

**U.S. and European Museum Infrastructure Support Program
Application Instructions**

I. Objectives

The U.S. and European Museum Infrastructure Support Program is a program designed to provide support for U.S. and European museums to promote effective use of their Japanese art collections and thereby assist the establishment of an infrastructure to exhibit Japanese art. Since support will be provided to the selected institutions for more than one year, applications are not necessarily solicited every year.

2. Eligible Projects

(1) Projects must fulfill the following requirements:

- a. Projects as listed below that begin between April 1, 2022 and March 31, 2023. An eligible institution can select and apply for multiple projects. In principle, the maximum amount for the total of grants under this program is US\$ 100,000 per institution/fiscal year.

Projects	Details
I. Increasing Specialized Staff Members	<p>Support for creating new positions or adding to the number of existing positions for subject specialists in Japanese art (curators, assistant curators, and researchers) charged with the preservation, storage, management, research, exhibition, etc. of Japanese art collections</p> <p>Curators: Those who have obtained a doctor's degree with a focus on Japanese art or who wrote a research paper on the topic of Japanese art and have at least 10 years of research experience in the field of Japanese art</p> <p>Assistant curators: Those who have obtained a master's degree in the field of Japanese art and have at least five years of research experience</p> <p>Researchers: Those who have research experience in the field of Japanese art and are able to conduct research at the applying institution.</p>
II. Research, Survey, and Publication of List of Japanese Art Collections	<p>Support for the purpose of promoting research and surveys of Japanese art collections, i.e. "Invitation of instructors from Japan," "Study or training tours to Japan for Japanese art specialists of applying institutions," "Holding research conference on Japanese art," and "Publication of list of Japanese art collection holdings"</p>
III. Exhibitions of Japanese Art Collections	<p>Support for displaying Japanese art collections owned by applying institutions and for holding other exhibitions that take advantage of the collections</p>

- b. The plan and method of the project are appropriate for the accomplishment of the goal and are expected to produce substantial achievements.
- c. The project will not be carried out for religious or political purposes.
- d. The project will not be carried out for the purpose of profit.
- e. The project will not be carried out to promote a specific idea, principle, or policy.

(2) This program does not cover any project whose main purpose is not to help the applying institution establish an infrastructure for Japanese art collection and exhibition.

Examples:

- a. A project related to any artistic field other than Japanese art.
- b. A project that promotes travel to Japan mainly for sightseeing.

3. Eligible Countries

Since the purpose of this program is to support institutions that satisfy the application requirements for this program, institutions located in the following countries are allowed to submit applications. Applications cannot be accepted from any institution located in a country that is not specified below.

Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kazakhstan, Kosovo, Kyrgyz Republic, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, Turkmenistan, Ukraine, United Kingdom, United States of America, Uzbekistan, Vatican

4. Application Requirements

(1) Any museum in the U.S. or Europe is eligible to apply for this program as long as it satisfies both the following requirements.

- a. It has Japanese art collections and has a permanent space specifically for Japanese art collections.
- b. It has already employed a curator of Japanese art or plans to employ one.

(2) In the case of a joint project by multiple museums, both of the following requirements must be met.

- a. One of the museums that satisfies the application requirements is capable of submitting an application as a representative of all the museums, receiving a grant from the Japan Foundation, and appropriately using the grant.
- b. All the museums are located within the same country or region (in the case of a joint project in the U.S., all museums must be located in the U.S. In the case of a joint project in Europe, all museums must be located in Europe).

5. Grant Coverage

(1) The Japan Foundation provides grants to partially cover the expenses paid for the following budgetary items during the period of grant. Consult the detailed instructions starting on page 24.

Projects	Details
I. Increasing Specialized Staff Members	- Salaries and social welfare expenses necessary for the applying institution to create new positions or add to the number of existing positions for subject specialists in Japanese art.

<p>II. Research, Survey, and Publication of List of Japanese Art Collections</p>	<ul style="list-style-type: none"> - Travel expenses (international airfares, other transportation expenses, accommodation fees, etc.) - Implementation costs (Lease fees for venue and equipment, production of catalogues and publicity materials, etc.) - Honorariums (for interpreters, translators, lecturers) - Other expenses (for purchasing necessary materials, etc.)
<p>III. Exhibitions of Japanese Art Collections</p>	<ul style="list-style-type: none"> - Implementation costs (expenses for setting up exhibits, production of catalogues and publicity materials, etc.) - Travel expenses for inviting specialists (airfares, other transportation expenses, accommodation fees, etc.) - Honorariums (for interpreters, translators, lecturers)

(2) Refer to page 24 onwards for information on items not covered by the grant.

(3) Points to be noted

- a. The grant from the Japan Foundation is expected to be used for a part of the expenses paid by each applying institution. Each applying institution is recommended to use its own funds and to find other financial sources as well.
- b. Regarding the expenses for accommodation, transportation, honorariums, etc., the unit cost and the total cost to be covered by the program will be determined for each of the selected institutions based on the rules of the Japan Foundation in consideration of the price level of the country where the institution is located.

6. Period of Support

- (1) In order to achieve the purpose of this program, i.e., to assist museums to establish an infrastructure for Japanese art collection and exhibition, the plan is to provide continuous support **for up to five years** in principle. For the applicants for FY 2022, the plan is to **start the project from a date on or after April 1, 2022 and no later than the end of March 2023** and to consider the first year of the project to start from that date. Thereafter, in principle, the Japan Foundation will consider on an annual basis whether to continue to support the project for the following year.
- (2) In the case of a project to be supported for more than one year, at least **two months before completing each year of the project**, each museum should submit to the Japan Foundation **an application for the project for the following year** as well as **an interim report** to help the foundation to make a decision as to whether to continue to support the project for the following year. Moreover, each museum is requested to submit **an interim project report in March every year in principle** (detailed information will be provided in a notification of the decision of grant) and **a final project report** after the completion of each year of the project. Depending on the evaluation of these reports, it may be necessary to discontinue support for the project for the following year.

7. Maximum Grant

- (1) In principle, the maximum amount of a grant is **US\$ 100,000** per institution/fiscal year.
- (2) If multiple projects are approved at the same time, the maximum amount of grants to be paid within one year is also **US\$ 100,000** in total regardless of the number of the approved projects. Payments of grants will be settled annually.

8. Selection Policy

- (1) Screening will be made in line with the following criteria and decisions will be made after consulting with outside specialists. Applications are reviewed from the viewpoint of promoting relations between Japan and other countries, considering the country or region involved in the project, anniversaries of diplomatic relations and contributions to general diplomatic relations. The Japan Foundation cannot make any comments on the screening process.
 - a. Necessity for a grant from the Japan Foundation
 - b. Contents of the exhibition and implementation ability of the organization
 - c. Cost effectiveness
- (2) The following projects will be given a higher evaluation:
 - a. Projects in which the applying institution plans to maintain positions created under the support program through its own efforts after the grants from the Japan Foundation terminate.
 - b. Projects expected to promote Japanese art collections in the area by using the support from the Japan Foundation effectively.

9. Application Procedures

- (1) Application documents
 - a. Visit the following website to download the Application Forms.
<https://www.jpff.go.jp/e/program/list.html>
 - b. Consult the instructions starting on page 24 to complete the Application Form.
- (2) Application deadline
No Later Than December 1, 2021
- (3) Submission (cf. “17. Contact”)
 - a. Countries/areas where the Japan Foundation overseas offices are located: To the nearest office
 - b. Countries/areas where there are no overseas offices of the Japan Foundation: To the nearest Japanese diplomatic mission (Embassy, Consulate, etc.)
- (4) Points to be noted
 - a. Applications via E-mail or FAX cannot be accepted. Due to the influence of COVID-19, it may take longer than usual to send in your application, so please allow sufficient time to meet the deadline. If there are significant difficulties in the preparation and mailing of the required documents due to social conditions during the application period, please contact the submission destination (see “17. Contact” below) and ask for instructions.
 - b. Applications and Supplementary Information cannot be returned. Keep a copy of all documents submitted.
 - c. If changes occur to the project after submitting a proposal, please inform the Japan Foundation of these changes.

10. Notification of Results

Adoption will be notified in April 2022.

11. Number of Grants

- (1) The number of projects approved in the previous year was 4. (Continued from FY 2016)
- (2) For details, please see our website:

12. Obligations

- (1) The Grantee shall show the prescribed logo on public relations materials (e.g. websites, catalogs, posters, flyers, etc.) and deliverables of the project (e.g. books, movies, papers, etc.), and clearly indicate that the project is financially supported by the Japan Foundation.
- (2) The Grantee shall donate the designated quantity of publicity materials and deliverables to the Japan Foundation.
- (3) In some cases, when a Japanese art specialist is employed under the program, the Japan Foundation might request the use of a certain title for the position of that specialist.
- (4) After the completion of the project, the institution is required to submit a report concerning the outline of the project, its achievements, revenue and expenditure, the positions of the employed specialists, etc.
- (5) 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, request for return of rescinded portions of the grant including additional charges and late payment charges, suspension of the application for a certain period of time, and/or other legal actions (Ref. Japan's Act on Regulation of Execution of Budget Pertaining to Subsidies, etc. (Act No. 179 of 1955)).

13. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant, project descriptions etc.) 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 Japan's Act on Access to Information Held by Independent Administrative Agencies (Act No. 140 of 2001), is received, documentation such as submitted application forms will be disclosed (except where disclosure of specific information is stipulated by law as not to be disclosed).

14. Handling of Personal Information

- (1) The Japan Foundation handles personal information appropriately and in accordance with Japan's Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. (Act No. 59 of 2003) (the "Act") and other applicable laws. Details of the Japan Foundation's privacy policy can be reviewed at the following website:
<https://www.jpf.go.jp/e/privacy>
- (2) The Japan Foundation uses personal information on the application documents, project reports, and deliverables (including, without limitation, photographs taken during or prior to this program) (the "Information") for screening, implementation, and evaluation procedures of the project. They may also be used for the following purposes:
 - a. Provided information, such as name, job and position, affiliation, project duration, project description, etc. are published in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), the Annual Report, on the Japan Foundation's website,

- and in other public relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
- b. There may be cases in which the Information is released to the Ministry of Foreign Affairs of Japan, or to Embassies or Consulates-General of Japan, etc., in the area where a project is undertaken.
 - c. There may also be cases in which copies of application documents, project reports, and deliverables are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects. In such cases, outside consultants are mandated to take measures to protect personal information.
 - d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on the application documents after the project has ended.
 - e. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.
 - f. The Information may be used or provided for purposes other than those listed in items a. to e. above, in the cases provided under Article 9, Paragraph 2 of the Act, such as cases where such Information is provided to a government agency, an independent administrative institution, a local government or a local independent administrative institution which uses such Information to the extent necessary for executing its duty or business stipulated by the laws and regulations and where there are reasonable grounds for using the Information.
- (3) Applicants are requested to inform all individuals whose personal information is included in the application that the above-mentioned policy shall also apply to those individuals' personal information.
- (4) It is considered that by applying to this program, participants agree to the use of personal information in accordance with the above-mentioned policy.

15. Response to COVID-19

Depending on the impacts of widespread novel coronavirus, appropriate measures may be required when implementing the project in accordance with the regulations and instructions of the relevant authorities. Please understand that the Japan Foundation may unavoidably revoke its grant decision, or change the substance of its grant or the conditions attached as a result of changes in circumstances that have occurred after the decision to provide the grant. Please also understand that the Japan Foundation may set certain conditions for overseas dispatch programs, depending on the epidemic situation.

16. Ensuring the Necessary Safety and Security of Projects

Considering the recent instability in global security, with the increase of terrorist attacks in particular, the Japan Foundation highly recommends that you take the necessary security measures to ensure safety when you conduct your projects, such as the following:

- (1) Check if there are any security alerts issued in the countries and/or cities where your project is to be conducted;
- (2) Provide information on security and safety issues to your international guests (if any).

17. Contact

(1) Prior to application, please contact the nearest Japan Foundation overseas office to confirm the submission destination and qualifications. If there are no Japan Foundation offices in your country/area, please contact the nearest Japanese diplomatic mission.

- The Japan Foundation Overseas Offices

<https://www.jpf.go.jp/e/world/index.html>

- Japanese Diplomatic Missions

https://www.mofa.go.jp/about/emb_cons/mofaserv.htm

(2) For further inquiries, please contact the following section at the Japan Foundation Headquarters:

Visual Arts Section, Arts and Culture Department

The Japan Foundation (Headquarters)

TEL +81-(0)3-5369-6061 / E-mail: va@jpf.go.jp

Instructions for Completing the Application Form

Application Form

Complete and submit the overall application form, which consists of the following forms and other documents. Unless there are specific instructions, use the forms attached hereto.

A	Application Cover Sheet (common to all projects)
B	Outline of the Applying Institution (common to all projects)
C	Project Sheet (I) to (III) (for each request item)
D	Curriculum Vitae (for each request item)
E	Budget Plan (for each request item)

Attachments other than those mentioned above should be submitted in accordance with the instructions of the project sheet for each request item.

General Instructions

1. Submit the originals and a copy of each of the application forms without stapling. The application cannot be returned. Keep a copy of the application submitted.
2. Complete the required sections of the application forms by typing or using a black pen and block letters.
3. In principle, complete the application form in English (block letters).
 - (1) Provide the English name of the institution in addition to its name in the original language.
 - (2) Provide names of individuals in the Roman alphabet in addition to their names in the original script.
4. If there are any changes to the content of the application after its submission, notify the Japan Foundation promptly.

A. Application Cover Sheet

Provide information including the name, location, project implementation department, director, project director, and bursar of the applying institution, the breakdown, amount, and order of priority of the request items, and grant applications filed for other programs of the Japan Foundation. In addition, with respect to items 3. through 5. below, in principle, one person may not take two or more positions. (If concurrent holding of positions is officially allowed due to special circumstances under the institution rules of the applying institution, attach a letter (signed by the director) explaining such circumstances to the application.)

1. **Applying Institution:** Provide the official name of the applying institution in the language of the applying institution's country as well as the translations thereof in English and Japanese (if any), and the address, telephone number, e-mail address and website URL of the applying institution.
2. **Project Implementation Department:** Provide the name, address, telephone number, e-mail address, and website URL of the department (or gallery, etc.) which would actually conduct the project under the applying institution.
3. **Director:** The institution's director is a person who represents the applying institution in terms of administrative responsibility (e.g. director of museums) and who is in a position capable of guaranteeing by his/her signature that an application has officially been filed by the institution and that he/she would take responsibility for the details of the application.

4. **Project Director:** A project director refers to a person who is responsible for the actual operation and implementation of the project.
5. **Bursar (Accounting Officer):** A bursar refers to a person who represents the financial department of the applying institution and who is in a position capable of guaranteeing that an application has officially been filed by the institution by his/her signature and that he/she would take responsibility for such application and accounting thereof.
6. **Projects to be Supported, Requested Amounts, Priority:** Check the box for each item for which the applying institution requests support and specify the requested amount. In the case of requesting support for two or more items, specify the order of priority among the requested items (i.e. first, second, third) and then specify the total amount for the items for which support is requested at the end. The projects, expense items, and amounts to be covered by the grant are determined based on the information in the application forms and attachments, through screening according to the standards set by the Japan Foundation. The maximum grant amount per year under this Japan Foundation program is US\$100,000 in total for the three categories of projects (I. Increasing Specialized Staff Members, II. Research, Survey, and Publication of List of Japanese Art Collections; and III. Exhibitions of Japanese Art Collections).
7. **Other Japan Foundation Grants Applied For:** If applications have been filed for other Japan Foundation programs, provide the titles of the programs.

B. Outline of the Applying Institution

8. Information about the Institution

- (1) Specify the type of organization and date of establishment of the applying institution, along with information about the objective of establishment, institutional structure, history, financial status, articles of institution, act of endowment, bylaws, constitutions, etc. In addition, attach other pertinent documentation such as an annual report, business report, and brochure.
- (2) Describe past activities, programs, and major exhibitions by the applying institution.
- (3) If the applying institution has received any grant from the Japan Foundation in the past 10 years, has carried out a project in cooperation with the Japan Foundation, or has been involved with the Japan Foundation in some other way, provide the title of the program, project title, the year in which the project was implemented, amount of grant received, and the outline of the project. Full records are required for the past 10 years, but if there is a history of grants or cooperation prior to the 10-year period, also describe such items to the extent possible.

9. Outline of the Department That Will Conduct the Project

- (1) Describe the staff structure (curators/researchers etc., with names and responsibilities) in the project implementation department.
- (2) Describe the history, current circumstances, and major fields, etc. of the Japanese art related projects carried out by the project implementation department.
- (3) Describe the types, number of works of art, and other details of holdings (artists, dates of creation, etc.) of the Japanese art collection. Attach a list if available.

10. Future Direction and Perspectives of the Japanese Art Program at the Applying Institution

Describe items such as the target field, characteristics, focal points, exhibitions, collection/maintenance/restoration of holdings, events including workshops, staffing increases, budget plans including external funds from the following perspectives: (1) a mid-term perspective

(about three to five years); and (2) a long-term perspective (about ten to twenty years). With respect to institutions that apply for support for a project of increasing specialized staff members, describe plans for continuing the positions after termination of the grant.

II. Required Attachments

Attach the following documents to the application. Check the box for the documents that have been attached.

- Curriculum Vitae of the project director (use the prescribed form “D. Curriculum Vitae.”)
- Explanatory documents relating to the applying institution (attach brochures and annual reports, etc. to the application.)
- Others (attach other documents if needed.)

C. Project Sheets (I) to (III)

Complete and submit a project sheet for each project selected in “6. Projects to be Supported, Requested Amounts, Priority” above. Submission of a project sheet is not required for items for which applications are not filed.

Project Sheet (I): Increasing Specialized Staff Members

Use this form to file an application regarding a project for creating new positions or adding to existing positions for subject specialists in Japanese art (curators, assistant curators, and researchers) charged with the preservation, storage, management, research, exhibition, etc. of Japanese art collections.

Selection of Project Category

Select the project category from the following list.

