

Support Program for Translation and Publication on Japan Application Instructions

平成 25(2013)年度用
国際交流基金
Fiscal 2013

1. Program Description

To promote a better understanding of Japan and Japanese studies abroad, the Japan Foundation provides support for foreign publishers to conduct projects of translating and/or publishing works written in Japanese. This program is designed to encourage foreign publishers to publish Japan-related books that are difficult to publish commercially, by assisting with reduction of the selling price, and thus making the books more accessible to the general public.

2. Applicant Eligibility

Applications can be accepted only from publishers (corporations) abroad. Domestic publishers may also apply, but only if there is a written contract/agreement with foreign book distribution companies.

Points to be noted

- (1) Applications from individuals cannot be accepted. Individuals, such as an author or a translator, who wish their work to be considered are therefore requested to reach an agreement first with a suitable publisher, through whom the Japan Foundation's support may be requested.
- (2) Applicants must fulfill the following requirements in order to be eligible:
 - a. Applicants must have the capabilities necessary for implementing their planned projects.
 - b. Receipt of grants or support from the Japan Foundation must not violate any laws, regulations and ordinances in the applicant's country.
 - c. Applicants should have bank accounts in the organization's name 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 sent.
- (3) The Japan Foundation does not provide grants for:
 - a. Foreign governments, including their administrative organs and their embassies and consulates general in Japan, but excluding academic, cultural or research institutes such as universities and museums; and
 - b. International organizations to which the Japanese government makes a financial contribution.
- (4) 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.
- (5) Applicants in Taiwan are requested to contact the Interchange Association, Japan, Taipei office with which the Japan Foundation cooperates.
- (6) The Japan Foundation and its overseas office will not duplicate funding for the same project.
- (7) The recipient must meet the following provisions:
 - a. *Acknowledgment of the Japan Foundation's financial support should appear in an appropriate place in the work with logotype of the Japan Foundation.*
 - b. *The publisher must send complimentary copies of the published work to the Japan Foundation by mail. The Japan Foundation will designate the number of copies to be sent, which is usually around 20.*
 - c. The Japan Foundation can buy the book *at a discount of 10%*.
 - d. The recipient must report on sales performance, book reviews in newspapers and magazines, etc., and responses from readers after a year has passed from the publication of the book.

3. Eligible Project

Projects must meet the following requirements.

1. Projects must be completed *between April 1, 2013 and February 28, 2014*. (It is necessary to submit the outcome during fiscal year 2013.)
2. Projects must involve translation and/or publication of Japan-related books written in Japanese in the fields of the

humanities, the social sciences, and the arts.

3. Translation must be made directly from the original work. Retranslation of works already translated into another language will only be considered for applications from the countries where the number of translators is limited.
4. The original work must already be published in the form of a book.
5. The copyright arrangements concerning original works must already be completed.
6. The translation must be partly finished.
7. Plans and methods for implementing the projects must be appropriate and there must be sufficient expectation that the projects will yield positive results.
8. (In the case of support for translation only) Applicants must publish, in principle, the translation within two years after its completion.

Points to be noted

- (1) Project for “translation only”, “publication only,” and “translation and publication” are acceptable. On completion of the project, it is necessary to submit a copy of the manuscript for “translation only” and to submit a sample copy of the published work for “publication only” and “translation and publication” as outcome.
- (2) The following projects will not be considered:
 - a. projects that will be used for religious or political purposes;
 - b. periodicals, special issues, proceedings;
 - c. museum catalogues, guidebooks, pamphlets, etc.;
 - d. works not expected to secure for wide-distribution, including those to be distributed for free;
 - e. projects for which the translator’s fee is paid by royalty;
 - f. language dictionaries and Japanese-language teaching materials;
 - g. reprints of works already published.

*This program has been renewed and from FY2013, it will no longer support publishing newly written works related to Japan.

4. Grant Coverage

Support will take the form of subsidies for the following costs incurred and paid during fiscal 2013 (*between April 1, 2013 and February 28, 2014.*)

1. Translation Support

A portion of the translator’s fee will be covered and it will not exceed 60% of the costs the recipient has paid.

2. Publication Support

A portion of the production costs (paper, plate-making, printing, binding, etc.) will be covered and it will not exceed 60% of the costs the recipient has paid.

