

## Grant Program for Translation and Publication on Japan Application Instructions

### 1. Objectives

This program is designed to provide partial financial support for overseas publishers intending to translate and/or publish books originally written in Japanese. The program aims to foster better understanding of Japanese culture by encouraging overseas publishers to translate and publish Japanese books. The grant covers part of the translation cost and/or publishing costs (e.g., costs for paper, typesetting, plate-making, printing, and binding).

Applicants may apply for one of the following categories: “translation only,” “publication only,” or “translation and publication.”

### 2. Eligible Projects

Translation and/or publication projects of books in the fields of humanities, social sciences, or arts that were written in Japanese and already published. The projects must fulfill all of the following requirements:

- (1) The translated book must be published between April 1, 2021, and February 28, 2022. However, for the “translation only” grant applicants, the publishing deadline is within two years after the completion of the translation.
- (2) The original book written in Japanese must already be published at the time of application.
- (3) In principle, translations must be made directly from the original books. Indirect translations of Japanese books (translations from foreign language editions of Japanese books) will only be considered for applications from countries where there is a lack of translators.
- (4) Permission for translating the original book (and the translated edition of the book from which a new translation is made, in case of indirect translation) must already be obtained. As for the translation fee, a written contract between the publisher and the translator must already be concluded. It is necessary to submit copies of the contract for the application.
- (5) A part of the draft of the translation should be completed by the time of application. It is necessary to submit a sample of the translation, about 30 pages long.
- (6) The plan and method of implementation must be appropriate, and there must be ample expectations that they will yield good result.
- (7) Projects must not be used for religious or political purposes.

\*1. Grant applications for digital publication projects are accepted.

\*2. The following categories of works are not eligible:

- Books originally not written in Japanese
- Translations already made public, including as a self-published book or a

- magazine or on a website. Reprints of out-of-print books
  - Periodicals (including special issues), proceedings, exhibition catalogues, guidebooks, pamphlets, language dictionaries, and Japanese-language teaching materials
  - Works not expected to secure wide distribution, including those only to be donated for free
  - Projects for which the translator's fee is not paid by the time the book is published
- \*3. Applicants cannot reapply for projects that were rejected in the past without a new plan and/or revised translation.

### 3. Eligibility

- (1) Applicant must meet the following requirements:
- a. Applicant is a publisher (corporation) outside of Japan.  
\* Individuals (e.g., authors and translators) are not eligible to apply.
  - b. Applicant must have the capabilities necessary for implementing the planned project.
  - c. Receipt of grants or support from the Japan Foundation must not constitute a violation of any laws, regulations, or ordinances for the applicants.
  - d. Applicant must have a bank account in the organization's name in order to receive grant money from the Japan Foundation.
- (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. For organizations that have continually received support from the same program for the past three fiscal years, unless the Japan Foundation deems there is a compelling reason for them to continue receiving such support, the grant is not to be provided for the fourth fiscal year. This is a measure to ensure diversity of 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.
  - b. The Japan Foundation and its overseas office will not duplicate funding for the same project.

### 4. Grant Coverage

- (1) The grant will cover a part of the actual amount of the following costs incurred and

paid between April 1, 2021, and February 28, 2022.

- a. Translation fee (paid to a translator by an applicant)
- b. Production costs (paid to printing company and others, such as costs for paper, typesetting/plate-making, printing, and binding)

\* Copies of the contract between the translator and applicant, as well as estimates for the costs that the applicant intends to cover by the grant, from the printing company or others, will be requested at the time of application. Receipts from the translator, printing company and others will be needed at the moment of payment of the grant after publishing the book.

\* The grant shall respectively cover between 25-80 % of the translation fee and the production costs mentioned above.

(2) Applications are accepted in one of the following three categories:

- a. Application for “translation only” : The grant will cover a part of translation costs. The grant will be remitted after the Japan Foundation receives the Payment Request and Project Report together with a copy of the completed manuscript of the translation.
- b. Application for “publication only” : The grant will cover a part of publishing costs. The grant will be remitted after the Japan Foundation receives the Payment Request and Project Report together with a copy of the published book.
- c. Application for “translation and publication” : The grant will cover part of both the translation and publishing costs. The grant will be remitted after the Japan Foundation receives the Payment Request and Project Report together with a copy of the published book.