- Creation of new positions
- Adding to number of existing positions

1. Title of the Position

Provide the title of the position that will be used externally, in both the original language (the language of the applying institution) and English.

2. Period of Receiving Grant

Specify the period for which the grant is requested. If necessary, include periods required for preparation and post-conference management, etc. Note that the entire amount of grant must be paid within the period subject to grant. In addition, the first period subject to grant will be one year from the day on which the project has been started on the basis that the project will be started during the period from April 1, 2022 to March 31, 2023.

3. Period of Proposed Project

Specify the period during which the target personnel will be employed.

4. Responsibilities of the Appointee

Provide a summary of the duties and responsibilities of the position.

5. Necessity, Objective, Expected Outcome, Significance, and Future Plans for the Position

(1) **Necessity and background:** Explain the background that led to the application and the necessity to create positions or to add to the number of existing positions. Base the explanation on the efforts made by the applying institution with respect to Japanese art collections and the current circumstances of Japanese art in the applicant country.

- (2) **Expected outcome:** Describe, in concrete terms, expectations for the outcome of employing the appointee(s) in a specific manner.
- (3) **Significance of the project:** Explain, to the extent possible, the possible contribution to the improvement of the human infrastructure in the applying institution as well as the possible effects and impact from the standpoint of promoting Japanese art in the applicant country or region that would be realized by employing the subject specialist, based on the circumstances of Japanese art in the applicant country.
- (4) **Plans after support from the Foundation has ended:** Describe the personnel structure of the Japanese art department after the termination of the grant-supported project, including the prospects for continuance of positions that have been created through support from the grant.

6. Candidate

- Provide the prospective appointee's name, present position, area of expertise, and position after hiring.
- Attach the prescribed form "D. Curriculum Vitae" to include details.

7. Budget and Cost Coverage

- Specify the project budget and the ratio of burden of expenses (applying institution, other funding sources, and the grant from the Japan Foundation).
- In the case of applying for continuous support for two or more years, provide the information for each year.
- Attach form "E. Budget Plan (I) Increasing Specialized Staff Members" to include details.

8. Appointment Procedure, Preliminary Arrangements, and Contacts with the Appointee

- Explain in concrete terms the preparation status and status of contact with the appointee at the present stage.
- Explain the method of recruitment (open recruitment, etc.) as concretely as possible.

9. Evaluation Standards

In order to produce an interim report in March every year (an additional report may be requested depending on the month when the project starts; for details, refer to the notification of the decision of grant) and in order to produce a self-evaluation and third-party evaluation regarding the degree of achievement of the expectations at least two months before completing each year of the project, prepare clear evaluation standards for self-evaluation and third-party evaluation of the degree of achievement. Use quantitative indicators in the standards to the extent possible. Submit the standards as an attachment to the application.

10. Required Attachments

Attach the following documents to the project sheet.

- (1) Details of the Project
- (2) Budget Plan
- (3) Evaluation Standards
- (4) Curriculum Vitae of the Appointee
- (5) Others
 - With respect to the budget plan, use the prescribed form "E. Budget Plan (Increasing Specialized Staff Members)."
 - Curriculum Vitae of the major parties concerned: Use the prescribed form "D. Curriculum Vitae."
 - Other documentation: Submit documentation, etc. to supplement the details of the project as needed.

II. Conditions for a Project for Increasing Specialized Staff Members

- (1) Projects in which the applying institution plans to continue positions created under the support program through its own efforts after the grants from the Japan Foundation terminate will be given priority when examined for adoption.
- (2) Cases where a staff member who is already employed by the applying institution is to be transferred to the newly established position are not covered by the grant, but cases where a staff member who is not in the full-time position (a part-time staff member) will serve as the full-time subject specialist under the support program will be covered by the grant.
- (3) Support can be requested for both salary and social welfare expenses. The fungibility rate for the two items (the proportion of the grant appropriated for the items other than those initially approved) must not exceed 20%; when appropriating the grant to such other items beyond 20% of the fungibility rate, file an application with the Japan Foundation and obtain its approval in advance.
- (4) Among the social welfare expenses, social security contributions that employers are liable to pay in association with payment of salary under the laws, etc. of the relevant country may be covered by the grant under this program, provided that the laws, internal rules, or terms of contracts based on which payment is made are clearly stipulated in writing. Social welfare expenses will be decided by the Japan Foundation based on the basis of documentation submitted.
- (5) The grant may not be used for overhead expenses such as housing and moving expenses, salaries for research assistants and secretaries, or administrative expenses of the applying institution.
- (6) The period subject to grant shall start from the time when the person to be employed for the relevant position has been officially employed and last for a maximum of five years (60 months).
- (7) Decision of grant from the Japan Foundation will not be automatically continued for five years. The Japan Foundation will determine whether or not to continue granting the grant for the following year by examining the reports, etc. submitted by the applying institution.

Project Sheet (II): Research, Survey, and Publication of List of Japanese Art Collections

Use this form to file an application regarding projects for promoting research and study on Japanese art collections, i.e. invitation of instructors from Japan, study or training tours to Japan for Japanese art specialists of applying institutions, holding research conference on Japanese art, and publication of list of Japanese art collection holdings.

1. Project Category

Select the project category from the following list. When filing an application for two or more categories of projects simultaneously, complete a separate project sheet for each category as needed.

- Invitation of instructors from Japan
- Study or training tours to Japan for Japanese art specialists of applying institutions
- Holding research conference on Japanese art
- Publication of list of Japanese art collection holdings

2. Basic Information

Provide an explanation on the following points. If the form does not have enough space, attach a separate sheet.

- (1) In the case of a project relating to research and study, explain the currently available information on the subject of research, the research method expected to be used, the schedule for research and other relevant matters as concretely as possible.
- (2) In the case of a project for inviting instructors from Japan and a project for arranging study or training tours to Japan for Japanese art specialists of the applying institution, describe the specialists' career records and details of the study, training and instructions provided to them, as well as the periods and methods for the study, training, and invitation as concretely as possible.
- (3) In the case of a project for holding a research conference, describe the theme, outline, schedule, lecturers, expected audience size, type of conference (symposium, seminar or workshop; open to the public or only to members of the research community, etc.), venue, and other relevant information.
- (4) In the case of a project for publishing a list of a Japanese art collection's holdings, describe the draft list of works of art to be included in the catalogue, selection method, publication method, distribution method, and other relevant information.
- (5) Describe the amount of project budget and the ratio of burden of expenses (applying institution, other financial sources, and the grant from the Japan Foundation).

3. Necessity, Background, Expected Outcome

- (1) **Necessity and background of the project:** Explain the background that led up to the application for the project under this program and the necessity of the project, including the efforts made by the applying institution for Japanese art and the current circumstances of Japanese art in the applicant country.
- (2) **Expected Outcome:** Explain, in concrete terms, the expected outcome and impact of the implementation of the project on the use and promotion of Japanese art by the applying institution.

4. Evaluation Standards

In order to conduct an interim report in March every year (an additional report may be requested depending on the month when the project starts; for details, refer to the notification of the decision of grant.) and in order to produce a self-evaluation and third-party evaluation regarding the degree of achievement of the expectations by the project at least two months before completing each year of the project, prepare clear evaluation standards for the self-evaluation and third-party evaluation regarding the degree of achievement. Use quantitative indicators in the standards to the extent possible. Submit the standards as an attachment to the application.

5. Status of Preparation for the Project

Explain in concrete terms the status of preparation at the present stage.

6. Required Attachments

Attach the following documents to the project sheet.

- (1) Details of the Project
- (2) List of the Major Project Participants (e.g. names, affiliations, job titles, and fields of expertise)
- (3) Budget Plan: Use the prescribed form "E. Budget Plan."
- (4) Evaluation Standards: Prepare the standards according to the items in Project Sheet (II), 4. Evaluation Standards.
- (5) Others: Attach other documents as necessary.

7. Items covered by and items not covered by the grant

- (1) Items covered by the grant
 - International airfare
 - Transportation expenses for domestic long distance travel (for travel for 100km or more by air, land, or sea, by railway or chartered vehicle)
 - Lease fees for venue and equipment (excluding plans for long-term use)
 - Honorariums for interpretation/translation services and lecturers
 - Expenses for producing catalogues and publicity materials
 - Fees to be paid to host institutions in Japan that accept specialists visiting Japan for study and training
 - Expenses for books necessary for the study of Japanese art
- (2) Items not covered by the grant
 - Among transportation expenses, taxi fares, gasoline costs, parking fees, and other expenses for travel of less than 100km
 - Transportation expenses for travel between the airport and the city center
 - Expenses for renting facilities for long-term use
 - Expenses for passport issuance, visa issuance, and other related fees
 - Expenses for meals, daily allowances, and miscellaneous expenses
 - Expenses for devices, consumable goods, and food and drink (including expenses for receptions, lunches, snacks, etc.)
 - Honorariums other than those for interpretation/translation services and lecturers
 - Expenses for creating websites (including expenses for design, maintenance, and administration)
 - Publicity and ad placement expenses

8. Conditions for a Project for Research, Survey, and Publication of List of Japanese Art Collections

- (1) The items and amounts to be covered by the grant are determined based on the information in the application forms and attachments, through screening according to the standards set by the Japan Foundation.
- (2) There is no limit to the number of items for which support can be requested from among the items covered by the grant. The fungibility rate (the proportion of the grant appropriated for the items other than those initially approved) after the project is adopted must not exceed 20%; when appropriating the grant to such other items beyond 20% of the fungibility rate, file an application with the Japan Foundation and obtain its approval in advance.
- (3) In the case of a project for arranging study or training tours to Japan for Japanese art specialists of applying institutions, the visiting specialists may engage in study and training independently from the applying institution only for a short period (within several months) in principle.
- (4) The hosting fees required to be paid to hosting institutions in Japan when arranging study or training tours to Japan for Japanese art specialists of applying institutions may be paid from the grant from the Japan Foundation provided that the hosting institutions have clear rules for such fees (the relevant rules and other evidence must be submitted in advance).
- (5) The grant from the Japan Foundation may not be used for items that are not covered under this program. If it is revealed when the final grant payment is determined that the grant has been used for any expense items for which support is not covered, the amount will be assessed to exclude such items from the settlement items. Note that if, as a result of the assessment, it is found that the total amount of expense items approved to be paid from the grant falls

below the amount of the grant already received by the applying institution, the applying institution may be required to refund the difference.

