

## Grant Program for Promotion of Cultural Collaboration Application Instructions

---

### 1. About the Program

This program is designed to form and strengthen platforms of mutual exchanges, and to generate new values and discussions towards the future in Asia, particularly Japan and ASEAN countries. Grants are provided to successful collaborative projects conducted by organizations and professionals in Japan and ASEAN.

### 2. The Japan Foundation Asia Center's Mission

The Japan Foundation Asia Center (hereinafter the Asia Center) expands networks—both individual and institutional—in Asia, explores new initiatives with the region, and nurtures the sense of coexistence and understanding as fellow neighbors in Asia.

The four pillars of our mission are:

(1) **To expand the bases of cultural exchange for the betterment of mutual understanding**

The Asia Center supports and implements a variety of projects that encourage more opportunities for exchange and dialogue, and that promote further mutual respect and understanding of the diverse cultures in Asia.

(2) **To promote human resources and soft infrastructure development initiatives**

The Asia Center embraces the nurturing of rising cultural persons and institutions, and also the improvement of soft infrastructure (maintenance, systematization, etc.) for the sustenance and development of culture. These will be pursued through collaborative exchange with the region.

(3) **To form new networks and enduring bedrock and platforms for cultural exchanges**

The Asia Center promotes the development of networks that bring cultural persons together and the building of an enduring substructure on which dialogues and collaborations can be shared, built, and continued toward resolving common concerns and achieving common goals in Asia.

(4) **To generate new values and discussions toward the future from Asia to the World**

The Asia Center encourages collaborations in Asia and the wide circulation of new values and discussions generated to further expand the sphere of cultural and artistic exchange.

The Grant Program for Promotion of Cultural Collaboration particularly supports projects that pursue initiatives outlined in 2. to 4., and that have clear objectives and plans.

### 3. Eligible Projects

(1) Project Contents:

Applications of collaborative projects—the majority of which involve ASEAN (Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam) and Japanese participants—are accepted. These projects must work on human resources development, network construction, strengthening the bases of exchange, co-production and joint-research initiatives, in the fields of arts and culture, sports, or intellectual exchange. Projects must:

- a. Be a collaboration or mutual exchange between two or more countries.
- b. Involve at least one Japanese organization or individual.
- c. Generate (a) tangible and concrete output(s) of its achievement.
- d. Have secured at least 30 percent or more of the total project budget from organizations other than the Asia Center.

For Example:

- Symposiums for resolving common issues, and publishing its reports
- Joint research on cultural heritage with local organizations, holding conferences for deliberating on preservation/restoration methods, human resources development, and restoration work of historical ruins
- Regular workshops by professionals for nurturing future leaders in the field of sports
- Joint production of cinematographic works, theatrical performance, dance, music and so on by stage directors, scriptwriters, and performers from multiple countries
- Exhibitions and symposia of curatorial collaboration

(2) Duration

[First round]: Projects that start between April 1, 2019 and September 30, 2019, and which are expected to complete within 12 months.

[Second round]: Projects that start between October 1, 2019 and March 31, 2020, and which are expected to complete by September 30, 2020.

- (3) \*This program may not be offered in FY2020.
- (4) Projects of the following are not eligible
- a. Lacking Japanese organizations' or individuals' involvement(s)
  - b. Few or no elements of multilateral cooperation and mutual exchange
  - c. For religious or political purposes
  - d. Are profit-making or fund-raising
  - e. Are on the natural sciences, medicine, and technology/engineering
  - f. Are for missionary, political, or election-campaigning purposes
  - g. Outcome is profitable only to a particular individual or group
  - h. Related to the collection of capital or funds, debt relief, donations, advertising, grant-in-aid, and the setting up of awards
  - i. Related to the design and construction of architecture, monuments, etc.
  - j. Aim to purchase facilities, equipment, real estate property, etc.
  - k. Are on Japanese studies and Japanese-language education
  - l. Lacking collaboration and are solely for the purpose of introducing Japanese culture
- (5) Selection Policy
- Applications including their budget are screened according but not limited to the following criteria.  
External consultation may be additionally carried out if necessary.
- a. Accordance with the mission of the Asia Center. (see 2 above)
  - b. Clarity in objectives and goals of the project
  - c. Concrete methods and scheduling of human resources development, networking construction etc. that cross national boundaries.
  - d. Wide dissemination of the project's achievements
  - e. Potential for the development of new projects
  - f. Pioneering elements in the project's theme and contents
  - g. Need for the Japan Foundation to provide support/implement the project
  - h. Feasibility and effectiveness of the project
  - i. Validity of the proposed budget
  - j. Safety of the project venue
  - k. Outcomes that have a lasting significance within the relevant field, rather than being a one-time event
  - l. Appropriate role and/or financial support by the collaborator(s) or cooperator(s)

#### 4. Eligible Applicants

- (1) Applicants must:
- a. Be organizations based in Japan or an ASEAN country.
  - b. Have the organizational or managerial capabilities to carry out the proposed project
  - c. Not violate the law or regulations of their own country by receiving a grant from the Japan Foundation
  - d. Possess a bank account *of the organization* that can accept remittance(s) from Japan (The Japan Foundation Headquarters) prior to or by the time the first installment is remitted. The said bank account's holder name must be the *same* as the organization's. Bank accounts of individuals are not accepted.
  - e. Be able to prepare all the necessary documents and communicate with the Japan Foundation in Japanese or English.
- (2) The Types of Organizations listed below are *not* eligible.
- a. The State (Japanese national government organs), local governments, incorporated administrative agencies, local incorporated administrative agencies (hereinafter referred to as "the State, etc.")
  - b. Organizations and facilities belonging to the State, etc. such as educational or research institutes established by the State, etc. (excluding organizations with their own legal personalities such as incorporated associations or incorporated foundations, even if the State etc. are involved in their establishment)
  - c. Foreign governments (including their administrative organs and their embassies and consulates-generals, but excluding educational, research, or cultural institutes such as universities and museums); and
  - d. International organizations to which the Japanese government makes a financial contribution.
  - e. (In the case of a Japanese organization or individual) The applicant does not fall under the definition of "Anti-Social Forces" (groups or individuals that pursue economic benefit by making full use of violence, force and/or fraudulent means), which is specified in Article 2(2)1 of the Japan Foundation's Regulations with Regard to Dealing with Anti-Social Forces (2015 Regulation No. 52).

(3) *Points to be Noted:*

- Overlapping applications (i.e. applications sent to both the Japan Foundation Asia Center and the Japan Foundation's overseas offices for the same project) are not accepted.
- The Japan Foundation Overseas Offices provide each grants. If you are applying from overseas, please inquire the specified submission office about the applicable program.

**5. Grant Coverage**

The grant will be provided to cover a portion of the expense from *a maximum of three* out of the five categories chosen by the applicant.

It is highly recommended that the applicant propose an *efficient and effective* plan and budget to carry out the project. Please also refer to *Grant Eligible and Non-eligible Items List*.

**Grant Eligible Items**

- A. Traveling expenses (international and long-distance domestic travel) and accommodation
- B. Venue and equipment use
- C. Translation, interpretation and honoraria for lectures
- D. Preparation of materials, reports, PR materials, etc.
- E. Carriage (baggage/ freight)

***Points to be Noted***

- In principle, the total grant sum *will not exceed 10 million JPY*. (For reference, the average sum per grantee for FY2018 (first round) is 3.47 million JPY.)
- The grant sum (and amount for each category) shall be determined after screening of the budget form, estimates/quotations submitted and according to the standards of the Foundation. All items applied for must be accompanied with an estimate/quotation.
- The requested budget amount *may not exceed 70 percent* of the total budget. The grant sum determined may be lower than the requested budget.
- This grant will cover only *a portion of* the expenses necessary for the project and applicants are expected to fund the remainder of the budget themselves using their own and/or external funding. Applicants are strongly advised to obtain external funding from organizations from both private and public sectors. State the currency used in the project.
- As the Japan Foundation cannot remit Malaysian Ringgit (MYR), the remittance should be made in United States Dollar or in Japanese Yen, in principle.

(1) Categories and Items Eligible/Not Eligible by the Grant:

A. Traveling expenses (international and long-distance domestic travel) and accommodation

- a. International travel refers to fares incurred in international travel by air, land, or sea. Airline flight insurance(s), fuel surcharge, departure tax, airport tax, passenger facility charges and ticket issuance commission are accepted as accompanying fees for international flight tickets.
- b. For international and domestic flights, the grant will only cover *discount economy class* fares. Should the applicant purchase or use a business class or above, it is responsible for paying the difference. At the time of application, please attach (an) estimate(s) indicating the discount economy class fare and indicate the amount in the *Budget Sheet*.
- c. Domestic long-distance travel expenses refer to fares incurred in travels of more than 100 km in principle) using domestic flights (including the accompanying expenses defined in international flight tickets), trains, hired vehicles, and other means of travel.
- d. For railway travel, the grant will only cover the standard travel fare and reserved seat ticket of limited express trains.
- e. Estimates/Quotations for hired vehicles must be accompanied by a separate itinerary specifying the estimated travel distances between locations.
- f. Excess baggage charges to carry equipment and tools necessary for the project, transportation fees of oversized items (e.g. musical instruments, sporting equipment etc.), and hired vehicles for travel of less than 100 km etc. can be applied for in Category E (Carriage (baggage/freight)).
- g. Express/Highway Tolls
- h. Accommodation fee(s) for the project.
- i. Agency commissions for accommodation.

Non-eligible Expenses

- Fares for taxis, fuel, car parking, and the equivalent.

