

# The Japan Foundation Fellowship for Arts and Culture in Asia (Visual Arts)

## Application Instructions

For Fiscal 2025-26[Q-FWA 2025]



JAPAN FOUNDATION  
国際交流基金

\*Start date of your fellowship must fall between October 1, 2025 and March 31, 2026. Applications for those who intend to start their fellowship after April 1, 2026 will open from September 2025 or later.

## 1. About the Program and its Objectives

This fellowship is run as a part of the Japan Foundation's "Partnership to Co-create a Future with the Next Generation: WA Project 2.0" initiative, which is a comprehensive people-to-people exchange initiative that aims to achieve, among other goals, "to build a strong relationship of trust between Japan and ASEAN for the future", "to strengthen multi-faceted human networks", and "nurture the next generation to serve as bridges".

As a means of support for individuals who conduct activities that match the above-mentioned aims, this program grants fellowship with the aim of developing human resources in the field of visual arts to those who cultivate and nurture transnational collaborating/co-creating projects in Japan, ASEAN countries, and Timor-Leste.

## 2. Eligible Activities

### (1) Eligible areas

Areas related to Visual Arts (Visual Arts here refers not only to classical, modern, or contemporary art, but also architecture, design, traditional crafts, cultural heritage, conservation, and utilization of cultural property).

### (2) Eligible activity destinations

Activities/Projects planned to be conducted in Japan, 10 ASEAN member countries (Indonesia, Cambodia, Singapore, Thailand, Philippines, Brunei, Vietnam, Malaysia, Myanmar, and Laos), and Timor-Leste.

Activities/Projects may be conducted in two or more of the above countries.

- \* Applicants outside Japan must include Japan as one of the countries (except for applicants who hold nationality or permanent residency of Japan).
- \* Activities/Projects that take place where the applicant holds nationality, citizenship, or permanent residency, or where the applicant currently resides or where s/he is based in (hereinafter Country of Residence) are not eligible for the fellowship.
- \* The travel must be continuous; you cannot go back to a country you have already traveled to during the Fellowship Period.

(i.e. The travel itinerary for carrying out projects in countries A and B must be:

Country of Residence→Country A→Country B→Country of Residence

NOT: Country of Residence→Country A→Country of Residence→Country B→Country of

Residence or Country of Residence→Country A→Country B→Country A→Country of residence)

(3) Eligible activities

Projects that, in relation to art-related fields, aim to conduct research, study, and/or creative activities, to build network platforms, and so on. The projects should necessitate an applying candidate of the field, who is based in Japan, member countries of ASEAN, or Timor-Leste, to stay for a certain period of time in countries other than where they are based.

(4) Other necessary conditions

- a. Leaving activity destination(s) temporarily during the fellowship is not approved.
- b. The Fellowship Period must be continuous and must not be divided into multiple times.
- c. The receipt of grants or support from the Japan Foundation must not violate any local laws, regulations, or ordinances.
- d. To ensure the practicality of the program, applicants are required to have the acceptance of the Host Institution or Individual in principle.

### 3. Eligible Applicants

(1) Eligible individuals

Individuals who are active in the eligible areas mentioned above (Those include but are not limited to artists, researchers, curators, administrators, coordinators, educators, conservators, art-handlers, and practitioners).

(2) Nationality and permanent residency

Applicants need to meet both of the following criteria.

- a. Applicants must reside in Japan, 10 ASEAN member countries, or Timor-Leste.
- b. Applicants must hold nationality (or citizenship / permanent residency) in Japan, 10 ASEAN member countries, or Timor-Leste.

(3) Other necessary conditions

- a. Applicants must be in good health, both physically and mentally.
- b. Applicants must be proficient in either Japanese or English.
  - \* Should a language other than English or Japanese be required to pursue the proposed project, the Japan Foundation may request additional document(s) proving the applicant's language proficiency.
- c. Possess a bank account that can accept remittance from Japan (the Japan Foundation Headquarters) prior to or by the time of the remittance. The name of said bank account's holder must be the same as the applicant's.

### 4. Ineligibility

- (1) Those who intend to conduct activities other than the above-mentioned Eligible Areas
- (2) Undergraduates; master's degree candidates; those intending to enroll in undergraduate or master's courses at universities in research destinations; or graduates who are to pursue Ph.D. courses in research destinations.

- (3) Those who intend to use this Fellowship for political or religious purposes.
- (4) Those who intend to work for profit-making or fund-raising purposes.
- (5) Those whose main intention is to enhance their language ability.
- (6) Those who receive other grant programs of the Japan Foundation in the same fiscal year.

