

## Grant Program for Promotion of Cultural Collaboration Application Instructions

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### **I. About the Program**

The Grant Program for Promotion of Cultural Collaboration forms and strengthens platforms for arts and culture, sports, and intellectual exchange in Asia. The grant covers a portion of the expenses of projects that are collaborative in nature and that plan to disseminate their achievements to a wider audience.

### **II. 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.

### **III. Eligible Projects**

#### **1. Project Contents:**

Applications that are collaborative—the majority of which involve ASEAN (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam) and Japanese participants—as well as projects that plan to disseminate their achievements 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. Applications that pursue the above with the help of other organizations and professionals to promote mutual understanding within Asia are welcomed.

##### A. 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 commence between April 1, 2017 and September 30, 2017, and which are expected to complete within 12 months.

[Second round]: Projects that commence between October 1, 2017 and March 31, 2018, and which are expected to complete within 12 months.

\*The maximum funding period was three years for Consecutive Projects until FY2018. However, from FY2019, the maximum funding period will be *12 months*.

#### **3. Strong Applications**

Applications that meet the following three points will be considered strong candidates. However, not all three are mandatory as applications will be screened comprehensively according to their objectives, schedule, budget, etc.

- a. The collaboration has (a) concrete goal(s), the benefits of which extend further beyond the participants and members involved.
- b. The project generates new partnerships that widen and diversify current or already-existing networks and platforms.
- c. The project works toward resolving issues that are shared throughout the region or the globe through artistic, cultural, or intellectual collaboration.

#### 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.
- b. Clarity in objectives and goals of the project
- c. Concrete methods and scheduling of collaboration for 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. Outcomes that have a lasting significance within the relevant field, rather than being a one-time event

### **IV. 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 Asia Center
- 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 Asia Center in Japanese or English.

#### 2. The Types of Organizations listed below are *not* eligible.

- a. The Japanese Government (including national and governmental agencies), public organizations (including public educational institutions), independent administrative institutions and agencies, and national or state-run educational institutions.
- b. Foreign governments (including its administrative organs, such as ministries and agencies, but excluding research and educational agencies) and foreign diplomatic missions in Japan

- c. International organizations (e.g. inter-governmental organizations which receive contributions from the Japanese Government)

**Nota Bene:**

- 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.
- Should the Authorized Official be a minor, her/his parental or legal guardian must fill in the *Consent Form* (designated format) which must be attached to the application.

**V. 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.
- In principle, the total grant sum *will not exceed 10 million JPY*.  
(For reference, the average sum per grantee for FY2016 (first round) is 4.91 million JPY.)
- This grant will cover only *a portion of* the expenses necessary for the project.
- Applicants are expected to fund the remainder of the budget themselves using their own and/or external funding. The Asia Center will not provide the grant for the entire budget, and the maximum grant sum will not exceed 70 percent of the total budget.
- Should the grant sum exceed 70 percent, due to scaling-down the project and other changes, *the applicant must refund the difference including and not limited to funds already remitted.*
- Applicants are strongly advised to obtain external funding from organizations from both private and public sectors.
- All external funding obtained (or applied for) must be specified in the [Income] column in the application *Budget Form* (Form II).
- The grant sum (and amount for each category) shall be determined after screening of the budget form, estimates/quotations submitted and according to the Japan Foundation's quotations.
- The final grant sum will not exceed the actual expense incurred.
- Changes in the project or the budget after approval of the grant *may* be approved. This does *not* mean, however, that the grant sum will be increased.

**1. Categories and Items Eligible/Not Eligible by the Grant:**

The following are descriptions of each category. Please refer to *Grant Eligible and Non-eligible Items List* for the overview.

**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 (musical instruments, sporting equipment etc.), and hired vehicles for travel of less than 100 km can be applied for in Category E (Freight transportation).
- 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
- Accommodation expenses that exceed the scheduled number of nights
- Early and late Check-in(s)/Check-out(s) charges
- Use of Sublet(s) and/or Rental Home(s) and accommodation
- Per diem(s)
- Meals and other refreshments

### B. Venue and equipment use

Expenses incurred for the use of venues, equipment, etc. for project.

### Non-eligible Expenses

- Purchase of equipment, tools, consumables, etc.
- Purchase of refreshments for receptions, lunches, snacks etc.
- Labor expenses related to screenings, or performances and other similar programs
- 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.