- Fares for travel less than 100 km (e.g. transportation to and from the airport.) Fares for touring tickets (e.g. the Japan Rail Pass), commuting passes, voucher cards and booklets or the equivalent
  - Additional costs for Green Car seats (in Japan), other first class seats or the equivalent
  - Visa fares and commission fee(s)
  - Travel insurance premiums
  - Early and late Check-in(s)/Check-out(s) charges
- B. Venue and equipment use  
Expenses incurred for the use of venues, equipment, etc. for project.  
Non-eligible Expenses
- Personnel expenses related to the venue and equipment used
  - Purchase of equipment, tools, consumables, etc.
  - Purchase of refreshments for receptions, lunches, snacks etc.
  - Fees for the use or loan of (a) work(s) to be exhibited or displayed
  - Venue fees for administrative office(s) (except for Venues where the project's lecture(s), screening(s), workshop(s) and the equivalent take place)
- C. Translation, interpretation and honoraria for lectures  
Interpreter and translator fees and honoraria for lecturers/presenters of symposia, seminars, workshops and the equivalent.  
\* Applicants are required to attach (a) document(s) that substantiate the amount allocated or that specify the *unit cost* and *quantity* (number of days, times, duration, etc.) when applying for honoraria for lectures.  
Non-eligible Expenses
- Honoraria for persons or events other than the above, including coordinators and creation instruction.
  - Honoraria to Authorized Officials, Project Directors, Treasurers of the applied projects.
- D. Preparation of materials, reports, PR materials, etc.  
Costs for the printing, designing, and editing of materials (catalogues, posters, flyers, leaflets and reports etc.) to be distributed in meetings and other events.  
Non-eligible Expenses
- Fees for reproducing CDs and DVDs
  - Fees for the construction, design, maintenance, and management of websites and online services
  - Fees for video, photo, and audio recordings and any of the equivalent
  - Fees for advertising or other publication on external media
  - Fees for T-shirt, ballpoint pen, memo pad etc.
- E. Carriage (baggage/ freight)
- Freights necessary for the project (including fees for crating, customs, and storage), excess baggage charges for the participants to carry necessary equipment and tools, and hired vehicles (limited to when it is needed for the project in which case travel distance is unrestricted).
  - Freights for oversized items (e.g. musical instruments, sporting equipment, etc.).
- Non-eligible Expenses
- ATA carnet fees and cargo insurance premium(s).
- F. Other Non-eligible Expenses
- Per diem(s)
  - Labor fees/Personnel expense
  - Meals and Refreshments
  - Consumables and Miscellaneous/Incidental Expense
  - Communication Expense
  - Bank transfer fee
- (4) Payment Method  
In principle, payment will be made in two installments before and after the project.
- A. Payment before the Project  
Possess a bank account of the organization that can accept remittance(s). The said bank account's holder name must be the same as the organization's. Bank accounts of individuals are not accepted.
- a. As the first installment, 70 percent of the grant sum will be remitted after the submission of the *Acceptance Form*, the *Project Confirmation Form* and the *Payment Request Form* (all designated forms).
  - b. Should the (majority of the) project be completed at the time of submitting the above three forms, the total sum *may* be remitted on condition that the grantee submits and the Japan Foundation accepts the *Final Report* and *Financial Report*.

- B. Payment after the Project
- a. The remainder of the grant sum will be remitted in the second installment after the grantee submits the *Final Report* and *Financial Report*, and after the Japan Foundation finalizes both forms.
  - b. All documents proving the applicant's expenses and payments (e.g. receipts and remittance forms) must be attached with the *Financial Report*. The lack of such documents will result in the unacceptance of the item(s)' expense(s) and the reduction of the final remittance.
  - c. The final grant sum will not exceed the actual expense incurred. Please note that should the actual expense be lower than the grant sum (and the grant sum exceed 70 percent of the entire project budget), the grant sum will be adjusted and reduced and thus *the applicant must refund the difference including and not limited to funds already remitted.*

## 6. Application Procedure

### (1) Deadlines

Please submit your applications on a timely manner (especially when submitting from overseas.)

A. First round: No later than **December 3, 2018**

- \* for projects that start between April 1, 2019 and September 30, 2019, and which are expected to complete within 12 months.

B. Second round: No later than **June 3, 2019**

- \* for projects that start between October 1, 2019 and September 30, 2020, and which are expected to complete by September 30, 2020.

### (2) Application Forms

a. Application Forms and Instructions can be obtained from the link below.

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

b. Forms A to J (ten in total) listed below are required for application. Should there be any lack of form(s), the Asia Center will *not* accept the application.

For details on how to write the *Application Form* and prepare other documents, please refer to *Tips on Preparing your Application Documents* (on page 8 onwards).

A. *Application Form* (Form I)

B. *Budget Sheet* (Form II) Please attach estimates/quotations and other equivalent documents that substantiates your calculations for the amount requested.

C. Cooperation Agreement(s)/Letter(s) of Consent (free format and photocopies allowed) from the Collaborator(s) and/or Cooperator(s).

D. CVs of the Authorized Official and Project Director.

E. Document(s) that outline the bylaws, terms, etc., of the applicant

F. Document(s) that outline the past activities and finances of the applicant

G. Document(s) that outline the past activities of the Collaborators and/or Cooperators

- \* Please also include similar documents for Collaborator(s) and/or Cooperator(s) indicated in Application Form 3. (2), if any.

H. Electronic data of the application form and the Budget Sheet

- \* Word and Excel format. PDF files cannot be accepted.

I. *Consent Form for Minors* (designated format)

- \* in the case where the Authorized Official is a minor

J. *Declaration of Commitment* (designated format)

- \* for voluntary or unincorporated organizations

### (3) Submission Locations

A. Application from Japan

- Submit the original set (including all the attachments) and its hardcopy, together with an electronic data of the application forms to the Japan Foundation Asia Center by registered mail, delivery service (*takkyubin*), or motorbike courier.
- E-mail, fax, or direct submissions will not be accepted.
- Write "Grant Program of Cultural Collaboration: Application" in *red* on the envelope.

**To:** Grant Program for Promotion of Cultural Collaboration  
 Arts, Culture and Exchange Section II, The Japan Foundation Asia Center  
 4-16-3 Yotsuya, Shinjuku-ku, Tokyo 160-0004  
 Tel. +81-3-5369-6025

B. Application from Outside Japan

- Submission differs depending on your country in which the corporation or the organization is located.
- Please submit the original set (including all the attachments) and its hardcopy, together with an electronic data of the application forms to the appropriate office from below.

- E-mail, fax, or direct submissions are not acceptable.
- Prior to application, be sure to confirm the submission destination and qualification to the appropriate office.

Country	Addresses
<b>The Japan Foundation Overseas Offices in ASEAN countries</b>	
Cambodia	The Japan Foundation Asia Center, Phnom Penh Liaison Office #22, Hotel Cambodiana, 313 Sisowath Quay, Phnom Penh, Kingdom of Cambodia Tel: +855-23-21-4581
Indonesia	The Japan Foundation, Jakarta Summitmas I, 2-3F, Jalan Jenderal Sudirman, Kav. 61-62 Jakarta Selatan 12190, Indonesia Tel: +62-21-520-1266
Laos	The Japan Foundation Asia Center, Vientiane Liaison Office ANZ BANK Building 3rd Floor, 33 Lane Xang Avenue, Ban Hatsady, Chantabouly District, Vientiane, Lao PDR Tel: +856-21-240-280
Malaysia	The Japan Foundation, Kuala Lumpur 18th Floor, North point Block B, Mid-Valley City, Medan Syed Putra, 59200, Kuala Lumpur, Malaysia Tel: +60-3-2284-6228
Philippines	The Japan Foundation, Manila 23F, Pacific Star Building, Sen. Gil Puyat Avenue, corner Makati Avenue, Makati City, Metro Manila, 1226, Philippines Tel: +63-2811-6155
Thailand	The Japan Foundation, Bangkok Serm Mit Tower, 10F, 159 Sukhumvit 21 (Asoke Road), Bangkok 10110, Thailand Tel: +66-2-260-8560
Vietnam	The Japan Foundation Center for Cultural Exchange in Vietnam No. 27 Quang Trung Street, Hoan Kiem District, Hanoi, Vietnam Tel: +84-4-3944-7419
Myanmar	The Japan Foundation, Yangon 1406, 14th Floor, Building C, Pearl Condo, Kabar Aye Pagoda Road, Bahan Township, Yangon, Myanmar Tel: +95-1-860-3794
<b>Embassies of Japan in ASEAN countries</b>	
Brunei Darussalam	The Embassy of Japan in Brunei Darussalam House No. 33, Simpang 122 Kampong Kiulap Bandar Seri Begawan BE1518 Brunei Darussalam Tel: +673-222-9265
Singapore	Japan Creative Centre (JCC), Embassy of Japan in Singapore 4 Nassim Road, 258372 Singapore Tel: +65 6737-0434

## 7. Notification of Results

Applicants will be notified of the result by a letter which will be sent around the month following.

### A. First round: April 2019

- \* For projects that are scheduled to start in April, please note that the Notification of Results may be sent after the project has already started.

### B. Second round: September 2019

- All inquiries related to the screening and results are strictly prohibited.
- The *Notice of Grant Approval*, indicating the grant sum and period, will be sent to successful applicants who then choose to accept or decline the grant. This form must be returned *within one month* of its receipt. Should the form not be returned, the Japan Foundation will automatically deem the grant to have been declined.

## 8. Grantee's Obligations

- Grantees must comply with the obligations below. Should the Japan Foundation find any transgressions, the grant may be terminated and/or revoked.
- The Japan Foundation strictly prohibits any fraudulent act(s). Committing fraud will result in the revocation and refund of the grant, including additional penalty charges (if any), and the grantee's right to apply will be suspended. In some case, grantees may also face legal charges.

- (1) Comply with the Act on Rationalization of Budgetary Spending on Subsidies (Act No. 179 of 1955), regulations and laws for its execution, and the Japan Foundation's related regulations and laws.
- (4) Clearly indicated the receipt of grant from the Japan Foundation Asia Center by printing its logo in publications and reports including websites, posters, flyers, catalogues, and meeting minutes. Furthermore, submit *two copies* of such materials to the Japan Foundation Asia Center.
- (5) Take sufficient safety and security measures to ensure the well-being of participants.
- (6) Submit the *Final Report* and *Financial Report* detailing the achievements of the projects etc. and expenditures *within two months* after the completion of the project.
- (7) Immediately submit the *Request for Approval of Change* to the Japan Foundation should there be *any* changes in the project plan and/or budget.

