



## Performing Arts Japan

# Program Guidelines 2019-2020

The Japan Foundation is now accepting project proposals for Performing Arts Japan (PAJ) touring and collaboration grants for the 2019-2020 fiscal year. To apply for the program, please read the following guidelines carefully, complete the Application Form, and submit it along with other necessary materials to the Japan Foundation, New York (for U.S. organizations) or the Japan Foundation, Toronto (for Canadian organizations) no later than **October 31, 2018**.

### INTRODUCTION

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The PAJ program was started by the Japan Foundation in 1994 with the mission to establish a system for promoting Japanese performing arts in North America. The PAJ program supports initiatives of nonprofit organizations in the United States and Canada to provide geographically diverse audiences with greater exposure to Japanese performing arts. PAJ also encourages collaborations between Japanese and American/Canadian artists, which will further an appreciation of Japanese culture when presented to audiences in the United States and Canada.

To date, PAJ has funded 294 projects (including 145 touring, 139 collaborative, and 10 special projects) of Japanese performing arts in both traditional and contemporary art forms. In the 2018-2019 fiscal year, 11 projects (7 touring and 4 collaborative) are to be funded under the program, for a total amount of USD 200,000 (please see the **List of Awardees**). PAJ is advised by an annually appointed panel composed of performing arts specialists from throughout North America.

### OBJECTIVES

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The primary objectives of PAJ are:

- 1) To increase access to Japanese performing arts in the United States and Canada, especially outside major metropolitan areas.
- 2) To foster an understanding of Japanese performing arts by providing educational programs for audiences in each touring location apart from public performances; and
- 3) To support collaborative projects between Japanese and American/Canadian performing artists.

## CATEGORIES

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To realize the above objectives, the PAJ program offers two types of support:

- 1) The **TOURING GRANT** assists with the presentation of Japanese performing arts at multiple locations in the United States and/or Canada, with emphasis on locations outside major metropolitan areas where there is little exposure to Japanese performing arts.
- 2) The **COLLABORATION GRANT** facilitates the collaboration of Japanese and American/Canadian artists so that they may create a new work through research, residencies, artists' discussions etc. with the potential to develop into a touring project and further an appreciation of Japanese culture when presented to audiences in the United States and Canada.

## ELIGIBILITY

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- 1) The purpose of the proposed project must be to present Japanese performing arts and/or to conduct performing arts collaboration between Japanese and American/Canadian artists.
- 2) The proposed project must explicitly include educational and/or community outreach activities that enhance the audience's appreciation of Japanese culture.
- 3) The proposed project must be undertaken by professional artists.
- 4) Grants are awarded only to U.S.-based or Canada-based non-profit organizations and are subject to the relevant laws and regulations of the Japan Foundation. Applicants should have 501(c)(3) status in the United States or have charitable status from the Canada Revenue Agency.
- 5) The proposed project must take place between **July 1, 2019 and June 30, 2020**. The project may continue after July 2020 as long as the major part or core of the project is completed by June 30, 2020.
- 6) The proposed project must not be used for religious or political purposes.
- 7) Commitments to the proposed project must be secured from the artists concerned at the time of application.
- 8) **For tours**, the proposed project must tour to at least two locations outside New York and Los Angeles. Multiple venues in the same city are considered to be one location.
- 9) **For collaborations**, the proposed project must be **a new work** jointly explored and created by Japanese artists and American/Canadian artists.
- 10) **For collaborations**, revivals of existing pieces and the creation of recorded products are ineligible for this program.
- 11) In the case of adaptation, the copyright arrangements concerning the original work must already be completed. Please also attach a copy of the documentation that proves that the applicant has already cleared the copyright.
- 12) 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.

## **GRANT COVERAGE**

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### **For both TOURING GRANT and COLLABORATION GRANT**

- 1) PAJ grant may be used for the following expenses:
  - Travel costs (international economy-class airfare, domestic transportation costs, accommodation costs)
  - Performance fee for performers
  - Other costs (rehearsal costs, freight, insurance premiums, performance hall costs, translation costs, printing costs, educational material preparation costs, etc.)
- 2) Grants are made on a cost-sharing basis. **PAJ will not fund more than 50% of the project costs, nor will it fund the overhead and administrative costs of the applicant organization.**
- 3) A project that receives a grant from the Japan Foundation's other programs, such as the Grant Program for Dispatching Artists and Cultural Specialists, the JFNY Grant for Arts & Culture, the JFLA Mini Grant for Japanese Arts & Culture, or the JF Toronto Local Grant, cannot be funded through PAJ at the same time.

*The maximum grant amount awarded to an applicant for the 2018-2019 fiscal year was USD30,000.*

## **REVIEW CRITERIA**

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### 1) **TOURING GRANT**

Below is a list of criteria by which each project will be evaluated:

- ◆ Artistic quality of the project
- ◆ Impact on audiences and the performing arts scene in the U.S. /Canada
- ◆ Geographical scope
- ◆ Feasibility of project implementation
- ◆ Strength of educational and outreach activities
- ◆ Capacity for future sustainability
- ◆ Cost effectiveness

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

- projects involving artists based in Japan
- projects created through PAJ collaboration grants
- projects that will tour to such locations as the South, Midwest, Mountain, Alaska, and Canada, where there is little exposure to the Japanese performing arts
- projects relating to major international festivals
- projects that include cooperative frameworks through performing arts towards post disaster/conflict restoration

### 2) **COLLABORATION GRANT**

Below is a list of criteria by which each project will be evaluated:

- ◆ Artistic quality of the newly created work
- ◆ Anticipated impact on audiences and the performing arts scene

- ◆ Dynamic interaction between Japanese and American/Canadian artists
- ◆ Feasibility of project implementation
- ◆ Strength of educational and outreach activities
- ◆ Projects to develop into a touring project
- ◆ Cost effectiveness

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

- projects involving artists based in Japan
- projects relating to major international festivals
- projects that include cooperative frameworks through performing arts towards post-disaster/conflict restoration

*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.*

## **APPLICATION**

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Applicants must send the following materials:

### **One Original:**

All documents must be single-sided sheets of 8 1/2" x 11" paper. Please use paper clips only; do not staple, bind, or package written materials.

