

Exhibitions Abroad Support Program Application Instructions

For Fiscal 2024-25 [Q-EAS 2024]



JAPAN FOUNDATION
国際交流基金

1. Objectives

This program is designed to provide financial assistance for overseas museums and art institutions to help them organize exhibitions introducing Japanese art and culture to audiences overseas. In addition, this program is designed to provide financial assistance for overseas international exhibitions such as biennials/triennials introducing Japanese artists and their works.

2. Eligible Projects

(1) The grant is provided for exhibitions that will open during FY2024 (between April 1, 2024 and March 31, 2025), under the conditions that the plan and method for implementing the project are appropriate and that there is sufficient expectation that the project will yield positive results. Eligible projects are exhibitions that will:

- a. Introduce Japanese art and culture, and are planned and executed by foreign museums or art institutions; or
- b. Introduce Japanese artists and works within the framework of international art exhibitions such as biennials and triennials; or
- c. Be created through artist-in-residence programs abroad and promote exchange among local citizens, artists, curators, and researchers, with a clear concept and concrete plan for exhibitions.

(2) Points to note:

- a. Project(s) must not be for religious or political purposes.
- b. Each organization may only submit one application.
- c. Clear benchmarks and specific plans for evaluating the project to measure the success of the project should be included. Upon completion of a grant project, grantees are requested to submit self-evaluations and evaluations by third parties according to these benchmarks.

3. Eligible Applicants

(1) Applicants must fulfill the following requirements:

- a. Applicants must be a foreign museum or art institution (i.e., located outside of Japan).
- b. Applicants must have the capacity needed to implement the planned project(s).
- c. The receipt of grants or support from the Japan Foundation must not violate any local laws, regulations, or ordinances.
- d. Applicants should have a bank account in the name of the organization to which the grant from the Japan Foundation can be remitted, or should be able to open such an account by the time the grant is remitted.

- (2) The Japan Foundation does not provide grants for:
 - a. Japanese national government organs, local governments, incorporated administrative agencies, and local incorporated administrative agencies;
 - b. Organizations, institutions, and facilities attached to or established by the organizations in "a." (excluding organizations with their own legal personalities, such as incorporated associations or incorporated foundations);
 - c. Foreign governments (including their administrative organs, embassies, and consulates-general, but excluding educational, cultural, or research institutes, such as universities or museums); and
 - d. International organizations to which Japanese national government organs contribute.
- (3) Points to note:
 - a. Applications from individuals will not be accepted.
 - b. If the exhibition tours to more than one venue, the host institution should consolidate the grant requests and submit only one application for the whole project. The Japan Foundation will not accept multiple applications for one project.
 - c. Organizations that have continually received support from the same program for the past three fiscal years will not be provided with grants unless the Japan Foundation believes there is a compelling reason for them to continue receiving such support. This is a measure to avoid giving ongoing support to the same applicants, and to distribute grants to as many applicants as possible. If one does apply for a fourth consecutive fiscal year, low priority will be placed on such an application.
 - d. Taiwan-based museums and art institutions considering application should contact the Japan-Taiwan Exchange Association, Taipei Office, with which the Japan Foundation cooperates.
 - e. The Japan Foundation and its overseas offices will not duplicate funding for the same project.
 - f. The recipient must meet the terms and conditions described in the "Terms and Conditions for a Grant" and undertake the necessary procedures described in the "Grant Procedures."

4. Grant Coverage

- (1) Assistance will take the form of a grant covering part of the following expenses incurred and paid during FY2024 (from April 1, 2024 to March 31, 2025):
 - a. Packing and shipping costs (excluding insurance costs);
 - b. Catalog production costs (including digital catalog costs, for international exhibitions; support for catalog production will be partial, based on the ratio of Japanese artists); and
 - c. Travel expenses for dispatched or invited artists, curators, and specialists (airfare, train fare and accommodation fees).
- (2) Points to note:
 - a. The maximum amount of airfare shall be, in principle, the cost of round-trip, economy-class discount tickets (discount economy airfare).
 - b. Costs such as preliminary research and development will not be covered by the grant from the Japan Foundation.