Project Sheet (III): Exhibitions of Japanese Art Collections

Use this form to file an application regarding a project for displaying Japanese art collections owned by applying institutions and for holding other exhibitions that take advantage of the collections.

1. Grant Request Items

Mark all expense items for which the grant is requested (multiple items are accepted).

- Expenses for installation of Japanese art collection exhibition (e.g. expenses for purchasing lighting equipment, glass showcases, and other fittings)
- Lease fees for equipment or venue (excluding those incurred within the applying institution)
- Personnel expenses for temporary staff necessary for an exhibition of Japanese art collection (installation, de-installation, etc.)
- Expenses for transporting works of art (excluding insurance costs for works of art)
- Expenses for producing catalogues and publicity materials (including digital catalogues)
- Expenses for inviting experts (airfare, railway fare, accommodation costs)
- Honorariums for interpretation/translation services and lecturers

2. Basic Information

- (1) Title of the Project: Provide the title of the exhibition in the language of the applicant country and in English.
- (2) Period and Venue(s): Specify the period and venue of the exhibition, and the names of the city and country where the exhibition will be held. If the exhibition will tour locations arranged by co-organizing institutions, enter the tour schedule.
- (3) Project Outline: Describe the outline of the project (in about 150 words), the names of the co-organizing entities, the concept of the exhibition (purpose, significance, and expectations of the project; in about 200 words), the composition of the major exhibits, the number of Japanese artists, the total number of participating artists, the schedules for visits by artists and experts (if planned), and the preparation status of the plan.

3. Necessity and Background

Describe the necessity and background of the project from the perspective of how holding the exhibition is expected to contribute to the use of the Japanese art collection and the promotion of Japanese art in the relevant country or region, in line with the applying institution's infrastructure development plan.

4. Evaluation Standards

In order to conduct an interim report in March every year (an additional report may be requested depending on the month when the project starts; for details, refer to the notification of the decision of grant.) and in order to produce a self-evaluation and third-party evaluation regarding the degree of achievement of the expectations by the project at least two months before completing each year of the project, prepare clear evaluation standards for the self-evaluation and third-party evaluation regarding the degree of achievement. Use quantitative indicators (e.g. the target number of visitors and the target for media coverage) in the standards to the extent possible. Submit the standards as an attachment to the application.

5. Plans for Further Exhibitions After the Project

Submit a plan for holding Japanese art exhibitions in the coming five years, and a plan for raising funds from domestic or international sources for these exhibitions.

6. Required Attachments

Attach the following documents to the project sheet.

- (1) Details of the Project
- (2) Budget Plan: Complete the prescribed form with the total amount of the project budget for each item and the ratio of burden of expenses (among the applying institution, the grant from the Japan Foundation, and other financial sources). Describe prospects for obtaining other financial aid, if any, on condition of receiving the support from the Japan Foundation.
- (3) Evaluation Standards: Prepare the standards according to the items in Project Sheet (III), 4. Evaluation Standards.
- (4) List of Major Project Participants. (e.g. names, affiliations, job titles, and fields of expertise)
- (5) List of Works of Art and Artists to be Shown at the Exhibition: Attach a list of works of art to be displayed in the exhibition and a list of artists, if available.
- (6) Others: Attach other documents as necessary.

7. Items Covered by and Items Not Covered by the grant

- (1) Items covered by the grant
 - Expenses for setting up exhibits to hold an exhibition of a Japanese art collection (e.g. expenses for purchasing lighting equipment, glass showcases, and other fittings)
 - Lease fees for equipment and venue (excluding those incurred within the applying institution)
 - Personnel expenses for temporary staff necessary for setting up and removing exhibits in an exhibition of a Japanese art collection
 - Expenses for transporting works of art (excluding insurance costs for works of art)
 - Expenses for producing art catalogues and publicity materials
 - Honorariums for interpretation/translation services and lecturers
 - International airfare
 - Transportation expenses for domestic long distance travel (for travel for 100km or more by air, land, or sea, by railway or chartered vehicle)
- (2) Items not covered by the grant
 - Among transportation expenses, taxi fares, gasoline costs, parking fees, and other expenses for travel of less than 100km
 - Transportation expenses for travel between the airport and the city center
 - Expenses for passport issuance, visa issuance, and other related fees
 - Expenses for food and drink (including expenses for receptions, lunches, snacks, etc.), daily allowances, miscellaneous expenses
 - Expenses for renting facilities for long-term use
 - Expenses for equipment and fittings (those not for holding the exhibition of Japanese art collection)
 - Expenses for consumable goods
 - Expenses for creating websites (including expenses for design, maintenance, and administration)
 - Expenses for books and materials
 - Publicity and ad placement expenses
 - Insurance cost for works of art and cargo insurance cost

8. Conditions for a Project for Exhibitions of Japanese Art Collections

- (1) The items and amounts to be covered by the grant are determined based on the information in the application forms and attachments, through screening according to the standards set by the Japan Foundation.
- (2) There is no limit to the number of items for which support can be requested from among the items covered by the grant. The fungibility rate (the proportion of the grant appropriated for the items other than those initially approved) after the project is adopted must not exceed 20%; when appropriating the grant to such other items beyond 20% of the fungibility rate, file an application with the Japan Foundation and obtain its approval in advance.
- (3) The grant from the Japan Foundation may not be used for items that are not covered under this program. If it is revealed when the final grant payment is determined that the grant has been used for any expense items for which support is not covered, the amount will be assessed to exclude such items from the settlement items. Note that if, as a result of the assessment, it is found that the total amount of expense items approved to be paid from the grant falls below the amount of the grant already received by the applying institution, the applying institution may be required to refund the difference.

D. Curriculum Vitae

How to Complete the Form

Use this form to provide information on the appointees to be employed through the project for Increasing Specialized Staff Members.

Position category

Select and mark the applicable job title for each appointee.

- Curator
- Assistant Curator
- Researcher

Items to be Entered

- (1) **Name:** Provide the appointee's name in alphabetic letters.
- (2) **Date of birth:** Enter the appointee's date of birth. The date of birth is a mandatory item for newly employed appointees.
- (3) **Nationality/Permanent Residency:** Enter the appointee's nationality and/or permanent residency status. This information is not required with regard to the project director.
- (4) **Specialization:** Enter the appointee's field of expertise and research interest.
- (5) **Present Position:** Provide the appointee's job title and affiliated institution in the language of the appointee's country, English, and Japanese (if Japanese is available).
- (6) **Contact Information:** Enter the address and other contact information (telephone number, fax number, and e-mail address) of the institution to which the appointee is affiliated.
- (7) **Professional Career and Educational Background:** Describe the appointee's professional background (job title and length of service), as well as the area of study and institutions in which the appointee earned a degree and the year of earning the degree.
- (8) **Fellowships, Grants, and Academic Societies:** Describe the appointee's record of receiving fellowships, grants, or other awards, and academic societies to which the appointee is affiliated.
- (9) **Major Achievements:** If the form does not have enough space, attach a separate sheet.

Points of Note for a Project for Increasing Specialized Staff Members

If the appointees to be employed have already been decided, enter all of the items (1) to (9) above for each appointee. If the appointees are yet to be decided, describe the duties to be assigned to the relevant position, the qualifications and level required of the appointees, and the estimated salary.

E. Budget Plan

Choice of Budget Plan Form

To prepare a budget plan for projects for increasing specialized staff members, use the dedicated form, “E. Budget Plan (I) Increasing Specialized Staff Members.”

To prepare a budget plan for the research, survey, and publication of list of Japanese art collections, use the form dedicated “E. Budget Plan (II) Research, Survey, and Publication of List of Japanese Art Collections.”

To prepare a budget plan for holding an art exhibition, use the dedicated form, “E. Budget Plan (III) Exhibition of Japanese Art Collections.”