## 5. Benefits

### (1) Fellowship period

Short-term (10 days ~ 59 days)

Long-term (60 days ~ 180 days)

\* Fellowship Period starts and ends on the dates you begin and complete your activities/project at the country of your visit.

### (2) Grant coverage

The following are provided to successful applicants. No extra benefit will be provided for person(s) accompanying the Fellow.

#### a. Stipend

Short / Long	Regions	Amount
Short-term	Japan, Singapore	21,400 JPY / per diem
	Indonesia, Cambodia, Thailand, Philippines, Brunei, Vietnam, Malaysia, Myanmar, Laos, and Timor-Leste.	14,400 JPY / per diem
Long-term	Japan, Singapore	513,600 JPY / per month*
	Indonesia, Cambodia, Thailand, Philippines, Brunei, Vietnam, Malaysia, Myanmar, Laos, and Timor-Leste.	345,600 JPY / per month*

\* Fellowship Period of less than one month will be calculated by the day.

#### b. Airfare: Round-trip discount economy-class airfare

\* The most direct route will be provided in principle.

#### c. Insurance: Overseas traveler's insurance policy (the insurance coverage will be determined by the Japan Foundation)

#### d. Research Allowance

A maximum of 300,000 JPY for activities conducted in Japan and Singapore, and a maximum of 200,000 JPY for activities conducted in other countries (the amount varies according to the duration of the Fellowship).

### (3) Payment Method

In principle, Long-term Fellows will receive remittance monthly, and Short-term Fellows will receive the total sum in one remittance.

### (4) About necessary visa application

- a. If a visa is required for the destination of your activity or for transit, it is the responsibility of Fellow to obtain a necessary visa. Before applying for a visa, please check in advance whether a visa is required and what type of visa is needed for your activity. Some countries may take

- a long time to obtain a visa, so please apply at your earliest convenience.
- b. The Japan Foundation will provide the necessary facilities, such as issuing certificates in Japanese and English, for obtaining visas.

## **6. Selection Policy**

Based on the proposed activities, we will take, among other things, the followings as important criteria for the reviewing process. In addition, we will take into consideration whether the proposal is in accordance with the Japan Foundation's mission.

- (1) Accordance with the mission of the "Partnership to Co-create a Future with the Next Generation: WA Project 2.0" and this fellowship program. Applicant's ability to adequately complete the proposed activity.
- (2) Clarity in objectives and goals of the project as well as validity in themes.
- (3) Necessity of on-site implementation according to the objectives and project plan.
- (4) Confirmation from Host Institution(s) / Individual(s) that are appropriate for the proposed activity.
- (5) Whether the proposed activity has collaborative aspects with reasonable choice of cooperating organization(s)/individual(s) with their confirmation.
- (6) Applicants' past achievements or potential for future development in the field after completing this fellowship program.
- (7) Achievements based upon the Fellowship should extend beyond the applicant's individual output and be shared with society at large.
- (8) Applicants should potentially contribute to the development of the field of their activity and the establishment of its infrastructure.

## **7. Application Procedures**

- (1) Application deadline  
May 31, 2025 (Sat) 1 PM (Japan Standard Time)
- (2) How to apply
  - a. Download the application documents from the website below:  
<https://www.jpf.go.jp/e/program/culture.html>
  - b. Complete your application documents, following the Application Instructions and the Application Documents Completion Guide.
  - c. Upload your application documents to the Online Application Portal.  
Online Application Portal: <https://www.apply.jpf.go.jp>
    - \* Visit the website to view the manual for this procedure.
    - \* Please be advised to submit documents ahead of the deadline.
  - d. Please request that your Host Institution(s) / Individual(s) upload acceptance forms to the Online Application Portal via the dedicated URL link.
- (3) Notification of Results  
August ~ September, 2025
- (4) Points to note

- a. We cannot respond to any inquiries about reasons for selection.
- b. Multiple applications from the same applicant will make all applications invalid.

## **8. Basic Terms and Conditions**

- (1) Grant programs of the Japan Foundation are operated in accordance with the relevant laws and regulations of the Foundation.
- (2) The Fellowship's commencement date for FY2025 must fall between October 1, 2025 and March 31, 2026.
- (3) In principle, no change of the commencement date (date of arrival in Japan) or of the completion date (date of departure from Japan) of the Fellowship will be allowed. If a Fellow must change these dates due to unavoidable circumstances, they must obtain the Foundation's approval beforehand.
- (4) No extension of the duration of the Fellowship can be allowed for any reason whatsoever.
- (5) Traveling to countries other than the approved activity location(s) during the fellowship is not allowed.
- (6) If a successful applicant is offered any other grant or fellowship whose duration overlaps with that of this Fellowship, they must decline either this Fellowship or the other grant/fellowship for the overlapping period.
- (7) Applicants are responsible for making the necessary arrangements with institutions/individuals who will support and cooperate with them during the Fellowship period. Fellows are also responsible for finding their own accommodations.

