PAJ Europe
Performing Arts Japan Programme for Europe 2016–2017
PROGRAMME GUIDELINES

The Japan Foundation is now accepting proposals for projects, which take place between 1st April 2016 and 30th June 2017, for Touring and Collaboration 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 Page 9-10) no later than 30th October 2015 (receipt deadline).

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 in European regions. 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.

To date, PAJ Europe has funded 116 projects (including 65 touring and 51 collaboration projects) of Japanese performing arts in both traditional and contemporary art forms. In the 2015-2016 fiscal year, 7 projects (3 Touring and 4 Collaboration projects) were selected under the programme, for a total amount of €85,000.

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 activities 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 process of Japan-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.
Please note: The PAJ definition of 'Touring' means a project that is presented as one continuous tour without large gaps of time between performances.

COLLABORATION GRANT: assists the development stage of a project in which Japanese and European artists work collaboratively in order to create a new work that has the potential of being developed into a Touring project in the future, enhancing the understanding of Japanese culture when presented to European audiences.

ELIGIBILITY

1. The purpose of the project must be to present Japanese performing arts and/or to conduct Europe-Japan artistic collaborations in the field of the performing arts.
2. The project must take place between **1st April 2016 and 30th June 2017**.
3. Applications can be accepted from performing arts-related organisations, such as festivals, theatres, or arts promotion companies which are based in the list of eligible PAJ European countries. (See Page 3)
4. Applicants can submit only one application for consideration and this must be either Touring or Collaboration.
5. The 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.
6. Commitments to the project must be secured from the venues and the artists/professionals concerned at the time of application.
7. The project must not be used for religious or political purposes.
8. In the case of an adaptation, the copyright arrangements concerning the original work must have already been completed. The applicant is also requested to attach a copy of the documents which prove that the applicant has already cleared the copyright.
9. If a project receives a grant from any other of the Japan Foundation's programmes, such as the

Grant Programme for Dispatching Artists and Cultural Specialists and Local Project Support Programme, it cannot be funded through PAJ Europe at the same time.

10. **For TOURING GRANT only**:

    a) The project must tour at least two locations in the listed eligible PAJ European countries. Multiple venues in the same city are considered to be one location.

    b) Application for the grant must be made by one representative on behalf of an organisation or group of collaborative organisations which plan to organise the tour together.

11. **For COLLABORATION GRANT only**:

    a) The project must be for the development process of creating a new work jointly explored by Japanese and European artists.

    b) Revivals of existing pieces and the creation of recorded products are ineligible for this programme.

Eligible PAJ European countries:

Applications for this programme can only be accepted from organisations who are based in the following countries – Albania, Andorra, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, 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 United Kingdom, Vatican City.

GRANT COVERAGE

1) For both TOURING GRANT and COLLABORATION GRANT:

- PAJ grant is only applicable to cover the following costs for the project that takes place during the eligible funding period (April 2016 - June 2017):
  a) Expenses for invited Japanese artists/professionals:
     - International airfare (discounted economy class)
     - Travel costs within Europe
     - Lodging and Per Diems
     - Freight
  b) Expenses for the Translator/Interpreter:
     - Translation and interpreting costs (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 an 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 2015-2016 was €20,000.
- Costs relating to activities outside the eligible PAJ European countries will not be covered by PAJ.

2) For TOURING GRANT only:

- PAJ Europe will only fund the costs incurred during the performance stage of a performing arts tour. Costs related to the research and development of a tour will not be covered by the Touring grant.

3) For COLLABORATION GRANT only:

- PAJ Europe will only fund the costs incurred during the development process of creating new works. Costs for the public presentation of a completed work, including its rehearsal, as a result of the collaboration, will not be covered by the Collaboration grant.

ASSESSMENT CRITERIA

1) TOURING GRANT

Below is a list of criteria by which each application will be assessed.

- Artistic quality of the project
- Artists' proficiency and achievements to date
- Impact on audiences and the performing arts scene in Europe
- Geographic reach
- Feasibility of project implementation
- Propriety and adequacy of the planned project
- Strength of educational and outreach activities
- Capacity to provide future continuity
- Cost effectiveness

In addition, priority will be given to projects that meet the following criteria:

- Projects that involve Japanese artists based in Japan
- Projects created through past PAJ Collaboration grants
- Projects which will tour at least two European countries
- Projects implemented in countries which are expected to expand the PAJ Europe network in terms of Touring and Collaboration, besides countries such as France, UK, Germany and Italy where a sufficient number of applications are constantly received every year
- Projects where the applicants can afford to cover some of the expense items that are included in the PAJ grant coverage
- Projects which are of high quality or that aim to introduce the latest trends in Japanese performing arts
- Projects related to important international festivals, or major diplomatic anniversary events. Please consult the relevant Japan Foundation office in Europe for further information about the forthcoming year's anniversary events.
- Projects that aim to provide a constructive framework towards common global issues such as post-disaster/conflict restoration or environmental protection through arts and culture

2) COLLABORATION GRANT

Below is a list of criteria by which each application will be assessed.

