

## Grant Program for Translation and Publication on Japan Application Instructions

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### 1. Objectives

This program is designed to provide financial support for foreign publishers intending to translate and/or publish books originally written in Japanese. The grant covers part of the translation cost and/or publishing costs (costs for paper, plate-making, printing, binding, etc.). By enabling the reduction of the selling price, and thus making books more accessible to the general public, especially books that are difficult to publish commercially, the program aims to foster better understanding of Japanese culture and to promote Japanese studies abroad.

Applicants may apply either for “translation only,” “publication only,” or “translation and publication”

### 2. Eligible Projects

Translation and/or publication projects of Japan-related books in the fields of humanities, social sciences, or arts originally written in Japanese, which fulfill all of the following requirements:

- (1) The translated book must be published between April 1, 2020, and February 28, 2021. However, in the case of an application for only the “translation grant,” the publishing deadline is within two years after the completion of the translation.
- (2) The original book written in Japanese must already be published at the time of application.
- (3) In principle, translations must be made directly from the original books. (Retranslation of works already translated into another language will only be considered for applications from countries where the number of Japanese translators is limited.)
- (4) The copyright arrangements concerning the original book (and original translation in case of retranslation) must already be completed. As for the translation fee, a written contract between the publisher and the translator must already be concluded.
- (5) A part of the draft of the translation should be completed by the time of application. It is necessary to submit a sample of the translation, about 30 pages long.
- (6) The plan and method of implementation must be appropriate and there must be ample expectations that they will yield good result.
- (7) Projects must not be used for religious or political purposes.

\*1. Grant applications for e-books are also accepted but coverage is restricted to translation costs.

\*2. The following categories of works are not eligible:

- Periodicals (including special issues), proceedings, exhibition catalogues, guide books, pamphlets, language dictionaries, and Japanese-language teaching materials, etc.;
- Books originally published in foreign languages;
- Works not expected to secure wide distribution, including those to be donated for free;
- Projects for which the translator’s fee is paid by royalties;
- Reprints of books;
- Translation already made public, including as a self-published book or a magazine or on a website, etc.

\*3. Applicants cannot reapply for projects that were rejected in the past without a new plan and/or revised translation.

### 3. Eligibility

- (1) Applicant must meet the following requirements:
  - a. Applicant is a publisher (corporation) outside Japan. Publishers (corporations) in Japan may also apply, provided that they guarantee distribution outside Japan, e.g., by way of a written contract/agreement with foreign book distribution

companies.

\*Individuals (e.g., authors and translators) are not eligible to apply.

- b. Applicant must have the capabilities necessary for implementing the planned project.
  - c. Receipt of grants or support from the Japan Foundation must not constitute a violation of any laws, regulations, or ordinances for the applicants.
  - d. Applicant must have a bank account in the organization's name in order to receive grant money from the Japan Foundation.
- (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 Category (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 that Japanese national government organs contribute to.
- (3) Points to be noted
- a. For organizations that have continually received support from the same program for the past three fiscal years, unless the Japan Foundation deems there is a compelling reason for them to continue receiving such support, the grants is not to be provided for the fourth fiscal year. This is a measure to ensure diversity of applicants, and to distribute grants to as many applicants as possible. It is possible to apply for the same program for a fourth consecutive fiscal year, but please be aware that the Japan Foundation places a lower priority on such applications.
  - b. The Japan Foundation and its overseas office will not duplicate funding for the same project.

#### 4. Grant Coverage

- (1) The grant will cover a part of the actual amount of the following costs incurred and paid between April 1, 2020, and February 28, 2021.
  - a. Translation fee (paid to translators by the applicants);
  - b. Production costs (paid to printing companies, such as costs for paper, plate-making, printing, binding, etc.).
- (2) Applications are accepted in one of the following three classifications.
  - a. Application for "translation only": The grant will cover a part of translation costs. The grant will be remitted after the Japan Foundation receives the "Payment Request" and "Project Report" together with a copy of the completed manuscript of the translation.
  - b. Application for "publication only": The grant will cover a part of publishing costs. The grant will be remitted after the Japan Foundation receives the "Payment Request" and "Project Report" together with a copy of the published book.
  - c. Application for "translation and publication": The grant will cover part of both the translation and publishing costs. The grant will be remitted after the Japan Foundation receives the "Payment Request" and "Project Report" together with a copy of the published book.
- (3) Points to be noted
  - a. Any expenses paid before April 1, 2020 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. It shall be borne by the publisher:
    - Editing costs;
    - Copyright clearance costs;
    - Design layout costs;
    - Shipping costs;
    - Proofreading costs, etc.
  - d. The grant coverage of the program may not be used for any part of the same project expense(s) that are covered by other funding sources.