### Non-eligible Expenses

- Honoraria for persons or events other than the above.
- Honoraria to Authorized Officials, Project Directors, Treasurers of the applied projects.  
\*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.

#### D. Preparation of materials reports, PR materials, etc.

Costs for the printing, designing, and editing of materials (catalogues, posters, flyers, leaflets, 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

#### E. Freight transportation (air freight / sea 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 (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

## 2. Payment Method

- 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. This must be done as a precondition to receiving the payment(s).
- In principle, payment will be made in *two installments before and after* the project.

### A. Payment before the Project

- 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 (30 percent) 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.

\*As indicated in V. Grant Coverage, 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.*

**VI. Deadlines and Schedule of Notification of Results**

Applications are accepted twice a year as follows.

1. First round: Projects that commence between April 1, 2017 and September 30, 2017
  - A. Deadline: No later than December 1, 2016
  - B. Schedule for result notification: April 2017
 

\*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.
2. Second round: Projects that commence between October 1, 2017 and March 31, 2018
  - A. Deadline: No later than June 1, 2017
  - B. Schedule for result notification: September 2017

**VII. Application Procedure**

**1. Application Forms**

Forms A to I (nine 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 12 onwards).

- A. *Application Form* (Form I)
- B. *Budget Sheet* (Form II)
  - Fill in A. and B. on a computer and submit their *hardcopy and electronic data* (using CD-Rs, CD-WRs, etc.)
  - Please attach estimates/quotations and other equivalent documents that substantiates your calculations for the amount requested. Items that lack such documents will not be included in the grant sum.
  - Should you have multiple items per category, please number each of their estimates/quotations and attach a separate table/chart with the corresponding items.
- C. Cooperation Agreement(s)/Letter(s) of Consent (free format) from the Co-organizer(s) and/or Cooperator(s) indicated in 3. (1) *Co-organizer(s)*, *Cooperator(s)* in the *Application Form* (Form I).
- D. CVs of the Authorized Official and Project Director.

- E. Document(s) that outline the bylaws, terms, etc., of the applicant (annual reports and pamphlets will suffice)
- F. Document(s) that outline the past activities and finances of the applicant (annual reports and pamphlets will suffice)
- G. Document(s) that outline the past activities of the Co-organizers and/or Cooperators indicated in Application Form 3. (1) (annual reports and pamphlets will suffice)  
\*If there are similar documents for Co-organizer(s) and/or Cooperator(s) indicated in Application Form 3. (2), please also include them.
- H. *Consent Form* (in the case where the Authorized Official is a minor) (designated format)
- I. *Declaration of Commitment* (for voluntary or unincorporated organizations) (designated format )

**2. 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 or delivery service (*takkyubin*).
- 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-(0)3-5369-6025

B. Application from Outside Japan

- Submission differs depending on your country of residence.
- 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.

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
<b>Embassies of Japan in ASEAN countries</b>	
Brunei	The Embassy of Japan in Brunei Darussalam House No. 33, Simpang 122Kampong KiulapBandar Seri Begawan BE1518 Brunei Darussalam Tel:+673-222-9265
Myanmar	The Embassy of Japan in Myanmar No.100 Natmawk Road, Bahan, Township, Yangon, Myanmar Tel: +95-1-549644
Singapore	Japan Creative Centre (JCC), Embassy of Japan in Singapore 4 Nassim Road, 258372 Singapore Tel: +65 6737-0434

**Nota Bene:**

- Applications submitted using forms other than those specified will not be accepted.
- Applications submitted after the deadline will not be accepted.
- All submitted documents will not be returned, so please make sure to make your copy(ies).
- Change(s) in the applicant's information after application must be notified immediately.
- Make sure to submit your applications on a timely manner (especially when submitting from overseas.)

**VIII. Notification of Results**

Applicants will be notified of the result by a letter which will be sent around the month indicated in VI. I. *Deadlines and Schedule of Notification of Results.*

All inquiries related to the screening and results are strictly prohibited.

**IX. 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.

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.
2. 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.
3. Take sufficient safety and security measures to ensure the well-being of participants.
4. Submit the *Final Report* and *Financial Report* detailing the achievements of the projects and expenditures *within two months* after the completion of the project.

5. Immediately submit the *Notification of Change Form* to the Japan Foundation should there be *any* changes in the project plan and/or budget.
6. 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.