(3) Points to be noted

- a. Any expenses paid before April 1, 2021, are not applicable.
- b. The grant will be paid upon submission of the designated documents on completion of the project.
- c. The following costs will not be covered by this grant. It shall be borne by the publisher:
  - (a) Editing costs
  - (b) Translation rights fees and copyright clearance costs
  - (c) Design layout costs
  - (d) Shipping costs
  - (e) Proofreading costs
  - (f) Other in-house expenses
- d. The grant should not cover any part of the project expense(s) funded by other organizations.

## 5. Selection Policies

(1) Screening will be conducted in line with the following criteria and decisions will be made after consulting with experts in the field:

- a. Necessity for a grant from the Japan Foundation;
- b. Quality of the contents and translation of the work;

- c. Significance of publication in the applicant's country and language;
  - d. Stability of scheduling;
  - e. Cost-effectiveness;
  - f. Adequacy of distribution plan.
- (2) A relatively higher evaluation will be given to the translation and/or publication of the following books:
- a. The title in *Worth Sharing – A Selection of Japanese Books Recommended for Translation*, which is available on the Japan Foundation's website [https://www.jpf.go.jp/e/project/culture/publication/supportlist\\_publish/worth\\_sharing/index.html](https://www.jpf.go.jp/e/project/culture/publication/supportlist_publish/worth_sharing/index.html);
  - b. A book that is considered to have a wide influence on society; not only limited to researchers but expected to get a wide range of readers in the applicant's country;
  - c. A book by an author who has never been introduced in the applicant's country before;
  - d. A book of direct translation from a Japanese book in area where books on Japan are rarely published.
- (3) The grant amount will be determined by the Japan Foundation based on the project plan'.

## 6. Application Procedures

### (1) Application Documents

- a. Please visit the following website to download the Application Forms. <https://www.jpf.go.jp/e/program/list.html>
- b. Three sets of the required documents, the Application Form and the documents listed below, should be submitted. Please do not staple.
- c. A set of application documents consist of the following items. Incomplete applications may not be given due consideration.
  - (a) The signed Application Form with the two copies;
  - (b) Three copies of translation sample (30 pages) and corresponding section from the original text;
  - (c) Three copies of the table of contents and corresponding section from the original text;
  - (d) Three copies of documents that prove that the applicant has acquired the translation rights of the original publication;
  - (e) Three copies of the concluded contract between the publisher and the translator, indicating the translation fees, the payment conditions, and the working terms (in case of "publication only" grant, this is unnecessary.);
  - (f) Formal estimates presented by a printing company and others, with a breakdown of costs for paper, typesetting/plate-making, printing, and binding. The originals and the two copies. An estimate made by the publisher will not be accepted (in case of "translation only" grant, this is unnecessary);
  - (g) Recommendation letters from two third-party evaluators working in the same field as the book's theme, with the two copies. The letters should include the merits of translating the work, and possible influence on the readers in the country. The originals and the two copies. Letters from people involved in the

project, such as the translator and people related to the publisher, reviews from newspapers, and magazine articles will not be accepted.

(2) Application Deadline

**November 20, 2020**

Submission

- 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.)

(3) Points to be Noted

- a. The Japan Foundation will not accept applications submitted through the Internet, by e-mail, or by fax.  
As some postal service may be affected by the COVID-19 pandemic, it is strongly recommended to send the application well ahead of time, in order to meet the deadline. However, if an applicant has difficulty preparing the documents or submitting their application by the deadline due to the pandemic or any other social circumstances, please contact Planning and Coordination Section, Arts and Culture Department of the Japan Foundation (see Section 12).
- b. Applicants in Taiwan are requested to contact Japan-Taiwan Exchange Association, Taipei office with which the Japan Foundation cooperates.
- c. The submitted Application Form and other documents will not be returned. Please make sure to keep a copy of them for your reference.

**7. Notification of Results**

- (1) After the screening of applications, decisions will be announced in writing in late April 2021.
- (2) The Japan Foundation cannot respond to any inquiries on the screening process.

**8. Number of Grants**

The number of applications / successful projects in the previous year was 58 applications /37 projects.

Average amount of assistance for FY 2020: 390,000 yen.

