

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

For FY2018

### 1. Objectives

This program is designed to provide financial assistance for foreign publishers to translate and/or publish Japan-related books. The grant shall cover part of the translation costs and/or publishing costs (paper costs, plate-making costs, printing costs, binding costs, etc.). By enabling reduction of the selling price, and thus making books more accessible to the general public, especially books that are difficult to publish commercially, the program aims to promote better understanding of Japanese culture and Japanese studies abroad.

### 2. Eligible Projects

(1) The following project is eligible for the program:

Translation and/or publication project of Japan-related books in the fields of humanities, social sciences, or arts.

(2) Projects must fulfill the following requirements:

- a) The translated book must be published between April 1, 2018, and February 28, 2019. However, in case of application for “translation grant” only, the publishing deadline is within two years after the completion of translated manuscript.
- b) The original book written in Japanese must already be published.
- c) In principle, translation must be made directly from the original book. (Retranslation of works already translated into another language will only be considered for applications from countries where the number of translators is limited.)
- d) The copyright arrangements concerning the original book (and retranslation book, if any) must already be completed. As for translation fees, a written contract between the publisher and the translator must already be concluded.
- e) The plan and method of implementation must be appropriate and there must be ample expectations that they will yield good results.
- f) Projects must not be used for religious or political purposes.

### **Points to be noted**

(1) The following projects are not eligible:

- a) Periodicals, special issues, proceedings, exhibition catalogues, guidebooks, pamphlets, language dictionaries and Japanese-language teaching materials, etc.;
- b) Newly written works, or books directly published in a foreign language;
- c) Works not expected to secure wide-distribution, including those to be donated for free;
- d) Projects for which the translator’s fee is paid by royalties;
- e) Reprints of works already published;

### 3. Eligibility

(1) Applicant must meet the following requirements:

- a) Applicant is a publisher (corporation) outside of Japan. Domestic publishers (corporations) within Japan may also apply, but only if there is a written contract/agreement with foreign book distribution companies.
- b) Applicant must have the capabilities necessary for implementing the planned projects.
- c) The receipt of grants or support from the Japan Foundation must not violate any laws, regulations, or ordinances.
- d) Applicant must have a bank account in the organization’s name in order to receive grant money from the Japan Foundation.

(2) The Japan Foundation does not provide grants for:

- a) Individuals (author, translator, etc.)
- b) The Japanese government (including national institutions), Japanese local municipalities (including municipal schools and universities and other municipal institutions), Japanese independent administrative institutions, Japanese local independent administrative institutions, Japanese national university corporations (including national secondary schools), and lower branches of the above-mentioned organizations;
- c) Foreign governments, including their administrative organs and their embassies and consulates-general in Japan (exceptions being academic, cultural, or research institutes, such as universities and museums); and
- d) International organizations to which the Japanese government makes a financial contribution.

**Points to be noted**

- (1) 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 the Japan Foundation places a lower priority on such applications.
- (2) The Japan Foundation and its overseas office will not duplicate funding for the same project.

**4. Grant Coverage**

- (1) The grant will cover up to 60% at the maximum of the actual amount of the following costs incurred and paid between April 1, 2018, and February 28, 2019. However, if the applying book is listed in “Worth Sharing - A Selection of Japanese Books Recommended for Translation”, the grant will cover up to 80% at the maximum.

[http://www.jpf.go.jp/e/project/culture/publication/supportlist\\_publish/worth\\_sharing/index.html](http://www.jpf.go.jp/e/project/culture/publication/supportlist_publish/worth_sharing/index.html)

- a) Translation fee (paid to translators);
  - b) Production costs (paid to printing companies, such as costs for paper, plate-making, printing, binding, etc.)
- \*Grant applications for support in translation costs for e-books are also accepted.

- (2) The following costs will not be covered by this grant. It shall be borne by the publisher.

- a) Editing costs;
- b) Copyright clearance costs;
- c) Design layout costs;
- d) Shipping costs;
- e) Proofreading costs; and
- f) Other necessary costs.

