Exhibitions Abroad Support Program
Application Instructions

1. Program Description
This program is designed to provide financial assistance for overseas museums and art institutions to help them organize exhibitions introducing Japanese art and culture to audiences overseas. In addition, this program is designed to provide financial assistance for overseas international exhibitions such as biennials/triennials introducing Japanese artists and their works.

2. Applicant Eligibility
(1) Applicants must fulfill the following requirements:
   a. Overseas museums and art institutions (i.e., those located outside of Japan).
   b. Applicants must have the capabilities necessary for implementing the planned project(s).
   c. The receipt of grants or support from the Japan Foundation must not violate any laws, regulations, or ordinances.
   d. Applicants should have bank accounts in the name of the organization to which the grants by the Japan Foundation can be remitted, or should be able to open such accounts by the time the grants are remitted.
(2) The Japan Foundation does not provide grants for:
   a. Japanese national government organs, local governments, incorporated administrative agencies, and local incorporated administrative agencies;
   b. Organizations, institutions, and facilities attached to or established by Category (a) (excluding organizations with their own legal personalities, such as incorporated associations or incorporated foundations);
   c. Foreign governments (including their administrative organs, embassies, and consulates-general, but excluding educational, cultural, or research institutes, such as universities or museums); and
   d. International organizations that Japanese national government organs contribute to.
(3) Points to be noted:
   a. Applications from individuals will not be accepted.
   b. If the exhibition tours to more than one venue, the host institution should consolidate the grant requests and only one application should be submitted for the whole project. The Japan Foundation will not accept multiple applications for one project.
   c. For organizations that have continually received support from the same program for the past three fiscal years, unless the Japan Foundation believes there is a compelling reason for them to continue receiving such support, our policy is not to provide grants for the fourth fiscal year. This is a measure to avoid giving ongoing support to the same applicants, and to distribute grants to as many applicants as possible. It is possible to apply for the same program for a fourth consecutive fiscal year, but please
be aware that the Japan Foundation places a lower priority on such applications.
d. As for Taiwan-based museums or art institutions considering application, please contact Japan-Taiwan Exchange Association, Taipei Office, with which the Japan Foundation cooperates.
e. The Japan Foundation and its overseas offices will not duplicate funding for the same project.
f. The recipient must meet the terms and conditions described in the “Terms and Conditions of the Grant” and take the necessary procedures described in the “Grant Procedures.”

3. Eligible Projects
(1) The grant is provided for exhibitions that will open during FY2021 (between April 1, 2021, and March 31, 2022) under the condition that plans and methods for implementing the project are appropriate and that there is sufficient expectation that the project will yield positive results. Eligible projects are exhibitions that will:
a. Introduce Japanese art and culture, planned and executed by foreign museums or art institutions abroad; or
b. Introduce Japanese artists and works in the framework of international art exhibitions such as biennials and triennials; or
c. Be created through artist-in-residence programs abroad and promote exchange among local citizens, artists, curators, and researchers, with a clear concept and concrete plan for exhibitions.
(2) Points to be noted:
   a. The project(s) must not be for religious or political purposes.
   b. Each organization may only submit one application.
   c. Clear benchmarks and specific plans for evaluating the project to measure the success of the project should be included. Upon completion of the grant projects, grantees are requested to submit self-evaluations and evaluations by third parties according to the benchmarks.

4. Grant Coverage
(1) Assistance will take the form of a grant on a cost-sharing basis for the following costs incurred and paid during FY2021 (from April 1, 2021 to March 31, 2022):
a. Packing and shipping costs (excluding insurance costs);
b. Catalogue production costs (including digital catalogue costs, for international exhibitions, support for catalogue production will be partial, based on the ratio of Japanese artists); and
c. Travelling costs for dispatched or invited artists, curators, and specialists (airfare, train fare and accommodation fees).
(2) Points to be noted:
   a. The maximum amount of airfare shall be, in principle, the cost of round-trip, economy-class, discount tickets (discount economy airfare).
   b. Costs such as preliminary research and development will not be covered by the grant from the Japan Foundation.
c. Installation and production costs and artists’ fee will not be covered by the grant from the Japan Foundation.