Points to be noted

- (1) The amount will be decided by the Japan Foundation, according to the genre of the book, the publishing situation in the applicant’s country, etc.
- (2) Publishers shall be independently responsible for copyright arrangements, editing, design, printing, and all other necessary work. Their costs shall be borne by publishers.
- (3) Manuscript fees, copyright fees, proofreading fees are not covered by the grant.
- (4) Payment procedures are as follows:
 - a. “Translation only”

The whole amount of the subsidy will be paid after receiving the “Payment Request” and “Final Report” together with a copy of the manuscript.
 - b. “Publication only”

The whole amount of the subsidy will be paid after receiving the “Payment Request” and “Final Report” together with a sample copy of the published work.
 - c. “Translation and publication”

The whole amount of the subsidy will be paid after receiving the “Payment Request” and “Final Report” together with a sample copy of the published work. If necessary, the subsidy of translation will be paid ahead of the subsidy of publication.

5. Application Procedures/Notification of Results

1. Deadline and Address for submission

Completed applications must be submitted to the Japan Foundation overseas offices or Japanese diplomatic missions by November 19, 2012. The Japan Foundation will not accept applications submitted through the Internet, by e-mail, or by fax.

2. After screening of applications, decisions will be announced in writing in April 2013.

3. Successful Applicants will be notified of the grant amount in the Notice of Grant Approval in April 2013.

6. Selection Policy

Screening will be made in line with the following criteria and decisions will be made after consulting with outside specialists.

1. Necessity of grant from the Japan Foundation

2. Quality of the contents and translation of the work, necessity of publication in the applicants countries and languages, and adequacy of the project plan

3. Spillover effect and adequacy of distribution plan

*The following projects may be given relatively higher evaluation:

-Publication of the book considered to have a wide influence on the society, readers and researchers in the applicant's country.

-In the case of first introduction of the writer in the applicant country, moreover in the case of a world premier.

-In the case of direct translation from the original work to the language in which the numbers of publication on Japan are limited or in the areas where works on Japan are rarely published.

7. Recent projects awarded grants

Please see our website for the information about the successful projects in the previous year.

http://www.jpf.go.jp/e/culture/media/publish/support_p_24.html

8. Disclosure of Information

1. Details of projects supported by the Japan Foundation (e.g. the name of the applicant, name of the representative and address of applicant, project descriptions, and the website of the applicant/project) 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 "Law Concerning the Disclosure of Information Held by Independent Administrative Institution, etc." (Law No.140 of December 5, 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

9. Use of Personal Information

1. 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 2003). For details, please refer to the Japan Foundation website : <http://www.jpf.go.jp/e/privacy/index.html>

2. The Japan Foundation uses personal information on the application materials, such as the names of editors, and/or translators, as well as the names of books and publishers, for screening, implementation, and evaluation procedures of the project. They may also be used in compiling statistics carried in the *Annual Report*, and be released to the press for publicity purposes.

3. There may also be cases in which copies of applications, including attached documents including personal information, are provided outside consultants in order to facilitate the screening process and the evaluation of the results of projects.

4. There may also be cases in which the Japan Foundation uses the information written on the application form to contact applicants, editors, and/or translators to inform them of other Japan Foundation activities or to send them some public-relations materials.

5. There may be also be cases in which the Japan Foundation sends questionnaires to the addresses written on this form after the project has ended.

6. Applicants are requested to inform the above-mentioned policy to all individuals whose personal information appears on the application materials.

10. Observance of laws

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

11. Contact Information

Please contact to the following sections based on geographic area;

Americas Section TEL +81-3-5369-6061

Asia and Oceania Section TEL +81-3-5369-6062

Europe, Middle East and Africa Section TEL +81-3-5369-6063

(For all sections)FAX: 81-3-5369-6038

The Japan Foundation (Headquarters)

Arts and Culture Department

4-4-1 Yotsuya, Shinjuku-ku, Tokyo, 160-0004, Japan

Instructions to Fill in the Application Formats

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 on your file.
2. 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 area not sufficient, please give the outlined information within it, and attach additional A4-size pages for detailed information.
3. Applicants are requested to promptly notify the Foundation of any correction to be made in their applications.
4. 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.

Application Form

1. The application must be signed by the highest administrative representative: the President of the company or by a person authorized to sign contracts on behalf of the applying organization. This signature will constitute the formal commitment of the applying organization to the proposal.

2. Language

- a. Except where otherwise specified, the application should be completed in *block style Japanese and/or typed English*.
- b. Where entries are requested in your native language, please use (or transliterate into) the English alphabet.
- c. Applicants using Chinese characters are requested to enter the English transliteration at the same time.
- d. Please include the name of the division/department within your institution or organization.