- (3) Applications are accepted in one of the following three classifications. In every case, the grant will be paid in exchange with submission of designated documents on completion of the project:

- a) Application for “translation only”: The grant will cover a part of translation costs. The grant will be remitted after receiving the “Payment Request” and “Project Report” together with a copy of the translated manuscript.
- b) Application for “publication only”: The grant will cover a part of publishing costs. The grant will be remitted after the Japan Foundation receives the “Payment Request” and “Project Report” together with a sample copy of the published book.
- c) Application for “translation and publication”: The grant will cover part of translation costs and publishing costs. The grant will be remitted after the Japan Foundation receives the “Payment Request” and “Project Report” together with a sample copy of the published book.

**5. Selection Policy**

- (1) Screening will be conducted in line with the following criteria, and decisions will be made after consulting with outside specialists as necessary:

- a) Necessity for a grant from the Japan Foundation
- b) Quality of the contents and translation of the book
- c) Significance of publication in the applicant’s country and language
- d) Solidity of scheduling
- e) Cost effectiveness
- f) Adequacy of distribution plan and project plan

- (2) Relatively higher evaluation will be given to the translation and/or publication of the following book:

- a) A book that is considered to give a wide influence on the society, not only limited to researchers but to a wide range of readers in the applicant’s country;
- b) A book by an author who has never been introduced in the applicant’s country before;
- c) A book of direct translation from the original book in areas where books on Japan are rarely published

- (3) The grant amount will be decided by the Japan Foundation, according to the content of the book, the publishing situation in the applicant’s country, etc.

## 6. Application Procedures

- (1) Application form and all attached materials should be submitted together, collated and not stapled. Please include 2 additional copies.
- (2) Attached materials are as follows. Incomplete applications may not be given due consideration.
  - a) Copy of translation sample (30 pages) and corresponding section from the original text;
  - b) Copy of the table of contents and corresponding section from the original text;
  - c) A copy of documents which prove that the applicant has cleared the copyright of the original;
  - d) A copy of the concluded contract between the publisher and the translator, indicating the translation fees, the payment conditions, the working terms, etc. (in case of “publication only,” this is unnecessary.)
  - e) A formal estimate, presented by a printing company, with detailed statements of paper costs, plate-making costs, printing costs, binding costs, etc. An estimate made by the publisher will not be accepted (in case of “translation only,” this is unnecessary).
  - f) Two recommendation letters from two third-party evaluators working in the same field of the book’s theme. The letter should include the merits of translating the work, possible influence on the readers in the country, etc. Letters from people concerned with the translator, reviews from newspapers and magazine articles will not be accepted.
- (3) Completed applications must be submitted to the Japan Foundation overseas offices or Japanese diplomatic missions by November 20, 2017. The Japan Foundation will not accept applications submitted through the Internet, by E-mail, or by fax. Applicants in Taiwan are requested to contact Japan-Taiwan Exchange Association, Taipei office with which the Japan Foundation cooperates.
- (4) Submitted Application Forms and other attached materials will not be returned. Please make sure to keep one copy of the application for your reference.

## 7. Notification of Results

- (1) After the screening of applications, decisions will be announced in writing in April 2018.
- (2) The Japan Foundation cannot make any comments on the screening process.

## 8. Number of Grants

The number of applications / successful projects in the previous year was 55 applications / 23 projects.

## 9. Obligations

- (1) Programs of the Japan Foundation are operated in accordance with the relevant Japanese laws and regulations of the Japan Foundation including “Law for the Proper Execution of a Budget Relating to Subsidies” (Law. No. 179 of 1955).
- (2) Acknowledgment of the Japan Foundation’s financial support should appear in an appropriate place in the book with logo of the Japan Foundation.
- (3) The Grantee shall acknowledge the Foundation’s financial support in an appropriate place (such as on the copyright page) in the book when the Grantee publicizes the Grant Project.
- (4) The Grantee shall submit the Project and Financial Reports about the activities and expenditures, when the project has been completed.
- (5) The Japan Foundation is intolerant of any fraudulent activity from the application process through the grant duration. Once a grant has been provided, committing any form of fraud with regard to the Japan Foundation grant funds could result in penalty measures such as revocation of decision to provide a grant in whole or in part, required return of rescinded portions of the grant including additional charges, late payment charges, suspension of the grant for a certain period of time, and/or other legal actions.