5. Application Procedures/Notification of Results

(1) Please visit the following website to download the Application Forms.
   https://www.jpf.go.jp/e/program/list.html

(2) Application Deadline
   No later than December 1, 2020.

(3) Submission (cf. “12. Contact”)
   a. Countries/areas where the Japan Foundation overseas offices are located: To the nearest office
   b. Countries/areas where there are no overseas offices of the Japan Foundation: To the nearest Japanese diplomatic mission (Embassies, Consulates, etc.)

(4) Points to be noted:
   a. We do not accept applications via E-mail or FAX. Due to the influence of COVID-19, it may take longer than usual to send in your application, so please allow sufficient time to meet the deadline. If there are significant difficulties in the preparation and mailing of the required documents due to social conditions during the application period, please contact the above and ask for instructions.
   b. After the screening of applications, decisions will be announced in writing in April 2021
   c. Successful applicants will be notified of the grant amount in the Notice of Grant Approval in April 2021.

6. Selection Policy

(1) Screening will be made in line with the following criteria and decisions will be made after consulting with outside specialists. We review applications from the viewpoint of promoting relations between Japan and other countries, considering the following issues: country or region involved in the project, anniversaries of diplomatic relations and contributions to general diplomatic relations. The Japan Foundation cannot make any comments on the screening process.
   a. Necessity for a grant from the Japan Foundation:
   b. Contents of the exhibition and implementation ability of the organization; and
   c. Cost effectiveness

(2) The following projects will be given a higher evaluation:
   a. Exhibitions with strong curatorial values that have not yet been staged in the applicants’ countries;
   b. Exhibitions related to commemorative events of the Exchange year (see https://www.jpf.go.jp/e/about/area/index.html)

(3) The following projects will be given a lower priority:
   a. Projects organized by museums or institutions that have recently received financial support from the Japan Foundation:
b. Traveling exhibitions that have previously received grants from the Japan Foundation;
c. Exhibitions that are primarily part of friendship and goodwill activities among sister
cities, schools, or specific institutions;
d. Exhibitions composed mainly of art works of public subscription;
e. Exhibitions organized by hobby groups or associations of such.
f. When the proportion of the requested amount for the grant is considerably high in
relation to the whole budget.
g. Exhibition organized mainly for commercial purposes.

7. Number of Grants
The number of applications / successful projects in the previous year is: 71 applications/
33 projects. For past grants, please see our website:
https://www.jpf.go.jp/e/project/culture/exhibit/supportlist/index.html

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

9. Handling of Personal Information
(1) The Japan Foundation handles personal information appropriately and in accordance with
the “Act on the Protection of Personal Information Held by Incorporated Administrative
Agencies, etc.” (Act No. 59 of 2003) and other applicable laws. Details of the Japan
Foundation’s privacy policy can be reviewed at the following website:
https://www.jpf.go.jp/e/privacy
(2) The Japan Foundation uses personal information on the application documents, project
reports, and deliverables for screening, implementation, and evaluation procedures of the
project. They may also be used for the following purposes:
   a. Provided Information, such as names, gender, job and position, affiliation, project
duration, and project description, etc. are published in the Kokusai Koryu Kikin Jigyo
   Jisseki (Detailed Annual Reports of the Japan Foundation), the Annual Report, on the
   Japan Foundation’s website, and in other public-relations materials. They are also
   used in compiling statistics and released to the press for publicity purposes.
   b. There may be cases in which the information is released to the Ministry of Foreign
      Affairs of Japan, Embassies or Consulates-General of Japan, etc., at the place where
      a project is undertaken.
   c. There may also be cases in which copies of application documents, project reports,
      and deliverables are provided to outside consultants in order to facilitate the
screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure safety of the provided personal information.

d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on the application documents after the project has ended.

e. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.