## 9. Disclosure of Information

- (1) Details of the projects supported by the Japan Foundation (e.g., the name of the applicant and project descriptions) are published in the *Detailed Annual Reports of the Japan Foundation (Kokusai Koryu Kikin Jigyō Jisseki)*, the *Annual Report*, the Japan Foundation's website, and 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 December 5, 2001) is received, materials such as submitted application forms will be disclosed (unless stipulated by said law as not to be disclosed).

## 10. 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:
  - a. Details of the grantees (names, gender, job and position, affiliation, project duration, and project description, etc.) are published in the *Detailed Annual Reports of the Japan Foundation (Kokusai Koryu Kikin Jigyō Jisseki)*, the *Annual Report*, the Japan Foundation's website, and other public-relations materials. These details are also used in compiling statistics and released to the press for publicity purposes.
  - b. The above information may be released to the Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc., of the locations where a project is undertaken.
  - c. Copies of applications, including documents containing personal information may be provided to external consultants as part of the screening process and the evaluation of the projects. The Japan Foundation requests consultants to take extra care when handling information provided.
  - d. The Japan Foundation may send questionnaires to the address(es) provided in the application after the project has completed.
  - e. The Japan Foundation may contact the address(es) provided to inform them of the Japan Foundation's other engagements.
- (3) Project Reports and other related publication(s) may be released to the public.
- (4) Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.
- (5) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

## 11. Ensuring the Necessary Safety and Security of Projects

Considering the recent instability in global security, with the increase of terrorist attacks in particular, the Japan Foundation highly recommends that you take the necessary security measures to ensure safety when you conduct your projects, such as the following:

- (1) Check if there are any security alerts issued in the countries or cities where your project is taking place;
- (2) Provide information on security and safety issues for your international guests (if any).

## 12. Contact

Grant Program for Promotion of Cultural Collaboration  
 Arts, Culture and Exchange Section II, The Japan Foundation Asia Center  
 4-16-3 Yotsuya, Shinjuku-ku, Tokyo 160-0004  
 Tel. +81-3-5369-6025 e-mail: [jfac-grant-cc@jpf.go.jp](mailto:jfac-grant-cc@jpf.go.jp)

## Tips on Preparing your Application Documents

1. Please submit the original set (including all attachments), its hardcopy, and an electronic data of the application forms. Submitted documents will not be returned, so make sure to keep a copy for yourself.
2. Please fill out *all* the required items, referring to the attached *Sample* if necessary.
3. Please fill in the *Application Form* and *Budget Sheet* using a computer. If you do not have access to a computer, please fill in the forms in *neat* and *clear* handwriting.
4. Applications submitted using forms other than those specified will not be accepted.
5. Please fill in all documents in Japanese or English. Documentary proof written in a language other than Japanese or English shall be submitted with its Japanese or English translation.
6. Please submit without stapling.
7. Please use the name exactly as given in the passport. If the passport has not yet been issued, please use the name given in the public identification such as driver's license.
8. The budget proposal should be made in applicant's preferred currency.
9. Please note that the Japan Foundation cannot remit Malaysian Ringgit (MYR), and the remittance should be made in United States Dollar or in Japanese Yen, in principle.
10. Change(s) in the applicant's information after application must be notified immediately.

## Guidelines on Details in Application Documents

**\* All documents listed below must be submitted.**

Application Forms and Instructions can be obtained from the link below.

<http://www.jpff.go.jp/e/program/index.html>

- A. Application Form (Form I)
- B. Budget Sheet (Form II)
  - \* Please attach estimates/quotations and other documents of the equivalent that support your calculations for the amount requested.
- C. Cooperation Agreement(s)/Letter(s) of Consent from the Collaborator(s) and/or Cooperator(s) (free format and photocopies allowed).
- D. CVs of the Authorized Official and Project Director.
- E. Document(s) that outline the bylaws, terms, etc., of the Applicant
- F. Document(s) that outline the past activities and finances of the Applicant
- G. Document(s) that outline the past activities of the Collaborators and/or Cooperators
  - \* Please also include similar documents for Collaborator(s) and/or Cooperator(s) indicated in Application Form 3. (2), if any.
- H. Electronic data of the application form and the Budget Sheet
  - \* Word and Excel format. PDF files cannot be accepted.
- I. Consent Form for Minors (for Authorized Officials who is a minor) (designated format)
- J. Declaration of Commitment (for voluntary or unincorporated organizations) (designated format)

### A. Application Form (Form I)

#### 1. Project Title:

Name the project that is to be referred to in Japanese and/or English.

#### 2. Applicant Information:

- Only one organization can be the applicant. Collaborators and cooperators must be indicated in 3.(1) *Collaborator(s), Cooperators*.
- The applicant's official seal (if any) must be stamped on the right of [Organizer Name].
- The Authorized Official refers to the person responsible for the management of the Organization, certifies that the Organization has officially applied to the Japan Foundation, and is responsible for the application.
- The Project Director refers to the person in charge of the actual implementation and management of the project.
- The Treasurer refers the person responsible for the applicant's accounting of the grant. The Authorized Official or Project Director cannot serve as the Treasurer.

- The Authorized Official, Project Director, and Treasurer must stamp their seals or *handwrite* their signatures (*not* digital) next to their names.
- 3. Collaborator(s), Cooperator(s):**
- (1) Co-organizations and Collaborators of the project
    - Please fill in organizations and/or individuals that will collaborate and share a work/cost with the applicant.
    - For the principle organizations and/or individuals of the project (e.g. joint-hosting organizations), please enter their names, countries of residence, roles in the project, and record of activity achievements. For individuals, please add their affiliations in parentheses ( ) after their names.
    - Please attach Cooperation Agreement(s)/Letter(s) of Consent or the equivalent (see C. below) from your collaborator(s) and/or cooperator(s).
    - In the [Role in the Project] column, please select the appropriate [Yes/No] for Financial Support and Provision of venue, equipment etc.
    - In the [Record of Activities and Achievements] column, only include main activities from the past and attach (a) separate document(s) detailing the achievements (see G below).
  - (2) Collaborator(s) and Cooperator(s) other than the above
    - Enter organizations and/or individuals not listed in 3. (1).
    - Please also include participants for events such as conferences and symposiums.
- 4. Project Outline**
- (1) Project Outline
 

Provide an outline (approx. 150 words) of the project (purpose, contents, target(s)/goal(s), and expected results of the project). Provide the details of the project in *10. Project Details*
  - (2) Coherence with the Japan Foundation Asia Center's Mission (II)
    - Please check the box and write how your project matches with the Asia Center's Mission. (Choose all that apply.)
    - This Program particularly supports projects that pursue initiatives outlined in 2. to 4., and that have clear objectives and plans.
- 5. Total Budget of Project and Requested Budget**
- State the currency used in the project (the same as in the *Budget Sheet* [Form II]) in [Currency]
  - Please also refer to *V. Grant Coverage* on page 3.
- (1) Total Budget of Project / Amount of Requested Budget
    - In [Total Budget], enter the total budget required from the project's preparation to its completion within the project duration.
    - The Requested Budget cannot exceed 70 percent of the Total Budget.
  - (2) Breakdown of Requested Budget
    - Fill in the categories (maximum of three) chosen from Categories A to E, and each of their requested amount.
- 6. The Project Duration that are to be covered by the Grant.**
- The project duration must be set within the duration of each round.
  - Allow sufficient time by considering the preparation(s) and process necessary prior to and after the completion of the project.
- 7. Project Schedule**
- Fill in the column in chronological order from the preparation and completion of the project in detail.
  - The activities before and after the project duration can be added.
- 8. Past Grantees of the Japan Foundation:**
- Previous Japan Foundation grantees of the Japan Foundation's programs, must indicated the year(s) of receiving the grant, grant program name(s), grant sum, and project name(s).
- 9. Publicity plans, materials for public relations (flyers, posters, websites etc.) and number of copies intended to be reproduced.**
- State the publicity plan for the project, publicity material(s) planned, and the number of copies intended to be produced.
  - Successful applicants must specify that the project has received a grant from the Japan Foundation Asia Center and include the Asia Center's logo on materials.
- 10. Project Details**
- The project's details below are the most crucial elements for the screening.
  - While a project may be innovative, meaningful, and effective, without sufficient details, the application may be given lower priority.
  - Make sure to include all of the points below (free format).

- (1) How and Why the Project was Launched  
Describe what lead the applicant to plan the project, and how the applicant has built the relationships with its collaborator(s) and/or cooperators.
- (2) Purpose of the Project:  
Describe the *objectives* (not content) of the project as specifically as possible (e.g. the project's significance, meaningfulness, and goals etc.)
- (3) Expecting Outcome(s)/Achievements and Plans of its Dissemination  
Describe the specific outcomes the applicant hopes to achieve in Japan and ASEAN countries, and the methods to publish and disseminate them.
- (4) Details of Project:  
Please describe in detail the entire structure of the project, including program(s)/schedule(s) of the day(s) of the event (if any), research prior to the project and its follow-up, lecturers'/participants' details etc. Applicants must include information on person's role in the project, record of activities and achievements when requesting his/her traveling expenses, accommodation, and/or honoraria. If detail has not been decided at the time of preparing the application form, please describe the contents as of the planning phase.
- (5) Preparation for the Project  
Please specify the preparation(s) of the project leading up to the time of the application and the future plan including but not limited to correspondences with the collaborator(s) and/or Cooperator(s), Call for Project participants (e.g. workshops, symposia etc.), Venue(s), and prospect(s) of project budget.
- (6) Plans for After the Completion of the Project
  - One of the core achievements which the Asia Center hopes for from this particular grant program is that achievements born from the grant projects—in human resource development, networking building, joint research and production and so on—are long-lasting and unfold into other forms of projects. As such, detailed explanations of how the applicant wish to continued project after its completion and the grant period, or what the applicant foresees the expansion of the project achievements is, again, one of the crucial elements for the screening.
  - If the project applied for is for the purpose of preliminary research and/or preparation(s) for a project in the following years, state its structure, concept, and schedules etc. as clearly and in as much detail as possible.
- (7) Assessment Standards for Achieving Goals of Project
  - Quantitative Goals:  
Please state the target numbers of visitors, participants.
  - Plans for third-party Evaluations  
Please specify your method of evaluation by a party other than those listed in the *Application Form* [Form I] (e.g. results of questionnaires/surveys for participants/visitors, the number of participants etc.) and the assessment by the consultation from a neutral standpoint.
  - Other criteria:  
Please provide other assessment criteria than the above two if any.