**9. 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) Acknowledgment of the Japan Foundation’s financial support should appear in an appropriate place in the book with logo of the Japan Foundation.
- (3) The Grantee shall acknowledge the Foundation’s financial support in an appropriate place in any materials for promotion and presentation of the book.
- (4) The Grantee shall submit the Project and Financial Reports about the activities and expenditures in any materials for promotion and presentation of the book when the

project has been completed.

- (5) 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 criminal penalties
- (6) The publisher shall send complimentary copies of the published work to the Japan Foundation by mail. The Japan Foundation will designate the number of copies to be sent.
- (7) The Japan Foundation can buy the book at a discount of 10%.
- (8) The Grantee shall submit the Evaluation of the Project Report on sales results, book reviews in newspapers and magazines, and response from readers after the publication of the book.

## 10. 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).

## 11. 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. 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.
  - 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 applications 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.
  - 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.

## 12. Contact

### (1) Inquiries

The Japan Foundation (Headquarters)

Arts and Culture Department, Planning and Coordination Section

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

TEL +81-(0)3-5369-6060 FAX +81-(0)3-5369-6038 E-mail: JFSPTinfo@jpf.go.jp

### (2) Submission address

Prior to application, please be sure to confirm the submission destination and eligibility with the nearest Japan Foundation overseas office. If there are no Japan Foundation overseas offices in the applicant's country, please contact the nearest Japanese diplomatic mission.

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

b. Japanese Diplomatic Missions: [https://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](https://www.mofa.go.jp/about/emb_cons/mofaserv.html)

## Instructions to Fill in the Application Forms

### I. General Instructions

- (1) Application form and all attached materials, along with 2 copies, should be submitted together, collated and not stapled. After submission, it will not be returned. Please make sure to keep a copy 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.
- (4) Applicants are requested to promptly notify the Japan Foundation of any correction to be made in their applications.

### 2. Application Form

- (1) Where entries are requested in Chinese characters or *katakana*, in alphabet, and in your native language, please fill in all applicable sections.
- (2) The application must be signed by the highest administrative representative, such as a president of the applicant's company or a person authorized to sign contracts on its behalf. This signature will constitute the formal commitment of the applying organization to the proposal.
- (3) In the "Plan for distribution of the book" section, please mention in detail how the books will be delivered to the readers. If e-book distribution is planned, please mention it in this section.
- (4) The possibility of simultaneous support from other sources does not disqualify a prospective applicant. The application should, however, explain in detail the nature of assistance received and/or anticipated in "Application for other grant (if any)" section. The grant coverage of the program may not be used for any part of the same project expense(s) that are covered by other funding sources.
- (5) The Japan Foundation can make remittance only in the currencies listed in the Application Form. Please tick the box next to the applicant's preferred currency (please select only ONE of them). The same currency should be used both for the table below and in the contract and the estimates the applicant submits. If the applicants cannot obtain estimates and contracts in these currencies, they can fill in the table below in the currency used in the documents. Also, they must choose one of the currencies listed below for the grant remittance. The remittance will be made in the chosen currency at the exchange rate the Japan Foundation states.
- (6) The grant shall respectively cover 25-80 % of the translation fee and the production costs, such as costs for paper, typesetting/plate-making, printing and binding, respectively.



令和3(2021)年度用  
For FY 2021

翻訳出版助成プログラム申請書

Support Program for Translation and Publication on Japan Application Form

年 Year / 月 Month / 日 Day

独立行政法人国際交流基金理事長 殿

To : President

The Japan Foundation

独立行政法人国際交流基金プログラム・ガイドラインに従い、下記のとおり助成金の交付を申請します。

I hereby apply for a grant in accordance with The Japan Foundation Program Guidelines.