## 5. Selection Policy

- (1) Screening will be conducted in line with the following criteria and decisions will be made after consulting with experts in the field:
  - a. Necessity for a grant from the Japan Foundation;
  - b. Quality of the contents and translation of the work;
  - c. Significance of publication in the applicant's country and language;
  - d. Solidity of scheduling;
  - e. Cost effectiveness; and
  - f. Adequacy of distribution plan.
- (2) A relatively higher evaluation will be given to the translation and/or publication of the following books:
  - a. The title in "Worth Sharing - A Selection of Japanese Books Recommended for Translation," which is available on the Japan Foundation's website:  
[https://www.jpf.go.jp/e/project/culture/publication/supportlist\\_publish/worth\\_sharing/index.html](https://www.jpf.go.jp/e/project/culture/publication/supportlist_publish/worth_sharing/index.html)
  - b. A book that is considered to have a wide influence on society; not only limited to researchers but expected to get a wide range of readers in the applicant's country;
  - c. A book by an author who has never been introduced in the applicant's country before;
  - d. A book of direct translation from a Japanese book in area where books on Japan are rarely published.
- (3) The grant amount will be decided by the Japan Foundation, according to the content of the book, the publishing situation in the applicant's country, etc.

## 6. Application Procedures

- (1) Application Documents
  - a. Please visit the following website to download the Application Forms.  
<https://www.jpf.go.jp/e/program/list.html>
  - b. Application form and all attached materials should be submitted together, collated and not stapled. Please include 2 additional copies.
  - c. Attached materials are as follows. Incomplete applications may not be given due consideration.
    - (a) Copy of translation sample (30 pages) and corresponding section from the original text;
    - (b) Copy of the table of contents and corresponding section from the original text;
    - (c) A copy of the concluded contract between the publisher and the translator, indicating the translation fees, the payment conditions, the working terms, etc. (in case of "publication only," this is unnecessary.)
    - (d) A formal estimate, presented by a printing company, with detailed statements of paper costs, plate-making costs, printing costs, binding costs, etc. An estimate made by the publisher will not be accepted (in case of "translation only," this is unnecessary).
    - (e) A copy of documents that prove that the applicant has cleared the copyright of the original;
    - (f) Two recommendation letters from two third-party evaluators working in the same field as the book's theme. The letters should include the merits of translating the work, possible influence on the readers in the country, etc. Letters from people concerned with the translator, reviews from newspapers, and magazine articles will not be accepted.
- (2) Application Deadline
 

Completed applications must be submitted to the Japan Foundation overseas offices or the Embassies and Consulates-General of Japan by **November 20, 2019**.
- (3) Points to be Noted
  - a. The Japan Foundation will not accept applications submitted through the Internet, by E-mail, or by fax.
  - b. Applicants in Taiwan are requested to contact Japan-Taiwan Exchange Association, Taipei office with which the Japan Foundation cooperates.
  - c. Submitted Application Forms and other attached materials will not be returned. Please make sure to keep one copy of the application documents for your reference.

## 7. Notification of Results

- (1) After the screening of applications, decisions will be announced in writing in late April 2020.
- (2) The Japan Foundation cannot make any comments on the screening process.

## 8. Number of Grants

The number of applications / successful projects in the previous year was 57 applications /20 projects.

## 9. Obligations

- (1) Programs of the Japan Foundation are operated in accordance with the relevant Japanese laws and regulations of the Japan Foundation including “Act on Regulation of Execution of Budget Pertaining to Subsidies, etc.” (Act No. 179 of 1955).
- (2) Acknowledgment of the Japan Foundation’s financial support should appear in an appropriate place in the book with logo of the Japan Foundation.
- (3) The Grantee shall acknowledge the Foundation’s financial support in an appropriate place in any materials for promotion and presentation of the book.
- (4) The Grantee shall submit the Project and Financial Reports about the activities and expenditures in any materials for promotion and presentation of the book when the project has been completed.
- (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, required return of rescinded portions of the grant including additional charges, late payment charges, suspension of the grant for a certain period of time, and criminal penalties
- (6) 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.
- (7) The Japan Foundation can buy the book at a discount of 10%.
- (8) The Grantee shall submit the Evaluation of the Project Report on sales results, book reviews in newspapers and magazines, etc., and response from readers after the publication of the book.