## **X. 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).

## **XI. 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.jpff.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, 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 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.

## **XII. 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-(0)3-5369-6025 e-mail: [jfac-grant-cc@jpf.go.jp](mailto:jfac-grant-cc@jpf.go.jp)

- If you are uncertain of the most appropriate grant program for your project, or if you would like to inquire about the general engagements of the Japan Foundation, please contact:  
Communication Center, The Japan Foundation: Tel.+81-(0)3-5369-6075

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

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

## Tips on Preparing your Application Documents

### General Instructions

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. Please fill in all documents in Japanese or English.
5. 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.

- |   |
|---|
| <p>A. <i>Application Form</i> (Form I)</p> <p>B. <i>Budget Sheet</i> (Form II)<br/> <u>*Please attach estimates/quotations and other documents of the equivalent that support your calculations for the amount requested.</u></p> <p>C. Cooperation Agreement(s)/Letter(s) of Consent from the Co-organizer(s) and/or Cooperator(s) indicated in Application Form 3. (1) (free format).</p> <p>D. CVs of the Authorized Official and Project Director.</p> <p>E. Document(s) that outline the bylaws, terms, etc., of the Applicant</p> <p>F. Document(s) that outline the past activities and finances of the Applicant (annual reports and pamphlets will suffice)</p> <p>G. Document(s) that outline the past activities of the Co-organizers and/or Cooperators indicated in Application Form 3. (1) (annual reports and pamphlets will suffice)<br/> <u>*Please also include similar documents for Co-organizer(s) and/or Cooperator(s) indicated in Application Form 3. (2), if any.</u></p> <p>H. <i>Consent Form</i> (for Authorized Officials who is a minor) (designated format)</p> <p>I. <i>Declaration of Commitment</i> (for voluntary or unincorporated organizations) (designated format)</p> |
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### **A. Application Form (Form I)**

#### **1. Project Title:**

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

#### **2. Applicant Information:**

- Only one organization can be the applicant. Co-organizers and cooperators must be indicated in 3.(1) *Co-organizer(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. Co-organizer(s), Cooperator(s):

#### (1) Co-organizations and Collaborators of the project

- For the principle organizations and/or individuals of the project (joint-hosting organizations, directors, etc.), 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 (free format) from your co-organizer(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.

#### (2) Collaborator(s) and Cooperator(s) other than the above

- Enter organizations and/or individuals not listed in 3. (1).

### 4. 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*

### 5. Total Budget of Project and Requested Budget

State the currency used in the project (the same currency as in the *Budget Sheet* [Form II]) in [Currency:\_\_\_\_\_.]

#### (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.
- In [Requested Budget], enter the amount applied for the Grant.  
\*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. Project Duration

- Please enter the specific dates for the start and end of the project.  
\* 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 Project Duration.

### 7. Project Schedule

- Enter the [Dates, Itinerary], [Activities, Participants (name, role, number of people)], and [Venue (name, city, country, capacity)] in chronological order from the preparation and completion of the project in detail.

### 8. Past Grantees of the Japan Foundation:

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

### 9. Publicity Plans and Materials for Public Relations:

- State the publicity plan for the project, publicity material(s) planned, and the number of copies intended to be produced.  
\*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.
- Applicants are free to choose the format of their liking.

#### (1). How and Why the Project was Launched

- Describe what led the applicant to plan the project, and how the applicant has built the relationships with its co-organizer(s) and/or cooperators.

#### (2). Purpose of the Project:

- Describe the *objectives* (not content) of the project as specifically as possible (the project's significance, meaningfulness, goals, etc.)

#### (3). Expecting Outcome(s)/Achievements and Plans of its Dissemination

- Describe the specific outcomes the applicant hopes to achieve in Japan and Asian 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. 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 Co-organizer(s) and/or Cooperator(s), Call for Project participants (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 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, etc.

- 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.

- 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.

### **1. Expenses**

- Applicants may apply for a *maximum of three categories* from the five categories specified in V. *Grant Coverage* on pages 4–6 of the *Application Instructions*.
- 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**

- Source(s) of income *other than* that from the Asia Center must be indicated (Secured / Application in Progress / Application Planned) in the [Notes].
- Add rows to [Other Financial Resources] and [Income Expected from the Applicant's Project] as necessary.