3. Project Budget

- a. Please be sure to fill in the “Project Budget” in LOCAL CURRENCY.
- b. The possibility of simultaneous support from other sources does not disqualify a prospective applicant. The application should, however, explain in detail the nature of assistance received and/or anticipated.

*Example of how to fill out the “Project Budget” (when the applicant hopes to receive a subsidy of 40% of the translation costs and 25% of the production costs)

	Currency: £			Total
	JF subsidy	Own funds	Subsidies from others	
<input checked="" type="checkbox"/> We apply for support for Translation				
1. Details of translator's fee	£ 800 (40 % of the translator's fee)	£ 1,200	0	£ 2,000
Method for calculating (Translation fee per page) $\underline{\text{£ } 20} \times (\text{Pages}) \underline{100} = (\text{Total}) \underline{\text{£ } 2,000}$				
<input checked="" type="checkbox"/> We apply for support for Publication				
2. Production costs [paper, plate-making, printing, binding, etc.]	£ 1,500 (25 % of the production costs)	£ 4,500	0	£ 6,000
Other costs (specify):	/	£ 1,000	0	£ 1,000
3. Copyright clearance(s):		£ 1,500	0	£ 1,500
4. Supervision:		£ 500	0	£ 500
5. Shipping				
6.				
Total	£ 2,300	£ 8,700	0	£ 11,000

Documents to be submitted

Application forms must be accompanied by the following documents, which will become the property of the Japan Foundation and will not be returned. *Incomplete applications may not be given due consideration. Applicants are requested to inform recommenders that the recommendations are provided to outside consultants in the screening process and evaluation procedures of projects.*

- a) a sample of the translation, about 30 pages long;
- b) the corresponding sections of the original;
- c) the table of contents of the original text, and also that of the translation, if some modifications to the original, such as abridgment or the addition of some other writing, have been made;
- d) (For “Translation support”) a copy of the contract made with the translator's fee, the payment conditions, the working terms, etc.;
- e) (For “publication support”) a formal estimate, presented by a printing company, with detailed statements of the costs of paper, plate-making, printing, binding, etc. ;
- f) a copy of documents proving that the applicant has cleared the copyright concerning the original;
- g) recommendations of the merit of translating the work by two readers whose own specialties bear on the subject (one copy each, free format). Book reviews from newspapers or magazines are not accepted.

For domestic publishers

- h) a copy of the documents proving that the applicant has a contract with foreign book distributors, or has a large foreign market, etc.

Points to be noted

1. *With regard to the necessary documents specified above:*

Concerning (a) and (b) in particular, the submitted documents must be printed clearly. If they are illegible, the applications may not be given due consideration.

2. If the documents (c), (d), (e) (f) (g) and (h) are written in languages other than English or Japanese, translations of them must be also attached.

3. *Applicants should submit only works scheduled for completion between April 1, 2013 and February 28, 2014.* The Japan Foundation operates on a single-year budgetary system, and may withdraw support from any project if its completion is substantially delayed.

4. Applicants should be responsible for all negotiations or arrangements concerning copyright clearance.

Support Program for Translation and Publication on Japan Application Form For Fiscal 2013

To the President of the Japan Foundation

Date:

We hereby apply for support for translation and/or publication of the work as follows and acknowledge that we have read and agreed to the terms of the application instructions.

1. Applicant Information

To be filled in by the publisher (applying organization).

Name of Applying Organization	Japanese			
	English			
	Native language			
Address				
		Country	Telephone No.	Facsimile No.
Highest Administrative Representative (President, etc.)		Family name Dr./Mr./Ms./Prof.		First, Middle names
		Position		
		Signature		

Publisher's prospectus

Principal field(s) of publication			
<input type="checkbox"/> Profit-making Organization <input type="checkbox"/> Non-profit Organization	Average number of publications per year	Annual sales	Capital
Person in charge of this project		Representative in Japan, if any	
Dr./Mr./Ms./Prof. Name Position E-mail address	Dr./Mr./Ms./Prof. Name Address Telephone No. E-mail address		

1. Project Outline

<input type="checkbox"/> Support for Publication <input type="checkbox"/> Support for Translation <input type="checkbox"/> Support for Translation & Publication		
Title of the book	Japanese	
	English	
	Native language	
Language to be used in the book		

To be filled in only in the case of a translation.