- c. Installation and production costs and artists' fees will not be covered by the grant from the Japan Foundation.

5. Selection Policy

- (1) Selection will be carried out in line with the following criteria and decisions will be made after consulting with external specialists. We review applications from the viewpoint of promoting relations between Japan and other countries, considering the following issues: 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 selection process. Review criteria:
 - a. The necessity of a grant from the Japan Foundation;
 - b. Content of the exhibition and implementation ability of the organization; and
 - c. Cost effectiveness
- (2) The following projects will be given a higher evaluation:
 - a. Exhibitions with strong curatorial values that have not yet been staged in the applicants' countries; and
 - b. Exhibitions related to events commemorating an Exchange Year.
(See <https://www.jpf.go.jp/e/about/area/index.html>)
- (3) The following projects will be given a lower priority:
 - a. Projects organized by museums or institutions that have recently received financial support from the Japan Foundation;
 - b. Traveling exhibitions that have previously received grants from the Japan Foundation;
 - c. Exhibitions that are primarily part of friendship and goodwill activities among sister cities, schools, or specific institutions;
 - d. Exhibitions composed mainly of art works of public subscription;
 - e. Exhibitions organized by hobby groups or associations of such;
 - f. When the proportion of the requested amount for the grant is considerably high in relation to the whole budget; and
 - g. Exhibitions organized mainly for commercial purposes.

6. Application Procedures

- (1) Application deadline
November 30, 2023, 13:00 (Japan Standard Time)
- (2) How to apply
 - a. Download the application documents from the website below:
<https://www.jpf.go.jp/e/program/culture.html>
 - b. Complete your application documents, following the Application Instructions and the List of Application Documents.
 - c. Upload your application documents to the Online Application Portal.
Online Application Portal: <https://www.apply.jpf.go.jp>

* Visit the website to view the manual for this procedure.

(3) Notification of results

April 2024

(4) We cannot respond to any inquiries about reasons for selection.

7. Number of Grants

(1) The number of applications selected in FY2023 was 28 out of 52.

(2) For details, please see our website:

https://www.jpf.go.jp/e/project/culture/exhibit/supportlist/supportlist_o_2023.html

8. Terms of Agreement

By applying to our program the applicant will be deemed to have agreed to this statement:

(1) Obligations

a. The Grantee shall show the prescribed logo on public relations materials (e.g., websites, catalogs, posters, flyers, etc.) and deliverables of the project, and clearly indicate that the project is financially supported by the Japan Foundation.

b. The Grantee must indicate receipt of the grant from the Japan Foundation by printing its logo on publications including websites, posters, flyers, and catalogs. Furthermore, they must submit two copies of the catalog to the Japan Foundation.

c. The Grantee shall submit the Project Report, Financial Reports and Evaluation about activities and expenditures upon completion of the project.

d. The Japan Foundation is intolerant of any fraudulent activity by applicants during the application process and throughout the grant period. Once a grant has been provided, committing any form of fraud with regard to Japan Foundation grant funds could result in penalty measures such as a revocation of the decision to provide a grant in whole or in part, the required return of the rescinded portions of the grant including additional charges, late payment charges, suspension of the applicant's eligibility to apply for a grant for a certain period of time, and/or other legal actions (Ref. "Act on Regulation of Execution of Budget Pertaining to Subsidies, etc." (Act No. 179 of 1955)).

(2) Disclosure of information on the project

a. If the project is selected, the information such as the name of the applicant/organization and the outline of the project will be made public in the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report, on the JF's website and in other public relations materials.

b. When the JF receives a request for disclosure of information in accordance with the "Act on Access to Information Held by Incorporated Administrative Agencies" (Act No. 140 of 2001), application forms submitted to the JF, except for non-disclosure information stipulated in such act, will be disclosed.