## 10. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant and project descriptions) will be made public in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), on the Japan Foundation’s website, and in other public-relations materials.
- (2) When a request for information based on the “Act on Access to Information Held by Independent Administrative Agencies” (Act No. 140 of 2001), is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

## 11. Handling of Personal Information

- (1) The Japan Foundation handles personal information appropriately and in accordance with the “Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc.” (Act No. 59 of 2003) 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 for screening, implementation, and evaluation procedures of the project. They may also be used for the following purposes:
  - a. Details of the successful applicants, such as names, gender, job and position, affiliation, project duration, and project description, 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, Embassies or Consulates-General of Japan, etc., at the place where a project is undertaken.
  - c. There may also be cases in which copies of applications 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.
  - 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.
- (3) There may be cases in which the project reports and other related publication are released to the public.
- (4) Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.
- (5) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

## 12. Contact

(1) Application from Japan

The Japan Foundation (Headquarters)  
 Arts and Culture Department  
 Planning and Coordination Section  
 4-4-1 Yotsuya, Shinjuku-ku, Tokyo 160-0004 Japan  
 TEL +81-(0)3-5369-6060  
 FAX +81-(0)3-5369-6038  
 E-mail: arts@jpf.go.jp

(2) Application from Overseas

Prior to application, please be sure to confirm the submission destination and qualification to the nearest Japan Foundation overseas offices. If there is no Japan Foundation overseas office in the applicant's country, please contact the nearest Japanese diplomatic mission.

- a. The Japan Foundation Overseas Offices: <https://www.jpf.go.jp/e/world/index.html>
- b. Japanese Diplomatic Missions: [https://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](https://www.mofa.go.jp/about/emb_cons/mofaserv.html)

## Instructions to Fill in the Application Forms

### 1. General Instructions

- (1) Application form and all attached materials, along with 2 copies, should be submitted together, collated and not stapled. After submission, it will not be returned. Please make sure to keep a copy for your reference.
- (2) Please use the name exactly as given in the passport. If the passport has not yet been issued, please use the name given in the public identification such as driver's license.
- (3) Please type or write with a ballpoint pen in black ink, printing clearly in block letters. If you find any area insufficient, please give the outlined information within it, and attach additional A4-size pages for detailed information.
- (4) Applicants are requested to promptly notify the Japan Foundation of any correction to be made in their applications.

### 2. Application Form

- (1) Where entries are requested in Chinese characters or *Katakana*, in alphabet, and in your native language, please fill in all applicable sections.
- (2) The application must be signed by the highest administrative representative: the President of the company or by a person authorized to sign contracts on behalf of the applying organization. This signature will constitute the formal commitment of the applying organization to the proposal.
- (3) In the "Plan for distribution of the book" section, please mention in detail how the books will be delivered to the readers. If e-book distribution is planned, please mention it in this section.
- (4) 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 "Application for other grant (if any)" section. The grant coverage of the program may not be used for any part of the same project expense(s) that are covered by other funding sources.
- (5) Please be sure to fill in the "Project Budget" in the same currency as the contract and the formal estimate. In addition, please select your preferred currency from the list of currencies available for remittance from the Japan Foundation. It is desirable that the two currencies are the same, but if not, the grant will be converted at an exchange rate at the time of remittance.

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

記入通貨 Currency: **GBP**

|                                     | 国際交流基金助成金<br>JF Grant  | 自己資金<br>Own Funds | 他の助成金<br>Grants from other sources | 合計<br>Total      |
|-------------------------------------|--|-------------------|------------------------------------|------------------|
| 翻訳料<br>Translation Costs            | <b>GBP 800</b>   | <b>GBP 1,200</b>  | <b>0</b>                           | <b>GBP 2,000</b> |
|                                     | $100,000 \text{ 字/words} \times \text{GBP } 0.02 = \text{GBP } 2,000$<br>原典の日本語字数合計 × 日本語 1 字あたりの翻訳料 = 翻訳料合計<br>Total number of Japanese words in original book × Translation fee per 1 Japanese word = Total sum of translation fee |                   |                                    |                  |
|                                     | <b>40 %</b>  | <b>60 %</b>       | ___ %                              | 100%             |
| 印刷・製本費<br>Publication Costs         | <b>GBP 1,500</b>   | <b>GBP 4,500</b>  | <b>0</b>                           | <b>GBP 6,000</b> |
|                                     | <b>25 %</b>  | <b>75 %</b>       | ___ %                              | 100%             |
| 編集料<br>Editing costs                | /  | <b>GBP 1,000</b>  | <b>0</b>                           | <b>GBP 1,000</b> |
| 著作権処理費<br>Copyright clearance costs | /  | <b>GBP 1,500</b>  | <b>0</b>                           | <b>GBP 1,500</b> |