### **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).
- Estimates/quotations made by the applicant and/or co-organizer(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 honoraria and/or labor fee(s) must be document(s) that substantiate the amount allocated or that specify the *unit cost* and *quantity* (number of days, times, duration, etc.).

## **C. Cooperation Agreement(s)/Letter(s of Consent from Co-organizer(s) and/or Cooperator(s)**

- Attach documents from principle co-organization(s)/cooperator(s) indicating their agreement in collaborating with the applicant in the said project and also their roles (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 Co-organizers and/or Cooperators indicated in Application Form 3. (1)**

- 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 Co-organizer(s)/Cooperator(s) (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. Consent Form (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 (driver's license, health insurance card, student identification card, etc.)

**I. 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</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>• Sublet(s) and/or Accommodation Rentals</li> <li>• Per diem(s)</li> <li>• Meals and other refreshments</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 consumables</li> <li>• Refreshments, lunches, snacks, etc.</li> <li>• Personnel expenses for programs (e.g. screenings and performances)</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 For symposia, seminars, workshops, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance fee</li> <li>• Honoraria other than those Eligible</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 (catalogs, posters, flyers, leaflets, reports, etc.)</li> </ul>	<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> </ul>
<b>E. Freight transportation</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>• Oversized items charges (e.g.. musical instruments and sporting equipment)</li> </ul>	<ul style="list-style-type: none"> <li>• ATA carnet</li> <li>• Cargo insurance premium</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> </ul>

\*The specific amount per item applied for will be assessed and screened which will determine the grant sum.

\*Refer to the *Application Instructions* for the details of each eligible/non-eligible item.



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

### 3. 協力団体、協力者 Co-organizer(s), Cooperator(s)

#### (1) 主要な協力団体、協力者 Principle Co-organizer(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）。

※欄が足りない場合は増やしてください。

\*Documents detailing the Co-organizer\*(s)/Cooperator(s) engagements must be attached. (See *Guideline on Details in Application Documents* A. 3. Co-organizers, Cooperators.)

\*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* Co-organizer(s) and/or Cooperator(s) in the Project.

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

4. 事業の概要（和文150～200文字程度） Project Outline (approx. 150 words in English)

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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	
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※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. 事業実施予定期間 Project Duration

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

日程、渡航スケジュール Dates, Itinerary	活動内容 Activities	参加者名及びその役割、人数 Participants (name, role, the number of people)	場所（会場名、都市、国名）、 会場の収容人数 Venues (name, city, country), capacity

※具体的に記入してください。

\*Write in detail.

## 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, co-organizers, 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） Project Details**

※下記(1)~(7)について記載してあれば、書式は任意のものでも構いません。

\*Any format is acceptable on condition that the 7 points below are included.

- (1) 事業実施に至る経緯 / How and why the Project was launched.
- (2) 事業の目的 / Purpose of the Project
- (3) 期待される成果とその普及方法 / Expecting Outcome/Achievements and Plans for its Dissemination
- (4) 事業内容詳細 / Details of Project
- (5) 準備状況 / Preparation for the Project
- (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)
- (7) 事業目的達成の評価基準 / Assessment Standards for Achieving Goals of Project
  - (a) 目標数値 / Quantitative Goals
  - (b) 第三者による評価の方法 / Plans for third-party Evaluations
  - (c) その他 / Others

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

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 II)* \*Estimates/quotations issued from supplier(s) must be attached and numbered (copies allowed).

### この書面以外に必要な提出資料チェックリスト

- 申請書（所定の書式）
- 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
- 申請書3.（1）に記入した主要な協力団体、協力者からの協力同意文書（コピー可）
- 申請団体代表者、事業実施責任者の経歴
- 申請団体の定款、規約、会則又はこれらに準ずる書類
- 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（年報やパンフレット類などでの代替も可）
- 申請書3.（1）に記入した主要な協力団体・協力者の活動内容、事業実績等を記した書類（年報やパンフレット類などでの代替も可）  
※申請書3.（2）に記入した協力団体・協力者の資料についても、あれば添付してください。
- （申請団体代表者が未成年の場合のみ）同意書（所定の書式）
- （申請団体が任意団体の場合のみ）誓約書（所定の書式）