(3) Handling of personal information

a. Compliance with applicable laws

To the extent applicable, the Japan Foundation will comply with the “Act on the Protection of Personal Information” (Act No. 57 of 2003) (the “Act”), relevant cabinet and ministerial orders, various guidelines stipulated by the Personal Information Protection Commission or other organizations to which the Personal Information Protection Commission has delegated authority, the “EU General Data Protection Regulation (the “GDPR”),” the Personal Information Protection Law of the People’s Republic of China and related laws and regulations (the “Chinese Laws”), and other laws and regulations in relation to protection of personal information in relevant countries and regions, etc., and when handling any personal information, the Japan Foundation will properly collect, use and control the same. For more information on the Japan Foundation’s efforts to protect personal information (privacy policy), please visit the following websites:

(Related to the Act): (Japanese) <https://www.jpf.go.jp/j/privacy/>

(English) <https://www.jpf.go.jp/e/privacy/>

(Related to the GDPR): <https://www.jpf.go.jp/e/privacy/index.html#gdrp>

(Related to the Chinese Laws): https://www.jpfbj.cn/jp/personal_information/

b. Acquisition of personal information

The Japan Foundation may acquire the following personal information (the “Personal Information”) from the applicants through the application forms, attachments, project reports, deliverables, etc. (the “Project Materials”). In addition, the Japan Foundation may acquire the applicants’ Personal Information through publicly available websites.

[Basic information of applicants]

Name, date of birth, nationality, permanent residence, gender, place of employment, job and work duties, home address, postal code, telephone number (including mobile phone number), fax number, e-mail address, photographs taken during or prior to the program, etc.

[Information on applicants’ educational background, career history and abilities]

Resume (including educational background and career history), major achievements, foreign language proficiency, overseas residence history, overseas residence plan, contact information during the residence period, etc.

c. Purposes of use and period of personal information

(a) Based on the consent of the applicant, the Japan Foundation will use the Personal Information acquired from the applicant for screening, notification of screening results, implementation of the project, post-evaluation, communication to successful applicants and for any and all other purposes for management of applicants and successful applicants (the “Purposes of Use”).

(b) For the proper and smooth operation of the Japan Foundation projects, any information such as the applicants’ names, genders, jobs, titles, affiliations, project periods, project content, etc. will be: posted on published materials, such as the Detailed Annual Reports of the Japan Foundation (*Kokusai Koryu Kikin Jigyo Jisseki*), the Annual Report and the Japan Foundation’s website; used for preparation of statistics materials; and used for formulation of future Japan Foundation projects.

(c) In addition to the information specified in (b) above, the applicants’ contact information

- (i.e., address, e-mail address and phone number) will be used to: request the applicants to answer questionnaires as follow-up to the project after completion thereof; provide a notice regarding other Japan Foundation projects; request the applicants to provide information for formulation of future Japan Foundation projects, and so on.
- (d) The Japan Foundation will handle the Personal Information of the applicants for the period necessary to achieve the Purposes of Use stated above.
- d. Provision of personal information
- (a) The Japan Foundation may provide the Personal Information acquired from the applicants to the following organizations, to the minimum extent necessary. The Japan Foundation will make sure that the recipients take measures to ensure the security of the Personal Information.
- i. The Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc. (for arrangement of visas, handling of security control, support for project implementation, etc.)
 - ii. Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
 - iii. Other organizations and individuals who receive the information as needed for the projects
- (b) The Personal Information acquired from the applicants may be used or provided for purposes other than those specified in the Purposes of Use, in accordance with Article 69, Paragraph 2 of the Act, such as providing such Personal Information for administrative organs, other incorporated administrative agencies, local public entities or local incorporated administrative agencies (the "Administrative Organs") as long as the Administrative Organs use the same within the scope necessary to conduct the affairs or services prescribed by applicable laws and regulations and where there is a reasonable ground for such use.
- e. Cross-border transfer of personal information
- (a) The Japan Foundation may handle the Personal Information acquired from the applicants by transferring the same to the base located in Japan (including the Japan Foundation headquarters) or other countries or regions for the Purposes of Use specified above. The Japan Foundation shall appropriately control the Personal Information in such countries or regions.
- (b) In addition to the case specified in the preceding paragraph, the Japan Foundation may provide the Personal Information acquired from the applicants to necessary organizations or individuals in Japan or other countries or regions for the Purposes of Use specified above as needed for the projects, only when the conditions stipulated in laws and regulations are satisfied.
- f. Security control of personal information
- The Japan Foundation shall endeavor to prevent unauthorized access and leakage of the Personal Information of the applicants by way of taking appropriate security control measures and control means.
- g. Rights pertaining to personal information of applicant