記

I 申請機関概要 Applicant Information

出版社名 Applicant's name	漢字/カタカナ In Chinese characters or <i>katakana</i>	
	アルファベット In Latin alphabet	
	原語 In applicant's original language	
国名 Country		
住所 Address		
設立年 Year of establishment		
年間刊行数 Number of publications per year		
年間売上額 Annual sales	現地通貨 In local currency	円換算 In Japanese Yen
資本金 Capital	現地通貨 In local currency	円換算 In Japanese Yen

主な出版分野 Principal field(s) of publication			
代表者 Authorized representative	氏名 (漢字又はカタカナ) Name (in Chinese characters or <i>katakana</i> )	部署・役職 (日本語) Department and job title (in Japanese)	印又は署名 Signature
	氏名 (アルファベット) Name (in Latin alphabet)  Mr./Ms.	部署・役職 (英語) Department and job title (in English)	
担当者 Person in charge of this project	氏名 (漢字又はカタカナ) Name (in Chinese characters or <i>katakana</i> )	部署・役職 (日本語) Department and job title (in Japanese)	メールアドレス e-mail address
	氏名 (アルファベット) Name (in Latin alphabet)  Mr./Ms.	部署・役職 (英語) Department and job title (in English)	
電話/FAX 番号 TEL/FAX	TEL:	FAX:	
ウェブサイト URL Website URL			
国際交流基金との関わり (例: 過去の助成申請実績等) Previous relation with the Japan Foundation (ex: past grant application)			

日本関連図書の 主な刊行実績 Previous major publication of Japan-related books	<input type="checkbox"/> 有（下に記載） The details of our previous publications are as below.		<input type="checkbox"/> 無 This is our first Japan-related book to be published.	
	刊行年 Year of publication	タイトル Title	著者 Author	
日本関連図書の 主な刊行計画 Plans for publication of Japan-related books in the future	<input type="checkbox"/> 有（下に記載） Our plans are as below.		<input type="checkbox"/> 無 We do not have any future plans at the moment.	
	刊行年 Year of publication	タイトル Title	著者 Author	

2 事業概要 Project Outline

<p>申請区分 Type of application</p>	<input type="checkbox"/> 翻訳助成のみ Support for Translation only	<input type="checkbox"/> 出版助成のみ Support for Publication only	<input type="checkbox"/> 翻訳・出版助成 Support for Translation and Publication
<p>申請図書の前定タイトル Planned title of the book</p>	<p>漢字/カタカナ In Chinese characters or <i>katakana</i></p> <hr/> <p>アルファベット In Latin alphabet</p> <hr/> <p>原語 In applicant's original language</p>		
<p>原典（重訳の場合は底本も記載） Original book (and a foreign language edition, in case of indirect translation)</p>	<p>刊行年 Year of publication</p>	<p>原典のタイトル Title of the book</p>	
<p>使用言語 Language(s) to be used in the book</p>			
<p>「原典」からの直訳／重訳の別 Direct translation from Japanese or indirect translation from another language</p>	<input type="checkbox"/> 日本語からの直訳 Direct translation from a Japanese book	<input type="checkbox"/> 他言語からの重訳 Indirect translation from a foreign language edition [ 語版 ] [ language edition ]	
<p>過去に同じ言語による翻訳図書が刊行されている場合、記載してください。 Please indicate if the work was published in the same language as the applicant plans to publish</p>	<p>刊行年 Year of publication</p>	<p>翻訳書のタイトル Title of the book</p>	
	<p>翻訳者 Translator</p>	<p>出版社 Publisher</p>	

