions should consolidate the grant requests and only one application should be submitted for the whole project. The Japan Foundation will not accept multiple applications for one project.

#### 4. Grant Coverage

Assistance will take the form of subsidies on a cost-sharing basis for the following costs incurred and paid during fiscal 2012 (until March 31, 2013):

- (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 (discount economy class). (excluding costs such as preliminary research and development, etc.).

Installation and production costs and artist fees will not be covered by the grant from the Japan Foundation.

## **5. Application Procedures**

### **(1) Deadline and Address for submission**

Completed applications must be submitted to the Japan Foundation overseas offices or Japanese diplomatic missions by December 1, 2011. 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 (<http://www.jpf.go.jp/e/program/culture.html#2-1>)**

Every item should be typed and 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. 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).**
- c. 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.**
- d. A list of the exhibits, preferably with photographs.**
- e. Biography of participating artists and curators.**
- f. 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).**
- g. Other materials for additional information.**

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

### **(4) Incomplete applications will not be considered.**

## **6. Selection Policy**

### **(1) Criteria for screening are as follows:**

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

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

### **(3) 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.**

### **(4) 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: 111 applications / 70 projects retained. For details please see our website:

[http://www.jpf.go.jp/e/culture/exhibit/oversea/supportlist\\_o.html](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 writing in April 2012.**

- (2) Successful Applicants will be notified of the grant amount in the Notice of Grant Approval in April 2012.
- (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 2 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 Jigyō 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

2012 (平成24年) 度海外展助成プログラム申請書  
EXHIBITIONS ABROAD SUPPORT PROGRAM APPLICATION FORM

2012(平成24年度)用  
For Fiscal 2012

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下さい。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下さい。事前連絡のない場合は、申請書を提出しても無効となることがあります。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 directly 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:	/	/	
	Month	Day	Year

各欄はもれなく記入すること。  
Please complete the entire application.  
Please TYPE or PRINT clearly.

事業名 (日英併記) Title of the Project

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申請機関 Applicant Information

団体名 (日英併記) Name of the Applying Organization:		
住所 Address:		
City:	Postal (ZIP) Code:	
国名 Country:		
Telephone Number:	Fax Number:	
Website:		
代表者名 Name of the Authorized Representative of Applying Organization:		
Mr. _____	職名 Job Title _____	印または署名 Signature _____
Ms. _____		
Dr. _____		
*Please circle one of the above.		
Email:		
担当者名 Name of the Project Director (Contact Person)		
Mr. _____	職名 Job Title _____	印または署名 Signature _____
Ms. _____		
Dr. _____		
*Please circle one of the above.		
Email:		

経費総額/Estimated Total Cost	助成要望額/Grant Amount Requested from the Japan Foundation	通貨名/Currency

事業 Project

概要：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: Please attach your project plan and/or documents that certify the execution of the project, such as a copy of the contract/agreement between your organization and the co-organizing body.

共催者名（日英併記） Co-organizer(s) of the project:

会期・会場 \*申請資格を満たすためには、展覧会は2012年4月1日から2013年3月31日の間に開幕する必要があります。  
 Dates and Venue(s): \*To qualify, the exhibitions' opening date must fall between April 1, 2012 and March 31, 2013.

会 期 Exhibition Dates	会場名（日英併記） Venue(s)	都市名 City	国名 Country
From ( month/day/year) to ( month/day/year)			

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 the artists and the curator, and visual materials of the exhibits.)

計画の準備状況：  
Preparation plan for the project:

**申請団体の概要(年報・事業報告書等関連資料を添付して下さい)**

**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  
 Institutional information: type of organization, the date of foundation, the founding prospectus, organizational chart (details of board members, the number of members, etc.), historical overview, financial status (financial statements from the past three years, experience of receiving subsidies/grants), the articles of association, the articles of endowment, rules and regulations:

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）  
 Summary of past activities, programs and major exhibitions in the past (Attach annual report if necessary):

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, and/or participated in one of our programs, describe the name of the program/project, the year, the amount of the grant awarded and the outline of the project.

事業評価：申請事業の成果を測るための目標数値、並びに第三者評価の計画を記してください。採用した事業については、事業終了後、事業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 project: please set the quantitative goals to measure the achievement of the project and plan for third-party evaluation to assess the outcomes of the project. Grantees will be requested to submit both self-evaluation and third-party evaluation reports upon completion of the project.

(1) 目標数値 / Quantitative goals

目標入場者数 Target number of visitors	
メディアへの目標数 Target number of press reports	
その他の定量評価基準 Other method of quantitative measure	

(2) 第三者評価の計画 / Plans for third-party evaluations

来訪者アンケート / Visitors' questionnaires                      YES（実施する） /      NO（実施しない）  
 外部専門家によるコメント / Professional critical review              YES（徴取する） /      NO（徴取しない）

その他の第三者評価の計画があれば記載してください。  
 If you are planning to implement other types of third-party evaluations, please describe the method and procedures.

助成を必要とする理由：  
 Why the financial support from the Japan Foundation is necessary:

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

(別紙 2-1)

項 目 Item	金額 Amount 通貨単位 Currency Unit:	内 訳 ・ 積 算 根 拠 Breakdown	備 考 Remarks
作品輸送費 Exhibit Transportation		助成を要望する対象項目にかかる見積書を添付して下さい。 <u>Attach estimates of the items</u> you wish to be covered by the subsidy.	
図録作成費 Catalogue Production			
作家・専門家旅費 Traveling Expenses of Artists and/or Specialists			
作品保険料 Insurance			
広報宣伝費 Publicity			
会場設営費 Installation			
謝 金 Honorariums			
その他 Other expenses			
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 <b>expenditures</b> should equal the total <b>income</b> .	

事業実施に必要な経費をすべて記入すること。  
Please fill in all the necessary expenses.

収 支 予 算(収入)  
Budget Sheet (Income)

QZ-EAS

(別紙 2-2)

項 目 Item	金額 Amount 通貨単位 Currency Unit:	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			
その他の機関からの助成金 Contributions from Sources		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、明記して下さい。 Please specify if outside contributions have been requested or have been decided either provisionally or finally, including the items to be covered by the contributions, if designated. If they are under review, please indicate when the decision will be made.	
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 <b>income</b> should equal the total <b>expenditures</b> .	

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

(1) 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。

It is NOT against the laws of the country for the Applicant to receive a grant from a foreign governmental institution:

いいえ NO / はい YES

(2) 助成金支払いまでに海外送金を受け取る口座を開設できる。

The applicant 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下さい。

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

Australian Dollars (AUD)  
Hong Kong Dollars (HKD)  
Korean Won (KRW)  
Philippine Pesos (PHP)  
Swiss Francs (CHF)

Canadian Dollars (CAD)  
Indian Rupees (INR)  
Mexican Nuevo Pesos (MXN)  
Pounds Sterling (GBP)  
Thai Bahts (THB)

Danish Kroner (DKK)  
Indonesian Rupiahs (IDR)  
New Zealand Dollars (NZD)  
Singapore Dollars (SGD)  
United States Dollars (USD)

European Euros (EUR)  
Japanese Yen (JPY)  
Norwegian Kroner (NOK)  
Swedish Kronas (SEK)