The applicant has the right to access his/her Personal Information, correct inaccurate Personal Information, suspend the use of the Personal Information, etc., to the extent that the Act, the GDPR, the Chinese Laws and other laws pertaining to protection of the Personal Information in the relevant country or region apply.

h. Filing of objections against handling of personal information

In the case where the applicant is dissatisfied with the handling of the Personal Information in the Japan Foundation, such applicant may state his/her objections to the Japan Foundation to the extent permitted by the applicable laws and regulations. In accordance with the applicable laws and regulations, the applicant may also file objections to the authority that has jurisdiction over protection of the Personal Information in the country to which the applicant belongs.

i. Personal information of persons involved in the project

The Personal Information of persons involved in the project other than the applicant, which is submitted by the applicant to the Japan Foundation, shall also be handled in the same manner as stipulated in a. to h. above, and therefore, the applicants should provide explanations in advance to the persons involved in the project and obtain their consent.

j. Contact information

Please use the contact details specified in "9. Contact" for any opinions, questions, etc. regarding any matters specified in this "Handling of personal information" section.

k. Revocation of consent

The applicant has the right to revoke his/her consent to any matters specified in this "Handling of personal information" section at any time. The revocation of consent does not affect the legality of the handling of the Personal Information prior to the revocation. In addition, when the applicant does not provide his/her consent or revokes his/her consent, such applicant may not be able to receive necessary information and/or services from the Japan Foundation.

(4) 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 carry out your projects, including the following:

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

9. Contact

(1) Overseas

The Japan Foundation Overseas Offices: <https://www.jpof.go.jp/e/world/index.html>

If there are no Japan Foundation offices in your country/area, please contact the nearest Japanese diplomatic mission.

Japanese Diplomatic Missions: https://www.mofa.go.jp/about/emb_cons/mofaserv.html

(2) In Japan

Visual Arts Section, Arts and Culture Department
The Japan Foundation (Headquarters)
YOTSUYA CRUCE, 1-6-4 Yotsuya, Shinjuku-ku, Tokyo 160-0004, Japan
E-mail: va@jpf.go.jp

* The Application Instructions end here. The List of Application Documents follows.

List of Application Documents

<input checked="" type="checkbox"/>	Document	Format Specified/Free	Required/Optional
	Application Form	Specified (PDF)	Required
	Budget Sheet	Specified (Word)	Required
	Detailed Project Description (in 10 pages or less)	Free (PDF/Word)	Required
	List of Exhibits	Free (PDF/Word/Excel)	Required
	Preparation Plan for Project	Free (PDF/Word)	Required
	Biography of Curator/Japanese Artists	Free (PDF/Word)	Required
	Travel Plan for Curators/Researchers/Artists	Free (PDF/Word)	Required
	Reference (1): Documents that certify the implementation of the project	Free (PDF/Word)	Required
	Reference (2): Summary of past activities, programs, and major exhibitions in the past	Free (PDF/Word)	Required
	Method of Evaluating Project	Free (PDF/Word)	Required

* Please use Adobe Acrobat Reader to complete an Application Form. Other applications may cause incompatibility issues.