- (6) The publisher shall send complimentary copies of the published work to the Japan Foundation by mail. The Japan Foundation will designate the number of copies to be sent, which is usually around 15.
- (7) The Japan Foundation can buy the book at a discount of 10%.
- (8) The Grantee shall submit the Evaluation of the Project Report on sales results, book reviews in newspapers and magazines, etc., and response from readers after the publication of the book.

#### 10. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant and project descriptions) 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 Institutions, 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).

#### 11. Handling of Personal Information

- (1) The Japan Foundation handles personal information appropriately and in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003). Details of the Japan Foundation's personal information protection policy can be reviewed at the following website:  
<http://www.jpf.go.jp/e/privacy>
- (2) The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. They may also be used for the following purposes:
- Details of the successful applicants, such as names, gender, job and position, affiliation, project duration, and project description, are published in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), the Annual Report, on the Japan Foundation's website, and in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
  - There may be cases in which the information is released to the Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan at the place where a project is undertaken.
  - There may also be cases in which copies of applications, including documents containing some personal information, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure safety of the provided personal information.
  - There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
  - 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.
- (3) Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.
- (4) There may be cases in which the project reports and other related publication are released to the public.

#### 12. Contact

The Japan Foundation (Headquarters)  
Arts and Culture Department  
Planning and Coordination Section  
4-4-1 Yotsuya, Shinjuku-ku, Tokyo 160-0004 Japan  
TEL +81-(0)3-5369-6060  
FAX +81-(0)3-5369-6038  
E-mail: arts@jpf.go.jp

\*The Application Instructions and the Application Form are downloadable from the following website:

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

Instructions to Fill in the Application Forms

General Instructions

1. Application form and all attached materials, along with 2 copies, should be submitted together, collated and not stapled. After submission, it will not be returned. Please make sure to keep a copy for your reference.
2. Please type or write with a ballpoint pen in black ink, printing clearly in block letters. If you find any area insufficient, please give the outlined information within it, and attach additional A4-size pages for detailed information.
3. Applicants are requested to promptly notify the Japan Foundation of any correction to be made in their applications.

Application Form

1. Where entries are requested in Chinese characters or *Katakana*, in alphabet, and in your native language, please fill in all applicable sections.
2. 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.
3. In the “Plan for distribution of the book” section, please mention in detail how the books will be delivered to the readers. If e-book distribution is planned, please mention it in this section.
4. 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 in “Application for other grant (if any)” section.
5. Please be sure to fill in the “Project Budget” in the same currency as the contract and the formal estimate. In addition, please select your preferred currency from the list of currencies available for remittance from the Japan Foundation. It is desirable that the two currencies are the same, but if not, the grant will be converted at an exchange rate at the time of remittance.

\*Example of how to fill out the “Project Budget” (when the applicant hopes to receive a grant of 40% of the translation costs and 25% of the production costs)

記入通貨 Currency: GBP				
	国際交流基金助成金 JF Grant	自己資金 Own Funds	他の助成金 Grants from other sources	合計 Total
翻訳料 Translation Fee	GBP 800	GBP 1,200	0	GBP 2,000
Please fill in if you are applying for “translation only” or “translation and publication.”	$100,000 \text{ 字/words} \times \text{GBP } 0.02 = \text{GBP } 2,000$			
	$\text{原典の日本語字数合計} \times \text{日本語 1 字あたりの翻訳料} = \text{翻訳料合計}$			
	$\text{Total number of Japanese words in original book} \times \text{Translation fee per 1 Japanese word} = \text{Total sum of translation fee}$			
	40%	60%	___%	100%
印刷・製本費 Production costs	GBP 1,500	GBP 4,500	0	GBP 6,000
Please fill in if you are applying for “publication only” or “translation and publication.”	$\text{25\%} \quad \text{75\%} \quad \text{___\%} \quad \text{100\%}$			
編集料 Editing costs		GBP 1,000	0	GBP 1,000
		___%	___%	100%
著作権処理費 Copyright clearance costs		GBP 1,500	0	GBP 1,500
		___%	___%	100%
デザイン費 Design, layout costs		GBP 1,000	0	GBP 1,000
		___%	___%	100%
輸送費 Shipping costs		GBP 500	0	GBP 500
		___%	___%	100%
校閲費 Proofreading costs		GBP 1,000	0	GBP 1,000
		___%	___%	100%
その他 Other expenses		0	0	0
		___%	___%	100%
	小計 Subtotal GBP 2,300	小計 Subtotal GBP 10,700	小計 Subtotal 0	合計 Total GBP 13,000

国際交流基金から送金できる通貨は以下の通りです。助成金の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 follows. Please check your preferred currency.