- Completed Application Form (download at [www.jfny.org/arts\\_and\\_culture/paj.html](http://www.jfny.org/arts_and_culture/paj.html))
- Letters of commitment from the principal artists who are involved in the proposed projects  
\*The Japan Foundation may contact the principal artists and/or collaborators directly in cases where there are any points that are unclear in the letters of commitment.

### **One Set:**

- Letters of intent from the presenters who are planning to present the project, expressing their level of interest and providing possible performance dates
- Biographies of the principal artists involved in the project (no more than 1 page per artist)
- Press reviews of the principal artists involved in the project (no more than 2 reviews per artist)
- Press reviews of the proposed project, if applicable (no more than 3 reviews)
- IRS 501(c)3 determination letter of the applicant organization (for US applicants only)
- Proof of copyright clearance (in the case of adaptation)

### **Two Sets:**

- Annual report and/or financial record, such as audited financial statement, of the applicant organization for the most recent fiscal year

### **Three Sets:**

- Any printed materials regarding the applicant organization and/or the proposed project
- List of grants and donations received by the applicant organization within the past three years

### **Online Work Samples:**

- Please submit online samples through Vimeo, YouTube, or SoundCloud. Please make sure that the URL is correct.

*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-organized work samples that best represents their proposed projects. Each work sample must be properly titled with the artist's name and the title of the work. Please be sure to cue your samples to a segment that best represents the work and describe the context of the segment in the Work Sample Sheet provided with the Application Form. Please do not submit promotional materials.*

## **DEADLINE**

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Applications must be received by the Japan Foundation, New York (for the U.S. applicants) or the Japan Foundation, Toronto (for Canadian applicants) no later than **5:00 p.m. EST, October 31, 2018**. Late or incomplete applications, as well as applications submitted by fax or email, will not be accepted. The Foundation will not be held responsible for applications lost or damaged in transit.

## **REVIEW AND NOTIFICATION SCHEDULE**

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The Japan Foundation PAJ Advisory Committee will review applications in December 2018. Based on the recommendations of the Committee, the final selection of awardees is made by the Foundation's Headquarters. Written notification of awards will be mailed in April 2019.

## **INFORMATION HANDLING POLICY**

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For projects the Japan Foundation decides to support, information such as the name of the applicants and project descriptions will be made public in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Report of the Japan Foundation Activities) and other public relations materials of the Foundation, including its website.

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 December 5, 2001), submitted application forms and related materials will be released, except for information

stipulated by said law not to be disclosed.

### **Handling of Personal Information**

The Japan Foundation handles personal information appropriately in accordance with the Law Concerning Access to Personal Information Held by Independent Administrative Institutions (Law No. 59 of May 30, 2003) and other applicable laws.

Details of the Japan Foundation's privacy policy can be reviewed on the following website:

<http://www.jpff.go.jp/e/privacy>

The Japan Foundation uses personal information on the application materials for screening, implementation, and evaluation procedures of the proposed project. They may also be used for the following purposes:

- 1) Details of the successful applicants, such as names, project duration, and project description, are published in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Report of the Japan Foundation), the Annual Report, and other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
- 2) Project information may be shared with the Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan at the place where a project is undertaken.
- 3) Copies of applications, including documents containing some personal information, may be provided to PAJ Advisory Committee in order to facilitate the screening process and the evaluation of the results of projects. The Japan Foundation requests the Committee to take measures to ensure the safety of the provided personal information.
- 4) The Japan Foundation may send questionnaires to applicants through the contact information on the application form after the project has ended.
- 5) The Japan Foundation may use the applicants' contact information on the application form to inform the applicants of other Japan Foundation activities.

Applicants should inform all individuals whose personal information appears on the application materials of the above-mentioned Information Handling Policy.

Project reports and other related publications may be released to the public.

## **OBLIGATIONS**

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- 1) Programs 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 publicizes 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.

## CONTACT

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### The Japan Foundation, New York

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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 up-to-date information about the impressive range of expression and creativity of Japanese performing arts including music, dance and theater as well as international presenters and festivals/markets that incorporate Japanese performing arts. You can also register to receive monthly email updates.

## ABOUT THE JAPAN FOUNDATION

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The Japan Foundation (*Kokusai Kōryū Kikin*), established in 1972, is Japan's principal agency for international cultural relations under the auspices of the Ministry of Foreign Affairs. It became an Independent Administrative Institution in October 2003. The mission of the Japan Foundation is to promote international cultural and mutual understanding between Japan and other countries. Through its headquarters in Tokyo and 25 overseas offices in 24 countries, the Japan Foundation conducts a wide range of programs 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.