

**PAJ Europe  
Performing Arts Japan Programme for Europe 2019-2020  
APPLICATION FORM (Collaboration Grant)**

NB Please refer to the PAJ Europe 2019-2020 Programme Guidelines to assist with the completion of the application form.

**I. APPLICANT:**

<b>Legal Name of Organisation:</b>	
<b>Address:</b>	
<b>Website:</b>	

Authorised Representative			
Name:	Mr/Ms/Dr	Job Title:	
Phone:			
Email:			
Person-in-charge of the proposed project			
Name:	Mr/Ms/Dr	Job Title:	
Phone:			
Email:			

**II. PROPOSED PROJECT:**

<b>Project Title:</b>			
<b>Project Period:</b> (dd/mm/yy)	From:	To:	

**Outline of Project:** *(No more than 400 words)*

**Participating Artists:**

1) List the invited *Japanese artists/professionals* that will be covered by the PAJ grant:

Full Name	Artistic /professional role in Project	Current Country of Residence/Artistic Base	Total Number

NB: Japanese artists belonging to the applicant organisation will not be covered by the PAJ grant programme.

2) List the **other participating artists/professionals** involved in the project:

Full Name	Artistic /professional role in Project	Current Country of Residence/Artistic Base	Total Number

**Project Location(s):**

List the venues, cities, and countries that the project will take place:

Venue	City	Country

**Co-producers and Co-presenters (if any):**

In Japan	
In Europe	

*\*Please note: You must submit letters of commitment/intent from the Japanese artists/professionals, the producers/presenters, and the host venues mentioned above. See Section XIII. - CHECKLIST FOR APPLICATION*

**III. FINANCIAL ARRANGEMENTS (in Euro)**

<b>Estimated Total Expenditure:</b> (Total from Section VII A)	€
<b>Estimated Total Income including PAJ grant:</b> (Total from Section VIII A)	€
<b>PAJ Grant Amount Requested:</b>	€

**NB** Please ensure that the Estimated Total Expenditure amount and the Estimated Total Income amount are equal, and that the figures above under Section III correspond to the figures for Section VII & VIII (Estimated Expenditure and Estimated Income).

**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.

<b>Signature of Authorised Representative:</b>	<b>Date:</b>
<b>Name of Authorised Representative: <i>(Please write in block letters)</i></b>	<b>Job Title:</b>

**V. PROJECT INFORMATION:**

Please describe the project in terms of the assessment criteria indicated in the Programme Guidelines.

**A. Please describe your project in detail: (No more than 1 page)**

**B. Objectives and Significance: What do you intend to achieve through this proposed project and what significance will it have?:**

**C. Schedule of Collaboration Project (research, residencies, artists' discussion etc.):**

Date (dd/mm/yy)	City/Country	Venue	Type and Brief Contents of Project (e.g. research, residencies, artists' discussion etc.)

**D. Please provide details of any educational and/or outreach activities you intend to hold in conjunction with this proposed project, specifying dates, venues, cities and estimated number of participants if possible:**

**E. Criteria of Project Evaluation: Please describe your methods for evaluation, such as analysing press reviews, conducting questionnaires etc.:**

**F. What sequel projects or subsequent performances do you intend to hold, if any?:**

**VI. APPLICANT INFORMATION:**

**A. Please list the objectives and practices of your organisation’s performing arts programmes:**

**B. What educational and/or outreach activities have you previously held (if any)? Please provide past examples specifying the dates, venues, cities and number of participants if possible:**

**C. Please provide a summary of your organisation’s Japanese performing arts related projects in the past (if any):**

Project Period	Title of Project	Artist(s)	City/Country	Number of Audience per Performance

**D. Please provide details of funding received from the 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. How did you evaluate the result of one of the projects described in section VI - C. and D. above?:**

**F. What is your organisation’s annual budget?:**

**G. How many staff members are currently employed at your organisation?:**

**VII. PROJECT BUDGET/EXPENDITURE**

a) PAJ grant expense items must be for the project that takes place during the eligible PAJ funding period between April 2019 and June 2020. The PAJ grant only covers the expenses listed in Items 1(a), 2(a), 3(a), and 4 below for **invited Japanese artists/professionals**:

- International airfare (discounted economy class)
- Travel costs within Europe
- Lodging and Per Diems
- Freight

And in Item 5 below for the **Translator/Interpreter**:

- Translation and interpreting expenses

b) Please do not include any costs relating to performances in locations outside the eligible PAJ European countries.

c) Production costs for recordings should not be included.