## B. Budget Sheet (Form II)

- Clearly indicate the breakdown of each category.
- The *Total Budget of the Project* must be equal to the *Income*.
- State the same currency indicated in [5. Total Budget of Project and Requested Budget] in [Currency:].
- Add rows as necessary to the Microsoft Excel *Budget Sheet*.
- Double-check the figures in the *Budget Sheet* even while using automated calculations. Unintended settings, automatic rounding-up and -down, careless mistakes may result in incorrect figures. The Asia Center is not responsible for any such errors and will not provide any assistance.
- Please also refer to *V. Grant Coverage* on page 3.

### 1. Expenses

- Applicants may apply for a *maximum of three categories* from the five categories.
- Include item(s) which *will not* be covered by the grant in *Expenses Covered by Resources Not from the Asia Center*, not in the columns for Categories A to E.
- Item(s) which can be covered by the Grant but which the applicant plans to use *other financial resources* for must be included in *Expenses Covered by Resources Not from the Asia Center*.
- All expenses that are to be covered by resources *other than* the Asia Center must be included in the *Budget Sheet*.

### 2. Income

- All external funding obtained (or applied for) must be specified in the [Income] column in the application

*Budget Form* (Form II).

- Source(s) of income *other than* that from the Asia Center must be indicated (Secured / Application in Progress / Application Planned) in the [Notes].

**3. Estimates/Quotations (Photocopies accepted)**

- All items applied for must be accompanied with an estimate/quotation issued by the supplier(s) or documents of the equivalent. Each document must be numbered and correspond to the items listed in the *Budget Sheet* (Form II). Should you have multiple items per category, please attach a separate table/chart with the corresponding items.
- Estimates/quotations made by the applicant and/or collaborator(s) and cooperator(s) are invalid.
- It is strictly forbidden to have third parties be responsible for the entire costs of the project, and, as such, estimates/quotations that contain the entire items for the project issued by third parties are also invalid.
- Estimates/quotations for Presenter(s) honoraria must be document(s) that substantiate the amount allocated or that specify the *unit cost* and *quantity* (number of days, times, duration, etc.). Attach documents that prove basis for the unit price, if any.

**C. Cooperation Agreement(s)/Letter(s) of Consent from Collaborator(s) and/or Cooperator(s)**

Attach documents from principle collaborator(s)/cooperator(s) indicating their agreement in collaborating with the applicant in the said project and also their roles (free format/photocopies allowed).

**D. CVs of the Authorized Official and Project Director**

Submit the CVs of the Authorized Official and Project Director.

**E. Document(s) that outline the bylaws, terms, etc., of the Applicant**

Submit articles of incorporation, constitution, bylaws or other equivalent documents.

**F. Document(s) that outline the past activities and finances of the Applicant**

Submit materials detailing the organizational structure (composition of officers and personnel, number of employees, etc.) history, activities, past achievements and financial status from *the last three years* of the Applicant (annual reports and pamphlets will suffice on condition that the above information is included.)

**G. Document(s) that outline the past activities of Collaborator(s) and/or Cooperators**

- Submit materials detailing the organizational structure (composition of officers and personnel, number of employees, etc.) history, activities, past achievements and financial status from *the last three years* of the Collaborator(s)/Cooperator(s) indicated in *Application Form 3*. (1). Annual reports and pamphlets will suffice on condition that the above information is included.
- For individuals, submit their personal histories.
  - \* Please also attach any material for reference regarding the cooperative organizations/collaborators listed in the *Application Form 3*.(2).

**H. Electronic data of the application form and the Budget Sheet**

Put the data (Word and Excel format).on CDs, USB stick, etc. and submit. PDF files cannot be accepted.

**I. Consent Form for Minors (designated format)**

- Submit if the Authorized Official is under 20 years of age at the time of application.
- Should the Authorized Official be *of* age (over and including 20 years of age) but the organization consist of adolescents (e.g. students), attach a photocopy of a document that indicates the Authorized Official's age and date of birth (e.g. driver's license, student identification card etc.)

**J. Declaration of Commitment Form (designated format)**

- Submit if the applicant is a voluntary or unincorporated organization (non-legal entity) signed by the authorized official.

End

**Appendix: Grant Eligible and Non-eligible Items List**

Categories	Eligible	Non-Eligible
<b>A. Traveling expenses (international and domestic long-distance travel) and accommodation</b>	<ul style="list-style-type: none"> <li>- International Air/Land/Sea travel * discount economy class</li> <li>- Airline flight insurance(s)</li> <li>- Fuel surcharge for flights</li> <li>- Departure tax</li> <li>- Airport tax</li> <li>- Passenger facility charge(s)</li> <li>- Ticket issuance commission(s)</li> <li>- Travels of more than 100 km</li> <li>- Long-distance train fare</li> <li>- Standard and reserved seats of limited express trains</li> <li>- Hired vehicles *A separate itinerary is required</li> <li>- Express/Highway Tolls</li> <li>- Accommodation &amp; its commission</li> </ul>	<ul style="list-style-type: none"> <li>- Taxis, fuel, car parking, etc.</li> <li>- Travel of less than 100 km</li> <li>- Touring tickets (e.g. the Japan Rail Pass), commuting passes, voucher cards and booklets</li> <li>- Green Car / First Class seats</li> <li>- Visa fares and commission fee(s)</li> <li>- Travel insurance premiums</li> <li>- Extra Accommodation</li> <li>- Early and late Check-in(s) and Check-out(s) charges</li> <li>- homestay fees and/or an experience charges of such</li> </ul>
<b>B. Venue and equipment use</b>	<ul style="list-style-type: none"> <li>- Venue use</li> <li>- Equipment use and loan</li> </ul>	Purchase of: <ul style="list-style-type: none"> <li>- Equipment and consumable goods</li> <li>- Refreshments, lunches, snacks etc.</li> <li>- Personnel expenses related to the venue and equipment used</li> <li>- Use or loan of (a) work(s)</li> <li>- Venue fees for administrative office(s)</li> </ul>
<b>C. Translation, Interpretation and honoraria for lectures</b>	<ul style="list-style-type: none"> <li>- Interpreter(s)/Translator(s)</li> <li>- Presenter(s) honoraria</li> </ul> For symposia, seminars, workshops etc.	<ul style="list-style-type: none"> <li>- Honoraria for other than listed on the left</li> <li>- Performance fee</li> <li>- Honoraria for Authorized Officials, Project Directors, Treasurers</li> </ul>
<b>D. Preparation of materials, reports, PR materials, etc.</b>	<ul style="list-style-type: none"> <li>- Printing, designing, and editing</li> </ul> E.g. catalogs, posters, flyers, leaflets, reports etc.	<ul style="list-style-type: none"> <li>- Reproduction of CDs/ DVDs</li> <li>- Website/Online services construction, design, maintenance and management</li> <li>- Videos, photos, and audio recordings</li> <li>- Advertisement or publication on external media</li> <li>- T-shirt, ballpoint pen, memo pad etc.</li> </ul>
<b>E. Carriage (baggage/freight)</b>	<ul style="list-style-type: none"> <li>- Packaging /Crating, Customs fees, Storage fees</li> <li>- Excess Baggage charges *for equipment and tools</li> <li>- Hired vehicles *only when absolutely necessary</li> <li>- Freights for oversized items</li> </ul> E.g.. musical instruments, sporting equipment.	<ul style="list-style-type: none"> <li>- ATA carnet</li> <li>- Cargo insurance premium(s)</li> </ul>
<b>F. Other Non-eligible Expenses</b>	N/A	<ul style="list-style-type: none"> <li>- Per diem(s)</li> <li>- Labor fees/Personnel expense</li> <li>- Meals and Refreshments</li> <li>- Consumables and Incidental Expense</li> <li>- Communication Expense</li> <li>- Bank transfer fee</li> </ul>

Expenses which cannot be included in the budget document

- Office maintenance cost and Administrative operation cost (Office rent fee, telephone fee, staff salary etc.).
- Purchase cost of group property ( Office equipment, furniture, other items to be possessed by groups or individuals after the activity ends etc. )
- Other (Souvenir charges for individuals, reserve or miscellaneous expenses, ambiguous use of expenses etc.)

END



団体の主な活動実績 Record of Activities and Achievements of Organizer	
---	--

経理担当者は、申請団体代表者若しくは事業実施責任者と兼任できません。

\* The Treasurer must be a different person from Authorized Official or Project Director.

人名は、パスポートの表記に合わせてご記入ください。 \*Please use the name exactly as given in the passport.

### 3. 協力団体、協力者 Collaborator(s), Cooperator(s)

(1) 主要な協力団体、協力者 Principle Collaborator(s) or Cooperator(s)

団体名 / 個人名 (所属先)、国名 Name (affiliation), country	事業における役割 Role in the Project	主な活動実績 Record of Activities and Achievements*
	担当する業務： Role：  経費負担：有 / 無 Financial Support (if any): <b>Yes/No</b>  会場、機材等の提供：有 / 無 Provision of Venue, Equipment etc. (if any) : <b>Yes/No</b>	
	担当する業務： Role：  経費負担：有 / 無 Financial Support (if any): <b>Yes/No</b>  会場、機材等の提供：有 / 無 Provision of Venue, Equipment etc. (if any) : <b>Yes/No</b>	
	担当する業務： Role：  経費負担：有 / 無 Financial Support (if any): <b>Yes/No</b>  会場、機材等の提供：有 / 無 Provision of Venue, Equipment etc. (if any) : <b>Yes/No</b>	

詳細な活動実績を別途添付してください (必須、申請要領9ページの「申請書類記載要領 3 協力団体・協力者」を参照)。

欄が足りない場合は増やしてください。

\* Documents detailing the Collaborator(s)/Cooperator(s) engagements must be attached. (Please refer to *Guidelines on Details in Application Documents A. 3. Collaborators, Cooperators* on page 9 of *Application Instructions*.)

