Performing Arts Japan 2021-2022

CHECKLIST FOR APPLICATION PACKET

The following materials must be enclosed with your application in order for it to be considered complete (incomplete proposals will not be considered):

**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 the application materials.

- □ Application Form, completed and signed
  - Make sure that it is signed by the applicant organization’s authorized representative. **An original signature is required.**
  - Double check that the calculation for Project Budget/Income is correct for each item.
  - Double check that you filled in PAJ Grant Requested and Estimated Total Expenditure.
  - □ Letters of commitment from the principal artists who are involved in the proposed project. Please make sure that it is signed by the artists. **Original signatures are required.**

**One Set:**
If the document was written in a language other than English, it must be translated into English.

- □ Letters of intent from the presenters who are planning to present the project, expressing their level of their interest and providing possible performance dates (for Collaboration Grant, if applicable)
- □ 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 per artist)
- □ IRS 501(c)3 determination letter of the applicant organization (for the U.S. applicants only)
- □ In the case of adaptation, attach a copy of the documentation that proves that the applicant has already cleared the copyright

**Two Sets:**
- □ Annual report and/or financial record, such as audited financial statement, of the applicant organization for the most recent fiscal year. For the U.S. applicants, IRS Form 990 is not accepted.

**Three Sets:**
- □ Printed materials regarding the applicant organization and the proposed project
- □ List of grants and donations received by the applicant organization within the past 3 years

**Online Work Samples (no more than 2 samples; at least one video sample):**
- □ Make sure that the information on the work sample sheet is correct.
- □ Make sure that your URL is correct.
- □ Make sure that your samples remain available online throughout the entirety of the review, and after.
- □ Make sure to include password information, if your online work samples are protected.