

Exhibitions Abroad Support Program Application Instructions

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 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. 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:**

- Applications from individuals will not be accepted.
- 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.
- 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.
- As for Taiwan-based museums or art institutions considering application, please contact Japan-Taiwan Exchange Association, Taipei Office, with which the Japan Foundation cooperates.
- The Japan Foundation and its overseas offices will not duplicate funding for the same project.
- 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 FY2020 (between April 1, 2020, and March 31, 2021) 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 abroad and promote exchange among local citizens, artists, curators, and researchers, with a clear concept and concrete plan for exhibitions.
- (4) **Points to be noted:**
 - The project(s) must not be for religious or political purposes.
 - Each organization may only submit one application.
 - 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 FY2020(from April 1, 2020 to March 31, 2021):

- (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).
- (4) **Points to be noted:**
 - The maximum amount of airfare shall be, in principle, the cost of round-trip, economy-class, discount tickets (discount economy airfare).
 - Costs such as preliminary research and development will not be covered by the grant from the Japan Foundation.
 - 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) Please visit the following website to download the Application Forms.
<https://www.jpf.go.jp/e/program/list.html>
- (2) Deadline and Address for submission
Applicants outside Japan are requested to submit applications to the local Japan Foundation office by **December 2, 2019**.
When there is no Japan Foundation office in the applicant's country, the applicant should contact the nearest Embassy or Consulate-General of Japan.
- (3) **Points to be noted:**
 - The Japan Foundation does not accept applications submitted through the Internet, by E-mail, or by fax.
 - After the screening of applications, decisions will be announced in writing in April 2020
 - Successful applicants will be notified of the grant amount in the Notice of Grant Approval in April 2020.

6. Selection Policy

- (1) 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.
 - a. Necessity for a grant from the Japan Foundation;
 - b. Contents of the exhibition and implementation ability of the organization; and
 - c. Cost effectiveness
- (2) The following projects will be given a higher evaluation:
 - a. Exhibitions with strong curatorial values that have not yet been staged in the applicants' countries;
 - b. Exhibitions related to commemorative events of the Exchange year
(see <https://www.jpf.go.jp/e/about/area/index.html>)

- (3) The following projects will be given a lower priority:
- a. Projects organized by museums or institutions that have recently received financial support from the Japan Foundation;
 - b. Traveling exhibitions that have previously received grants from the Japan Foundation;
 - c. Exhibitions that are primarily part of friendship and goodwill activities among sister cities, schools, or specific institutions;
 - d. Exhibitions composed mainly of art works of public subscription;
 - e. Exhibitions organized by hobby groups or associations of such.
 - f. When the proportion of the requested amount for the grant is considerably high in relation to the whole budget.
 - g. Exhibition organized mainly for commercial purposes.

7. Number of Grants

The number of applications / successful projects in the previous year is: 79 applications/ 38 projects. For past grants, please see our website:

<https://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 "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).

9. 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. Provided Information, such as names, gender, job and position, affiliation, project duration, and project description, etc. 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 application 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. The Japan Foundation requests the consultants to take measures to ensure safety of the provided 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.
- (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.

10. 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) 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 and/or cities where your project is to be conducted;
- (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
<https://www.jpf.go.jp/e/world/index.html>
 - Japanese Diplomatic Missions
https://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
 - Visual Arts Section
 - TEL +81-(0)3-5369-6061 / E-mail: va@jpf.go.jp

(3) Instructions to Fill in the Application Forms

1. 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 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. 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.
- (4) Applicants are requested to promptly notify the Foundation of any corrections to be made in their applications.
- (5) 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.

2. 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)
 - 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
- (3) 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)
- (4) Others

Please submit other materials for additional information if necessary.

* Incomplete applications will not be considered.