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Australian Dollar (AUD)         | <input type="checkbox"/> Canadian Dollar (CAD)      | <input type="checkbox"/> Czech Koruna (CZK)     | <input type="checkbox"/> Danish Krone (DKK)       |
| <input type="checkbox"/> European Euro (EUR)             | <input type="checkbox"/> Hungarian Forint (HUF)     | <input type="checkbox"/> Hong Kong Dollar (HKD) | <input type="checkbox"/> Indian Rupee (INR)       |
| <input type="checkbox"/> Indonesian Rupiah (IDR)         | <input type="checkbox"/> Japanese Yen (JPY)         | <input type="checkbox"/> Korean Won (KRW)       | <input type="checkbox"/> Mexican Nuevo Peso (MXN) |
| <input type="checkbox"/> New Zealand Dollar (NZD)        | <input type="checkbox"/> Norwegian Krone (NOK)      | <input type="checkbox"/> Philippine Peso (PHP)  | <input type="checkbox"/> Polish Zloty (PLN)       |
| <input checked="" type="checkbox"/> Pound Sterling (GBP) | <input type="checkbox"/> Singapore Dollar (SGD)     | <input type="checkbox"/> Swedish Krona (SEK)    | <input type="checkbox"/> Swiss Franc (CHF)        |
| <input type="checkbox"/> Thai Baht (THB)                 | <input type="checkbox"/> United States Dollar (USD) |   |   |

**Documents to be submitted**

Type of application	Support for Translation	Support for Publication	Support for Translation and Publication
1. A copy of translation sample (30 pages) and corresponding section from the original text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A copy of the table of contents and corresponding section from the original text. If any modifications to the original, such as abridgment, commentary or addition of other writing are being planned, please also include the table of content of that section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A copy of documents which prove that the applicant has cleared the copyright of the original.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A copy of the concluded contract between the publisher and the translator, indicating the translation fee, the payment conditions, the working terms, etc.	<input type="checkbox"/>		<input type="checkbox"/>
5. A formal estimate, presented by a printing company, with detailed statements of paper costs, plate-making costs, printing costs, binding costs, etc. An estimate made by the publisher will not be accepted.		<input type="checkbox"/>	<input type="checkbox"/>
6. Two recommendation letters from two third-party evaluators working in the same field of the book's theme. The letter should include the merits of translating the work, possible influence on the readers in the country, etc. Letters from people concerned with the translator, reviews from newspapers and magazine articles will not be accepted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

翻訳出版助成プログラム申請書  
Support Program for Translation and Publication on Japan Application Form

2018(平成 30 年度)用  
For FY2018

年 Year / 月 Month / 日

独立行政法人国際交流基金理事長 殿

To : President

The Japan Foundation

独立行政法人国際交流基金プログラム・ガイドラインに従い、下記のとおり助成金の交付を申請します。

I hereby apply for a grant under this grant program as follows, according to The Japan Foundation Program Guidelines.

記

1. 申請機関概要 Applicant Information

出版社名 Name of Publisher	漢字/カタカナ In Chinese characters or <i>Katakana</i>		
	アルファベット In Alphabet		
	原語 In Native Language		
国名 Country			
住所 Address			
法人格 Corporate Status	<input type="checkbox"/> 営利出版社 Profit-making Organization	<input type="checkbox"/> 非営利出版社 Non-profit Organization	
設立年 Year of Establishment			
年間刊行数 Number of publications per year			
年間売上額 Annual sales	現地通貨 In local currency	円換算 In Japanese Yen	
資本金 Capital	現地通貨 In local currency	円換算 In Japanese Yen	
主な出版分野 Principal field(s) of publication			
代表者 Authorized Representative	氏名 (漢字又はカタカナ) Name (In Chinese characters or <i>Katakana</i> )	部署・役職 (日本語) Department and job title (in Japanese)	署名又はサイン Signature
	氏名 (アルファベット) Name (in Alphabet. First name, Last name)  Mr./ Ms. Dr./Prof.	部署・役職 (英語) Department and job title (in English)	