E. How to Complete Budget Plan (I) Increasing Specialized Staff Members

1. Budget Currency: Indicate the budget in **USD** or **EUR**. Specify the **currency** used when drafting the budget.

2. Remittance Currency (Local Currency):

The currencies that may be used for remittance from the Japan Foundation are listed in the table below. Select the currency that the applying institution seeks to use for remittance, and mark it in the form. If the currency of the applicant country is included in the list of currencies that may be used for remittance from the Japan Foundation, remittance is made in said currency.

Japanese Yen (JPY)	US Dollar (USD)	Euro (EUR)	
Great Britain Pound (GBP)	Swiss Franc (CHF)	Swedish Krona (SEK)	Danish Krone (DKK)
Hungarian Forint (HUF)	Russian Ruble (RUB)	Norwegian Krone (NOK)	Polish Zloty (PLN)

3. Exchange Rate: With regard to the rate for exchange between the currency used when drafting the budget plan (USD or EUR) and the currency for remittance (the currency of the applicant country), enter the exchange rate at the time of completing the application forms.

4. Fiscal Calendar of the Applying Institution: Enter the applying institution’s accounting year.
Example: From August 1 to July 31 of the next year

5. Proposed Grant Period: Enter the period of application for the grant.

- The first year of the grant period is to start on the scheduled date of commencement of the period of the employment contract with the employed staff, and end one year after said date.
- The second and subsequent years are in principle set in the same manner as the first year.

6. Project Budget:

- Enter the project budget in the Budget Items column for each fiscal year as well as in the four columns: (1) Total, (2) amount of expenses paid by the applying institution, (3) amount of expenses paid by other sponsors, and (4) amount requested to the Japan Foundation.

- "Salary" refers to remuneration to be paid to the appointee(s) as compensation for the services provided. Attach a salary scale in which the salary applicable to the employee is indicated.

7. Breakdown of Social Welfare Expenses: Enter the type and amount of the social welfare expenses for each fiscal year. Social welfare contributions that employers are liable to pay in association with payment of salary under the laws, etc. of the relevant country may be covered by the grant under this program, provided that the laws, internal rules, or terms of contracts based on which payment is made are clearly stipulated in writing.

Example: (USD)

Year	Budget items	Total	Cost Coverage		
			Applying Institution	Other Funding Sources	The Japan Foundation
1st year	Salary	155,000	45,000	10,000	100,000
	Social Welfare	5,000	5,000		
	Subtotal	160,000	50,000	10,000	100,000
	%	100.0%	31.3%	6.2%	62.5%
2nd year	Salary	155,000	45,000	10,000	100,000
	Social Welfare	5,000	5,000		
	Subtotal	155,000	45,000	10,000	100,000
	%	100.0%	31.3%	6.2%	62.5%
3rd year	Salary	155,000	45,000	10,000	100,000
	Social Welfare	5,000	5,000		
	Subtotal	160,000	50,000	10,000	100,000
	%	100.0%	31.3%	6.2%	62.5%
4th year	Salary	155,000	45,000	10,000	100,000
	Social Welfare	5,000	5,000		
	Subtotal	160,000	50,000	10,000	100,000
	%	100.0%	31.3%	6.2%	62.5%
5th year	Salary	155,000	45,000	10,000	100,000
	Social Welfare	5,000	5,000		
	Subtotal	160,000	50,000	10,000	100,000
	%	100.0%	31.3%	6.2%	62.5%
Total	Salary	775,000	225,000	50,000	90,000
	Social Welfare	25,000	25,000		
	Total	800,000	250,000	50,000	500,000
	%	100.0%	31.3%	6.2%	62.5%

8. Indirect Costs: Housing & moving expenses and salaries for research assistants and secretaries are not covered by the grant. Do not include these expenses in the budget.

9. Other Funding Sources: Enter the names of other sponsors who provide a grant or donation, the status of the application (grant decided or yet to be decided), and the amount of funding.

E. How to Complete Budget Plan (II) Research, Survey, and Publication of List of Japanese Art Collections

Use this form for projects for research, survey, and publication of list of Japanese art collections.

1. **Budget Currency:** Indicate the budget in USD or EUR. Specify the currency used in the relevant column.
2. **Budget Sheet (Expenditures):**
 - Enter all expense items necessary for the implementation of the project according to this form.
 - Attach estimates for the items for which the grant is requested.
 - For international airfare, enter the flight route and class.
 - Transportation expenses: Specify the amount of transportation expenses for each recipient in the breakdown column. Expenses for travel of less than 100km are not covered by the grant. Fees for chartered vehicles are covered, but taxi fares, gasoline costs, parking fees, and other expenses for travel of less than 100km are not covered.
 - Accommodation expenses: Specify the place and recipient in the breakdown column. Expenses of meals, daily allowances, and miscellaneous expenses are not covered.
 - Honorariums for interpretation/translation services and lecturers: Specify the recipient of the honorarium, the recipient's affiliation, the services covered by the honorarium, and the estimation method (e.g. unit price x number of days or number of hours x number of persons) in the breakdown column. Honorariums for staff already under employment by the applying institution are not covered.
 - Expenses for producing catalogues of works of art and publicity materials: Enter production, printing, and translation expenses and other expenses required for the production of catalogues of works of art and publicity materials. Attach an estimate. Expenses for producing digital catalogues are also covered.
 - Lease fees for equipment and venue: Expenses incurred within the applying institution are not covered. Attach an estimate.
 - Be careful not to include items which are not covered by the grant of this program.
 - The total amount of expenditure budget must meet the total amount of revenue budget.
3. **Accounts to be Used to Receive the Grant and International Remittance:**
 - (1) Check the "Yes" or "No" check box regarding whether the applying institution is able to receive the grant from the Japan Foundation (a foreign government institution) without violating the laws and regulations of its country.
 - (2) Check the "Yes" or "No" check box regarding whether the applying institution is able to open an account to be used to receive international remittances by the time when the grant is paid.
4. **Budget Sheet (Income):**
 - Enter the expected revenue from the implementation of the project, including "grant from the Japan Foundation," "grant from other organizations," "other revenue," and "own funds," according to this form.
 - If the applying institution expects to receive a grant from any other organization, specify the prospect of receiving it (application pending or informal decision made), when the decision will be finalized, and the items covered by the grant (if such items are designated).
 - The total amount of revenue budget must meet the total amount of expenditure budget.
5. **Estimated Total Cost, Grant Amount Requested, and Currency:**
Specify the total amount of expenses, amount of grant requested, and the currency.
6. **Currency Information:**
The currencies that may be used for remittance from the Japan Foundation are as listed in the budget plan and in the table below. Select the currency that the applying institution seeks to use for remittance, and mark it in the relevant column of the budget plan. If the currency of the applicant

country is included in the list of currencies that may be used for remittance from the Japan Foundation, remittance is made in said currency.

Japanese Yen (JPY)	US Dollar (USD)	Euro (EUR)	
Great Britain Pound (GBP)	Swiss Franc (CHF)	Swedish Krona (SEK)	Danish Krone (DKK)
Hungarian Forint (HUF)	Russian Ruble (RUB)	Norwegian Krone (NOK)	Polish Zloty (PLN)

E. How to Complete Budget Plan (III) Exhibitions of Japanese art Collections

Use this form for projects for holding exhibitions of Japanese art collections.

1. **Budget Currency:** Indicate the budget in USD or EUR. Specify the currency used in the relevant column.

2. **Budget Sheet (Expenditures):**

- Enter all expense items necessary for the implementation of the project according to this form.
- Enter the estimated amount for each item for which the grant is requested. Attach an estimate submitted by the supplier if necessary.
- **Installation:** Specify the breakdown (e.g. unit price, quantity) and the total estimated amount of expenses for setting up exhibits to hold an exhibition of a Japanese art collection (e.g. expenses for purchasing lighting equipment, glass showcases, and other fittings).
- **Rent of Equipment/Venue:** Specify the breakdown (e.g. unit price, quantity, period) and the total estimated amount of expenses for leasing equipment and venue (if an outside venue is used) to hold an exhibition of a Japanese art collection. Expenses incurred within the applying institution are not covered.
- **Installation/de-installation Staff:** Specify the breakdown (e.g. unit price, number of persons, number of days) and the total estimated amount of personnel expenses for temporary staff necessary for setting up and removing exhibits in an exhibition of a Japanese art collection.
- **Exhibit Transportation:** Specify the breakdown of the expenses for transporting works of art when leasing works of art from outside, and the number of such works of art. Insurance costs for works of art are not covered by the grant.
- **Catalogue/PR Material Production:** Enter production, printing, translation expenses and other expenses required for the production of catalogues and publicity materials for an exhibition of a Japanese art collection. Attach an estimate. Expenses for producing digital catalogues are also covered, but expenses for creating websites (including expenses for design, maintenance, and administration) are not covered.
- **Traveling Expenses of Artists and/or Experts**
 - **International airfare:** Specify the flight route and class, as well as the breakdown (unit price and number of persons) and the total estimated amount.
 - **Transportation expenses:** Specify the breakdown of transportation expenses (e.g. user, route, unit price, number of times/vehicles) and the total estimated amount. Specify the amount of transportation expenses for each recipient. Expenses for travel of less than 100km are not covered by the grant. Fees for chartered vehicles are covered, but taxi fares, gasoline costs, parking fees, and other expenses for travel of less than 100km are not covered.
 - **Accommodation expenses:** Specify the place and recipient in the breakdown and estimation method column. Expenses for meals, daily allowances, and miscellaneous expenses are not covered.