(3) There may be cases in which the project reports and other related publication are 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.

10. Obligations
(1) Programs of the Japan Foundation are operated in accordance with the relevant Japanese laws and regulations of the Japan Foundation including “Act on Regulation of Execution of Budget Pertaining to Subsidies, etc.” (Act No. 179 of 1955)).

(2) The Grantee must indicate the receipt of grant from the Japan Foundation by printing its logo in publications including websites, posters, flyers, and catalogues. Furthermore, submit 2 copies of the catalogue to the Japan Foundation.

(3) The Grantee shall submit the Final Project and Financial Reports about the activities and expenditures, when the project has been completed.

(4) The Japan Foundation is intolerant of any fraudulent activity from the application process through the grant duration. Once a grant has been provided, committing any form of fraud with regard to the Japan Foundation grant funds could result in penalty measures such as revocation of decision to provide a grant in whole or in part, required return of rescinded portions of the grant including additional charges, late payment charges, suspension of the grant for a certain period of time, and/or other legal actions.

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 and/or cities where your project is to be conducted;

(2) Provide information on security and safety issues for your international guests (if any).

12. Contact Information
(1) Prior to application, please contact the nearest Japan Foundation overseas office to confirm the submission destination and qualification. If there are no Japan Foundation offices in your country/area, please contact the nearest Japanese diplomatic mission.
- The Japan Foundation Overseas Offices  
  https://www.jpf.go.jp/e/world/index.html
- Japanese Diplomatic Missions  
  https://www.mofa.go.jp/about/emb_cons/mofoserv.html

(2) For further inquiries, please contact the following sections of the Japan Foundation Headquarters, according to geographic area:
The Japan Foundation (Headquarters)
Arts and Culture Department, Visual Arts Section
TEL +81-(0)3-5369-6061 / E-mail: va@jpf.go.jp
Instructions to Fill in the Application Forms

1. General Instructions
(1) This application should be submitted together, collated and not stapled. Submitted Application Forms and other attached materials will not be returned. Please make sure to keep one copy of the application for your reference.
(2) 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.
(3) Please type or write with a ballpoint pen in black ink, printing clearly in block letters. Every item should be typed and filled in. Please give the requested information within the designated area. If you find any areas insufficient, please give the outlined information within it, and attach additional A4-size pages for detailed information.
(4) Applicants are requested to promptly notify the Foundation of any corrections to be made in their applications.
(5) Applications should be submitted to the Japan Foundation office in your country, or, if the Japan Foundation has no offices in your country, the nearest diplomatic mission of Japan. The Japan Foundation Headquarters in Tokyo does NOT accept applications directly from overseas applicants. Before applying, please contact the overseas agency mentioned above to inform them of your planning to apply and receive application instructions. If you do not contact them in advance, there is a possibility that your application cannot be accepted. The Japan Foundation does not accept applications submitted through the Internet or by E-mail.

2. Documents to be submitted
(1) Official Application Form
(2) The Applicant’s institutional information
   □ Documents about the type of organization, its background and aims, organizational chart, historical overview (e.g., articles of association, rules and regulations)
   □ Documents about past activities, financial status (e.g., brochures and annual reports)
   □ Project’s information
   □ A copy of the contract, agreement, etc., between your organization and the co-organizing body, or a letter certifying that the project will be carried out
   □ A list of the exhibits
   □ Photographs or images of the exhibits
   □ Biography of participating artists and curators
(3) Documents on the budget
   □ Copies of the proper estimates of the items that the Japan Foundation grant will cover (they must be copies of original estimates from third-party companies)
(4) Others
   Please submit other materials for additional information if necessary.