\* Please add rows as necessary

(2) 上記以外の協力団体、協力者、参加者 Collaborator(s), Cooperator(s) other than the above.

団体名 / 個人名 (所属先)、国名 Name (affiliation), country	事業における役割 Role in the Project	主な活動実績 Record of Activities and Achievements 詳細な活動実績について資料があれば、 別途添付してください (任意) *Attach details if any.

(1)には、事業実施において中心となる団体・個人 (共催団体等) を記入してください。

(2)には、(1)以外の団体・個人を記入してください。

\* In (1), please fill in the *principle* Collaborator(s) and/or Cooperator(s) in the Project.

\* In (2), please fill in Collaborator(s) and/or Cooperator(s) other than those listed in (1).

#### 4. 事業の詳細

(1) 事業の内容 (概要) (和文150~200文字程度) Project Outline (approx. 100 words in English)

計 (            ) 文字    Total (            ) words
---

(2) アジアセンターの活動目的 (申請要領 P.1-2) と合致する事業のねらい  
**Coherence with the Japan Foundation Asia Center's Mission (Application Instructions P.1-2)**

事業があてはまる項目にチェックを入れてください (複数回答可)。  
 Please check the box that matches the project. (Choose all that apply.)

	アジアセンターの活動目的 Mission of the Asia Center	事業のねらい Project
<input type="checkbox"/>	交流の裾野を広げ、相互理解を促進すること To expand the range of interaction and cultural exchange to better improve mutual understanding	<input type="checkbox"/>
<input type="checkbox"/>	文化の担い手となる人材の育成や、ソフト・インフラの発展を支援・促進すること To promote human resources and soft infrastructure development initiatives	<input type="checkbox"/>
<input type="checkbox"/>	新たなネットワークの形成、持続的な交流基盤・プラットフォームの構築を促進すること To form strong networks of experts from a diverse range of cultural fields, and lay the foundation to build platforms for sustainable cultural exchanges	<input type="checkbox"/>
<input type="checkbox"/>	新しい価値やムーブメントの創出、未来に向けた問題提起・提言を喚起・促進すること To generate new values and movements in Asia by raising new issues and proposals for future progress	<input type="checkbox"/>

## 5. 事業経費・助成申請額 Total Budget of Project and Requested Budget

通貨単位 Currency : \_\_\_\_\_

### (1) 総事業費・助成申請額 Total Budget of Project & Requested Budget

総事業費 Total Budget	助成申請額 Requested Budget	
	自己資金 Applicant Organization's Own Funds	
	他財源 Other Financial Sources	

アジアセンターへの助成申請額は、総事業費の70%以下としてください。

助成申請額について審査・査定を行い、助成額を決定します。

\* The Requested Budget cannot exceed 70 percent of the Total Budget.

\* The grant sum will be determined after screening the Requested Budget in the *Budget Sheet (Form II)*.

### (2) 助成申請額内訳 Breakdown of Requested Budget

助成申請項目 Categories*	金額 Amount

助成対象となる5項目のうち、助成を希望する最大3項目と金額を記入してください。

予算書の助成申請金額及び内訳を記載し、必ず見積書を添付してください。4項目以上の申請はできません。

\* Fill in the breakdown and Categories (maximum three) for 5. (1) Total Budget of Project & Requested Budget.

\* Attach estimates/quotations for each item requested.

\* Applying for more than three Categories is not acceptable.

## 6. 事業実施期間 Project Duration (助成金からの経費の支出が見込まれる期間) : 第1回募集 : 2019年4月1日から2019年9月30日の間に開始され12か月以内に終了。

第2回募集 : 2019年10月1日から2020年3月31日の間に開始され2020年9月30日までに終了。

[First round]: Projects that commence between April 1, 2019 and September 30, 2019, and which are expected to complete within 12 months.

[Second round]: Projects that commence between October 1, 2019 and March 31, 2020, and which are expected to complete by September 30, 2020.

開始日 :                   年           月           日 Starts on :                   Month / Day / Year	終了日 :                   年           月           日 Ends on :                   Month / Day / Year
---	---

詳細な日程が決まっていない場合は、余裕を持って期間を設定してください。

助成金からの支出が見込まれる経費の発生が、この期間内に収まるようにしてください。

\* If specific schedule is not fixed yet, enter dates that allow sufficient time to undertake the necessary preparations.

\* Expenses that are to be covered by the Grant *must* be those *within* the Project Duration

7. 事業実施日程 Schedule of Project

<p>日程 渡航スケジュール Dates, Itinerary</p>	<p>活動内容 Activities</p>	<p>協力者 (p.2-3)、参加者、スタッフ (名、役割、人数)、公演回数 Cooperators (p.2-3), participants, staffs (name, role, the number of people), number of performances</p>	<p>場所 (会場名、都市、国名)、会場の収容人数、公演回数 Venues (name, city, country), capacity, the number of performances</p>

具体的に記入してください。 \* Write in detail.

助成金で賅う活動は必ず明記してください。 \* All activities that are to be covered by the Grant must be specified in the table.

**8. 過去の事業における国際交流基金の関与 Past Grantees of the Japan Foundation**

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：

Previous Japan Foundation grantees, collaborators, and participants of the Japan Foundation's programs must indicate the year(s) of receiving the grant, grant program name(s), grant sum, and/or project name(s).

--

**9. 広報計画、作成予定の広報物（チラシ、ポスター、ウェブサイト等）、作成部数等**

**Publicity plans, materials for public relations (flyers, posters, websites etc.) and number of copies intended to be reproduced.**

--

**10. 事業内容（詳細）**（ 文字サイズ10ポイントで記入。ページ数自由。任意の書式可）  
**Project Details** \* write in 10-point font size and any format is acceptable.

事業名称 Project Title	(和文) Japanese  (英文) English
	<p>以下の内容を必ずご記入ください。Make sure to fill in all of the points below.</p> <p>(1) 事業実施に至る経緯 / How and why the Project was launched.</p> <p>(2) 事業の目的 / Purpose of the Project</p> <p>(3) 期待される成果とその普及方法 / Expecting Outcome/Achievements and Plans for its Dissemination</p> <p>(4) 事業内容詳細 / Details of Project</p> <p>(5) 準備状況 / Preparation for the Project</p> <p>(6) 事業終了後の計画（次年度以降の事業計画） / Plans for After the Completion of the Project (Plans for the Following Year *for Consecutive Projects)</p> <p>(7) 事業目的達成の評価基準 / Assessment Standards for Achieving Goals of Project</p> <p style="padding-left: 20px;">(a) 目標数値 / Quantitative Goals</p> <p style="padding-left: 20px;">(b) 第三者による評価の方法 / Plans for third-party Evaluations</p> <p style="padding-left: 20px;">(c) その他 / Other</p>

**11. 予算書（様式第2号に記入）** *Budget Sheet (Form )*

予算書（所定の書式） 各項目の見積書（コピー可）に予算書と対応した通し番号を付して添付  
*Budget Sheet (Form )* \*Estimates/quotations issued from supplier(s) *must* be attached and numbered (copies allowed).

---

以上 END

国際交流基金アジアセンター アジア・文化創造協働助成 申請書  
 Grant Program for the Promotion of Cultural Collaboration  
 APPLICATION FORM

2019 (平成31) 年度用  
 For FY 2019

基金使用欄

事・大・総

[様式第1号] [Form ]

S A M P L E

手書きではなく、PC等で入力したものを印刷して提出してください。  
 \*Please fill-in on computer.

日付:	年	月	日
Date:	Month	/ Day	/ Year

独立行政法人国際交流基金理事長 殿  
 To : Mr. Hiroyasu Ando  
 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. 事業名称 Project Title

和文 Japanese	
英文 English	Japan, Thailand Art x Design x Craft Collaboration Project

2. 申請団体概要 Applicant Information

団体名称 Organizer Name	(和文) Japanese  (英文) English <b>Shinjuku Museum of Art</b>			印 ある場 合のみ
住所、連絡先 Address/Contact Info.	〒***-**** *-*-* Higashi-shinjuku, Shinjuku-ku, Tokyo JAPAN Tel: <b>+81-(0)3-****-****</b> Fax: <b>+81-(0)3-****-****</b> e-mail: ****@****.co.jp			
設立年 Year of Establishment	***	団体のウェブサイト Organizer's website URL <a href="http://www.~~~~~.com">http://www.~~~~~.com</a>		
		事業のウェブサイト Project's website URL <a href="http://www.~~~~~.com">http://www.~~~~~.com</a>		
年間の活動予算 Annual Budget	JPY *, *, *, *, *	主な収入源 Main Source of Income	Donations, Entrance Fees, Sales of Publications	
申請団体代表者 Authorized Official	Mr./Ms. <u>XXXX XXXX</u> Director Prof./Dr. _____ 氏名name in print 職名job title		印又は署名 signature *handwritten	
	メールアドレス: <u>*****@*****.co.jp</u> e-mail address			
	生年月日: ****年 **月 **日 ( ** 歳) 未成年の場合、別添の同意書が必要。 date of birth Month / Day / Year (age: ) *Minor Applicants must also submit a Consent Form			
事業実施責任者 Project Director	Mr./Ms. <u>XXXX XXXX</u> Chief Curator Prof./Dr. _____ 氏名name in print 職名job title		印又は署名 signature *handwritten	
	メールアドレス: <u>*****@*****.co.jp</u> Tel: <u>+81-(0)3-****-****</u> e-mail address			
経理責任者 Treasurer*	Mr./Ms. <u>XXXX XXXX</u> Accounting Manager Prof./Dr. _____ 氏名name in print 職名job title		印又は署名 signature *handwritten	
	メールアドレス: <u>*****@*****.co.jp</u> Tel: <u>+81-(0)3-****-****</u> e-mail address			

団体の主な活動実績 Record of Activities and Achievements of Organizer	<b>Artists-in-Residence Program for Asian Artists ( 2014 )</b> <b>XXX XXX Solo Exhibition ( 2013 )</b> <b>Symposium: Modern Art in Southeast Asia ( 2011 )</b> <b>Paintings from East Asia exhibition ( 2009 )</b> <b>Southeast Asian Modern Art exhibition ( 2007 )</b>
---	--

経理担当者は、申請団体代表者若しくは事業実施責任者と兼任できません。

\*The Treasurer must be a different person from Authorized Official or Project Director.

