

## Exhibitions Abroad Support Program Application Instructions

For FY2018

### 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 order to deepen the understanding of Japanese art and culture. 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) Foreign governments, including their administrative organs and their embassies and consulates-general in Japan, but excluding academic, cultural, or research institutes such as universities and museums; and
- b) International organizations to which the Japanese government makes a financial contribution.

*Points to be noted:*

- (1) Applications from individuals will not be accepted.
- (2) 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.
- (3) 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.
- (4) As for Taiwan-based museums or art institutions considering application, please contact Japan-Taiwan Exchange Association, Taipei Office, with which the Japan Foundation cooperates.
- (5) The Japan Foundation and its overseas offices will not duplicate funding for the same project.
- (6) 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

The grant is provided for exhibitions that will open during FY2018 (between April 1, 2018, and March 31, 2019) 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:

- 1) Introduce Japanese art and culture, planned and executed by foreign museums or art institutions abroad; or
- 2) Introduce Japanese artists and works in the framework of international art exhibitions such as biennials and triennials; or
- 3) Be created through artist-in-residence programs and promote exchange among local citizens, artists, curators, and researchers, with a clear concept and concrete plan for exhibitions.

*Points to be noted:*

- (1) The project(s) must not be for religious or political purposes.
- (2) Each organization may only submit one application.
- (3) 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**

Assistance will take the form of a grant on a cost-sharing basis for the following costs incurred and paid during FY2018 (from April 1, 2018 to March 31, 2019):

- 1) Packing and shipping costs (excluding insurance costs);
- 2) 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
- 3) Travelling costs for dispatched or invited artists, curators, and specialists (airfare, train fare and accommodation fees).

*Points to be noted:*

- (1) The maximum amount of airfare shall be, in principle, the cost of round-trip, economy-class, discount tickets (discount economy airfare).
- (2) Costs such as preliminary research and development will not be covered by the grant from the Japan Foundation.
- (3) 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) Deadline and Address for submission

Applicants outside Japan are requested to submit applications to the local Japan Foundation office by December 1, 2017. When there is no Japan Foundation office in the applicant's country, the applicant should contact the nearest Embassy or Consulate-General of Japan. The Japan Foundation does not accept applications submitted through the Internet, by E-mail, or by fax.

- 2) After the screening of applications, decisions will be announced in writing in April 2018.
- 3) Successful applicants will be notified of the grant amount in the Notice of Grant Approval in April 2018.

#### **6. Selection Policy**

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.

- 1) Necessity for a grant from the Japan Foundation;
- 2) Contents of the exhibition and implementation ability of the organization; and
- 3) Cost effectiveness

\*The following projects will be given a higher evaluation:

- Exhibitions with strong curatorial values that have not yet been staged in the applicants' countries;
- Exhibitions related to commemorative events of the Exchange year (*see* <http://www.jpfa.go.jp/e/about/area/index.html>)

\*The following projects will be given a lower priority:

- Projects organized by museums or institutions that have recently received financial support from the Japan Foundation;

- Traveling exhibitions that have previously received grants from the Japan Foundation;
- Exhibitions that are primarily part of friendship and goodwill activities among sister cities, schools, or specific institutions;
- Exhibitions composed mainly of art works of public subscription;
- Exhibitions organized by hobby groups or associations of such.

## 7. Number of Grants

The number of applications / successful projects in the previous year is: 78 applications/ 28 projects. For past grants, please see our website:

<http://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 "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No. 140 of 2001) is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

## 9. Handling of Personal Information

- 1) The Japan Foundation handles personal information appropriately and in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003). Details of the Japan Foundation's personal information protection policy can be reviewed at the following website:
 

<http://www.jpf.go.jp/e/privacy>
- 2) The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the project. They may also be used for the following purposes:
  - Details of the successful applicants, such as names, gender, job and position, affiliation, project duration, and project description, are published in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), the Annual Report, on the Japan Foundation's website, and in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
  - There may be cases in which the information is released to the Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan at the place where a project is undertaken.
  - There may also be cases in which copies of applications, including documents containing some personal information are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the consultants to take measures to ensure safety of the provided personal information.
  - There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.
  - There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.
- 3) Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.
- 4) There may be cases in which the project reports and other related publication are released to the public.

## 10. Obligations

- 1) Programs of the Japan Foundation are operated in accordance with the relevant Japanese laws and regulations of the Japan Foundation including "Law for the Proper Execution of a Budget Relating to Subsidies" (Law. No. 179 of 1955).

- 2) 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 or cities where your project is taking place;
- 2) Provide information on security and safety issues for your international guests (if any).

### 12. Contact Information

- 1) For submitting the application and general inquiries about this program, please contact the nearest Japan Foundation overseas offices. When there is no regional Japan Foundation office in the applicant's country, please contact the nearest Japanese diplomatic mission.
  - The Japan Foundation Overseas Offices  
<http://www.jpf.go.jp/e/world/index.html>
  - Japanese Diplomatic Missions  
[http://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](http://www.mofa.go.jp/about/emb_cons/mofaserv.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  
International Operations Section I (Asia, Oceania and Americas) TEL +81-(0)3-5369-6061 / E-mail: arts1@jpf.go.jp  
International Operations Section II (Europe, Middle East and Africa) TEL +81-(0)3-5369-6063 / E-mail: arts2@jpf.go.jp
- 3) The Application Instruction and the Application Form are downloadable from the following website:  
<http://www.jpf.go.jp/e/program/culture.html>

## Instructions to Fill in the Application Forms

### General Instructions

1. 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 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.
3. Applicants are requested to promptly notify the Foundation of any corrections to be made in their applications.
4. Applications should be submitted to the Japan Foundation office in your country, or, if the Japan Foundation has no office in your country, the nearest diplomatic missions 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.