<p>国際交流基金の推薦著作リスト Is the book listed in <i>Worth Sharing—A Selection of Japanese Books Recommended for Translation</i> ?</p>	<p><input type="checkbox"/> 推薦著作リスト掲載図書である The book is listed in <i>Worth Sharing—A Selection of Japanese Books Recommended for Translation</i></p>	<p><input type="checkbox"/> 推薦著作リスト掲載図書ではない The book is NOT listed in <i>Worth Sharing—A Selection of Japanese Books Recommended for Translation</i></p>																
<p>解説、序文、あとがき等の追加の有無。(ある場合は執筆者名・肩書等の詳細) Additional contents, such as postface and preface (please give the details including its author and his/her title)</p>	<p><input type="checkbox"/> 有(詳細を説明) Included (please give the details)</p>	<p><input type="checkbox"/> 無 Not included</p>																
<p>助成金申請理由と期待される成果 Reason for applying for the grant and its expected outcome</p>																		
<p>出版物の形態と初版発行予定部数 Format of book and planned number of copies in first edition (For e-book and audiobook formats, please fill in the anticipated sales circulation.)</p>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><input type="checkbox"/> ハードカバー Hardback</td> <td style="text-align: center;"><input type="checkbox"/> ソフトカバー Softback</td> <td style="text-align: center;"><input type="checkbox"/> 電子書籍 E-book</td> <td style="text-align: center;"><input type="checkbox"/> オーディオブック Audiobook</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td colspan="2" style="text-align: center;">copies</td> <td colspan="2" style="text-align: center;">copies</td> </tr> <tr> <td colspan="4" style="text-align: center;">合計 Total copies</td> </tr> </table>		<input type="checkbox"/> ハードカバー Hardback	<input type="checkbox"/> ソフトカバー Softback	<input type="checkbox"/> 電子書籍 E-book	<input type="checkbox"/> オーディオブック Audiobook	_____	_____	_____	_____	copies		copies		合計 Total copies			
<input type="checkbox"/> ハードカバー Hardback	<input type="checkbox"/> ソフトカバー Softback	<input type="checkbox"/> 電子書籍 E-book	<input type="checkbox"/> オーディオブック Audiobook															
_____	_____	_____	_____															
copies		copies																
合計 Total copies																		
<p>販売国 Country(ies) the book will be distributed in</p>																		
<p>販売予定価格 Planned price of the book</p>	<p>現地通貨 In local currency</p>	<p>円換算 In Japanese Yen</p>																
<p>読者ターゲット層 Target audience of the book</p>																		

刊行後の頒布計画 Plan for distribution of the book		
広報計画・関連イベント予定等 Plan for publicity and/or related events		
本を寄贈する場合、部数と寄贈先 Donation of the book (if any)	部数 Number of books	寄贈先 Destination
翻訳完了予定時期 Date of completion of manuscript	年 Year / 月 Month / 日 Day	<p>翻訳料、印刷・製本費のいずれも、2021年4月1日から2022年2月28日までの間に支払いが発生し、かつ支払いを終えること。 Costs must be incurred and paid between April 1, 2021, and February 28, 2022.</p>
翻訳料支払予定時期 Date of payment of translator's fee	年 Year / 月 Month / 日 Day	
印刷完了予定時期 Date of completion of printing	年 Year / 月 Month / 日 Day	
印刷・製本費支払予定時期 Payment of production costs	年 Year / 月 Month / 日 Day	
刊行予定時期 Date of release	年 Year / 月 Month / 日 Day	
		<p>2021年4月1日から2022年2月28日までの間に刊行されること（ただし翻訳助成のみの申請の場合、翻訳原稿完成後から2年以内であれば可）。 The translated book must be published between April 1, 2021, and February 28, 2022. However, in the case of an application for the “translation only,” the publishing deadline is within two years after the completion of the translated manuscript.</p>

著作権保持者 Copyright holder		
翻訳権取得 Acquisition of translation rights of the original book	<input type="checkbox"/> 取得済み Acquired  翻訳権を取得していることを証明する書類のコピーを添付してください。 Please attach a copy of documents which prove that the applicant has acquired the translation rights of the original book.	<input type="checkbox"/> 不要 Unnecessary  理由を記載してください。 Please specify why it is unnecessary:
予定ページ数 Planned Number of pages		
予定判型 Planned size of the book		
他団体への申請状況 Application for other grant (if any)	企業・団体名 Name of grantee	助成金額 Amount of grant

3 関係者 Persons Involved

	申請図書の翻訳者 Translator of the applying book	申請図書の校閲者 Reviser of the applying book	申請図書の編集者 Editor of the applying book
氏名 Full name (漢字又はカタカナ) (in Chinese characters or katakana)			
氏名 Full name (アルファベット) (in Latin alphabet)			
所属機関 Affiliation (日本語) (in Japanese)			
所属機関 Affiliation (英語) (in English)			
部署・役職 Department and job title (日本語) (in Japanese)			
部署・役職 Department and job title (英語) (in English)			
所属機関所在国・都市 Country and city of affiliation			
専門分野 Field of specialization			
母国語 Native language			
略歴 Academic/Professional background			
過去の著作物 Previous publications			



4 支出計画表 Project Budget Table

国際交流基金が海外に向けて送金できる通貨は以下の通りです。この中から使用する通貨を1つ選択してチェック印を付け、本支出計画表もこの通貨で記載してください。また見積書・契約書等も同じ通貨によるものを添付してください。

どうしても以下に挙げる通貨による見積書・契約書等を取得することが難しい場合は、本支出計画は見積書・契約書等で使われている通貨で記載し、あわせて日本からの送金を受け取ることのできる通貨を以下の中から指定してください。助成金は、国際交流基金の定めるレートにより指定の通貨に換算して送金します。

The Japan Foundation can make remittance only in the currencies listed below. Please tick the box next to the applicant's preferred currency (please select only ONE of them). The same currency should be used both for the table below and in the contract and the estimates the applicant submits.

