

Support Program for Translation and Publication Application Instructions

For Fiscal 2024-25 [Q-TPS 2024]



JAPAN FOUNDATION
国際交流基金

1. Objectives

This program is designed to provide partial financial support for overseas publishers intending to translate and publish works originally written in Japanese. The program aims to foster better understanding of Japanese culture by encouraging overseas publishers to translate and publish Japanese works. The grant covers part of the translation and publication costs (e.g., for paper, typesetting, platemaking, printing, and binding).

2. Eligible Projects

Translation and publication projects of works in the humanities, social sciences, or arts written in Japanese and already published. The projects must fulfill all the following requirements:

- (1) The translated work must be published between April 1, 2024, and February 28, 2025. However, applicants may apply for support for the translation cost only, provided that they publish the translated edition within two years of completion of the translation. They may also apply for support for the publication costs of the same project in a different fiscal year (e.g., applying for translation support in the first year and for publication support in the following year).
- (2) The original work written in Japanese must already be published at the time of application.
- (3) As a general rule, translations must be made directly from Japanese original works. Regarding translation and publication in languages where the translator pool is limited, approval may be given for support for translation from a previously translated edition of the work.
- (4) The contract for acquisition of translation rights of the original work must have been concluded or must be ready for signing. In the case of indirect translation, permission must also be obtained from the copyright holder of the foreign language edition from which the applicant's translator intends to translate. As for the translation fee, a written contract between the publisher and the translator must have been concluded at the time the application is submitted. Please note that the details given in the contract (e.g., publication deadline) and in the grant application (e.g., publication plan) must be consistent. Submission of a copy of each contract is required for the application.
- (5) Part of the draft translation should be completed at the time of the application. The draft should be approximately 30 pages long and double-spaced. If a draft translation submitted by applicants is significantly less than the required length without proper reason, it may receive lower priority in the review. When a draft significantly longer than 30 pages is submitted, only the first 30 pages will be reviewed.
- (6) The plan for the project should be appropriate to the realistic and practical completion of the translation.

- (7) Projects must not be undertaken for religious or political purposes.
- * Grant applications for e-book publication projects are accepted.
 - * The following categories of works are not eligible: Works originally written in a language other than Japanese; Already published translations, including as a self-published book or magazine article, or release on a website. Reprints of out-of-print books; Periodicals (including special issues), proceedings, exhibition catalogs, travel brochures, language dictionaries, and Japanese-language teaching materials; Works not expected to secure wide distribution, including those only to be published for donation purposes.
 - * Applicants may not reapply for projects that were rejected in the past without a new plan and/or revised translation.
 - * If payment to the translator is to be in the form of royalties (i.e., the translator is paid only based on the actual number of copies sold after the book is published), the applicant may not apply for support for translation (it is possible to apply for support for publication only).

3. Eligible Applicants

- (1) Applicants must meet the following requirements:
- a. Applicants must be a publishing company outside of Japan.
Individuals (e.g., authors and translators) are not eligible to apply.
 - 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. 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 judges 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.

- b. The Japan Foundation and its overseas offices will not duplicate funding for the same project.

4. Grant Coverage

- (1) Assistance will take the form of a grant covering part of the following expenses paid between April 1, 2024, and February 28, 2025.
 - a. Translation fee (paid to translators by the applicant);
 - b. Publication costs (such as for paper, typesetting/platemaking, printing, and binding; paid to printing companies).
 - * Copies of the contract between the translator(s) and applicant, as well as estimates for the costs that the applicant intends to cover by the grant from the printing or other companies, will be required at the time of application. Receipts from the translator(s), printing company, and paper manufacturers, will be needed when the applicant claims the grant payment after publishing the book.
 - * The grant shall cover only part of the translation and publication costs the applicant actually pays. (In the application, up to 80% of the total amount of the estimated translation and publication costs can be requested, but note that the amount of the grant is subject to assessment and may be reduced from the amount requested in the application.)
- (2) Applications are accepted in one of the following three categories:
 - a. Application for "translation support": The grant will cover a part of the cost of translation. The grant will be remitted after the Japan Foundation receives the required documents together with a copy of the completed manuscript of the translation.
 - b. Application for "publication support": The grant will cover a part of the costs of publication. The grant will be remitted after the Japan Foundation receives the required documents together with a copy of the published book.
 - c. Application for "translation and publication support": The grant will cover part of both the translation and publishing costs. The grant will be remitted after the Japan Foundation receives the required documents together with a copy of the published book.
- (3) Points to note
 - a. Expenses paid before April 1, 2024 are not applicable.
 - b. The grant will be paid upon submission of the designated documents on completion of the project.
 - c. The following costs will not be covered by this grant. They shall be borne by the applicant:
 - (a) Editing costs;
 - (b) Translation rights fees and copyright clearance costs;
 - (c) Design and layout costs;
 - (d) Shipping costs;
 - (e) Proofreading costs;
 - (f) Other in-house expenses.
 - d. The grant should not cover any part of the project expense(s) funded by other organizations.

5. Selection Policy

- (1) Reviewing of applications will be carried out in line with the following criteria and decisions will be made after consulting with external specialists:
 - a. Level of need for a Japan Foundation grant;
 - b. Quality of the contents and translation of the work;
 - c. Significance of publication in the applicant's country and language;
 - d. Soundness of the plan for publication;
 - e. Cost-effectiveness; and
 - f. Adequacy of book distribution plan.
- (2) A relatively higher evaluation will be given to the translation and/or publication of the following works:
 - a. Titles in *Worth Sharing—A Selection of Japanese Books Recommended for Translation and Lifelong Favorites—Selections from the Bookshelves of Young Readers in Japan*. The list of titles is available on the Japan Foundation website: <https://www.worthsharing.jpf.go.jp/en/>.
 - b. Works that are considered to have a wide influence on society; not limited only to specialists, but expected to gain a wide readership in the applicant's country;
 - c. Works by authors who have never been translated and published in the applicant's country before.
 - d. Works directly translated from Japanese works in languages or areas where translations of Japanese works are rarely published.
- (3) The grant amount will be determined by the Japan Foundation based on the project plan.