### 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)

#### (3) 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

#### (4) 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)

#### (5) Others

Please submit other materials for additional information if necessary.

Incomplete applications will not be considered.

2018 (平成30) 年度海外展助成プログラム申請書

EXHIBITIONS ABROAD SUPPORT PROGRAM APPLICATION FORM

2018(平成30年度)用  
For FY2018

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

申請日: 年 月 日  
Date: / /  
Month Day Year

\*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

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会期・会場 Dates and Venue(s)

会 期 Exhibition Dates	会場名 (日英併記) Venue(s)	都市名 City/Cities	国名 Country/Countries
From (month/day/year) to (month/day/year)			

\*申請資格を満たすためには、展覧会は2018年4月1日から2019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, 2018, and March 31, 2019.  
\*巡回する場合は巡回先のスケジュールも記入してください。  
\*If the exhibition travels, please fill in the entire touring schedule above.

1. 申請機関概要 Applicant Information

団体名(日英併記) Name of the Applying Organization:		
住所 Address:		
City:	Postal (ZIP)code:	
Country		
Telephone Number:	Fax Number:	
Website: http://		
代表者名 Name of the Authorized Representative of Applying Organization		
Mr./Ms./Dr. _____	職名 Job Title _____	印又は署名 Signature _____
*Please circle one of the above.		
E-mail: _____		
担当者名 Name of the Project Director (Contact Person)		
Mr./Ms./Dr. _____	職名 Job Title _____	印又は署名 Signature _____
*Please circle one of the above.		
E-mail: _____		
助成要望額 Grant Amount Requested from the Japan Foundation	経費総額 Estimated Total Cost	通貨名 Currency

申請団体の種別、設立年月、設立目的、組織（役員構成、その他構成員の人数等）、沿革  
 財政状況（過去3年分程度の総収入、総支出、当期損益、補助金・助成金の受領実績等）、定款、寄附行為、規約、会則 等  
 Institutional information: Type of organization, date of establishment, founding prospectus, organizational chart (details of the board members, the number of members, etc.), historical overview, financial status (financial statements from the past three years, experience of receiving subsidies/grants), the articles of association, the articles of endowment, rules and regulations:

団体の種別 Type of organization	設立年 Date of establishment
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**\*年報・事業報告書等関連資料を添付してください。**  
**\*Please attach annual reports and other pertinent information.**

**2. 事業概要 Project Outline**

事業 Project

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

<p>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): <b>*Please summarize in about 200 words.</b></p>	
<p>主な作品構成（詳しい作家・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.)</p>	
<p>日本人作家数                  Number of Japanese artist(s)</p>	<p>参加作家総数                  Total number of artist(s)</p>
<p>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.</p>	
<p>計画の準備状況：                  Preparation plan for the project:</p>	

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

目標入場者数 Target number of visitors	
メディアへの目標数 Target number of press reports	
その他の定量評価基準 Other method of quantitative measure	

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

来訪者アンケート / Visitors' questionnaires  YES (実施する) /  NO (実施しない)

外部専門家によるコメント / Professional critical review  YES (徴取する) /  NO (徴取しない)

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.

収 支 予 算 (支出)  
Budget Sheet (Expenditures)

(別紙 2-1)

項 目 Item	金額 Amount 〔通貨単位 Currency Unit:〕	内 訳 ・ 積 算 根 拠 Breakdown	備 考 Remarks
作品輸送費 Exhibit Transportation		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.	
図録作成費 Catalogue Production			
作家・専門家旅費 Traveling Expenses of Artists and/or Specialists			
作品保険料 Insurance			
広報宣伝費 Publicity			
会場設営費 Installation			
謝 金 Honoraria			
その他 Other expenses			
合計 Total		収支予算（収入）（別紙 2-2）の合計額と一致すること。 The total <b>expenditures</b> should equal the total <b>income</b> .	

\*事業実施に必要な経費をすべて記入すること。

\*Please fill in all the necessary expenses.

\*平成 30 年（2018）年 4 月 1 日から平成 31 年（2019）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。

\*The Grant covers only the costs incurred and paid during FY2018 (between April 1, 2018, and March 31, 2019).

**<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

(別紙 2-2)

項 目 Item	金額 Amount 通貨単位 Currency Unit:	内 訳 ・ 積 算 根 拠 Breakdown	備 考 Remarks
国際交流基金に要望する助成金 Requested Japan Foundation Grant			
その他の機関からの助成金 Contributions from Other Sources		申請中か決定（内定）済かを、また、申請中の場合は結果判明時期を、助成対象項目が指定されている場合はその対象項目を、明記してください。 Please specify if outside contributions have been requested or have been decided either provisionally or finally, including the items to be covered by the contributions, if designated. If they are under review, please indicate when the decision will be made.	
入場料 Admission Fees			
図録等売り上げ Proceeds from the Catalogue, etc.			
その他収入 Other Income			
自己負担金 Own Funds			
合計 Total		収支予算（支出）（別紙 2-1）の合計額と一致すること The total <b>income</b> should equal the total <b>expenditures</b> .	

経費総額/Estimated Total Cost	助成要望額/Grant Amount Requested from the Japan Foundation	通貨名/Currency

<送金通貨 Currency information>

国際交流基金から送金できる通貨は以下のとおりです。送金を希望する通貨にチェックしてください。

The currencies available for remittance from the Japan Foundation are as 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)