## **9. Terms of Agreement**

By applying to our program, the applicant will be deemed to have agreed to this statement:

- (1) Obligations of Fellows
  - a. Fellows are expected to devote their full time to the pursuit of the goals described in their applications.
  - b. Fellows are responsible for all causes and effects resulting from their activities during the Fellowship. The Japan Foundation shall not be responsible or liable for any illnesses or accidents that occur during the Fellowship period.
  - c. Regardless of short-term / long-term, Fellows must attend an orientation meeting shortly after arriving at their activity destination(s) and a wrap-up session just before leaving their activity location(s), which will be held at the Japan Foundation Tokyo Headquarters (hereafter "JF Headquarters") or the Japan Foundation overseas offices (hereafter "JF overseas office"). Therefore, Fellows are expected to arrange their flights to Japan via airports in Tokyo and flights to other countries via airports in cities where there are such offices. However, if their activity destination(s) does not have JF overseas offices or is far from JF Headquarters and JF overseas offices, or they are based in places that are far from JF Headquarters and JF overseas offices, Fellows shall discuss with the Japan Foundation to find reasonable ways to hold an orientation meeting and a wrap-up session.

- d. Those who are granted with long-term fellowship must attend a catch-up session either face-to-face or online periodically throughout the duration of the fellowship. If it is deemed unreasonable or difficult due to their activity content(s), they must submit Periodic Reports.
  - e. Fellows are to submit a final report to the Japan Foundation within a designated time frame.
  - f. If Fellows are mentioned in the media during the Fellowship period, Fellows are, in principle, to specify that they are in Japan with support from The Japan Foundation Fellowship for Arts and Culture in Asia (Visual Arts).
  - g. Fellows are required to acknowledge support from The Japan Foundation Fellowship for Arts and Culture in Asia (Visual Arts) when the outcomes of the Fellow's research project are publicized or presented to the public.
  - h. Fellows may be asked to give a public lecture based on their research theme during the Fellowship period.
  - i. Should there be any transgressions of the above/regulations of the Japan Foundation, the Fellowship will be revoked, and the Japan Foundation may ask for a refund of the entire sum and additional penalty charges (if any) from the Fellow.
  - j. The Japan Foundation is intolerant of any fraudulent activity by applicants during the application process or throughout the Fellowship period. Committing any form of fraud with regard to the Japan Foundation subsidies, etc., could result in penalty measures such as a revocation of the decision to provide Fellowships in whole or in part, the required return of benefits including additional charges, late payment charges, suspension of the applicant's eligibility to apply for a grant for a certain period of time, and/or other legal actions (Ref. "Act on Regulation of Execution of Budget Pertaining to Subsidies, etc." (Act No. 179 of 1955)).
- (2) Disclosure of information on the project
- a. If the project is selected, the information such as the name of the applicant/organization and the outline of the project will be made public in the Detailed Annual Reports of the Japan Foundation (Kokusai Koryu Kikin Jigyo Jisseki), the Annual Report, on the JF's website and in other public relations materials.
  - b. When the JF receives a request for disclosure of information in accordance with the "Act on Access to Information Held by Incorporated Administrative Agencies" (Act No. 140 of 2001), application forms submitted to the JF, except for non-disclosure information stipulated in such act, will be disclosed.
- (3) Handling of personal information
- a. Compliance with applicable laws  
To the extent applicable, the Japan Foundation will comply with the "Act on the Protection of Personal Information" (Act No. 57 of 2003) (the "Act"), relevant cabinet and ministerial orders, various guidelines stipulated by the Personal Information Protection Commission or other organizations to which the Personal Information Protection Commission has delegated authority, the "EU General Data Protection Regulation (the "GDPR")," the Personal Information Protection Law of the People's Republic of China and related laws and regulations (the "Chinese Laws"), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal

information, the Japan Foundation will properly collect, use and control the same. For more information on the Japan Foundation's efforts to protect personal information (privacy policy), please visit the following websites:

(Related to the Act): (Japanese) <https://www.jpf.go.jp/j/privacy/>  
(English) <https://www.jpf.go.jp/e/privacy/>  
(Related to the GDPR): <https://www.jpf.go.jp/e/privacy/index.html#gdrp>  
(Related to the Chinese Laws): [https://www.jpfbj.cn/jp/personal\\_information/](https://www.jpfbj.cn/jp/personal_information/)

b. Acquisition of personal information

The Japan Foundation may acquire the following personal information (the "Personal Information") from the applicants through the application forms, attachments, project reports, deliverables, etc. (the "Project Materials"). In addition, the Japan Foundation may acquire the applicants' Personal Information through publicly available websites.