- **Honoraria:** Specify the recipient of the honorarium, the recipient's affiliation, the services covered by the honorarium and the estimation method (e.g. unit price x number of days or number of hours x number of persons) in the breakdown and estimation method column. Honorariums for staff already under employment by the applying institution are not covered.
- Be careful not to include the items which are not covered by the grant of this program.
- The total amount of expenditure budget must meet the total amount of revenue budget.

3. Accounts to be Used to Receive the Grant and International Remittance:

- (1) Check the "Yes" or "No" check box regarding whether the applying institution is able to receive the grant from the Japan Foundation (a foreign government institution) without violating the laws and regulations of its country.
- (2) Check the "Yes" or "No" check box regarding whether the applying institution is able to open an account to be used to receive international remittance by the time when the grant is paid.

4. Budget Sheet (Income):

- Enter the expected revenue from the implementation of the exhibition project, including "grant from the Japan Foundation," "grants from other sources," "admission fees," "proceeds from catalogues, etc.," "other income," and "own funds," according to this form.
- If the applying institution expects to receive a grant from any other organization, specify the prospect of receiving it (application pending or informal decision made), when the decision will be finalized, and the items covered by the grant (if such items are designated).
- The total amount of revenue budget must meet the total amount of expenditure budget.

5. Estimated Total Cost, Grant Amount Requested, and Currency:

Specify the total amount of expenses, amount of grant requested, and the currency.

6. Currency Information:

The currencies that may be used for remittance from the Japan Foundation are as listed in the budget plan and in the table below. Select the currency that the applying institution seeks to use for remittance, and mark it in the relevant column of the budget plan. If the currency of the applicant country is included in the list of currencies that may be used for remittance from the Japan Foundation, remittance is made in said currency.

Japanese Yen (JPY)	US Dollar (USD)	Euro (EUR)	
Great Britain Pound (GBP)	Swiss Franc (CHF)	Swedish Krona (SEK)	Danish Krone (DKK)
Hungarian Forint (HUF)	Russian Ruble (RUB)	Norwegian Krone (NOK)	Polish Zloty (PLN)

欧米ミュージアム基盤整備支援プログラム申請書
U.S. and European Museum Infrastructure Support Program
Application Form

令和4(2022)年度用
For FY 2022

※日付 (年 Yr.) (月 Mo.) (日 Day.)
Date / /

A. 申請総表 Application Cover Sheet

*各欄はもれなく記入すること。
* Complete the entire application. TYPE or PRINT clearly.

I. 申請機関 Applying Institution

母国語名 Name in Native Language	
英語名 in English	
日本語名 in Japanese(if any)	
住所 Address	City: Postal (ZIP)code:
国名 Country	
Telephone Number	
E-mail	
Website	http://

2. 事業実施部門 Project Implementation Department (Department/Gallery, etc. that will conduct the project)

母国語名 Name in Native Language	
英語名 in English	
日本語名 in Japanese(if any)	
住所 Address	City: Postal (ZIP)code:
Telephone Number	
E-mail	
Website	http://

3. 代表者 Director / 4. 事業担当責任者 Project Director / 5. 経理責任者 Bursar

	3. 代表者 Director	4. 事業担当責任者 Project Director	5. 経理責任者 Bursar
氏名 Name	Mr. Ms. Dr.	Mr. Ms. Dr.	Mr. Ms. Dr.
申請機関内の職名 Position in the Applying Institution	(Museum Director, etc.)		
署名 Signature			

6. 申請項目・助成希望額・優先順位 Projects to be Supported, Requested Amounts, Priority

Check	申請項目名 Projects to be Supported	助成希望額 Requested Amount	優先順位 Priority
<input type="checkbox"/>	スタッフ拡充強化 Increasing Specialized Staff Members		
<input type="checkbox"/>	研究・調査・目録発行 Research, Survey, and Publication of List of Japanese Art Collections		
<input type="checkbox"/>	日本美術コレクション展 Exhibitions of Japanese Art Collections		
	合計 Total Amount		

(通貨 Currency:)

7. 国際交流基金の他プログラムへの助成申請 Other Japan Foundation Grants Applied For

B. 申請機関概要 Outline of the Applying Institution

8. 申請機関概要 Information about the Institution

団体の種別、設立年月、設立目的、組織（役員構成、その他構成員の人数等）、沿革
 財政状況（過去3年分程度の総収入、総支出、当期損益、補助金・助成金の受領実績等）、定款、寄附行為、規約、会則 等
 Objective of establishment, organization chart (details of the board members, the number of members, etc.), historical
 overview, financial status (financial statements from the past three years, experience of receiving subsidies/grants),
 articles of institution, act of endowment, bylaws, constitutions, etc.:

団体の種別 Type of organization

設立年 Date of establishment

*年報・事業報告・パンフレット等の関連資料を添付してください。

* Attach annual report, brochure of the institution, and other pertinent information.

現在までの業務（活動）概要、主な展示等の実績

Summary of past activities, programs, and major exhibitions (attach reports if appropriate):

過去 10 年間に国際交流基金の助成を受けたことがある場合、国際交流基金と協力して事業を行ったことがある場合、若しくは国際交流基金事業と何らかの関与があった場合には、そのプログラム名、事業名、実施年、助成額、及び事業概要：
 If the institution has ever received a grant from the Japan Foundation, co-organized a project with us, and/or participated in one of our programs, provide the title of the program/project, the year, the amount of the grant awarded, and an outline of the project.

9. 事業実施部門の概要 Outline of the Department That Will Conduct the Project

(1) 実施部門におけるスタッフ体制 Staff structure in the Department

*担当業務を併記してください。Give positions, staff names, and the responsibilities of each position

種類 Category	ポジション Position	氏名 Name	業務内容 Responsibilities
キュレーター Curator			
アシスタント・キュレーター Assistant Curator			
リサーチャー Researcher			
コーディネーター Coordinator			
エデュケーター Educator			
その他 Other			

(2) 実施部門における日本美術関連事業の沿革、現況、主要分野等

Outline the history and the current circumstances of Japanese art related programs. Outline prioritized fields.

(3) 日本美術コレクションの内容：種類、作品点数、詳細（作家名、制作年等）。リストがあれば添付すること。

Describe the details of the collection of Japanese art collection of the Museum: type, number of works, other details of holdings (artists, dates, etc.). Attach a list, if available.

10. 申請機関における日本美術関連事業の将来計画

Future Direction and Perspectives of the Japanese Art Program at the Applying Institution

対象分野、特色や重点、展覧会、作品収集・補修、ワークショップ等イベント、スタッフ拡充、外部資金を含めた予算計画などについて、現状との比較において具体的に記述してください。スタッフ拡充計画を要請する場合は、助成終了後の自立計画についても言及してください。

Please describe the direction of the program in comparison to the current status, in terms of fields & subjects, kinds & number of exhibitions, collection/maintenance/restoration of holdings, staff development, budget plan including fundraising, etc. If applying for a grant for creating subject specialist positions, include plans for continuing the positions after termination of the grant.

(1) 3～5年程度の中期的計画 Mid-term perspective (three to five years)

(2) 10～20年程度の長期的計画 Long-term perspective (ten to twenty years)

11. 添付資料 Required Attachments

<input type="checkbox"/>	事業担当責任者の経歴 Curriculum Vitae of the Project Director
<input type="checkbox"/>	申請機関の説明資料 Explanatory documents relating to the applying institution
<input type="checkbox"/>	その他 Others 内容 Specify ()

THE JAPAN FOUNDATION
 U.S. and European Museum Infrastructure Support Program
 欧米ミュージアム基盤整備支援プログラム

C. 事業内容書 (I) 専任スタッフの拡充・強化

C. Project Sheet (I) Increasing Specialized Staff Members

該当する内容にチェック (☑) を入れてください。 Check the appropriate project category.

<input type="checkbox"/>	ポスト新設 Creation of new positions
<input type="checkbox"/>	増員 Adding to number of existing positions

1. ポスト名称 Title of the Position

母国語 In Native Language	
英語 In English	

2. 助成希望期間 Period of Receiving Grant

自 from		至 to	
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3. 事業開催期間 Period of the Proposed Project

自 from		至 to	
--------	--	------	--

4. 当該ポストの業務内容 Responsibilities of the Appointee

5. 必要性・背景・成果・意義・将来計画 Necessity, Objective, Expected Outcome, Significance, and Future Plans for the Position

必要性・背景 Necessity and background

期待される効果 Expected outcome
事業の意義 Significance of the project
助成終了後の将来計画 Plans after support from the Foundation has ended

6. 候補者 Candidate (The prospective appointee)

氏名 Name	(姓 Last)	(名 Given)
現職 Present Position	(職名/Title)	(所属/Institution)
専門 Specialization		
採用後の身分 Position after hiring	(職名/Title)	(所属/Institution)

※履歴書を添付してください。 Attach Curriculum Vitae.