担当者 Person in charge of this project	氏名（漢字又はカタカナ） Name (In Chinese characters or <i>Katakana</i> )	役職（日本語） Department and job title (in Japanese)	メールアドレス E-mail Address
	氏名（アルファベット） Name (in Alphabet. First name, Last name)  Mr. /Ms. Dr. /Prof.	役職（英語） Department and job title (in English)	
電話/FAX 番号 Telephone/Fax Number	TEL:	FAX:	
ウェブサイト Website	http://		
国際交流基金との関わり (例：過去の助成申請実績等) Previous relation with the Japan Foundation (ex: past grant application, etc.)			
日本関連図書の主な刊行実績 Previous major publication of Japan-related books	<input type="checkbox"/> 有（下に記載） Our previous publications are as follows:		<input type="checkbox"/> 無 This is our first Japan-related book to be published.
	刊行年 Year of Publication	タイトル Title	著者 Author
日本関連図書の主な刊行計画 Plans for publication of Japan-related books in the future	<input type="checkbox"/> 有（下に記載） Our plans are as follows:		<input type="checkbox"/> 無 We do not have any future plans at the moment.
	刊行年 Year of Publication	タイトル Title	著者 Author



2. 事業概要 Project Outline

申請区分 Type of application	<input type="checkbox"/> 1. 翻訳助成 1. Support for Translation	<input type="checkbox"/> 2. 出版助成 2. Support for Publication	<input type="checkbox"/> 3. 翻訳・出版助成 3. Support for Translation and Publication	
申請圖書の予定タイトル Planned title of the book	漢字/カタカナ In Chinese characters or <i>Katakana</i>			
	アルファベット In Alphabet			
	原語 In Native Language			
直訳／重訳の別 Direct translation from Japanese or retranslation from another language	<input type="checkbox"/> 日本語からの直訳 Direct translation from a Japanese book	<input type="checkbox"/> 他言語からの重訳（                   語） Retranslation from an already translated book in another language, which is:		
使用言語 Language(s) to be used in the book				
推薦著作リスト Is the book listed in “Worth Sharing – A Selection of Japanese Books Recommended for Translation”?	<input type="checkbox"/> 推薦著作リスト掲載図書である The book is listed in “Worth Sharing – A Selection of Japanese Books Recommended for Translation”	<input type="checkbox"/> 推薦著作リスト掲載図書ではない The book is NOT listed in “Worth Sharing – A Selection of Japanese Books Recommended for Translation”		
内容 Outline of the work				
読者の理解を促す解説・抄訳など Will the book include any additional commentary or abridgment of other writing to enhance the reader’s understanding?	<input type="checkbox"/> 有(詳細を説明) Included (please describe)	<input type="checkbox"/> 無 Not included		
助成金申請理由と期待される成果 Reason for applying to the Japan Foundation grant and its expected outcome				
出版物の形態と初版発行予定部数 Format of book and planned number of copies in first edition (For e-book, please fill in the anticipated sales circulation.)	<input type="checkbox"/> Printed book (Hard cover)  _____ copies	<input type="checkbox"/> Printed book (Soft cover)  _____ copies	<input type="checkbox"/> E-book  _____ copies	<input type="checkbox"/> Other (Audio book, etc.)  _____ copies
	合計 Total			_____ copies