Original title			
Original author			
Original language		Year of publication	
Original publisher		Copyright holder	
Size		No. of pages	
<p>Please indicate if the work has already been published in the same language you are applying.</p> <p>YES/NO Year of publication: Publisher: Translator:</p>			

*If you do not translate directly from the original but translate from an already-translated version of the work into another language, please also specify on a separate sheet of paper the translator, the language, the publisher, the year of publication, and the copyright holder of the translated version.

Outline of the work

Outline of the work

Publication Outline

Number of pages	Body	Index	Appendices	Number of illustrations	
				Color	B/W
Size	Number of copies in first edition			Price	
	Hardcover:	Paperback:			
Date of completion of manuscript		Estimated date of completion of printing		Estimated date of release	
Year Month *When you apply for support for publication, manuscripts must be already completed.		Year Month		Year Month	
<p>Preparation plan for the project: *Details of transfer or authorization of copyright (required for photographs or other materials used in the publication) *For a translation, the copyright arrangements concerning the original work must already be completed. Please also attach a copy of documents which prove that applicant has cleared the copyright.</p> <p>[The applicant shall be responsible for all copyright negotiations or arrangements.]</p>					
Plan for distribution of the work					
Reason for applying					

Profile of principal editor

Name	Chinese characters		Family name		First, Middle names	
	Roman alphabet		Family name		First, Middle names	
Present position	Affiliation	Japanese				
		English				
		Native language				
	Position/ Occupation	Country		City		
		Japanese		Field of specialization	Japanese	
		English			English	
Academic/Professional background, previous major publications, etc.						

Profile of principal translator

Name	Chinese characters		Family name			First, Middle names	
	Roman alphabet		Family name			First, Middle names	
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male		Year of birth		Nationality		
Present position	Affiliation	Japanese					
		English					
		Native language					
		Country		City			
	Position/ Occupation	Japanese		Field of specialization	Japanese		
		English			English		
Academic/Professional background, previous major publications, etc.							
Other translators (If there are two or more translators)							

Profile of reviser (Other than in-house)

Name	Chinese characters		Family name			First, Middle names	
	Roman alphabet		Family name			First, Middle names	
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male		Year of birth		Nationality		
Present position	Affiliation	Japanese					
		English					
		Native language					
		Country		City			
	Position/ Occupation	Japanese		Field of specialization	Japanese		
		English			English		
Academic/Professional background, previous major publications, etc.							

Project Budget

NOTES:

1. Please fill in the items below in LOCAL CURRENCY, even if you hope to have the subsidy remitted in foreign currency.
2. The subsidy is limited to part of translator s fee and production costs. Concerning the percentage of the costs that the Foundation subsidy will cover, please refer to the first page of the Application Instructions.
3. In filling in the items below, please refer to the "Example of how to fill out the Project Budget" on the fourth page of the Application Instructions.

				Currency:
	JF subsidy	Own funds	Subsidies from others	Total
<input type="checkbox"/> We apply for support for translation				
1.Details of translator s fee	(___% of the translator s fee)			
Method for calculating $\frac{\text{Translation fee per page}}{\text{(Pages)}} \times \text{Pages} = \text{(Total)}$				
<input type="checkbox"/> We apply for support for Publication				
2.Production costs [paper, plate-making, printing, binding, etc.]	(___% of the production costs)			
Other costs (specify): 3. 4. 5. 6.	/			
Total				

The currency in which remittance of the subsidy is requested:	Exchange Rate: US \$1 = _____ (Year / Month / Day)
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	Source	Address	Amount requested	Amount received or awarded
Applications for financial assistance from other sources, if any				

The following documents are attached to this application (please check the boxes):

- 1. A sample of the translation, about 30 pages long
- 2. The corresponding sections of the original
- 3. The table of contents of the original text, and also that of the translation, if any modifications have been made to the original
(A Support for translation)
- 4. A copy of the contract made with the translator, indicating the translation fee, the payment conditions, the working terms, etc.
(A Support for publication)
- 5. A formal estimate, presented by a printing company, with detailed statements of the costs of paper, plate-making, printing, binding, etc.
- 6. A copy of documents which prove that the applicant has cleared the copyright of the original
- 7. Recommendations of the merit of translating the work by two readers whose own specialties bear on the subject (one copy each)
- 8. Translations of the documents into either English or Japanese, if the documents listed in c., d., e., and f. above are written in languages other than English or Japanese

For domestic publishers

- A copy of the documents proving that the applicant has a contract with foreign book distributors, or has a large foreign market.

***When this application form is submitted, it must be accompanied by the documents specified in "Documents to Be Submitted" on the page vi of the Application Instructions. Incomplete applications will not be given due consideration.**