人名は、パスポートの表記に合わせてご記入ください。 \*Please use the name exactly as given in the passport.

### 3. 協力団体、協力者 Collaborator(s), Cooperator(s)

(1) 主要な協力団体、協力者 Principle Collaborator(s) or Cooperator(s)

団体名 / 個人名 (所属先)、国名 Name (affiliation), country	事業における役割 Role in the Project	主な活動実績 Record of Activities and Achievements*
<b>XXX Center for Contemporary Art, Thailand</b>	担当する業務： Role : Total Coordination for Bangkok Exhibition, Correspondence with Thai Artists  経費負担：有 Financial support (if any): <b>Yes</b>  会場、機材等の提供：有 Provision of Venue, Equipment etc. (if any) : <b>Yes</b>	<b>Contemporary Art in Thailand and Japan exhibition (2015)</b> <b>Japanese Manga exhibition (2014)</b> <b>XXX Solo Show ( 2012 )</b>
<b>NPO XXXX Artists Collective</b>	担当する業務： Role : Artists-in-Residency for Thai and Singaporean Artists  経費負担：無 Financial support(if any): <b>No</b>  会場、機材等の提供：有 Provision of Venue, Equipment etc. (if any) : <b>Yes</b> <b>(Accommodation, Residency[Art Studio])</b>	<b>Has been running Artists-in-Residence Programs since XXX inviting over XX artists from all over the world.</b> <b>Organized a Group Show in XXXX showcasing past residency works.</b>

詳細な活動実績を別途添付してください (必須、申請要領9ページの「申請書類記載要領 3 協力団体・協力者」を参照)。

欄が足りない場合は増やしてください。

\*Documents detailing the Collaborator(s)/Cooperator(s) engagements must be attached. (Please refer to *Guidelines on Details in Application Documents A. 3. Collaborators, Cooperators* on page 9 of *Application Instructions*.)

\*Please add rows as necessary

(2) 上記以外の協力団体、協力者、参加者 Collaborator(s), Cooperator(s) other than the above.

団体名 / 個人名 (所属先)、国名 Name (affiliation), country	事業における役割 Role in the Project	主な活動実績 Record of Activities and Achievements 詳細な活動実績について資料があれば、 別途添付してください (任意) *Attach details if any.
<b>XXX XXXX (Curator, Singapore Museum)</b>	<b>Selection of Singapore Artists</b>	<b>Author of Contemporary Southeast Asian Art (2015)</b> <b>Curated the XXX exhibition (2014)</b>
<b>XXX XXXX (Curator, **** Center for Contemporary Art, Thailand)</b>	<b>Selection of Thai Artists, Curation and Management of Bangkok iteration of exhibition.</b>	<b>Contemporary Art from Thailand and Japan (2013)</b>

(1)には、事業実施において中心となる団体・個人 (共催団体等) を記入してください。

(2)には、(1)以外の団体・個人を記入してください。

\*In (1), please fill in the *principle* Collaborator(s) and/or Cooperator(s) in the Project.

\*In (2), please fill in Collaborator(s) and/or Cooperator(s) other than those listed in (1).

4. 事業の詳細

(1) 事業の内容 (概要) (和文150~200文字程度) Project Outline (approx. 100 words in English)

We will select a total of 25 artists from Japan and Southeast Asia, and offer them to conduct research in countries other than their own to make artworks inspired from and/or using techniques and materials specific to the region/location. These works will then be shown in exhibitions held in two countries.

The artists are asked to produce works that go beyond “art” and ideas of clothing, furnishing, consumables, everyday utensils are set as the framework of their productions. The exhibition itself as well as a website, catalogue, symposium etc. will be the platform on which the achievements of the project will be showcased.

We intend to work with an NPO artists collective specializing in Artists-in-Residence programs for residencies for the artists.

計 (            ) 文字 Total (   \*\*  ) words

(2) アジアセンターの活動目的 (申請要領 P.1-2) と合致する事業のねらい  
 Coherence with the Japan Foundation Asia Center's Mission (Application Instructions P.1-2)

事業があてはまる項目にチェックを入れてください (複数回答可)。  
 Please check the box that matches the project. (Choose all that apply.)

	アジアセンターの活動目的 Mission of the Asia Center	事業のねらい Project
<input checked="" type="checkbox"/>	交流の裾野を広げ、相互理解を促進すること To expand the range of interaction and cultural exchange to better improve mutual understanding	* * * * * * .  <div style="border: 1px solid red; border-radius: 15px; padding: 10px; color: red; text-align: center;">                         Write how your project matches with the Asia Center 's Mission.                     </div>
	文化の担い手となる人材の育成や、ソフト・インフラの発展を支援・促進すること To promote human resources and soft infrastructure development initiatives	
<input checked="" type="checkbox"/>	新たなネットワークの形成、持続的な交流基盤・プラットフォームの構築を促進すること To form strong networks of experts from a diverse range of cultural fields, and lay the foundation to build platforms for sustainable cultural exchanges	
<input checked="" type="checkbox"/>	新しい価値やムーブメントの創出、未来に向けた問題提起・提言を喚起・促進すること To generate new values and movements in Asia by raising new issues and proposals for future progress	

5. 事業経費・助成申請額 Total Budget of Project and Requested Budget

通貨単位 Currency : \_\_\_\_\_

(1) 総事業費・助成申請額 Total Budget of Project & Requested Budget

総事業費 Total Budget	JPY *,***,***	助成申請額 Requested Budget	JPY *,***,***
		自己資金 Applicant Organization's Own Funds	JPY *,***,***
		他財源 Other Financial Sources	JPY *,***,***

アジアセンターへの助成申請額は、総事業費の70%以下としてください。

助成申請額について審査・査定を行い、助成額を決定します。

\*The Requested Budget cannot exceed 70 percent of the Total Budget.

\*The grant sum will be determined after screening the Requested Budget in the Budget Sheet (Form II).

(2) 助成申請額内訳 Breakdown of Requested Budget

助成申請項目 Categories*	金額 Amount
A. Traveling expense (international and long-distance domestic travel) and accommodation	JPY *,***,***
C. Translation, interpretation and honoraria for lectures	JPY *,***,***
D. Preparation of materials, reports, PR materials, etc.	JPY *,***,***

助成対象となる5項目のうち、助成を希望する最大3項目と金額を記入してください。

予算書の助成申請金額及び内訳を記載し、必ず見積書を添付してください。4項目以上の申請はできません。

\*Fill in the breakdown and Categories (maximum three) for 5. (1) Total Budget of Project & Requested Budget.

\*Attach estimates/quotations for each item requested.

\*Applying for more than three Categories is not acceptable.

6. 事業実施期間 Project Duration (助成金からの経費の支出が見込まれる期間) : 第1回募集 : 2019年4月1日から2019年9月30日の間に開始され12か月以内に終了。

第2回募集 : 2019年10月1日から2020年3月31日の間に開始され2020年9月30日までに終了。

[First round]: Projects that commence between April 1, 2019 and September 30, 2019, and which are expected to complete within 12 months.

[Second round]: Projects that commence between October 1, 2019 and March 31, 2020, and which are expected to complete by September 30, 2020.

開始日 : Starts on :	20** 年 **月 **日 Month / Day / Year	終了日 : Ends on :	20** 年 **月 **日 Month / Day / Year
----------------------	--------------------------------------	--------------------	--------------------------------------

詳細な日程が決まっていない場合は、余裕を持って期間を設定してください。

助成金からの支出が見込まれる経費の発生が、この期間内に収まるようにしてください。

\*If specific schedule is not fixed yet, enter dates that allow sufficient time to undertake the necessary preparations.

\*Expenses that are to be covered by the Grant must be those within the Project Duration

- Allow sufficient time by considering the preparation(s) and process necessary prior to and after the completion of the project
- Expenses that can be covered by the Grant are only those incurred within the above dates.

- Include detailed itinerary of travel.
- Numbers of travelers, itinerary etc. must match those in the Budget Sheet.