販売国 Country(ies) the book will be distributed in			
販売予定価格 Planned price of the book	現地通貨 In local currency	円換算 In Japanese yen	
読者ターゲット層 Target audience of the book			
刊行後の頒布計画 Plan for distribution of the book			
広報計画・関連イベント等 Plan for publicity and/or related events			
本を寄贈する場合、部数と寄贈先 Donation of books (if any)	部数 Number of books	寄贈先 Destination	
翻訳完了時 Date of completion of manuscript	年 Year / 月 Month / 日 Day	いずれも 2018 年 4 月 1 日から 2019 年 2 月 28 日までの間に支払いが発生し、かつ支払いを終えること。 Costs must be incurred and paid between April 1, 2018, and February 28, 2019.	
翻訳料支払時 Date of payment of translator's fee	年 Year / 月 Month / 日 Day		
印刷完了時 Date of completion of printing	年 Year / 月 Month / 日 Day		
印刷料支払時 Payment of production costs	年 Year / 月 Month / 日 Day		
刊行時 Date of release	年 Year / 月 Month / 日 Day	2019 年 2 月 28 日までに刊行されること（ただし翻訳助成のみの申請の場合、翻訳原稿完成後から 2 年以内であれば可） Books must be published by February 28, 2018. However, in case of "Support for translation," the release deadline is within two years after the completion of translation text.	
著作権保持者 Copyright holder			
著作権処理 Copyright clearance concerning the original book	<input type="checkbox"/> 処理済み Completed 著作権処理の完了していることを証明する書類のコピーを添付してください。 Please attach a copy of documents which prove that the applicant has cleared the copyright of the original book.	<input type="checkbox"/> 不要 Unnecessary 理由を記載してください。 Please specify why it is unnecessary:	
予定ページ数 Planned Number of pages			
予定判型 Planned size of the book			
他団体への申請状況 Application for other grant (if any)	企業・団体名 Name of grantee	助成額 Amount of grant	

原典（重訳の場合は重訳本も記載） Original book In case of retranslation from an already translated book in another language, please also give information on the translated book..	刊行年 Year of Publication	原典のタイトル Title of the book	作者 Author	出版社 Publisher
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過去に同じ言語による翻訳図書が刊行されている場合、記載してください Please indicate if the work has already been published in the same language you are applying.	刊行年 Year of Publication	翻訳書のタイトル Title of the book	翻訳者 Translator	出版社 Publisher
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**3. 関係者 Persons involved**

	申請図書の翻訳者 Translator of the applying book	申請図書の校閲者 Reviser of the applying book	申請図書の編者 Editor of the applying book
氏名（漢字又はカタカナ） Name in Chinese characters or <i>Katakana</i>			
氏名（アルファベット） Name in Alphabet (First name, Last name)	Mr. /Ms. Dr. /Prof.	Mr./ Ms. Dr. /Prof.	Mr./ Ms. Dr. /Prof.
所属機関（日本語） Affiliation (in Japanese)			
所属機関（英語） Affiliation (in English)			
部署・役職（日本語） Department and job title (in Japanese)			
部署・役職（英語） Department and job title (in English)			
所属機関所在国 / 都市 Country/City of Affiliation	/	/	/
専門分野 Field of Specialization			
国籍/母国語 Nationality/Native language	/	/	/
生年 Year of birth			
略歴 Academic/Professional background, etc.			
過去の著作物 Previous publications			

**4. 支出計画 Project Budget**

記入通貨 Currency: \_\_\_\_\_

証拠書類と同じ通貨で支出計画を記載してください。  
Please fill in with the same currency used in the contract and the formal estimate.

	国際交流基金助成金 JF Grant	自己資金 Own Funds	他の助成金 Grants from other sources	合計 Total	備考 Notes
翻訳料 Translation Fee (reward paid to the translator)					翻訳料の金額が明記され、関係者が署名済みの契約書のコピーを添付してください。 Please attach a copy of the concluded contract between the publisher and the translator, indicating the translation fee, the payment conditions, the working terms, etc.
_____ 字/words × _____ = _____					
原典の日本語字数合計 Total number of Japanese words in original book		日本語 1 字あたりの翻訳料 Translation fee per 1 Japanese word		翻訳料合計 Total sum of translation fee	
	_____%	_____%	_____%	100%	
印刷・製本費 (用紙、製版、印刷、製本代等) Production costs (paper, plate-making, printing, binding)					印刷・製本費の金額が明記された見積書を添付してください(印刷・製本会社発行のもので、用紙、製版、印刷、製本などの項目別経費の明細が明記されているものが有効です。申請機関が作成した書類は不可とします。Please attach a formal estimate, presented by a printing company, with detailed statements of paper costs, plate-making costs, printing costs, binding costs, etc. An estimate made by the publisher is not accepted.
	_____%	_____%	_____%	100%	
編集料 Editing costs	/				上記以外の費用は国際交流基金の助成金から支払うことができません。 All other costs cannot be covered by the Japan Foundation Grant.
		_____%	_____%	100%	
著作権処理費 Copyright clearance costs	/				
		_____%	_____%	100%	
デザイン費 Design, layout costs	/				
		_____%	_____%	100%	
輸送費 Shipping costs	/				
		_____%	_____%	100%	
校閲費 Proofreading costs	/				
		_____%	_____%	100%	
その他 Other expenses	/				
	_____%	_____%	_____%	100%	
	小計 Subtotal	小計 Subtotal	小計 Subtotal	合計 Total	

国際交流基金から送金できる通貨は以下の通りです。助成金の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 follows. Please check your preferred currency.

