

# PAJ Europe

The Japan Foundation *Performing Arts Japan Programme for Europe*

2012-2013

**PROGRAMME GUIDELINES**

## INTRODUCTION

**The Japan Foundation** (<http://www.jpf.go.jp>) was established in 1972 as a special legal entity supervised by the Ministry of Foreign Affairs and reorganised in 2003 as an independent administrative institution. Through its headquarters in Tokyo, a branch office in Kyoto, two Japanese-language institutes and 22 overseas offices in 21 countries, the Japan Foundation conducts a wide range of programmes concerning arts and cultural exchange, Japanese language education, Japanese studies and intellectual exchange. The Foundation operates on the income from an endowment, annual subsidies from the Japanese government, and donations from the private sector.

**Performing Arts Japan Programme for Europe (PAJ Europe)** was started by the Japan Foundation in 2006 to revitalise and facilitate the exchange between leading artists in Europe and Japan. The main feature of this scheme is that this grant will be made available to those organisers based in Europe who are planning to organise Japan related performing arts projects. The applications will be screened by an annually appointed panel of advisors who are specialists in the area of performing arts in Europe. Successful applicants will receive grants towards part of the cost of implementing their project.

In the 2011-2012 fiscal year, 13 projects (7 touring and 6 collaboration/co-production) were selected under the programme, for a total amount of 236,640 euros.

**The Japan Foundation** is now accepting proposals for projects, which take place between 1<sup>st</sup> April 2012 and 30<sup>th</sup> June 2013, for touring and collaboration/co-production grants. To apply for the programme, please read the following guidelines carefully, and complete the attached Application Form and submit it along with other necessary materials to the Japan Foundation offices in Europe (see attached list) no later than 4<sup>th</sup> November 2011 (receipt deadline).

## OBJECTIVES

The primary objectives of PAJ Europe are:

- To support the effective introduction of carefully selected Japanese performing arts projects that have a plan for an even geographic coverage across Europe
- To assist well-envisioned Europe-Japan collaborative projects through the creational phases of new works
- To encourage educational forums in addition to the actual performances, such as workshops and residency activities; to acquaint European audiences with Japanese performing arts in the context of their history, culture and development.

## CATEGORIES

The PAJ Europe programme comprises of the following two categories:

**TOURING GRANT:** assists the presentation of Japanese related performing arts projects in which the Japanese artist is included in the tour at multiple locations in Europe, with emphasis on locations outside major capital cities where there is no regular exposure to Japanese performing arts.

**COLLABORATION/CO-PRODUCTION GRANT:** assists collaborations between Japanese and European artists in order to create a new work that has the potential of being developed into a touring project in the near future, enhancing the understanding of Japanese culture when presented to European audiences.

## ELIGIBILITY

- 1) Applications can be accepted from performing arts-related organisations, such as festivals, theatres or arts promotion companies which are based in the countries in the following list.
- 2) The purpose of the proposed project must be to present Japanese performing arts and/or to conduct Europe-Japan artistic collaborations in the field of the performing arts.
- 3) The proposed project must be undertaken by professional artists. Non-professional members can be included only if the objective of the project is to present performing arts of high quality and not to train or educate the members.
- 4) The proposed project must take place between 1<sup>st</sup> April 2012 and 30<sup>th</sup> June 2013.
- 5) Commitments to the proposed project must be secured from the venues and the artists/professionals concerned at the time of application.
- 6) Applicants are eligible to apply for one project only through one of the two categories. The applicant can submit only one application and this must be either touring or collaboration.
- 7) The proposed project must not be used for religious or political purposes.
- 8) **For TOURING**, in principle, the proposed project must tour at least two locations in the listed European countries. Multiple venues in the same city are considered to be one location.
- 9) **For TOURING**, application for the grant must be made by one representative on behalf of an organisation or group of collaborative organisations which plan to tour together.

- 10) For **COLLABORATION/CO-PRODUCTION**, the proposed project must be a new work jointly explored by Japanese and European artists.
- 11) For **COLLABORATION/CO-PRODUCTION**, revivals of existing pieces and the creation of recorded products are ineligible for this programme.
- 12) If a project receives a grant from any other of the Japan Foundation's programmes, such as the Grant Programme for Overseas Performances and Local Project Support Programme, it cannot be funded through PAJ Europe at the same time.

**Applications for this programme can only be accepted from groups who are based in the following countries:**

Albania, Andorra, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Czech Republic, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Montenegro, Monaco, the Netherlands, Norway, Poland, Portugal, Romania, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, the U.K, Vatican City.

## **GRANT COVERAGE**

### **For both TOURING GRANT and COLLABORATION/CO-PRODUCTION GRANT**

- PAJ grant is only applicable to cover the following expenses.

1) for invited Japanese artists/professionals:

- \* International airfare (discounted economy class fares)
- \* Travel expenses within Europe
- \* Lodging and Per Diems
- \* Freight

2) for the entire proposed project:

- \* Translation and interpreting expenses (between Japanese and European languages) related to the project.