**※上記添付書類は必ず全てご提出ください。**

### Check List of Documents

- Application Form* (Form I)
- Budget Sheet* (Form II) \*including numbered estimates/quotations or the equivalent.
- Cooperation Agreement/Letter(s) of Consent from Co-organizer(s) and/or Cooperator(s)
- CVs of the Authorized Official and Project Director
- Document(s) that outline the bylaws, terms, etc, of the Applicant
- Document(s) that outline the past activities and finances of the Applicant (or annual reports and pamphlets)
- Document(s) that outline the past activities of Co-organizers and/or Cooperators (or annual reports and pamphlets)  
\*And those of the co-organizer'(s) and/or cooperator'(s) in 3. (2) if any.
- Consent Form* (designated format)
- Declaration of Commitment* (designated format)

**All documents above must be submitted.**

以上 END





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>
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※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.

### 3. 協力団体、協力者 Co-organizer(s), Cooperator(s)

#### (1) 主要な協力団体、協力者 Principle Co-organizer(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 (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）。  
 ※欄が足りない場合は増やしてください。  
 \*Documents detailing the Co-organizer\*(s)/Cooperator(s) engagements must be attached. (See *Guideline on Details in Application Documents* A. 3. Co-organizers, Cooperators.)  
 \*Please add rows as necessary

#### (2) (1)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 Co-organizer(s) and/or Cooperator(s) in the Project.  
 \*In (2), please fill in Co-organizer(s) and/or Cooperator(s) other than those listed in (1).

**4. 事業の概要（和文150～200文字程度） Project Outline (approx. 150 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.

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

通貨単位 Currency : JPY

(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    ** , *** , ***
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※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
<b>A. Traveling expense (international and long-distance domestic travel) and accommodation</b>	* , * * * , * * *
<b>C. Translation, interpretation and honoraria for lectures</b>	* * * , * * *
<b>D. Preparation of materials, reports, PR materials, etc.</b>	* , * * * , * * *

※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. 事業実施予定期間 Project Duration**

開始日 :                    年            月            日 Starts on :                Month / Day / Year	終了日 :                    年            月            日 Ends on :                 Month / Day / Year
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※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 travellers, 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	参加者名及びその役割、人数 Participants (name, role, the number of people)	場所(会場名、都市、国名)、 会場の収容人数 Venues (name, city, country), capacity
Month, 2017	Project schedule fixed Co-organizer and Cooperator confirmed		
Month, 2017	Website set up		
Day Month - Day Month 2017	NAME (Artist 1) Production in Kanazawa	NAME (Artist 1) Bangkok > Tokyo >  Kanazawa > Tokyo > Bangkok	Residency in Kanazawa XXX, Kanazawa (*address)
Day Month - Day Month 2017	NAME (Artist 2) Production in Kyoto	NAME (Artist 2) Singapore > Tokyo > Kyoto > Tokyo > Singapore	Residency in Kyoto XXXX< Kyoto (*address)
Day Month - Day Month 2017	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 2017	NAME (Artist 4) Production in Yogyakarta	NAME (Artist 4) Tokyo <--> Yogyakarta	Residency in Yogyakarta XXX, Yogyakarta (*address)
Day, Month, 2017	Work Proposals Submitted  Exhibition Curation decided		
Day Month - Day Month 2017	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 2017	Bangkok Exhibition		XXX Center for Contemporary Art,Thailand Bangkok, Thailand
Day Month - Day Month 2017	Tokyo Exhibition		Shinjuku, Tokyo
Day Month - Day Month 2017	NAME (Artist 5) from Thailand to Japan NAME (Artist 6) from Singapore to Japan *both stay in Tokyo (XX nights)	NAME (Artist, Thailand) Bangkok <--> Tokyo NAME (Artist, Singapore) Singapore <--> Tokyo	XXX Hotel  Shinjuku, Tokyo
Day Month, 2017	Symposium "----Title----"	Panelists (5 in total)  NAME(Curator, Shinjuku Museum of Art) NAME (Artist, Japan) NAME (Artist, Japan) NAME (Artist, Thailand) NAME (Artist, Singapore)	Auditorium Shinjuku Museum of Art Shinjuku, Tokyo Capacity; XXX persons
Day Month, 2018	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.

## 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, co-organizers, 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） Project Details

※下記(1)~(7)について記載してあれば、書式は任意のものでも構いません。

\*Any format is acceptable on condition that the 7 points below are included.