|                              |                                 |                                  |                         |                               |
|------------------------------|---------------------------------|----------------------------------|-------------------------|-------------------------------|
| デザイン費<br>Design layout costs |                                 | <b>GBP 1,000</b>                 | <b>0</b>                | <b>GBP 1,000</b>              |
| 輸送費<br>Shipping costs        |                                 | <b>GBP 500</b>                   | <b>0</b>                | <b>GBP 500</b>                |
| 校閲費<br>Proofreading costs    |                                 | <b>GBP 1,000</b>                 | <b>0</b>                | <b>GBP 1,000</b>              |
| その他<br>Other expenses        |                                 | <b>0</b>                         | <b>0</b>                | <b>0</b>                      |
|                              | 小計 Subtotal<br><b>GBP 2,300</b> | 小計 Subtotal<br><b>GBP 10,700</b> | 小計 Subtotal<br><b>0</b> | 合計 Total<br><b>GBP 13,000</b> |

### 3. Currency

The Japan Foundation can only remit those currencies listed below. Please choose one of them and tick the appropriate columns.

|                         |  |
|-------------------------|--|
| Australian Dollar (AUD) |  |
| Czech Koruna (CZK)      |  |
| Hong Kong Dollar (HKD)  |  |
| Indonesian Rupiah (IDR) |  |
| Kuwaiti Dinar (KWD)     |  |
| Norwegian Krone (NOK)   |  |
| Polish Zloty (PLN)      |  |
| Saudi Riyal (SAR)       |  |
| Swedish Krona (SEK)     |  |
| Thai Baht (THB)         |  |

|                            |  |
|----------------------------|--|
| Bahraini Dinar (BHD)       |  |
| Danish Krone (DKK)         |  |
| Hungarian Forint (HUF)     |  |
| Japanese Yen (JPY)         |  |
| Mexican Nuevo Pes (MXN)    |  |
| Pakistan Rupee (PKR)       |  |
| Pound Sterling (GBP)       |  |
| Singapore Dollar (SGD)     |  |
| Swiss Franc (CHF)          |  |
| United States Dollar (USD) |  |

|                              |  |
|------------------------------|--|
| Canadian Dollar (CAD)        |  |
| European Euro (EUR)          |  |
| Indian Rupee (INR)           |  |
| Korean Won (KRW)             |  |
| New Zealand Dollar (NZD)     |  |
| Philippine Peso (PHP)        |  |
| Qatari Riyal (QAR)           |  |
| South African Rand (ZAR)     |  |
| Taiwan Dollar (TWD)          |  |
| Utd. Arab Emir. Dirham (AED) |  |

**4. Documents to be submitted**

| Type of application   | Support for Translation  | Support for Publication  | Support for Translation and Publication |
|---|--------------------------|--------------------------|---|
| 1. A copy of translation sample (30 pages) and corresponding section from the original text   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                |
| 2. A copy of the table of contents and corresponding section from the original text. If any modifications to the original, such as abridgment, commentary or addition of other writing are being planned, please also include the table of contents of that section.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                |
| 3. A copy of documents that prove that the applicant has cleared the copyright of the original.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                |
| 4. A copy of the concluded contract between the publisher and the translator, indicating the translation fees, the payment conditions, the working terms, etc.  | <input type="checkbox"/> | /                        | <input type="checkbox"/>                |
| 5. A formal estimate, presented by a printing company, with detailed statements of paper costs, plate-making costs, printing costs, binding costs, etc. An estimate made by the publisher will not be accepted.   |                          |                          | <input type="checkbox"/>                |
| 6. Two recommendation letters from two third-party evaluators working in the same field of the book's theme. The letter should include the merits of translating the work, the possible influence on the readers in the country, etc. Letters from people concerned with the translator, reviews from newspapers, and magazine articles will not be accepted. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                |