

PAJ Europe

The Japan Foundation *Performing Arts Japan Programme for Europe*

2012-2013

APPLICATION FORM

I. APPLICANT:

Legal Name of Organisation:

Address:

Phone:

Fax:

Website:

Authorised Representative (Position):

 Ms Mr

Person-in-Charge of the proposed project (Position):

 Ms Mr

Phone:

Email:

II. PROPOSED PROJECT:

- Category : (Please check one)

 Touring Grant Collaboration/Co-production Grant

- Project Title:

- Project Period:

- Project Summary:

- Total number of participating Japanese artists/professionals:

- Names of participating Japanese artists/professionals and the countries in which their artistic activities are based :

- Total number of other participating artists/professionals:

- Names of other participating artists/professionals:

- Project Location (City, Country):

- Producers (if any):

Japanese:

European:

- Presenters (if any):

Japanese:

European:

*Please attach contracts/letters of agreement from artists/professionals, producers and presenters mentioned above.

III. FINANCIAL ARRANGEMENTS (in Euro)

Estimated Total Expenses: (Total from Section VII A) _____ €

Estimated Total Income including PAJ grant: (Total from Section VII B) _____ €

PAJ Grant Requested: _____ €

IV. CERTIFICATION:

I, the undersigned, hereby certify that the information contained in this application and its attachments is true and correct. I understand that any changes in this project or budget must be submitted in writing and are subject to the approval of the Japan Foundation.

Signature of Authorised Representative: _____

Name: (in block letters) _____ **Position:** _____ **Date:** _____

V. PROJECT INFORMATION:

Please describe the project in terms of the assessment criteria indicated in the programme guidelines.

A. Objectives and Significance:**B. Project Description:****C. Educational and/or Community Outreach Activities (please specify the dates, venues, cities and estimated number of participants if possible):****D. Schedule of Performances, Residencies, “Work-in-Progress” Showings:**

[Date] [Venue] [Capacity] [City/State] [Number of Performances] [Estimated Size of Audience]

E. Criteria of Project Evaluation:

(Please describe your methods for evaluation, such as size of audience, questionnaires, reviews, etc.)

F. Details of any Sequel Projects/Performances, if planned:

VI. APPLICANT INFORMATION:

- A. Objectives and practices of the applicant's performing arts programmes:**
- B. Educational and/or community outreach activities (if any). Please provide past examples specifying the dates, venues, cities and number of participants if possible:**
- C. Description of the applicant's project(s) regarding Japanese performing arts in the past:**
[Period] [Title of Project] [Artist(s)] [City/State] [Size of Audience]
- D. Details of funding received from Japan Foundation grant programmes such as PAJ, Programme for Overseas Performance etc.) in the past (if any). Please also include project titles and periods. (Example: *Kabuki Performance*, October 2010, PAJ 2010-11, Programme for Overseas Performances 2011.)**
- E. Evaluation of one project described in section VI-C. and D. above:**
- F. Annual budget of the organisation:**
- G. Number of staff in the organisation:**

VII. PROJECT BUDGET/EXPENDITURE (In Euro): as of _____, 2011

*1 PAJ grant only covers the expenses listed in items (1a), (2a),(3a),(4) and (5) below for invited

Japanese artists/professionals :

- International airfare (economy class up to Special Excursion Fare)
- Travel expenses within Europe
- Lodging and per diem
- Freight
- Translation and interpreting expenses

*2 Please do not include any costs relating to performances in countries other than in Europe.

*3 Production costs for recordings should not be included.

A. Estimated Expenditures:

<u>Expense Items</u>	<u>Amount</u>	<u>Breakdown (required)</u>
(1a) Travel for Japanese artists/professionals (*1)	€	(Example) International Airfare (Tokyo-Paris) 1000 EUR * 2 persons
(1b) Travel for other artists/professionals	€	
(2a) Per Diems for Japanese artists/professionals (*1)	€	(Example) 35 EUR * 2 persons * 10 days
(2b) Per Diems for other artists/professionals	€	
(3a) Lodging for Japanese artists/professionals (*1)	€	(Example) 75 EUR * 2 persons * 10 days
(3b) Lodging for other artists/professionals	€	
(4) Freight (*1)	€	
(5) Translation and interpreting expenses (*1)	€	
(6) Artistic/Design Fees (including Honorarium fees for Japanese and Non-Japanese artists)	€	
(7) Rehearsal Expenses(please itemise)	€	
(8) Theatre Expenses	€	
(9) Marketing/Publicity	€	
(10) Promotional Material	€	
(11) Other Expenses (please itemize)	€	
TOTAL	€	

VII. PROJECT BUDGET/INCOME (In Euro): as of _____, 2011
B. Estimated Income:

***Please only provide the amounts of grants and contributions specifically allocated to the project, and clarify their current status (received, confirmed, pending or anticipated).**

	<u>Amount</u>	<u>Breakdown (required)</u>
(1) Admission	€	
(2) Foundation Grants	€	(Example) 2000 EUR XX Foundation (pending)
(3) Government Grants (including subsidies from Japan)	€	
(4) Corporate Contributions	€	
(5) Private Contributions	€	
(6) Contributions from Other Participating Venues/Presenters	€	
(7) In-Kind Contributions (cash value of all items & services)	€	
(8) Other Income (e.g. Own Fund)	€	
(9) Grant Amount Requested from PAJ	_____ €	
TOTAL (including PAJ grant)	_____ €	

VIII. OUTLINE OF PLAN FOR COLLABORATION, AND/OR ANY OTHER RELEVANT PROJECT INFORMATION:

IX. PERSONS RECOMMENDED BY APPLICANT FOR REFERENCE:

Please list the names, titles, and addresses of persons familiar with the artist(s) and/or the performance.

X. CONTACTS IN JAPAN:

Please list the name(s) and address(es) of person(s) in charge of the project in Japan.

XII. CHECKLIST FOR APPLICATION

The following materials must be enclosed with your application in order for it to be considered complete (incomplete proposals will not be considered).

1. One copy required

***Application form must be typed with single-sided printing. Please use paper clips only. Do not staple nor bind. For the annual report, please indicate the sums in Euro or in local currency.**

- Completed application form (signed original)
- Annual report of the applicant organisation for the last fiscal year (preferably in English).
- Work sample (digest version of audio-visual materials) of artists' works relevant to the proposed project edited to approximately 15 minutes.

2. 10 copies required

***The photocopies must be double-sided sheets of A4. Please use paper clips only, do not staple nor bind. All submitted materials must be labelled with artist's name, title of the work and applicant's name.**

- Any written/published materials regarding the applicant organisation
- Any written/published materials regarding the proposed project
- Biographies of the chief officials of the applicant organisation
- Biographies of participating artists
- Press reviews of participating artists
- Audio-visual material (DVD or CD) of the artists' works relevant to the proposed project
- Contract with and/or letters of agreement from the artists, professionals, producers and presenters who are involved in the proposed project (See section II.)

ACKNOWLEDGMENT OF RECEIPT

(This section will be mailed to you as the Foundation's acknowledgment of the receipt of your completed application package).

(Date) _____, 2011

(Name) _____

(Address) _____

Dear Applicant:

This is to acknowledge receipt of your application for the *Performing Arts Japan Programme for Europe*.

Sincerely yours,

The Japan Foundation