- Dynamic interaction between Japanese and European artists
- Artists' proficiency and achievements to date
- Cost effectiveness
- Feasibility of project implementation
- Artistic quality expected of new work potentially created as a result of the collaboration
- Potential to develop into a Touring project in the future

- Expected impact on audiences and the performing arts scene if presented in the future
- Propriety and adequacy of the planned project
- Strength of educational and outreach activities

In addition, priority will be given to projects that meet the following criteria:

- Projects that involve Japanese artists based in Japan
- Projects implemented in countries which are expected to expand the PAJ Europe network in terms of Touring and Collaboration, besides countries such as France, UK, Germany and Italy where a sufficient number of applications are constantly received every year
- Projects where the applicants can afford to cover some of the expense items that are included in the PAJ grant coverage
- Projects which are of high quality or that aim to introduce the latest trends in Japanese performing arts
- Projects related to important international festivals, commemorative cultural events, or major diplomatic anniversary events. Please consult the relevant Japan Foundation office in Europe for further information about the forthcoming year's anniversary events.
- Projects that aim to provide a constructive framework towards common global issues such as post-disaster/conflict restoration or environmental protection through arts and culture

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 (signed original). (The form must be typed in full with no double sided printing and submitted loose with no staples or binding.) Application must also be emailed to respective European Japan Foundation offices.
- Annual report of the applicant organisation for the last fiscal year (preferably in English). Applicants may submit other financial/legal documents related to the organisation if no annual report is available.

2) **TEN** copies are required:

- Letters of commitment from the Japanese artists/professionals who are involved in the project
- Letters of intent from producers/presenters, and host venues who are involved in the project, expressing their level of interest
- Any written/published materials regarding the applicant organisation such as event guides, press or publicity
- Any written/published materials regarding the project

- Biographies of the chief officials of the applicant organisation
- Information about the artists (including Japanese artists) such as biographies and press reviews

3) **Work Samples:**

- Audio-visual work sample of artists' works relevant to the project including those of the Japanese artists. **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. Do not submit promotional material.
  You may choose from the following options to submit your work samples:
  - Submit links to work samples through video or sound streaming service websites such as YouTube, Vimeo, or SoundCloud. If you choose to submit in this format, please make sure that the URL is correct.
  - Submit work samples in DVD or CD format. If you choose to submit in this format, please submit 10 copies of the sample.

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 30th October 2015**. Late or incomplete applications, as well as applications submitted only by fax or email, will not be accepted. The Japan Foundation shall not be responsible for applications lost or damaged in transit.

Prior to the submission of the application, the applicant is strongly advised to contact the relevant Japan Foundation office in Europe (See Page 9-10) to discuss eligibility. Failing to do so may mean the application will not be accepted.

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. Applicants will be informed of the final result in April 2016.

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 Japan Foundation. When the Japan 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.

OBLIGATION

1) Programmes of the Japan Foundation are operated in accordance with the relevant Japanese laws and regulations of the Japan Foundation including "Law for the Proper Execution of a Budget Relating to Subsidies" (Law. No. 179 of 1955).
2) The Grantee shall acknowledge the Foundation's financial support when the Grantee publicises the Grant Project.
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.

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.

France *(Applications from 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

Germany *(Applications from 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

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

Japán Alapítvány Budapesti (The Japan Foundation, Budapest)
Oktogon Haz 2F, 1062 Budapest
Aradi utca 8-10, Hungary
TEL: 36-1-214-0775 / 0776
FAX: 36-1-214-0778
Email: info@japanalapitvany.hu

Italy *(Applications from 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

Spain *(Applications from Portugal and Spain)*

Fundación Japón, Madrid (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

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

The Japan Foundation, London
Lion Court, 25 Procter Street
London WC1V 6NY
United Kingdom
TEL: 44-20-3102-5020
FAX: 44-20-3102-5022
Email: paj@jpf.org.uk

We highly recommend that you check our website, Performing Arts Network Japan at www.performingarts.jp. Updated every month, this English website provides the most current information about the impressive range of expression and creativity of the 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