7. 事業予算・負担 Budget and Cost Coverage

	合計 Total	申請機関 Applying Institution	他財源 Other Funding Sources	国際交流基金 Japan Foundation Grant
1st year				
2nd year				
3rd year				
4th year				
5th year				
Total				

8. 採用方法・準備状況・候補者との連絡状況

Appointment Procedure, Preliminary Arrangements, and Contacts with the Appointee

--

9. 評価基準 Evaluation Standards

事業の達成度を測るための明確な評価基準（自己及び第三者によるもの）を添付してください。

Attach evaluation standards for the project outcome (self-evaluation and third-party evaluation) to assess the achievement of the project.

10. 添付資料 Required Attachments

<input type="checkbox"/>	事業詳細 Details of the Project
<input type="checkbox"/>	予算書 Budget Plan
<input type="checkbox"/>	評価基準 Evaluation Standards
<input type="checkbox"/>	候補者の履歴書 Curriculum Vitae of the Appointee
<input type="checkbox"/>	その他の資料 Others ()

THE JAPAN FOUNDATION
U.S. and European Museum Infrastructure Support Program
欧米ミュージアム基盤整備支援プログラム

C. 事業内容書（Ⅱ）日本美術コレクションの調査・研究・目録発行

C. Project Sheet (II) Research, Survey, and Publication of List of Japanese Art Collections

1. 事業形態 Project Category

該当する項目にチェック（☑）を入れてください。（複数選択可） Please check the appropriate categories.

<input type="checkbox"/>	日本からの指導者の招へい	Invitation of instructors from Japan
<input type="checkbox"/>	日本美術専門家の訪日研修・研究 of applying institutions	Study or training tours to Japan for Japanese art specialists
<input type="checkbox"/>	日本美術に関する研究会議の開催	Holding research conference on Japanese art
<input type="checkbox"/>	日本美術コレクション目録の発行	Publication of list of Japanese art collection holdings

2. 基本情報 Basic Information

調査・研究内容 Outline of the Project

*要約（200字程度） Summarize in about 200 words.

*企画書や事業実施を証する書類（共催機関との契約書等のコピー）を添付してください。
* Attach your project plan and/or documents that certify the execution of the project, such as a copy of the contract/agreement between the applying institution and co-organizers.

3. 必要性・背景・成果 Necessity, Background, Expected Outcome

事業の必要性・背景 Necessity and background of the Project
期待される効果 Expected Outcome

4. 評価基準 Evaluation Standards

事業の達成度を測るための明確な評価基準（自己及び第三者によるもの）を添付してください。

Attach evaluation standards for the project outcome (self-evaluation and third-party evaluation) to assess the achievement of the project.

5. 準備状況 Status of the Preparation for the Project

--

6. 添付資料 Required Attachments

<input type="checkbox"/>	事業詳細 Details of the Project
<input type="checkbox"/>	主要関係者の一覧 List of the Major Project Participants
<input type="checkbox"/>	予算書 Budget Plan
<input type="checkbox"/>	評価基準 Evaluation Standards
<input type="checkbox"/>	その他の資料 Others ()

THE JAPAN FOUNDATION
U.S. and European Museum Infrastructure Support Program
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C. 事業内容書 (Ⅲ) 日本美術コレクション展の実施

C. Project Sheet (Ⅲ) Exhibitions of Japanese Art Collections

I. 支援要請項目 Grant Request Items

該当する内容にチェック (☑) を入れてください。(複数選択可) Please check all the appropriate items.

<input type="checkbox"/>	展示設営費 Expenses for installation of Japanese art collection exhibition
<input type="checkbox"/>	機材借料、会場借料 Lease fees for equipment or venue for Japanese art collection exhibition
<input type="checkbox"/>	展示・撤収人件費 Personnel expenses for temporary staff necessary for an exhibition of Japanese art collection (installation, de-installation, etc.)
<input type="checkbox"/>	作品輸送費 (作品保険料は含まない) Expenses for transporting works of art (insurance not included)
<input type="checkbox"/>	カタログ・広報資料作成費 Expenses for producing catalogues and publicity materials
<input type="checkbox"/>	作家・専門家旅費 Expenses for inviting experts or artists
<input type="checkbox"/>	通訳・翻訳・講演謝金 Honorariums for interpretation/translation services and lecturers

2. 基本情報 Basic Information

(1) 事業名(日英併記) Title of the Project

(in the language of the applicant country)

(in English)

(2) 会期・会場 Period and Venue(s)

会 期 Exhibition Dates	会場名 Venue(s)
From (month/day/year) to (month/day/year)	

*巡回する場合は巡回先のスケジュールも記入してください。*If the exhibition will travel, please fill in the entire touring schedule above.

(3) 事業概要 Project Outline

概要 Outline of the project: *要約 (150 字程度) Summarize in about 150 words.

共催者名 Co-organizer(s) of the project:

*企画書や事業実施を証する書類 (共催機関との契約書等のコピー) を添付してください。

* Attach your project plan and/or documents that certify the execution of the project, such as a copy of the contract/agreement between the applying institution and co-organizers.

<p>展覧会のコンセプト（事業の目的、意義、期待される効果）： Concept of the exhibition (purpose, significance, and expectations of the project): *要約（200字程度） Summarize in about 200 words.</p>	
<p>主な作品構成（詳しい作家・作品リスト、作家・キュレーターの略歴及び作品の写真・映像資料を添付すること）： Composition of the major exhibits (Attach a detailed list of the artists and exhibits, profiles of the artists and the curator, and visual references for the exhibits.)</p>	
<p>日本人作家数 Number of Japanese artists</p>	<p>参加作家総数 Total number of artists</p>
<p>作家・専門家の滞在計画（作家・専門家が渡航する場合のみ） Schedules for visits by artists or experts (if planned).</p>	
<p>計画の準備状況： Preparation status of the plan:</p>	

3. 必要性・背景 Necessity and background

4. 評価基準 Evaluation Standards

申請事業の成果を測るための目標数値、並びに第三者評価の計画を記してください。採用した事業については、事業終了後、事業達成度に関する自己評価と第三者評価を報告していただきます。

Evaluation of the project: Please set out the quantitative goals to measure the achievement of the project and plan for third-party evaluation to assess the outcome of the project. Grantees will be requested to submit both self-evaluation and third-party evaluation reports upon completion of the project.

(1) 目標数値 / Quantitative goals

目標入場者数 Target number of visitors	
メディアへの目標数 Target for media coverage (number of press reports)	
その他の定量評価基準 Other quantitative measures	

(2) 第三者評価の計画 / Plans for third-party evaluations

来訪者アンケート / Visitor questionnaires YES (実施する) / NO (実施しない)

外部専門家によるコメント / Professional critical review YES (徴取する) / NO (徴取しない)

その他の第三者評価の計画があれば記載してください。

If you are planning to implement other types of third-party evaluations, please describe the method and procedures.

5. 将来計画 Plans for Further Exhibitions After the Project

6. 添付資料 Required Attachments

<input type="checkbox"/>	事業詳細 Details of the Project
<input type="checkbox"/>	予算書 Budget Plan
<input type="checkbox"/>	評価基準 Evaluation Standards
<input type="checkbox"/>	主要関係者一覧 List of Major Project Participants
<input type="checkbox"/>	作品・作家リスト List of Works of Art and Artists to be Shown at the Exhibition
<input type="checkbox"/>	その他の資料 Others ()

D. 履歴書 Curriculum Vitae

下から1つ選んでチェックしてください。 Check one of boxes (□) below.

キュレーター Curator

アシスタント・キュレーター Assistant Curator

リサーチャー Researcher

(1)氏名 Name	姓 Last Name	名 Given Name
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(2)生年月日 Date of Birth	年 Yr. / 月 Mo. / 日 Day.	(3)国籍/永住権 Nationality /Permanent Residency	
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(4)専門 Specialization	分野 Field	
	研究テーマ Research Interest	

(5)現職 Present Position	職名 Title/Position	学部学科 Faculty/Department	機関名 Institution
原語 in Native Language			
英語 in English			
日本語 in Japanese (if any)			

(6)連絡先 Contact Information	勤務先 (work)	Phone: FAX: E-mail:
	自宅 (home)	Phone: FAX: E-mail:

(7)職歴・学歴 Professional Career and Educational Background			
日付 Date	学歴・学位 Education/Academic Degrees	日付 Date	職歴 Professional Career

(8)フェロウシップ・グラント・所属学会 Fellowships, Grants, and Academic Societies

(9)主要論文(著書)その他 Major Achievements

E. 予算書 (I) 専任スタッフ拡充・強化
E. Budget Plan (I) Creating Subject Specialist Positions

1. 予算書通貨 Budget Currency: check USD EUR

2. 送金 (自国) 通貨 Remittance Currency (Local Currency):

3. 交換レート Exchange Rate:

予算通貨 Budget Currency	=	送金通貨 Currency for Remittance	日付 Date (Year /Month /Day)

4. 申請機関の会計年度 Fiscal Calendar of the Applying Institution:

自 from	至 to	月数 months ()
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5. 助成申請期間 Proposed Grant Period:

第1年次 1st Year	自 from	至 to	月数 months ()
第2年次 2nd Year	自 from	至 to	月数 months ()
第3年次 3rd Year	自 from	至 to	月数 months ()
第4年次 4th Year	自 from	至 to	月数 months ()
第5年次 5th Year	自 from	至 to	月数 months ()
合計 Total			月数 months ()

*60か月以下 within 60 months

6. 事業予算 Project Budget:

年次 Year	経費項目 Budget Items	合計 Total	経費負担 Cost Coverage		
			申請機関 Applying Institution	その他の資金供与者 Other Funding Sources	国際交流基金 The Japan Foundation
第1年次 1st Year	給与 Salary				
	社会保障費 Social Welfare Expenses				
	小計 Subtotal	0	0	0	0
	Percentage (%)	100%	%	%	%
第2年次 2nd Year	給与 Salary				
	社会保障費 Social Welfare Expenses				
	小計 Subtotal	0	0	0	0
	Percentage (%)	100%	%	%	%
第3年次 3rd Year	給与 Salary				
	社会保障費 Social Welfare Expenses				
	小計 Subtotal	0	0	0	0
	Percentage (%)	100%	%	%	%
第4年次 4th Year	給与 Salary				
	社会保障費 Social Welfare Expenses				
	小計 Subtotal	0	0	0	0
	Percentage (%)	100%	%	%	%
第5年次 5th Year	給与 Salary				
	社会保障費 Social Welfare Expenses				
	小計 Subtotal	0	0	0	0
	Percentage (%)	100%	%	%	%
合計 Total	給与 Salary	0	0	0	0
	社会保障費 Social Welfare Expenses	0	0	0	0
	総計 Grand Total	0	0	0	0
	Percentage (%)	100%	%	%	%

7. 社会保障費の内訳 Breakdown of Social Welfare Expenses:

経費項目 Budget Items	金額 Amount				
	第1年次 1st Year	第2年次 2nd Year	第3年次 3rd Year	第4年次 4th Year	第5年次 5th Year
小計 Subtotal					
総計 Grand Total					

8. 間接経費（上記6, 7には算入できません）

Indirect Costs (Must be excluded from 6. Project Budget & 7. Breakdown of Social Welfare Expenses.):

⇒ (通貨 Currency:)

9. その他の資金供与者 Other Funding Sources:

資金提供団体 Donor Institution	申請の状況 Status of Application	金額 Amount

E. 予算書 (II) 日本美術コレクションの調査・研究・目録発行

E. Budget Plan (II) Research, Survey, and Publication of List of Japanese Art Collections

収 支 予 算(支出)
Budget Sheet (Expenditures)

項 目 Item	金額 Amount (通貨単位 Currency Unit)	内 訳・積 算 根 拠 Breakdown 助成を要望する対象項目にかかる見積書を添付してください。 <u>Attach estimates</u> for the items for which the grant is requested.	備 考 Remarks
合計 Total		収支予算(収入)(2ページ目)の合計額と一致すること。 The total expenditures should equal the total income .	

*事業実施に必要な経費をすべて記入すること。

* Enter all the necessary expenses.

*令和4年(2022)年4月1日から令和5年(2023)年3月31日までの間に発生し、支出した項目が助成金の対象となります。

* The Grant covers only costs incurred and paid during FY2022 (between April 1, 2022 and March 31, 2023).

重要 Important: Tick one of the boxes for each items below

(1) 申請機関は自国の法令等に違反せず国際交流基金(外国政府関係機関)から助成金を受領できる。

Is the applying institution able to receive the grant from the Japan Foundation (a foreign government institution) without violating the laws and regulations of its country?:

いいえ NO / はい YES

(2) 助成金支払までに海外送金を受け取る口座を開設できる。

Can the institution open an account to be used to receive international remittances by the time the grant is paid?:

いいえ NO / はい YES

収 支 予 算 (収 入)
Budget Sheet (Income)

項 目 Item	金額 Amount 〔 通貨単位 Currency Unit 〕	内 訳 ・ 積 算 根 拠 Breakdown	備 考 Remarks
		<p>申請中か決定（内定）済かを、また、申請中の場合は結果判明時期を、助成対象項目が指定されている場合はその対象項目を、明記してください。</p> <p>Specify if outside contributions have been requested and whether they have been decided either provisionally or finally, including the items to be covered by the contributions, if designated. If requests are under review, indicate when the decision will be made.</p>	
合計 Total		収支予算（支出）（1 ページ目）の合計額と一致すること The total income should equal the total expenditures .	

経費総額/Estimated Total Cost	助成要望額/Grant Amount Requested from the Japan Foundation	通貨名/Currency

送金通貨 Currency Information

国際交流基金から送金できる通貨は以下のとおりです。送金を希望する通貨にチェックしてください。

The currencies available for remittance from the Japan Foundation are as below. Please check your preferred currency:

- | | | |
|--|---|---|
| <input type="checkbox"/> Japanese Yen (JPY) | <input type="checkbox"/> United States Dollar (USD) | <input type="checkbox"/> European Euro (EUR) |
| <input type="checkbox"/> Pound Sterling (GBP) | <input type="checkbox"/> Swiss Franc (CHF) | <input type="checkbox"/> Swedish Krona (SEK) |
| <input type="checkbox"/> Norwegian Krone (NOK) | <input type="checkbox"/> Russian Ruble (RUB) | <input type="checkbox"/> Hungarian Forint (HUF) |
| | | <input type="checkbox"/> Danish Krone (DKK) |
| | | <input type="checkbox"/> Polish Zloty (PLN) |

E. 予算書 (Ⅲ) 日本美術コレクション展の実施

E. Budget Plan (Ⅲ) Exhibitions of Japanese Art Collections

収 支 予 算(支出)
Budget Sheet (Expenditures)

項 目 Item	金額 Amount (通貨単位 Currency Unit)	内 訳・積 算 根 拠 Breakdown 助成を要望する対象項目にかかる見積書を提出してください。 Attach estimates for the items for which the grant is requested.	備 考 Remarks
展示設営費 Installation			
機材・会場借料 Rent of Equipment/Venue			
展示・撤収人件費 Installation/de-installation Staff			
作品輸送費 Exhibit Transportation			
図録・広報資料作成費 Catalogue / PR Material Production			
作家・専門家旅費 Traveling Expenses of Artists and/or Experts			
謝 金 Honoraria			
作品保険料 Insurance			本項目は助成対象外 Item not covered by Grant
その他 Other expenses			本項目は助成対象外 Items not covered by Grant
合計 Total		収支予算(収入)(2ページ目)の合計額と一致すること。 The total expenditures should equal the total income .	

*事業実施に必要な経費をすべて記入すること。

* Enter all the necessary expenses.

*令和4年(2022)年4月1日から令和5年(2023)年3月31日までの間に発生し、支出した項目が助成金の対象となります。

* The Grant covers only costs incurred and paid during FY2022 (between April 1, 2022 and March 31, 2023).

<重要 Important: Please tick one of the boxes for each item below>

(1) 申請機関は自国の法令等に違反せず国際交流基金(外国政府関係機関)から助成金を受領できる。
Is the applying institution able to receive the grant from the Japan Foundation (a foreign government institution) without violating the laws and regulations of its country?:
いいえ NO / はい YES

(2) 助成金支払までに海外送金を受け取る口座を開設できる。
Can the institution open an account to be used to receive international remittances by the time the grant is paid?:
いいえ NO / はい YES

収 支 予 算(収入)
Budget Sheet (Income)

項 目 Item	金額 Amount (通貨単位 Currency Unit)	内 訳・積 算 根 拠 Breakdown	備 考 Remarks
国際交流基金に要望する助成金 Requested Japan Foundation Grant			
その他の機関からの助成金 Grants from Other Sources		申請中か決定(内定)済かを、また、申請中の場合は結果判明時期を、助成対象項目が指定されている場合はその対象項目を、明記してください。 Specify if outside contributions have been requested and whether they have been decided either provisionally or finally, including the items to be covered by the contributions, if designated. If they are under review, indicate when the decision will be made.	
入場料 Admission Fees			
図録等売り上げ Proceeds from Catalogues, etc.			
その他収入 Other Income			
自己負担金 Own Funds			
合計 Total		収支予算(支出)(1ページ目)の合計額と一致すること The total income should equal the total expenditures.	

経費総額/Estimated Total Cost	助成要望額/Grant Amount Requested from the Japan Foundation	通貨名/Currency

<送金通貨 Currency Information>

国際交流基金から送金できる通貨は以下のとおりです。送金を希望する通貨にチェックしてください。

The currencies available for remittance from the Japan Foundation are as below. Please check your preferred currency:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Japanese Yen (JPY) | <input type="checkbox"/> United States Dollar (USD) | <input type="checkbox"/> European Euro (EUR) | |
| <input type="checkbox"/> Pound Sterling (GBP) | <input type="checkbox"/> Swiss Franc (CHF) | <input type="checkbox"/> Swedish Krona (SEK) | <input type="checkbox"/> Danish Krone (DKK) |
| <input type="checkbox"/> Norwegian Krone (NOK) | <input type="checkbox"/> Russian Ruble (RUB) | <input type="checkbox"/> Hungarian Forint (HUF) | <input type="checkbox"/> Polish Zloty (PLN) |