If the applicants cannot obtain estimates and contracts in these currencies, they can fill in the table below in the currency used in the documents. Also, they must choose one of the currencies listed below for the grant remittance. The remittance will be made in the chosen currency at the exchange rate the Japan Foundation states.

使用通貨 Currency

<input type="checkbox"/>	Australian Dollar (AUD)
<input type="checkbox"/>	Czech Koruna (CZK)
<input type="checkbox"/>	Hungarian Forint (HUF)
<input type="checkbox"/>	Japanese Yen (JPY)
<input type="checkbox"/>	Mexican Nuevo Pes (MXN)
<input type="checkbox"/>	Pakistan Rupee (PKR)
<input type="checkbox"/>	Pound Sterling (GBP)
<input type="checkbox"/>	Singapore Dollar (SGD)
<input type="checkbox"/>	Swiss Franc (CHF)
<input type="checkbox"/>	United States Dollar (USD)

<input type="checkbox"/>	Bahraini Dinar (BHD)
<input type="checkbox"/>	Danish Krone (DKK)
<input type="checkbox"/>	Indian Rupee (INR)
<input type="checkbox"/>	Korean Won (KRW)
<input type="checkbox"/>	New Zealand Dollar (NZD)
<input type="checkbox"/>	Philippine Peso (PHP)
<input type="checkbox"/>	Qatari Riyal (QAR)
<input type="checkbox"/>	South African Rand (ZAR)
<input type="checkbox"/>	Taiwan Dollar (TWD)
<input type="checkbox"/>	Utd. Arab Emir. Dirham (AED)

<input type="checkbox"/>	Canadian Dollar (CAD)
<input type="checkbox"/>	European Euro (EUR)
<input type="checkbox"/>	Indonesian Rupiah (IDR)
<input type="checkbox"/>	Kuwaiti Dinar (KWD)
<input type="checkbox"/>	Norwegian Krone (NOK)
<input type="checkbox"/>	Polish Złoty (PLN)
<input type="checkbox"/>	Saudi Riyal (SAR)
<input type="checkbox"/>	Swedish Krona (SEK)
<input type="checkbox"/>	Thai Baht (THB)

その他の通貨（上記通貨での見積書・契約書取得が不可の場合のみ）：（具体的に）。  
 ただし、助成金を受領する場合は （上記一覧より一つ通貨を選択して記載。上記以外の通貨での助成金送金はできません）による送金を希望。

Others (if the currencies listed above cannot be used in estimates and contract): \_\_\_\_\_  
 <Please specify the currency>. However, I would like the Japan Foundation to make the grant payment in \_\_\_\_\_ <Please choose one of the currencies listed above. Remittance cannot be made in any other currencies>.

	国際交流基金 助成金 JF Grant	自己資金 Own Funds	他の助成金等 Grants from other sources	合計 Total	備考 Notes
<b>翻訳料</b> Translation Fee (reward paid to the translator)				【*】	翻訳料の金額が明記され、関係者署名済みの契約書のコピーを添付してください。 Please attach a copy of the concluded contract between the publisher and the translator, which indicates the translation fee, the payment conditions, and the working terms.
	$  \begin{aligned}  & \boxed{\phantom{000000}} \quad \text{日本語1字あたりの翻訳料} \\  & \hspace{15em} \text{Total number of Japanese characters in original book} \\  \times & \quad \boxed{\phantom{000000}} \quad \text{字/characters} \quad \text{原典の日本語字数合計} \\  & \hspace{15em} \text{Total number of Japanese characters in original book} \\  = & \quad \boxed{\phantom{000000}} \quad \text{【*】 翻訳料} \quad \text{Total sum of translation fee}  \end{aligned}  $				
	_____ %	_____ %	_____ %	100%	
<b>印刷・製本費</b> (用紙代、組版・製版費、印刷費、製本費等) Production costs (paper, typesetting/plate-making, printing, binding, etc.)					印刷・製本費の金額が明記された見積書を添付してください(印刷・製本会社等が発行したもので、用紙代、組版・製版費、印刷費、製本費などの項目別経費の明細が明記されているもの。申請機関自身が作成した書類は不可。 Please attach formal estimates, presented by a printing company and others, with a breakdown of the costs for paper, typesetting/plate-making, printing, and binding. An estimate made by the publisher is not accepted.
	_____ %	_____ %	_____ %	100%	