- Grants are made on a cost-sharing basis. PAJ Europe will not fund more than 50% of the total project costs, nor will it fund overheads and/or administrative costs of the applicant organisation such as employee's salary.

- The grant amount provided by PAJ Europe can vary according to each application. The maximum amount awarded to an application for the year 2010-2011 was 20,000 Euros.

### **For COLLABORATION/CO-PRODUCTION GRANT only**

- PAJ Europe will only fund the costs incurred during the development process of creating new works.

## **ASSESSMENT CRITERIA**

### **TOURING GRANT**

- Artistic quality of the project
- Impact on audiences and the performing arts scene in Europe
- Geographic reach
- Artists' proficiency and achievements to date
- Propriety and adequacy of the projected programme

- Capacity to provide future continuity
- Feasibility of carrying out the project
- Strength of educational and outreach activities
- Creation of works based on past PAJ collaboration/co-production grants

### **COLLABORATION/CO-PRODUCTION GRANT**

- Artistic quality expected of newly created work
- Expected impact on the audiences and the performing arts scene when presented
- Dynamic interaction between Japanese and European artists
- Potential to develop into a touring project in the near future
- Artists' proficiency and achievements to date
- Propriety and adequacy of the projected programme
- Feasibility of carrying out the project
- Strength of educational and outreach activities

For both **TOURING** and **COLLABORATION/CO-PRODUCTION GRANT**, priority will be given to projects that meet the following criteria.

- \* Projects where the applicants can afford to cover all or some of the cost of Lodging and Per Diems for the Japanese artist/professional.
- \* Projects that involve Japanese artists based in Japan
- \* Projects that include educational and/or community outreach activities that enhance the audience's appreciation of Japanese culture
- \* Projects that demonstrate a high level of cost- effectiveness
- \* Projects implemented in countries which are expected to expand the PAJ Europe network in terms of Touring and Collaboration/Co-production, besides countries such as France, UK, Germany and Italy where a sufficient number of applications are constantly received every year
- \* Projects which are of high quality or that introduce the latest trends in Japanese performing arts
- \* Projects that provide a constructive framework towards post-disaster/conflict restoration through arts and culture
- \* Projects related to Japanese pop culture
- \* Projects related to important international festivals or major diplomatic anniversary events

For projects applying to the **TOURING GRANT**, priority will also be given to projects that meet the following criteria.

- \* Projects which will tour at least two European countries

### **COMMON PRINCIPLE**

In principle, applicants who have already received PAJ grants for the past three consecutive years will be given lower priority. This is a measure to enable the Japan Foundation to extend its support to as many applicants as possible by avoiding long-term funding relationships with the same recipients. However, exceptions may be made for projects which the Japan Foundation deems duly significant.

## APPLICATION

Applicants must send the following materials. Any other relevant items may also be attached.

### 1. ONE copy is required

- Completed Application Form (must be typed in full with no double sided printing and submitted loose with no staples or bindings) which is also to be emailed to respective European JF offices.
- 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. TEN copies are required

- Any written/published materials regarding the applicant organisation and the project
- Biographies of the chief officials of the applicant organisation
- Information about the artists, including biographies and press reviews
- Audio-visual material of artists' works relevant to the proposed project
- Contracts with, and/or letters of agreement from, the artists/professionals, producers and presenters who are involved in the proposed project

*Work samples are a critical element of your application. Given the large amount of material and the limited amount of time available for the panel review, applicants should prepare a well-organised presentation that best represents their work.*

All submitted materials must be labelled with artist's name and title of the project.  
All submitted materials will not be returned.

## APPLICATION DEADLINE

Applications and all relevant materials must be received by the Japan Foundation offices in Europe (see attached list) no later than 4<sup>th</sup> November 2011. Late or incomplete applications, as well as applications submitted only by fax or email, will not be accepted. The Foundation shall not be responsible for applications lost or damaged in transit.

## SCREENING PROCESS AND NOTIFICATION SCHEDULE

The panel of Advisors for the Japan Foundation PAJ Europe will assess all applications and make their recommendations. Based on these recommendations, the final selection of grantees will be made by the Japan Foundation. Grant notifications will be mailed at the end of March 2012.

## GRANT PAYMENT PROCESS AND PROJECT COMPLETION REPORT

Within 30 days of receiving the grant notification, the grant recipient should complete and submit an ACCEPTANCE/DECLINATION FORM.

The payment of the grant will be made upon submission of a REQUEST OF PAYMENT FORM along with an INTERIM REPORT describing any alterations to the project and an updated budget plan. The grant recipient is requested to submit these documents two months before the commencement of the project.

