

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,” “publication,” or “translation and publication.”

2. Eligible Projects

Translation and/or publication projects of books in humanities, social sciences, or arts 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, 2022, and February 28, 2023. However, for the “translation” 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) Translating rights of the original book must already be acquired (and permission for translating from a translated edition of the book must also be obtained, in case of indirect translation). 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, double-spaced.
- (6) The plan and method of implementation must be appropriate and promise to 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 publishing company 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, 2022, and February 28, 2023.

- 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 required 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” : The grant will cover a part of the 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” : The grant will cover a part of the 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, 2022, 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.worthsharing.jpf.go.jp/en/>
- 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*;
* Apart from the signed original and two copies, please send the Application Form in Excel file format, carrying exactly the same information from the other copies, by e-mail directly to the Japan Foundation (JFSPTPinfo@jpf.go.jp).
 - (b) Three copies of translation sample (30 pages double-spaced) and corresponding section from the original text;
 - (c) 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" grant, this is unnecessary.);
 - (d) 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" grant, this is unnecessary);
 - (e) Three copies of documents that prove that the applicant has acquired the translation rights of the original publication;
 - (f) 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 19, 2021

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 13).
- 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 2022.
- (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 43/31.
Average amount of assistance for FY 2021: 500,000 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 Project Evaluation 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)(the "Act") and other applicable laws. Details of the Japan Foundation's privacy policy can be reviewed at the following website:
<https://www.jpff.go.jp/e/privacy>
- (2) The Japan Foundation uses personal information on the application documents, project reports, and deliverables (the "Information") 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, 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. In such cases, outside consultants are mandated to take measures to protect personal information.
 - d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on the application documents after the project has ended.
 - e. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.

- f. The Information may be used or provided for purposes other than those listed in items a. to e. above, in the cases provided under Article 9, Paragraph 2 of the Act, such as cases where such Information is provided to a government agency, an independent administrative institution, a local government or a local independent administrative institution (the “Government Agency, etc.”) which uses such Information to the extent necessary for executing its duty or business stipulated by the laws and regulations and where there are reasonable grounds for using the Information.

- (3) Applicants are requested to inform all individuals whose personal information appears on the application materials that the above-mentioned policy shall also apply to those individuals’ personal information.
- (4) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

12. Response to the Spread of the COVID-19

Depending on the impacts of widespread novel coronavirus, appropriate measures may be required when implementing the project in accordance with the regulations and instructions of the relevant authorities. Please understand that the Japan Foundation may unavoidably revoke its grant decision, or change the substance of its grant or the conditions attached as a result of changes in circumstances that have occurred after the decision to provide the grant. Please also understand that the Japan Foundation may set certain conditions for overseas dispatch programs, depending on the epidemic situation.

13. Ensuring the Necessary Safety and Security of Projects

Considering the recent instability in global security, with the increase of terrorist attacks in particular, the Japan Foundation highly recommends that you take the necessary security measures to ensure safety when you conduct your projects, such as the following:

- (1) Check if there are any security alerts issued in the countries and/or cities where your project is to be conducted;
- (2) Provide information on security and safety issues for your international guests (if any).

14. 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

Instructions to Fill in the Application Forms

1. 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4（2022）年度用
For FY 2022

Support Program for Translation and Publication on Japan Application Form

Date of Application: / /

To : President

The Japan Foundation

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

I Applicant Information

(1) Applicant's name	In applicant's original language	
	In Latin alphabet	
	In English	
(2) Country		
(3) Address		
(4) Website URL		
(5) E-mail		
(6) TEL		
(7) Authorized representative	Title	
	Family name/In applicant's original language	
	Given name/In applicant's original language	
	Family name/In Latin alphabet	
	Given name/In Latin alphabet	
	Department and job title	
	Signature	
(8) Person in charge of this project	Title	
	Family name/In applicant's original language	
	Given name/In applicant's original language	
	Family name/In Latin alphabet	
	Given name/In Latin alphabet	
	Department and job title	
	E-mail	

2 Project Outline

(1) The title	Planned title of the book (In applicant's original language)	
	Japanese title of the book	
	Author of the book	
	The title of the book's English translation	
(2) Type of grant		
(3) Language		

3 Project Details

(1) Original Book	Title		
	Author		
	Publisher		
	Year of publication		
	Copyright holder		
(2) Direct translation from Japanese or indirect translation from another language			
(3) Foreign language edition, in case of indirect translation	Language edition		
	Title		
	Translator		
	Publisher		
	Country		
(4) Is the book listed in Worth Sharing - A Selection of Japanese Books Recommended for Translation?			
(5) Translator	Title		
	Family name/In applicant's original language		
	Given name/In applicant's original language		
	Family name/In Latin alphabet		
	Given name/In Latin alphabet		
(6) Please indicate if the work was published in the same language as the applicant plans to publish	Title of the book		
	Translator		
	Publisher		
	Country		
	Year of publication		
(7) Plan of publication	Copy editor	Please attach the CV.	
	Supervisor/Proofreader	Please attach the CV.	
	Acquisition of translation rights of the original book		
	Please specify why it is not acquired		
	Planned format of the book	<input type="checkbox"/> Hardcover <input type="checkbox"/> Paperback <input type="checkbox"/> E-Book <input type="checkbox"/> Audiobook	
	Planned first print run (for e-book and audiobook formats, please write the expected sales circulation)		
	Planned number of pages		
	Additional contents, such as postface and preface		
	Please give the details including its author and his/her title		
	Is the book an anthology?		
	In case of an anthology	Please attach the table of contents.	
	(8) Plan for distribution of the book		
	Planned price of the book (in local currency)		
	Territory(ies) the book will be distributed in		
	Target audience of the book		
Donation of the book (if any)			
Plan for publicity and/or related events			
(9) Schedule	Date of completion of manuscript		
	Date of payment of translation fee		
	Date of completion of printing		
	Date of payment of production costs		
	Date of release		
	(10) Reason for applying for the grant and its expected outcome		
(11) Application for other grant (if any)	Name of grantee		
	Amount of grant		