(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 *nishijin-ori* 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 *nishijin-ori*, 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 *nishijin-ori* 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

Outcome / Achievement: Spreading and developing the craftsmanship and techniques particular to regions.

Ways of Dissemination:

- 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 companies

(4) 事業内容詳細 / Details of Project

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.

(5) 準備状況 / Preparation for the Project

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.

- 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.

(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)

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.

Elaborate further on details such as:

- engagements you'd like to continue after the completion of this Grant.
- how you can expect the project and its achievements to develop without external funding
- 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)
- how you are trying to achieve the ultimate goal(s) of project

(7) 事業目的達成の評価基準 / Assessment Standards for Achieving Goals of Project

a) 目標数値 / Quantitative Goals

Number of Visitors

Bangkok Exhibition: \*\*,\*\*\* persons

Tokyo Exhibition : \*\*,\*\*\* persons

b) 第三者による評価の方法 / Plans for third-party Evaluations

Questionnaires distributed at each exhibition.

Planning to hold media sessions towards newspaper, art magazines, and design magazines etc.

c) その他 / Others

None

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

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 II)* \*Estimates/quotations issued from supplier(s) must be attached and numbered (copies allowed).

### この書面以外に必要な提出資料チェックリスト

- 申請書（所定の書式）
- 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
- 申請書3.（1）に記入した主要な協力団体、協力者からの協力同意文書（コピー可）
- 申請団体代表者、事業実施責任者の経歴
- 申請団体の定款、規約、会則又はこれらに準ずる書類
- 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（年報やパンフレット類などでの代替も可）
- 申請書3.（1）に記入した主要な協力団体・協力者の活動内容、事業実績等を記した書類（年報やパンフレット類などでの代替も可）  
※申請書3.（2）に記入した協力団体・協力者の資料についても、あれば添付してください。
- （申請団体代表者が未成年の場合のみ）同意書（所定の書式）
- （申請団体が任意団体の場合のみ）誓約書（所定の書式）

**※上記添付書類は必ず全てご提出ください。**

### Check List of Documents

- Application Form* (Form I)
- Budget Sheet* (Form II) \*including numbered estimates/quotations or the equivalent.
- Cooperation Agreement/Letter(s) of Consent from Co-organizer(s) and/or Cooperator(s)
- CVs of the Authorized Official and Project Director
- Document(s) that outline the bylaws, terms, etc, of the Applicant
- Document(s) that outline the past activities and finances of the Applicant (or annual reports and pamphlets)
- Document(s) that outline the past activities of Co-organizers and/or Cooperators (or annual reports and pamphlets)  
\*And those of the co-organizer'(s) and/or cooperator'(s) in 3. (2) if any.
- Consent Form* (Form XI)
- Declaration of Commitment* (Form XII)

**All documents above must be submitted.**

以上 END

## Grant Program for Promotion of Cultural Collaboration FY 2017 BUDGET SHEET

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

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

Currency: \_\_\_\_\_

**\*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	Schedules for Expenses (Month and Year) ※Choose from the drop-down list	Details of Name, City, Place, Equipment, Materials, etc.	Breakdown (e.g., unit price x quantity)	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)
Category A.	A Traveling expenses and accommodation [Requested to the Asia Center]							
	Traveling and accommodation expenses [Other Financial Sources]							
Total of Traveling and accommodation				0			0	0
Category B.	B Venue and equipment use [Requested to the Asia Center]							
	Venue and equipment use [Other Financial Sources]							
Total of Venue and equipment use				0			0	0
Category C.	C Translation, interpretation and honoraria for lectures [Requested to the Asia Center]							
	Translation, interpretation and honoraria for lectures [Other Financial Sources]							
Total of Translation, interpretation and honoraria for lectures				0		0	0	0
Category D.	D Preparation of materials, reports, PR materials, etc. [Requested to the Asia Center]							
	Preparation of materials, reports, PR materials, etc. [Other Financial Sources]							
Total of Expenses for preparation of materials,reports,etc				0		0	0	0

Only three items among A to E can be entered in "Grant Amount Requested to the Asia Center." With regard to any other item, please enter the details of such item in the "Applicant Organizations' Own Funds" section or the "Other Financial Resources" section.  
\*Delete this text box when inputting data or printing out this sheet.