After completion of the grant project, the grant recipient must submit a FINAL REPORT that includes the project results, financial report and evaluation of the project, accompanied with receipts of the cost items that are covered by the grant (copies are acceptable). Should adequate proofs of payment not be provided, the grant recipient may be required to return partially or in full the grant amount. The grant recipient will be provided with all the necessary forms above along with the grant notification.

## HANDLING OF PERSONAL INFORMATION

- 1) The Japan Foundation provides the completed application forms to external advisors both in the screening and evaluation procedures of the project, on condition that they handle personal information included in them appropriately.
- 2) There may be cases in which the Japan Foundation uses personal information of the representative, person in charge, and others mentioned in the application such as their name, address, and project title written on the application form, for the following purposes;
  - To inform them of other Japan Foundation activities;
  - To send some Japan Foundation public-relations materials to the addresses written on the application form;
  - To carry their names and project title in the *Detailed Annual Report of the Japan Foundation Activities*, the *Annual Report*, the Japan Foundation's website, and other public relations materials;
  - To compile statistics carried in the Annual Report;
  - To send a questionnaire to the addresses written on the application form after the project has ended.
- 3) The Japan Foundation provides the completed application forms and attached documents to the panel of Advisors in the screening process and evaluation procedures.

## DISCLOSURE OF INFORMATION

Please note that, with regard to the projects that the Japan Foundation will support, information such as the name of the applicant and project descriptions will be made public in *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Report of the Japan Foundation Activities), the Japan Foundation's website and other public relations material created by the Foundation. When the Foundation receives a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions,

etc.” (Law No. 140 of 5 December 2001), as a general rule, submitted application forms and related materials will be disclosed, except for information stipulated by the law as something not to be disclosed.

**Grant programmes are operated in accordance with the relevant laws and regulations of the Japan Foundation.**

**THE JAPAN FOUNDATION OFFICES IN EUROPE**

Please contact your nearest office listed below for further enquiries. Applications should be submitted to the Japan Foundation office assigned to your country as stated below.

**U.K. (Applications from Denmark, Estonia, Finland, Iceland, Ireland, Latvia, Lithuania, Norway, Sweden and the U.K.)**

The Japan Foundation, London  
Russell Square House, 10-12 Russell Square  
London WC1B 5EH  
United Kingdom  
TEL: 44-20-7436-6695  
FAX: 44-20-7323-4888  
Email: [paj@jpf.org.uk](mailto:paj@jpf.org.uk)

**France (Andorra, Belgium, France, Luxembourg and Monaco)**

Maison de la culture du Japon à Paris (The Japan Cultural Institute in Paris (The Japan Foundation))  
101 bis, quai Branly  
75740 Paris Cedex 15, France  
TEL: 33-1-44-37-95-00  
FAX: 33-1-44-37-95-15  
Email: [pajeurope@mcjp.asso.fr](mailto:pajeurope@mcjp.asso.fr)

**Italy (Albania, Cyprus, Greece, Italy, Malta, San Marino and Vatican City)**

Istituto Giapponese di Cultura (The Japan Cultural Institute in Rome (The Japan Foundation))  
Via Antonio Gramsci 74  
00197 Roma, Italia (Italy)  
TEL: 39-06-322-4754  
-4794  
FAX: 39-06-322-2165  
Email: [info@jfroma.it](mailto:info@jfroma.it)

**Germany (Austria, Germany, Liechtenstein, the Netherlands and Switzerland)**

Japanisches Kulturinstitut (The Japan Cultural Institute in Cologne (The Japan Foundation))  
Universitätsstraße 98, 50674 Köln  
Bundesrepublik Deutschland (Germany)  
TEL: 49-221-9405580  
FAX: 49-221-9405589  
Email: [jfco@jki.de](mailto:jfco@jki.de)

**Hungary (Bosnia and Herzegovina, Bulgaria, Czech, Croatia, Hungary, Kosovo, Macedonia, Moldova, Montenegro, Poland, Romania, Serbia, Slovakia and Slovenia)**

The Japan Foundation, Budapest  
Aradi u. 8-10, Budapest 1026, Hungary  
TEL: 36-1-214-0775  
0776  
FAX: 36-1-214-0778  
Email: [info@japanalapitvany.hu](mailto:info@japanalapitvany.hu)

**Spain (Portugal and Spain)**

The Japan Foundation, Madrid  
Calle Almagro 5, 4ª planta, 28010 Madrid  
Spain  
TEL: 34-91-310-1538  
FAX: 34-91-308-7314  
Email: [info@fundacionjapon.es](mailto:info@fundacionjapon.es)

We highly recommend that you check our website, Performing Arts Network Japan at [www.performingarts.jp](http://www.performingarts.jp). Updated every month, this English website provides the most current information about the impressive range of expression and creativity of Japanese performing arts scene including music, dance and theatre as well as international presenters and festivals/markets that incorporate Japanese performing arts. You can also register to receive monthly email updates. Visit our website: [www.jpf.go.jp](http://www.jpf.go.jp)