6. Application Procedures

- (1) Application deadline
November 20, 2023, 1 p.m. (Japan Standard Time) (Online Application Portal)
- (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 Application Documents Completion Guide.
 - 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
Late 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 43 out of 68.
- (2) Average amount of assistance for FY2023: 460,000 Japanese yen per project.

8. Terms of Agreement

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

(1) Obligations

- a. Acknowledgment of the Japan Foundation's financial support should appear in an appropriate place in the book with the logo of the Japan Foundation.
- b. The Grantee shall acknowledge the Foundation's financial support in an appropriate place in any materials for the promotion and presentation of the book, including publicity materials, conference materials, printed materials, and audiovisual materials.
- c. The Grantee shall submit the Project Report and Financial Report about activities and expenditures in any materials for promotion and presentation of the book 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 duration. 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)).
- e. The publisher shall send complimentary copies of the published work to the Japan Foundation by mail. The Japan Foundation will designate the number of copies to be sent.
- f. The Grantee shall submit the Project Evaluation Report on sales results, book reviews in newspapers and magazines, and responses from readers after the publication of the book.

(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#gdpr>

(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.

[Sensitive data on applicants]

Personal data such as bank account information.

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 handling of security control, support for project implementation, etc.)
- ii. Evaluators such as outside experts, etc. (for screening, post-evaluation, etc.)
- iii. News media and other organizations (for public relations for the projects)
- iv. 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) Response to the spread of infectious diseases

Depending on the spread of infectious diseases, appropriate measures may be required when implementing a 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 depending on the situation of the pandemic.

9. Contact

(1) Overseas

The Japan Foundation Overseas Offices: <https://www.jpf.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

Planning and Coordination / Literary Arts Section, Arts and Culture Department

The Japan Foundation (Headquarters)

Yotsuya Cruce 1-6-4 Yotsuya, Shinjuku-ku, Tokyo 160-0004, Japan

E-mail: JFSPTPinfo@jpf.go.jp Tel: +81-(0)3-5369-6060

* The Application Instructions end here. The Application Documents Completion Guide follows.

Application Documents Completion Guide

1. List of Application Documents

<input checked="" type="checkbox"/>	Document	Format Specified/Free	Required/Optional
	Application Form	Specified (PDF)	Required
	Project Plan (including Budget Plan, 3 sheets in total)	Specified (Excel/PDF)	Required
	CV of Translator *Please also provide brief profiles of any other persons (anthology editors, commentary authors, etc.) who play an important role in the publication.	Free (PDF/Word)	Required
	Translation Sample (30 pages double-spaced) *1	Free (PDF/Word)	Required
	Copy of the original text corresponding to the translation sample text *2	Free (PDF/Word)	Required
	Documents that show acquisition of translation and publication rights (copy of contract, etc.) *3	Free (PDF/Word)	Required
	Copy of the concluded contract between the publisher and the translator, which indicates the translation fee (in the case of translation support) *3	Free (PDF/Word)	(Required)
	Formal estimates, presented by printing companies and paper manufacturers, with a breakdown (e.g., costs for paper, typesetting/platemaking, printing, and binding) (in the case of publication support) *3	Free (PDF/Word)	(Required)

*1 For translation and publication of a work of less than 30 pages, such as a picture book, please attach an explanation and submit a sample translation of the entire work.

*2 The copy of the original should be a copy of the version actually used by the translator.

*3 If contracts with the original copyright holders and translators have not been concluded by the time of the grant application, please submit documents showing the progress made in concluding the respective contracts as an interim substitute. In this case, copies of the contracts concluded must be submitted by the date JF individually specified.

2. Application Form

Note: Please use Adobe Acrobat Reader to complete this form. Other applications may cause incompatibility issues.

(1) Where entries are requested in your native language, in Latin alphabet, and in English, please fill in all applicable sections.

- (2) The "authorized representative" should be a person who is responsible for managing the applying organization, and who is able to guarantee the contents of the application.
- (3) The Japan Foundation can make remittances only in the currencies listed in the Application Form. Please tick the box next to the applicant's preferred currency (please select only ONE of them). The same currency should also be used for the Budget Plan.

3. Attachments

- (1) Please submit the Project Plan (including Budget Plan, 3 sheets in total) in the format specified (Excel/PDF).
- (2) The possibility of simultaneous support from other sources does not disqualify a prospective applicant. The application should, however, explain in detail the nature of assistance received and/or anticipated in the "Application for other grants (if any)" section. The grant coverage of this program may not be used for any part of the same project expense(s) covered by other funding sources.
- (3) The currency selected on the application form should be used for the Budget Plan. The same currency should also be used in the contract and the estimates the applicant submits.
- (4) If the currency you wish to remit is different from the currency stated in the spending plan (the currency used in the quotation, contract, etc.), select "Other" and provide details in "4 Budget Plan" in the "Project Plan" section. If The amount of the JF Grant will be determined in the chosen currency at the exchange rate the Japan Foundation states.
- (5) The amount of the grant is a portion of the actual translation and/or publication costs to be incurred (the maximum application amount is 80 percent of the total estimated amount of each of the translation and publication costs). The amount of the grant will not exceed the amount of the application.