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Australian Dollar (AUD)  | <input type="checkbox"/> Canadian Dollar (CAD)      | <input type="checkbox"/> Czech Koruna (CZK)     | <input type="checkbox"/> Danish Krone (DKK)       |
| <input type="checkbox"/> European Euro (EUR)      | <input type="checkbox"/> Hungarian Forint (HUF)     | <input type="checkbox"/> Hong Kong Dollar (HKD) | <input type="checkbox"/> Indian Rupee (INR)       |
| <input type="checkbox"/> Indonesian Rupiah (IDR)  | <input type="checkbox"/> Japanese Yen (JPY)         | <input type="checkbox"/> Korean Won (KRW)       | <input type="checkbox"/> Mexican Nuevo Peso (MXN) |
| <input type="checkbox"/> New Zealand Dollar (NZD) | <input type="checkbox"/> Norwegian Krone (NOK)      | <input type="checkbox"/> Philippine Peso (PHP)  | <input type="checkbox"/> Polish Zloty (PLN)       |
| <input type="checkbox"/> Pound Sterling (GBP)     | <input type="checkbox"/> Singapore Dollar (SGD)     | <input type="checkbox"/> Swedish Krona (SEK)    | <input type="checkbox"/> Swiss Franc (CHF)        |
| <input type="checkbox"/> Thai Baht (THB)          | <input type="checkbox"/> United States Dollar (USD) |   |   |

5. チェックリスト Check List

以下の書類を添付し、チェックをつけてください。ひとつでも欠けている場合、選考の対象から除外されます。

(3)~(6)の書類が英語・日本語以外の言語で書かれている場合、英訳または和訳も添付ください。

コピー2部を添付してください。

This application form must be accompanied by the following documents. Incomplete applications will not be given due consideration.

For documents 3 to 6, please attach a translation either in English or in Japanese. Two copies of each document must be attached.

申請内容 Type of application	翻訳助成 Support for Translation	出版助成 Support for Publication	翻訳・出版助成 Support for Translation and Publication
(1) 本文の翻訳見本（約30頁） 及びそれに対応する原典のコピー 1. A copy of translation sample (30 pages) and corresponding section from the original text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) 目次及びそれに対応する原典のコピー 原典をそのまま翻訳・出版するのではなく、抄訳又は他の文章・作品を加えて出版する場合は、その予定目次も必要。 2. A copy of the table of contents and corresponding section from the original text. If any modifications to the original, such as abridgment, commentary or addition of other writing are being planned, please also include the table of content of that section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) 著作権処理が完了していることを証明する書類のコピー(著作権処理が必要な場合) 3. A copy of documents which prove that the applicant has cleared the copyright of the original.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) 翻訳者との間に結ばれた契約書のコピー(翻訳料の金額、期間、支払条件等が明記されたもの) 4. A copy of the concluded contract between the publisher and the translator, indicating the translation fee, the payment conditions, the working terms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) 印刷・製本費の見積書 (印刷・製本会社発行のもので、用紙、製版、印刷、製本などの項目別経費の明細が明記されているもの。申請機関が作成した見積書は不可とします。) 5. A formal estimate, presented by a printing company, with detailed statements of paper costs, plate-making costs, printing costs, binding costs, etc. An estimate made by the publisher will not be accepted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) 推薦状2通(翻訳が行われる意義や申請国の読者に与える影響等を記したもの。出版社の関係者や翻訳者ではない第三者が前提。新聞や雑誌の作品レビューは不可) 6. Two recommendation letters from two third-party evaluators working in the same field of the book's theme. The letter should include merit of translating the work, possible influence on the readers in the country, etc. Letters from people concerned with the translator, reviews from newspapers and magazine articles will not be accepted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

※申請機関が日本国内の出版社の場合、海外の図書館流通業者との契約書のコピー等、海外の広範な販路を証明する書類も添付してください。