[Basic information of applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone number), e-mail address, ID number, passport number, photographs taken during or prior to the program, etc.

[Information on applicants' educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

[Sensitive data on applicants]

Personal data such as medical history, medical examination results, other health-related information, and bank account information.

c. Purposes of use and period of personal information

(a) Based on the consent of the applicant, the Japan Foundation will use the Personal Information acquired from the applicant for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the "Purposes of Use").

(b) For the proper and smooth operation of the Japan Foundation projects, any information such as the applicants' names, genders, jobs, titles, affiliations, project periods, project content, etc. will be: posted on published materials, such as the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report and the Japan Foundation's website; used for preparation of statistics materials; and used for formulation of future Japan Foundation projects.

(c) In addition to the information specified in (b) above, the applicants' contact information (i.e., address, e-mail address and phone number) will be used to: request the applicants to answer questionnaires as follow-up to the project after completion thereof; provide a notice regarding other Japan Foundation projects; request the applicants to provide information for formulation of future Japan Foundation projects, and so on.

- (d) The Japan Foundation will handle the Personal Information of the applicants for the period necessary to achieve the Purposes of Use stated above.
- d. Provision of personal information
  - (a) The Japan Foundation may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. The Japan Foundation will make sure that the recipients take measures to ensure the security of the Personal Information.
    - i. The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for arrangement of visas, handling of security control, support for project implementation, etc.)
    - ii. Airlines, insurance companies and the agencies thereof, etc. (for procurement of overseas travel accident insurance, etc.)
    - iii. Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
    - iv. News media and other organizations (for public relations for the projects)
    - v. Other organizations and individuals who receive the information as needed for the projects.
  - (b) The applicants' medical examination results and health information may be provided to medical institutions, medical professionals, insurance companies and relevant government agencies for immigration procedures, procurement of overseas travel insurance and claims therefor, and healthcare and safety control after entry into or departure from Japan.
  - (c) The Personal Information acquired from the applicants may be used or provided for purposes other than those specified in the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other incorporated administrative agencies, local public entities or local incorporated administrative agencies (the "Administrative Organs") as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.
- e. Cross-border transfer of personal information
  - (a) The Japan Foundation may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including the Japan Foundation Headquarters) or other countries or regions for the Purposes of Use specified above. The Japan Foundation shall appropriately control the Personal Information in such countries or regions.
  - (b) In addition to the case specified in the preceding paragraph, the Japan Foundation may provide the Personal Information acquired from the applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the projects, only when the conditions stipulated in laws and regulations are satisfied.
- f. Security control of personal information



The Japan Foundation shall endeavor to prevent unauthorized access and leakage of the Personal Information of the applicants by way of taking appropriate security control measures and control means.

g. Rights pertaining to the personal information of the applicant

The applicant has the right to access his/her Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.

h. Filing of objections against handling of personal information

In the case where the applicant is dissatisfied with the handling of the Personal Information in the Japan Foundation, such applicant may state his/her objections to the Japan Foundation to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, the applicant may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which the applicant belongs.

i. Personal information of persons involved in the project

The Personal Information of persons involved in the project other than the applicant, which is submitted by the applicant to the Japan Foundation, shall also be handled in the same manner as stipulated in a. to h. above, and therefore, the applicants should provide explanations in advance to the persons involved in the project and obtain their consent.

j. Contact Information

Please use the contact details specified in “10. Contact” for any opinions, questions, etc. regarding any matters specified in this “Handling of personal information” section.

k. Revocation of consent

The applicant has the right to revoke his/her consent to any matters specified in this “Handling of personal information” section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when the applicant does not provide his/her consent or revokes his/her consent, such applicant may not be able to receive necessary information and/or services from the Japan Foundation.

(4) Response to the spread of infectious diseases

Depending on the spread of infectious diseases, appropriate measures may be required when implementing a project in accordance with the regulations and instructions of the relevant authorities. Please understand that the Japan Foundation may unavoidably revoke its grant decision, change the substance of its grant or the conditions attached, or ask Fellows to modify their plan, including their original Fellowship commencement date, as a result of changes in circumstances that have occurred after the decision to provide the grant.