**A. Estimated Expenditures (In Euro) as of \_\_\_\_\_, 2018:**

EXPENSE ITEMS	AMOUNT	DESCRIPTION OF EXPENSE ITEMS (required) <i>Applicants <u>must</u> show how amounts were calculated. Breakdown cost items clearly - e.g. flight price per person, per diem amount per day per person, etc.)</i>
1. Travel		
<b>(a). Japanese artists/professionals</b>	€	
(b) Other artists/professionals	€	
2. Per Diems:		
<b>(a). Japanese artists/professionals</b>	€	
(b). Other artists/professionals	€	
3. Lodging		
<b>(a). Japanese artists/professionals</b>	€	
(b). Other artists/professionals	€	
<b>4. Freight</b>		
	€	
<b>5. Translation and interpreting expenses</b>		
	€	
6. Artistic/Design Fees (including Honorarium fees for Japanese and Non-Japanese artists)		
	€	
7. Theatre Expenses		
	€	
8. Marketing/Publicity/Promotional Material		
	€	
9. Other Expenses (please itemise)		
	€	
<b>TOTAL EXPENDITURE*</b>	<b>€</b>	

**NB** The Total Estimated Expenditure amount and the Total Estimated Income amount **must be equal**.

\* The total amount should be the equal to that of Section III - FINANCIAL ARRANGEMENTS.

**VIII. PROJECT BUDGET/INCOME**

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

**A. Estimated Income (In Euro) as of \_\_\_\_\_, 2018:**

INCOME ITEMS	AMOUNT	BREAKDOWN (required)
1. Trusts, Foundation and Government Grants (including other subsidies from Japan)	€	
2. Corporate/Private Contributions	€	
3. Contributions from co-presenters / participating venues	€	
4. In-Kind Contributions (cash value of all items & services)	€	
5. Other Income (e.g. Admission, if any)	€	
6. Own Funds	€	
<b>7. PAJ Grant Amount Requested **</b>	<b>€</b>	
<b>TOTAL INCOME (including PAJ grant)*</b>	<b>€</b>	

**NB** The Total Estimated Expenditure amount and the Total Estimated Income amount **must be equal**.

\* The total amount should be the equal to that of Section III - FINANCIAL ARRANGEMENTS.

\*\* The PAJ Grant Amount Requested should not be more than the PAJ eligible costs stated in your Estimated Expenditure, and not more than 50% of the total cost of the project.

**IX. ANY OTHER RELEVANT PROJECT INFORMATION:**

Please include any other information relevant to your proposed project.

**X. CONTACTS IN JAPAN:**

Please list the name(s), address(es) and email(s) 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 accepted.

- All printed documents must be **single-sided A4** sized paper.
- **Do not staple, bind, or package** printed documents. Please use **paper clips only**.
- All submitted materials must be labelled with artist's name, title of the work and applicant's name.

### **1. One copy required:**

- Typed, complete application form, with original signature of applicant organisation's authorised representative in Section IV. – CERTIFICATION.
- Annual Report of the applicant organisation for the last fiscal year (preferably in English). Please indicate the amounts in Euro or in local currency. Applicants may submit other financial/legal documents related to the organisation if no annual report is available.
- Microsoft Word version (.doc/.docx) of typed, complete application form must be emailed as attachment to relevant European Japan Foundation offices.

### **2. Two copies required:**

\* Please **do not collate** the documents but instead split each item into **sets of two copies**.

- Letters of commitment from the Japanese artists/professionals who are involved in the project. (See section II)
- Letters of intent from producers/presenters, and host venues who are involved in the project, expressing their level of interest. (See section II)
- Any written/published materials regarding the applicant organisation such as event guides, press, or publicity.
- Any written/published materials regarding the project.
- Biographies of participating artists, including Japanese artists.
- Biographies of the chief officials of the applicant organisation.
- Press reviews of participating artists, including Japanese artists.
- In the case of an adaptation, proof that the applicant has cleared the copyright.

### **3. Work samples (See Section XII)**

- Audio-visual sample material of the artists' works relevant to the proposed project.  
*Please note: if you choose to submit DVD or CD format, you must submit 2 copies of the sample.*

**ACKNOWLEDGMENT OF RECEIPT**

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

Date:

,2018

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