Category E	E Freight transportation [Requested to the Asia Center]							
Category E	Freight transportation s [Other Financial Sources]							
Total of Freight transportation				0		0	0	0
Others	Expenses to be covered by financial resources other than those from the Asia Center							
Total of expenses to be covered by financial resources other than the Asia Center				0		0	0	0
<b>Total Budget</b>				<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>

↑ (1)    ↑ (2)    ↑ (3)

Income			
Financial resources	Amount		Notes
Requested Budget to the Asia Center *equal to Total of [Requested Budget] column (1)			
Applicant's Own Funds *equal to Total of [Applicant's Own Funds] column (2)			
Other Financial Sources *equal to Total of [Other Financial Sources] column (3)			
[Subsidies from other organizations ]			
			←Choose from the drop-down list
			←Choose from the drop-down list
[Contribution, Donation, etc.]			
[Expected Income (earning from entrance fees, participation fees, etc.)]			
<b>Income Total</b>	<b>0</b>		

Notes:

[Expenditure]

- Keep the Requested Budget [(1)] less than 70 percent of the Total Budget.
- Only choose a maximum of three out of the five categories for Requested Budget [(1)]
- Add row(s) as necessary
- Items other than those in the three categories in the Requested Budget must be included in the [Applicant's Own Funds] and [Other Financial Sources] columns respectively.
- Provide breakdowns of each item (unit price x quantity etc.) and attach estimate sheets (photocopies allowed) for items in Requested Budget.
- 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 and interpreter/translator fees.

[Income]

- Other funds (grants, subsidies, donations etc.) other than the Asia Center must be specified as 1) Finalized, 2) Application-in-Progress, or 3) Application-in-Progress in the [Notes] column.
- Add row(s) to the [Other Financial Resources] and [Income Expected from the Applicant's Project] rows as necessary.

**\* Make sure that the Total Budget is equal to the Income Total**



**Grant Program for Promotion of Cultural Collaboration FY 2017  
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	Schedules for Expenses (Month and Year) ※Choose from the drop-down list	Details of Name, City, Place, Equipment, Materials, etc.	Breakdown (e.g., unit price x quantity)	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	****.*	****.*	①	****.*		
[A]Domestic Long-distance Travel	****.*	Tokyo⇄Kanazawa	****.*	****.*	②	****.*		
[A]Accommodation	****.*	Kanazawa	**.*.*x Nnights	****.*	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	**.*.*xX days	****.*	⑤	****.*		
[A]Accommodation	****.*	Chiang Mai, Bangkok	*.*.*xX nights	****.*	⑥	****.*		
[A]International Travel	****.*	Tokyo⇄Yogyakarta	****.*	****.*	①	****.*		
[A]Accommodation	****.*	Yogyakarta	*.*.*xX days	****.*	⑦	****.*		
[A]Domestic Long-distance Travel	****.*	Hire Car *Route indicated in Doc. X	**.*.*xX days	****.*	⑧	****.*		
[A]International Travel	****.*	Tokyo⇄Bangkok	****.*	****.*	①	****.*		
[A]Accommodation	****.*	Bangkok	*.*.*xX nights	****.*	⑥	****.*		
[A]International Travel	****.*	Bangkok⇄Tokyo	***.*.* xX persons	****.*	①	****.*		
[A]International Travel	****.*	Singapore⇄Tokyo	****.*	****.*	①	****.*		
[A]Accommodation		Tokyo	*.*.*x X nightsxX persons	**.*.*	⑨	**.*.*	**.*.*	
<b>Traveling and accommodation expenses [Other Financial Sources]</b>								
		Kyoto	**.*.*xX 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	**.*.*xX days	****.*	⑩	****.*		
[C]Translation	****.*	Japanese→Thai	*.*.* (A4: *.*.*words) xXX pg	****.*	⑪	****.*		
[C]Translation	****.*	Japanese→English	*.*.* (A4: *.*.*words) xXX pg	****.*	⑫	****.*		
[C]Translation	****.*	English→Japanese	*.*.* (A4: *.*.*words) xXX pg	****.*	⑬	****.*		
[C]Translation	****.*	Thai→Japanese	*.*.* (A4: *.*.*words) xXX pg	****.*	⑭	****.*		
<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



## Letter of Consent

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 1) below;
- To apply, as the authorized official of the said organizer, for the grant to be awarded under the program mentioned in 2) below in connection with the project mentioned in 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 the 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 grant 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: \_\_\_\_\_