* Incomplete applications will not be considered.
海外展助成プログラム申請書

EXHIBITIONS ABROAD SUPPORT PROGRAM APPLICATION FORM

申請日: 年 月 日
Date: / / Month Day Year

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

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

事業名(日英併記)Title of the Project

<table>
<thead>
<tr>
<th>事業名(日英併記)</th>
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会期・会場 Dates and Venue(s)

<table>
<thead>
<tr>
<th>会期</th>
<th>会場名(日英併記)</th>
<th>都市名</th>
<th>国名</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition Dates</td>
<td>Venue(s)</td>
<td>City/Cities</td>
<td>Country/Countries</td>
</tr>
<tr>
<td>From (month/day/year)</td>
<td>to (month/day/year)</td>
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</tbody>
</table>

※ 申請資格を満たすためには、展覧会は2021年4月1日から2022年3月31日の間に開幕する必要があります。
※ To qualify, the exhibitions’ opening date must fall between April 1, 2021, and March 31, 2022.
※ If the exhibition travels, please fill in the entire touring schedule above.

I 申請機関概要 Applicant Information

<table>
<thead>
<tr>
<th>団体名(日英併記)</th>
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<tbody>
<tr>
<td>Name of the Applying Organization:</td>
</tr>
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</table>

住所 Address:

<table>
<thead>
<tr>
<th>City:</th>
<th>Postal (ZIP)code:</th>
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Country

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<th>Telephone Number:</th>
<th>Fax Number:</th>
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Website:
http://
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<th><strong>Mr./Ms./Dr.</strong></th>
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</thead>
</table>

**Name of the Authorized Representative of Applying Organization**

*Please circle one of the above.*

**Job Title**

**Signature**

**E-mail:**

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<tr>
<th><strong>Mr./Ms./Dr.</strong></th>
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</table>

**Name of the Project Director (Contact Person)**

*Please circle one of the above.*

**Job Title**

**Signature**

**E-mail:**

<table>
<thead>
<tr>
<th><strong>Grant Amount Requested from the Japan Foundation</strong></th>
<th><strong>Estimated Total Cost</strong></th>
<th><strong>Currency</strong></th>
</tr>
</thead>
</table>

**Type of organization**

**Date of establishment**

*Please attach annual reports and other pertinent information.*
2 事業概要  Project Outline

概要  Outline of the project:  *Please summarize in about 150 words.

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

※ 企画書や事業実施を証する書類（共催機関との契約書等のコピー）を添付してください。
※ Please attach your project plan and/or documents that certify the execution of the project, such as a copy of the contract/agreement between your organization and the co-organizing body.

3 事業内容詳細  Project Details

展覧会のコンセプト（事業の目的、意義、期待される効果）:
Concept of the exhibition (purpose, significance, and expectations of the project):
  *Please summarize in about 200 words.

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

日本人作家数  Number of Japanese artist(s)
参加作家総数  Total number of artist(s)

作家・専門家の滞在計画（作家・専門家が渡航する場合のみ）
Schedule of artists or specialists if they are invited or dispatched.

計画の準備状況：
Preparation plan for the project:
事業評価：申請事業の成果を測るための目標数値、並びに第三者評価の計画を記してください。採用した事業については、事業終了後、事業達成度に関する自己評価と第三者評価を報告していただきます。
Evaluation of the project: Please set out the quantitative goals to measure the achievement of the project and plan for third-party evaluation to assess the outcome of the project. Grantees will be requested to submit both self-evaluation and third-party evaluation reports upon completion of the project.

(1) 目標数値 / Quantitative goals

<table>
<thead>
<tr>
<th>日文</th>
<th>英文</th>
</tr>
</thead>
<tbody>
<tr>
<td>目標入場者数 / Target number of visitors</td>
<td></td>
</tr>
<tr>
<td>メディアへの目標数 / Target number of press reports</td>
<td></td>
</tr>
<tr>
<td>その他の定量評価基準 / Other method of quantitative measure</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>日文</th>
<th>英文</th>
</tr>
</thead>
<tbody>
<tr>
<td>来訪者アンケート / Visitors' questionnaires</td>
<td></td>
</tr>
<tr>
<td>□ YES (実施する) / □ NO (実施しない)</td>
<td></td>
</tr>
<tr>
<td>外部専門家によるコメント / Professional critical review</td>
<td></td>
</tr>
<tr>
<td>□ YES (徴取する) / □ NO (徴取しない)</td>
<td></td>
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</tbody>
</table>