4 Detail of Applicant's Information

(1) Applicant's name		
(2) Country		
(3) Year of establishment		
(4) Principal field(s) of publication		
(5) Number of titles published per year		
(6) Previous major publication of Japan-related books	① Title	
	① Author	
	① Year of publication	
	② Title	
	② Author	
	② Year of publication	
	③ Title	
	③ Author	
	③ Year of publication	
	④ Title	
	④ Author	
	④ Year of publication	
	⑤ Title	
	⑤ Author	
	⑤ Year of publication	
(7) Plans for publication of Japan-related books in the future	① Title	
	① Author	
	① Year of publication	
	② Title	
	② Author	
	② Year of publication	
	③ Title	
	③ Author	
	③ Year of publication	
	④ Title	
	④ Author	
	④ Year of publication	
	⑤ Title	
	⑤ Author	
	⑤ Year of publication	
(8) Previous relation with the Japan Foundation (e.g., past grant)		

5 Project Budget Table

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.

- | | | |
|--|--|---|
| <input type="radio"/> Australian Dollar (AUD) | <input type="radio"/> Bahraini Dinar (BHD) | <input type="radio"/> Canadian Dollar (CAD) |
| <input type="radio"/> Czech Koruna (CZK) | <input type="radio"/> Danish Krone (DKK) | <input type="radio"/> European Euro (EUR) |
| <input type="radio"/> Hungarian Forint (HUF) | <input type="radio"/> Indian Rupee (INR) | <input type="radio"/> Indonesian Rupiah (IDR) |
| <input type="radio"/> Japanese Yen (JPY) | <input type="radio"/> Korean Won (KRW) | <input type="radio"/> Kuwaiti Dinar (KWD) |
| <input type="radio"/> Mexican Nuevo Pes (MXN) | <input type="radio"/> New Zealand Dollar (NZD) | <input type="radio"/> Norwegian Krone (NOK) |
| <input type="radio"/> Pakistan Rupee (PKR) | <input type="radio"/> Philippine Peso (PHP) | <input type="radio"/> Polish Zloty (PLN) |
| <input type="radio"/> Pound Sterling (GBP) | <input type="radio"/> Qatari Riyal (QAR) | <input type="radio"/> Saudi Riyal (SAR) |
| <input type="radio"/> Singapore Dollar (SGD) | <input type="radio"/> South African Rand (ZAR) | <input type="radio"/> Swedish Krona (ZAR) |
| <input type="radio"/> Swiss Franc (CHF) | <input type="radio"/> Taiwan Dollar (TWD) | <input type="radio"/> Thai Baht (THB) |
| <input type="radio"/> United States Dollar (USD) | <input type="radio"/> Utd. Arab Emir. Dirhom (AED) | |

☐ 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.)

	Currency ()			
	JF Grant	Own Funds	Grants from other sources	Total
Translation fee (reward paid to the translator) 【※】				
Production costs (paper, typesetting/plate-making, printing, binding, etc.)				
Editing costs				
Translation rights acquisition/Copyright clearance costs				
Design, layout costs				
Shipping costs				
Proofreading costs				
Other expenses				
Total				

Total sum of translation cost

Translation rate per Japanese character	
Total number of Japanese characters in original book	
Total sum of translation cost 【※】	

The total amount must be equal to "Translation fee (reward paid to the translator) 【※】" calculated in the table above.

※Please attach the following:

- ☐ a copy of the concluded contract between the publisher and the translator, which indicates the translation fee
- ☐ formal estimates, presented by a printing company and others, with a breakdown of the costs for paper, typesetting/plate-making, printing, and binding

6 Checklist

<input type="checkbox"/> Application Form; the signed original and two copies (three sets) *Apart from the signed original and two copies, you must send the Application Form in Excel file format, carrying exactly the same information from the other copies, by email directly to the Japan Foundation (JFSPTPinfo@jpf.go.jp).	
<input type="checkbox"/> Three copies of translation sample (30 pages) and corresponding section from the original text	
<input type="checkbox"/> Three copies of documents that prove that the applicant has cleared the copyright of the original text	
<input type="checkbox"/> Three copies of the concluded contract between the publisher and the translator, which indicates the translation fee	Not required in case of Publication Grant
<input type="checkbox"/> 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.	Not required in case of Translation Grant
<input type="checkbox"/> Recommendation letters from two third-party evaluators. The originals and the two copies.	