7. 事業実施日程 Schedule of Project

日程 渡航スケジュール Dates, Itinerary	活動内容 Activities	協力者 (p.2-3)、参加者、スタッフ (名、役割、人数)、公演回数 Cooperators (p.2-3), participants, staffs (name, role, the number of people), number of performances	場所 (会場名、都市、国名)、会場の収容人数、公演回数 Venues (name, city, country), capacity, the number of performances
Month, 2019	Project schedule fixed		
Month, 2019	Co-organizer and Cooperator confirmed		
Month, 2019	Website set up		
Day Month – Day Month, 2019	NAME (Artist 1) NAME (Artist 2) Production in Kanazawa	NAME (Artist 1) NAME (Artist 2) Bangkok > Tokyo > Kanazawa > Tokyo > Bangkok	Residency in Kanazawa XXX, Kanazawa (*address)
Day Month – Day Month, 2019	NAME (Artist 2) Production in Kyoto	NAME (Artist 2) Singapore > Tokyo > Kyoto > Tokyo > Singapore	Residency in Kyoto XXXX< Kyoto (*address)
Day Month – Day Month, 2019	NAME (Artist 3) Production in Chiang Mai	NAME (Artist 3) Tokyo > Bangkok > Chiang Mai > Bangkok > Tokyo	Residency in Chiang Mai XXX, Chiang Mai
Day Month – Day Month, 2019	NAME (Artist 4) Production in Yogyakarta	NAME (Artist 4) Tokyo <--> Yogyakarta	Residency in Yogyakarta XXX, Yogyakarta (*address)
Day, Month, 2019	Work Proposals Submitted		
Day Month – Day Month, 2019	Exhibition Curation decided NAME (Curator 1) Travel for exhibition	NAME (Curator, Shinjuku Museum of Art) Tokyo<--> Bangkok	XXX Center for Contemporary Art, Thailand Bangkok, Thailand
Day Month – Day Month, 2019	Bangkok Exhibition		XXX Center for Contemporary Art, Thailand Bangkok, Thailand
Day Month – Day Month, 2019	Tokyo Exhibition		Shinjuku, Tokyo
Day Month – Day Month, 2019	NAME (Artist 1) NAME (Artist 2) from Thailand to Japan	NAME (Artist 1, Thailand) NAME (Artist 2, Thailand) Bangkok <--> Tokyo	XXX Hotel
Day Month, 2019	NAME (Artist 6) from Singapore to Japan *both stay in Tokyo (XX nights) Symposium "----Title----"	NAME (Artist, Singapore) Singapore <--> Tokyo	Shinjuku, Tokyo
Day Month, 2019		Panelists (X persons in total)	Auditorium Shinjuku Museum of Art Shinjuku, Tokyo Capacity; XXX persons
Day Month, 2019		NAME (Curator, Shinjuku Museum of Art) NAME (Artist, Japan) NAME (Artist, Japan) NAME (Artist, Thailand) NAME (Artist, Thailand) NAME (Artist, Singapore)	
Day Month, 2020	Residency, Exhibition, Symposium Reports Accounting and Finances Finalization of <i>Final</i> and <i>Financial Reports</i>		

具体的に記入してください。\*Write in detail.

助成金で賅う活動は必ず明記してください。\* All activities that are to be covered by the Grant must be specified in the table.

**8. 過去の事業における国際交流基金の関与 Past Grantees of the Japan Foundation**

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：  
 Previous Japan Foundation grantees, collaborators, and participants of the Japan Foundation's programs must indicate the year(s) of receiving the grant, grant program name(s), grant sum, and/or project name(s).

**Grant Program for Dispatching Artists and Cultural Specialists (2000) Grant; X,XXX,XXXJPY**  
**Project Title : Japanese Craftwork and Culture: An Introduction (Lectures & Workshops)**

**9. 広報計画、作成予定の広報物（チラシ、ポスター、ウェブサイト等）、作成部数等**  
**Publicity plans, materials for public relations (flyers, posters, websites etc.) and number of copies intended to be reproduced.**

**Flyers, Posters, Banners, Catalogues: for each exhibition in local language**  
 • Bangkok Exhibition: Flyer X,XXX copies / Poster XXX copies / Banner XX copies / Catalogue XXX copies  
 • Tokyo Exhibition: Flyer X,XXX copies / Poster XXX copies / Banner XX copies / Catalogue XXX copies  
 • Website: Trilingual (Japanese, English, Thai), showing process and stages of the project.

• Elaborate on the points below in as much detail as possible.  
 • The *Project Details* is the most crucial element for the screening.  
 • While the Project may be innovative, meaningful, and effective, without sufficient details, the application may be given lower priority.

**10. 事業内容（詳細）（文字サイズ10ポイントで記入。ページ数自由。任意の書式可）**  
**Project Details \* write in 10-point font size and any format is acceptable.**

事業名称 Project Title	(和文) Japanese  (英文) English Japan, Thailand Art x Design x Craft Collaboration Project
	以下の内容を必ずご記入ください。Make sure to fill in all of the points below.  (1) 事業実施に至る経緯 / How and why the Project was launched. An Indonesian artist had produced a work using Kyoto's <i>nishijin-ori</i> that was shown in an exhibition we organized in XXXX. This particular work caught the eye of a company who saw a chance in expanding the market for <i>nishijin-ori</i> , and suggested re-adapting the artwork into a merchandize. Although that plan did not materialize, there still was a fruitful interaction between the artist and the <i>nishijin-ori</i> artisans, triggering the artist's exploration of a new medium for his artistic practice. This specific project emerged out of the desire to further develop such interactions and discoveries. We focused on Southeast Asia as there seemed to be overlaps with Japanese traditional crafts and technologies such as in textiles or lacquerware, and furthermore, by incorporating media and techniques specific to each localities into the everyday, we wanted to re-introduce these long-standing skills into the contemporary awareness of people.  (2) 事業の目的 / Purpose of the Project • To spread and work on the traditional craftsmanship inherited in the various regions of Southeast Asia and Japan. • To interact and develop understanding between Southeast Asian and Japanese artists through residencies. • To explore new methods of artistic expression through the fusion of contemporary art and craft and traditional techniques.  (3) 期待される成果とその普及方法 / Expecting Outcome/Achievements and Plans for its Dissemination <b>Outcome / Achievement: Spreading and developing the craftsmanship and techniques particular to regions.</b> <b>Ways of Dissemination:</b> • Showing the process until the exhibition on the website • Holding an exhibition in two countries • Merchandizing a selection of the artworks and making them available for sale with the help of

	<p><b>companies</b></p> <p>(4) 事業内容詳細 / Details of Project  <b>A total of 25 contemporary artists from Thailand, Singapore, and Japan will visit and stay in regions where traditional craftsmanship is still inherited, and will each produce artworks inspired from or using those particular techniques or materials. Artists will work on their art through a residency program organized by our collaborator, an NPO artists collective. Although these will eventually be on display in exhibitions planned to be held in Japan and Thailand, their prerequisite will be to practicality in everyday life (i.e. not simply an “artwork” per se.) For the Tokyo exhibition, we will organize a symposium on the new artistic expression that fuses contemporary art and traditional craftsmanship. Furthermore, a trilingual website will be set up to share with the general public the processes artists take until the exhibition.</b></p> <p>(5) 準備状況 / Preparation for the Project  <b>The ***** Center for Contemporary Art, Thailand and NPO XXX Artist Collective have both agreed to work with us for this project. Possible locations/regions and artist-candidates are already proposed. The periods for the residency and exhibition are also agreed upon.</b></p> <div style="border: 1px solid red; border-radius: 15px; padding: 5px; margin: 10px 0;"> <p style="color: red;">• Write in as much detail as possible.          • If the project applied for is for preliminary research and/or preparation(s) for a project in the following years, state its structure, concept, schedules etc. as clearly and in as much detail as possible.</p> </div> <p>(6) 事業終了後の計画（次年度以降の事業計画） /          Plans for After the Completion of the Project (Plans for the Following Year *for Consecutive Projects)  <b>We hope to eventually circulate a selection of the artworks created from this project in the market. Firstly, however, we intend to present the background and achievements of the project to a wide audience, and organize a brainstorming symposium to consider the methods of further unfolding this project.</b>  <b>Elaborate further on details such as:</b></p> <ul style="list-style-type: none"> <li>• engagements you'd like to continue after the completion of this Grant.</li> <li>• how you can expect the project and its achievements to develop without external funding</li> <li>• How you are planning or constructing the project for the following year(s) after having done the necessary research and preparation this year (for projects that were preliminary research)</li> <li>• how you are trying to achieve the ultimate goal(s) of project</li> </ul> <p>(7) 事業目的達成の評価基準 / Assessment Standards for Achieving Goals of Project</p> <p>(a) 目標数値 / Quantitative Goals  <b>Number of Visitors</b>  <b>Bangkok Exhibition: **,*** persons</b>  <b>Tokyo Exhibition : **,*** persons</b></p> <p>(b) 第三者による評価の方法 / Plans for third-party Evaluations  <b>Questionnaires distributed at each exhibition.</b>  <b>Planning to hold media sessions towards newspaper, art magazines, and design magazines etc.</b></p> <p>(c) その他 / Other  <b>None</b></p>
--	--

**11. 予算書（様式第2号に記入） Budget Sheet (Form )**

予算書（所定の書式） 各項目の見積書（コピー可）に予算書と対応した通し番号を付して添付 Budget Sheet (Form ) \*Estimates/quotations issued from supplier(s) must be attached and numbered (copies allowed).