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

助成を必要とする理由：
Why financial support from the Japan Foundation is necessary:
4 申請機関の実績  Past activities

現在までの業務（活動）概要、主な展示等の実績（年報、事業報告書等）

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

過去に国際交流基金の助成を受けたことがある場合、国際交流基金と協力して事業を行ったことがある場合、若しくは国際交流基金事業と何らかの関与があった場合には、そのプログラム名、事業名、実施年、助成額、及び事業概要:

If you have ever received a grant from the Japan Foundation, co-organized a project with us, and/or participated in one of our programs, describe the name of the program/project, the year, the amount of the grant awarded, and the outline of the project.
### Budget Sheet (Expenditures)

<table>
<thead>
<tr>
<th>項 目</th>
<th>金額 Amount</th>
<th>内 訳 ・ 積 算 根 拠</th>
<th>備 考 Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>作品輸送費 Exhibit Transportation</td>
<td>助成を要望する対象項目にかかる見積書を添付してください。 Please attach estimates of the items you wish to be covered by the grant.</td>
<td></td>
<td></td>
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<tr>
<td>図録作成費 Catalogue Production</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>作家・専門家旅費 Traveling Expenses of Artists and/or Specialists</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>作品保険料 Insurance</td>
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<tr>
<td>広報宣伝費 Publicity</td>
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<tr>
<td>会場設営費 Installation</td>
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<tr>
<td>謝 金 Honoraria</td>
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<tr>
<td>その他 Other expenses</td>
<td></td>
<td></td>
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<tr>
<td>合計 Total</td>
<td>収支予算（収入）（別紙2-2）の合計額と一致すること。 The total expenditures should equal the total income.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

※ 事業実施に必要な経費をすべて記入すること。
※ 2021年4月1日から2022年3月31日までの間に発生し、支出した項目が助成金の対象となります。
※ Please fill in all the necessary expenses.
※ The Grant covers only the costs incurred and paid during FY2020 (between April 1, 2021, and March 31, 2022).

＜重要 Important: Please tick one of the boxes for each item below＞

(1) 申請機関は自国の法令等に違反せず国際交流基金（外国政府関係機関）から助成金を受領できる。 It is within the laws of the Applicant's country for the Applicant to receive a grant from a foreign governmental institution: いいえ NO □/はい YES □

(2) 助成金支払までに海外送金を受け取る口座を開設できる。 The applicant maintains its own bank account which is able to receive funds from the Japan Foundation (or it is able to open such an account before the payment of the grant): はい YES □/いいえ NO □
<table>
<thead>
<tr>
<th>項目</th>
<th>金額/Amount</th>
<th>内訳・積算根拠/Breakdown</th>
<th>備考/Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>国際交流基金に要望する助成金</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested Japan Foundation Grant</td>
<td></td>
<td></td>
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<tr>
<td>その他の機関からの助成金</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions from Other Sources</td>
<td></td>
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</tr>
<tr>
<td>入場料</td>
<td>Admission Fees</td>
<td></td>
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<tr>
<td>図録等売り上げ</td>
<td>Proceeds from the Catalogue, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>その他収入</td>
<td>Other Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>自己負担金</td>
<td>Own Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>合計</td>
<td>Total</td>
<td>収支予算（支出）（別紙2-1）の合計額と一致すること</td>
<td>The total income should equal the total expenditures.</td>
</tr>
</tbody>
</table>

経費総額/Estimated Total Cost | 助成要望額/Grant Amount Requested from the Japan Foundation | 通貨名/Currency |
The currencies available for remittance from the Japan Foundation are as below. Please check your preferred currency:

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