編集料 Editing costs					これらの費目は、国際交流基金の助成金から支払うことができません。 These costs cannot be covered by the Japan Foundation Grant.
翻訳権取得/ 著作権処理費 Translation rights acquisition/ Copyright clearance costs					
デザイン費 Design, layout costs					
輸送費 Shipping costs					
校閲費 Proofreading costs					
その他 Other expenses					
	小計 Subtotal	小計 Subtotal	小計 Subtotal	合計 Total	

※ 本プログラムの助成金の使途と、他の団体からの助成金や寄付金の使途が、同一の経費に重複することは認められません。

The grant from the Japan Foundation should NOT cover any part of the project expenses funded by other organizations.

5 チェックリスト Checklist

以下(1)~(7)のすべての書類について、3部ずつ揃えて提出してください。一つでも欠けている場合、選考の対象から除外されます。

(4)~(7)の書類が英語・日本語以外の言語で書かれている場合、英訳または和訳も添付ください。

Applicants must submit **THREE sets** of the required documents listed below. Applicants who fail to submit any of the required documents will not be considered in the selection process.

For documents (4) to (7), please attach a translation either in English or in Japanese.

提出前に、すべての必要書類が揃っているか確認し、以下にチェックしてください。

Please confirm that all the required documents have been prepared by ticking the boxes below.

申請内容 Type of application 必要書類 Required documents	翻訳助成のみ Support for Translation only	出版助成のみ Support for Publication only	翻訳・出版助成 Support for Translation and Publication
(1) 申請書 署名済み原本1部及びコピー2部 (計3部) Application Form; the signed original and two copies (three sets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) 翻訳見本 (約30ページ) 及びそれに対応する原典のコピー3部 Three copies of translation sample (30 pages) and corresponding section from the original text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) 目次及びそれに対応する原典のコピー3部 (原典をそのまま翻訳・出版するのではなく、抄訳又は他の文章・作品を加えて出版する場合は、その目次(予定)も必要) Three copies of the table of contents and corresponding section from the original text. To publish an abridgment of the original text or add commentary or other writings, please also include the table of contents of that section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) 著作権処理が完了していることを証明する書類のコピー3部 (著作権処理が必要な場合) Three copies of documents that prove that the applicant has cleared the copyright of the original text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) 翻訳者との間に結ばれた契約書のコピー	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>ー3部（翻訳料の金額、期間、支払条件等 が明記されたもの） Three copies of the concluded contract between the publisher and the translator, indicating the translation fees, the payment conditions, and the working terms.</p>			
<p>(6) 印刷・製本費の見積書 原本1部及びコ ピー2部（計3部）（印刷・製本会社等が発 行したもので、用紙代、組版・製版費、印刷 費、製本費などの項目別経費の明細が明記さ れているもの。申請機関が作成した見積書は 不可。） Formal estimates, presented by a printing company and others, with a breakdown (costs for paper, typesetting/plate-making, printing, binding, etc.). The originals and the two copies. Estimates made by the publisher will not be accepted.</p>		□	□
<p>(7) 推薦状2通 原本1部及びコピー2部 （計3部）（翻訳が行われる意義や申請国の 読者に与える影響等を記したものの。出版社 の関係者や翻訳者ではない第三者が前提。 新聞や雑誌の作品レビューは不可） Recommendation letters from two third-party evaluators working in the same field of the book's theme. The letter should include the merit of translating the work, and the possible influence on the readers in the country. The originals and the two copies. Letters from people involved in the project, such as the translator and people related to the publisher, reviews from newspapers, and magazine articles will not be accepted.</p>	□	□	□