以上 END





## Grant Program for Promotion of Cultural Collaboration FY 2019 BUDGET SHEET

SAMPLE

Organizer Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Currency: JPY

**\*Fill in only the breakdown indicated in 5. (1) Total Budget of Project and Requested Budget**

Expense								
Expense Items ※Choose from the drop-down list	Project Schedule (Month and Year) ※Choose from the drop-down list	Details of Name, City, Place, Equipment, Materials, etc.	Breakdown unit price × quantity etc.	Subtotals	Corresponding Estimate No.	Requested Budget to the Asia Center *Fill in only three categories among A - E	Applicant's Own Funds	Other Financial Sources (including planned grant applications)
<b>A Traveling expenses and accommodation [Requested to the Asia Center]</b>								
[A]International Travel	****.*	Bangkok⇄Tokyo	***,*** × X persons	***,***	①	***,***		
[A]Domestic Long-distance Travel	****.*	Tokyo⇄Kanazawa	***,*** × X persons	***,***	②	***,***		
[A]Accommodation	****.*	Kanazawa	** ,*** × X persons × Xnights	***,***	③	***,***		
[A]International Travel	****.*	Singapore→Tokyo→Kyoto→Tokyo	***,***	***,***	①	***,***		
[A]Domestic Long-distance Travel	****.*	Tokyo⇄Kyoto	** ,***	***,***	④	***,***		
[A]International Travel	****.*	Tokyo→Bangkok→Chiang Mai→Tokyo	***,***	***,***	①	***,***		
[A]Domestic Long-distance Travel	****.*	Hire Car *Route indicated in Doc. X	** ,*** × X days	***,***	⑤	***,***		
[A]Accommodation	****.*	Chiang Mai, Bangkok	* ,*** × X nights	***,***	⑥	***,***		
[A]International Travel	****.*	Tokyo⇄Yogyakarta	** ,***	***,***	①	***,***		
[A]Accommodation	****.*	Yogyakarta	* ,*** × X days	***,***	⑦	***,***		
[A]Domestic Long-distance Travel	****.*	Hire Car *Route indicated in Doc. X	** ,*** × X days	***,***	⑧	***,***		
[A]International Travel	****.*	Tokyo⇄Bangkok	***,***	***,***	①	***,***		
[A]Accommodation	****.*	Bangkok	* ,*** × X nights	***,***	⑥	***,***		
[A]International Travel	****.*	Bangkok⇄Tokyo	***,*** × X persons	** ,***	①	** ,***		
[A]International Travel	****.*	Singapore⇄Tokyo	***,***	***,***	①	** ,***		
[A]Accommodation		Tokyo	* ,*** × X nights × X persons	** ,***	⑨	** ,***	** ,***	
<b>Traveling and accommodation expenses [Other Financial Sources]</b>								
		Kyoto	** ,*** × X nights	***,***	/	/		***,***
Total of Traveling and accommodation				***,***	/	***,***	** ,***	***,***
<b>B Venue and equipment use [Requested to the Asia Center]</b>								
<b>Venue and equipment use [Other Financial Sources]</b>								
	****.*	Symposium: Venue use	One set	***,***	/	/		***,***
	****.*	Symposium: Equipment use	One set	* ,***,***	/	/		* ,***,***
Total of Venue and equipment use				* ,***,***	/	0	0	* ,***,***
<b>C Translation, interpretation and honoraria for lectures [Requested to the Asia Center]</b>								
[C]Interpretation	****.*	Thai→Japanese	** ,*** × X days	***,***	⑩	***,***		
[C]Translation	****.*	Japanese→Thai	* ,*** (A4: ***words) × XX pg	***,***	⑪	***,***		
[C]Translation	****.*	Japanese→English	* ,*** (A4: ***words) × XX pg	***,***	⑫	***,***		
[C]Translation	****.*	English→Japanese	* ,*** (A4: ***words) × XX pg	***,***	⑫	***,***		
[C]Translation	****.*	Thai→Japanese	* ,*** (A4: ***words) × XX pg	***,***	⑪	***,***		
<b>Translation, interpretation and honoraria for lectures [Other Financial Sources]</b>								
Total of Translation, interpretation and honoraria for lectures				***,***	/	***,***	0	0
<b>D Preparation of materials, reports, PR materials, etc. [Requested to the Asia Center]</b>								
[D]Preparation of Document	****.*	Design: ***,***JPY Printing ***,***JPY		* ,***,***	⑬	* ,***,***		
<b>Preparation of materials, reports, PR materials, etc. [Other Financial Sources]</b>								
	****.*	Catalogue		* ,***,***	/	/	* ,***,***	
Total of Expenses for preparation of materials,reports,etc				* ,***,***	/	* ,***,***	* ,***,***	0



## n 提出書類チェックリスト（別表 ）

### Check List of Documents ( Appended Table 1 )

申請書類は、原本1部及びコピー1部をご提出ください（添付資料を含む）。

Submit the original set (including all attachments) and its hardcopy of the application forms.

電子データ媒体以外は2部ずつ提出してください。

Submit two application forms, excluding an electronic data medium.

ホチキス留めはしないでください（冊子のはのぞく）。 Please submit without stapling, excluding the booklet.

「備考」欄に「○」のついた書類は必ずご提出いただき「▲」のついた書類は該当する場合のみご提出ください。

Please be sure to submit the documents marked with "○" in the "Remarks" column. Submit documents with "▲" if applicable.

申請書及び 予算書については、書類の他に必ずデータ（Word及びExcel形式）もご提出ください。

Attach an electronic data of the Application Form and the Budget Sheet by Word and Excel format.

事業名 Project Title \_\_\_\_\_

申請団体 Organizer Name \_\_\_\_\_

内容 Contents	備考 Remarks
申請書（所定の書式） <i>Application Form (Form I)</i>	押印のある原本 + コピー The Application Form with the Authorized Official etc. of their seals or handwritten signatures (not digital), and one hardcopy.
予算書（所定の書式） <i>Budget Sheet (Form )</i>	積算根拠となる見積書 * 自作見積書は不可 Quotations that substantiates your calculations. * Quotations created by you will not be accepted.
主要な協力団体・協力者からの協力同意文書 Cooperation Agreement(s)/Letter(s) of Consent from Collaborator(s) and/or Cooperator(s)	
申請団体代表者、事業実施責任者の経歴 CVs of the Authorized Official and Project Director	
申請団体の定款、規約、会則又はこれらに準ずる書類 Document(s) that outline the bylaws, terms, etc., of the Applicant	
申請団体の活動内容、過去の事業実績及び財政状況を記した書類（過去3年分程度） Document(s) that outline the past activities and finances of the Applicant (The last three years)	年報やパンフレット類での代替も可 Annual reports and pamphlets will suffice.
主要な協力団体・協力者の活動内容、過去の事業実績を記した書類（過去3年分程度） Document(s) that outline the past activities of Collaborator(s) and/or Cooperators (or annual reports and pamphlets) (The last three years)	年報やパンフレット類での代替も可 * 申請書3(2)に記入した協力団体・協力者の資料も、あれば添付 Annual reports and pamphlets will suffice. * And those of the collaborator'(s) and/or cooperator'(s) in 3 (2) if any.
申請書・予算書の電子データ媒体 Electronic data of the application form and the Budget Sheet	Word及びExcel形式 * PDFファイルは不可 Word and Excel format. * PDF files cannot be accepted.
同意書（所定の書式） <i>Parent/Guardian Consent Form (designated format)</i>	申請団体代表者が未成年の場合のみ Submit if the Authorized Official is under 20 years of age at the time of application.
誓約書（所定の書式） <i>Declaration of Commitment (designated format)</i>	申請団体が任意団体の場合のみ Submit if the applicant is a voluntary or unincorporated organization (non-legal entity) signed by the authorized official.

n 提出書類イメージ(別表)  
How to set an application ( Appended Table 2 )

誓約書 (任意団体の場合のみ) *Declaration of Commitment*  
Submit if the applicant is a voluntary or unincorporated organization (non-legal entity) signed by the authorized official.

同意書 (未成年の場合のみ) *Parent/Guardian Consent Form*  
Submit if the Authorized Official is under 20 years of age at the time of application.

申請書・予算書の電子データ媒体  
Electronic data of the application form and the Budget Sheet

主要な協力団体・協力者の活動内容、過去の事業実績  
*Document(s) that outline the past activities of Collaborators and / or Cooperators (or annual reports and pamphlets)*

申請団体の活動内容、過去の事業実績及び財政状況  
*Document(s) that outline the past activities and finances of the Applicant*

申請団体の定款、規約、会則又はこれらに準ずる書類  
*Document(s) that outline the bylaws, terms, etc., of the Applicant*

申請団体代表者、事業実施責任者の経歴  
*CVs of the Authorized Official and Project Director*

主要な協力団体・協力者からの協力同意文書  
*Cooperation Agreement / Letter(s) of Consent from Collaborator(s) and / or Cooperator(s)*

予算書 *Budget Sheet (Form )*

申請書 *Application Form (Form I)*

提出書類チェックリスト *Check List of Documents*

for Authorized Officials who is a minor

## Consent Form for Minors

Month/Day/Year

Messrs. The Japan Foundation

Name of Legal Representative: \_\_\_\_\_ Seal or Signature

Relation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I, the undersigned, agree, as the legal representative (or as the representative of joint custodians if there are other joint custodians) of the organizer mentioned below, to perform each of the following acts:

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

- To take (or have taken) the office as the authorized official of the organizer mentioned in the column 1 below;
- To apply, as the authorized official of the said organizer, for the grant to be awarded under the program mentioned in the column 2 below in connection with the project mentioned in the column 3 below;
- To accept the funding decision of the grant or to withdraw the grant application filed, as the authorized official of the organizer, if the Japan Foundation decides to award the grant in response to the grant application filed; and
- To execute the project in good faith, as the authorized official of the organizer, in compliance with the instructions given in the notice for funding decision as well as the conditions for awarding the grant and to fulfill the duties and obligations as provided for in the notice for funding decision and in the funding conditions, if I accept the funding decision awarded by the Japan Foundation.

### Details of Application for Grant

1. Name of Organizer: \_\_\_\_\_

2. Name of Program \_\_\_\_\_

3. Name of Project for Which the Grant is Applied: \_\_\_\_\_

END

## Declaration of Commitment

Month/Day/Year

To The Japan Foundation

I, \_\_\_\_\_, as the authorized official of \_\_\_\_\_ (Name of the Applying Organizer) \_\_\_\_\_ (hereinafter referred to as the “Applying Organizer”), hereby certify that I comply with the following articles in receiving the grant and executing the project if the project is adopted for the grant under the Grant Program for the Promotion of Cultural Collaboration by the Asia Center Japan Foundation (hereinafter, the “Asia Center”).

Article 1        Upon acceptance of the funding decision, I shall comply, as the authorized official of t Applying Organizer, with the terms and conditions for awarding the grant.

Article 2        Upon acceptance of “Notice of Grant Approval”, I will use the grant awarded to us only for the purpose of the project selected for the grant.

Article 3        If the organizer to which the grant is awarded is dissolved during the course of the project or after the completion of the project, I will notify in advance to that effect to a contact person of the Asia Center.

Article 4        If the organizer to which the grant is awarded is dissolved after the completion of the project in relation to which the grand is awarded, I, as the authorized official of the organizer, will act in good faith to the Asia Center in connection with the duties and obligations under the funding decisions of the grant and the conditions incidental thereto.

Article 5        Should the organizer to which the grant is awarded fail to fulfill any financial obligations having connection with the execution of its project, I will guarantee any and all financial obligations of the organizer as a person having a duty to fulfill such obligations.

Article 6        If there arises any matter not stipulated in the terms and conditions for awarding the grant, I will discuss in good faith with the Asia Center and comply with the decisions made by the Asia Center.

END

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_