## 10. Contact

(1) Overseas

The Japan Foundation Overseas Offices: <https://www.jpf.go.jp/j/world/index.html>

If there are no Japan Foundation offices in your country/area, please contact the nearest Japanese diplomatic mission.

Japanese Diplomatic Missions: <https://www.mofa.go.jp/mofaj/annai/zaigai/list/index.html>

(2) In Japan

Visual Arts Section, Arts and Culture Department

The Japan Foundation (Headquarters)

YOTSUYA CRUCE, 1-6-4 Yotsuya, Shinjuku-ku, Tokyo 160-0004, Japan

E-mail: [va@jpf.go.jp](mailto:va@jpf.go.jp) Tel: +81-(0)3-5369-6061

- \* The Application Instructions end here. The Application Documents Completion Guide follows.

# Application Documents Completion Guide

(Please read carefully before submitting your documents)

## 1. List of Application Documents (Please make sure you have all the documents ready)

<input checked="" type="checkbox"/>	Document	Format (Specified/Free)	Required/Optional
	Application Form	Specified (PDF)	Required
	CV for Applicant	Free (PDF/Word)	Required
	Detailed Project Description (in 5 pages or less)	Free (PDF/Word)	Required
	Information regarding Host Institution(s) / Individual(s) (Basic information, past activities, CV, etc.) and their contact	Free (PDF/Word)	Required
	Schedule	Specified (Word)	Required

## 2. List of Documents to be Submitted by Concerned Persons

	Acceptance Form by Host Institution(s) / Individual(s) (by up to two individual(s)/institution(s) in total)	Specified (PDF/Word)	Required
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## 3. Application Form

\* Please use Adobe Acrobat Reader to complete this form. Other applications may cause incompatibility issues.

### (1) Applicant

- Honorific title and name: You should write this both in the Latin alphabet and your native language.
- Nationality/area: Select your nationality. Please only select one if you have two or more applicable to you.
- Residential address/Contact: Give the address of your current residence and your contact information. Please promptly notify your nearest JF overseas office or JF Headquarters of your current address and contact information.

### (2) Project Summary

- Proposed term of the Fellowship: The commencement date of the Fellowship is the Fellow's "Arrival date" in the first activity destination, and the completion date of the Fellowship is the Fellow's "Departure date" from the final activity destination. The Fellowship must begin between October 1, 2025, and March 31, 2026. The term of the Fellowship must be between the minimum and maximum days stipulated in 5-(1) of the Application Instruction.
- Project abstract: Give a summary of the project in 200 words or less in English (400 words or less in Japanese).

### (3) Qualifications

- Language ability: Check the column corresponding to the level of your Japanese-

language/English-language proficiency. Should the proposed activity require another language, specify the language, and check the column accordingly.

- b. Application for other grants: Applicants who are submitting requests to other funding organizations must list the names of these organizations and the length of the term requested, as well as the dates that awards will be announced. Indicate the results if already known.
- c. Acceptance Forms: List the names of two individual(s) and/or institution(s) to whom you are sending the Acceptance Form.
- d. Cooperating organizations/individuals in Japan: In order to conduct activities of transnational collaboration, cooperating organizations/individuals are important. Give the exact name of the organization/individual whose cooperation you intend to obtain. Select the current status of your arrangements with this organization/individual in the "Status" section.

#### **4. Detailed Project Description**

- (1) Write in 12-point font. You should write no more than 5 pages (A4 paper).
- (2) Describe the purpose and significance of the activity.
- (3) Give a specific description of the activity content.
- (4) Give a specific reason for your need to travel to the proposed activity destination(s). Also give a specific reason why the proposed fellowship period is reasonable.
- (5) Describe the status of preparations for the research project for which you are applying.
- (6) Describe the goal of the activity for which you are applying.
- (7) Describe the importance of the activity in your career.

#### **5. Acceptance Form by Host Institution(s) / Individual(s)**

- (1) Applicants should ask necessary and reasonable Host Institution(s) and/or Individual(s) for their acceptance to cooperate with your activity.
- (2) Applicants should fill in the boxes outlined in bold lines and ask Host Institution(s) and/or Individual(s) to upload the Acceptance Forms no later than May 31, 2025, 1 p.m. (Japan Standard Time) to a dedicated URL, which you can issue via the Online Application Portal.
- (3) A Host Institution(s) and/or Individual(s) may use the provided form or attach a signed letter.