



## Publication Assistance Program Application Instructions

**M1-PAS**
**For fiscal 2003-2004**

### 1. Objective

The principal aim of this program is to provide financial assistance for the publishing of books in languages other than Japanese in order to promote a deeper understanding of Japan and Japanese culture abroad.

### 2. Eligibility of Applicants

Applications can be accepted only from publishers (corporations); individuals, such as an author or a translator, who wish their work to be considered are therefore requested to reach an agreement first with a suitable publisher, through whom the Foundation's support may be requested.

Prior to submitting applications, publishers should confirm that they are legally able to receive grants from foreign governmental organizations.

### 3. Grant Coverage

Assistance will take the form of subsidies on a cost-sharing basis for production costs (printing, binding, paper, plate-making, etc.) only.

Awards are limited to a maximum of one-quarter of these costs, providing that the estimates thereof are approved by the Foundation. Special consideration may be given to applicants from developing countries, and to non-profit organizations outside Japan, as well as for academic works, in which cases, the maximum subsidy may be extended to one-half of the printing and binding costs. In general, the amount of the subsidy will not exceed a total of ¥1,000,000. Remittance of the subsidy will be made upon completion of the book.

Type of Work	Production Costs			
	Japan	Abroad		
		Developed Countries	Developing Countries	Non-profit Organizations
General Works	25%	25%	50%	50%
Academic Works	50%	50%		

\* To learn what countries are classified as developing, please contact the Japan Foundation's headquarters, its overseas offices, or Japanese diplomatic missions.

### 4. Publications Eligible for Subsidies

- (1) Books that promote a deeper understanding of Japan in the fields of the humanities, the social sciences, and the arts, including both newly written works and translations, that will be published between *April 1, 2003, and February 29, 2004*.  
Projects that will be used for religious or political purposes are not eligible for grants.
- (2) *Manuscripts must be already completed.* (Final manuscripts are desirable. But at the least the first draft of the manuscript must be already completed.)
- (3) In the case of translations, please note the following points:
  - a) Translation must be made directly from Japanese. Retranslation of already translated works into another language is out of the scope of this program, except for applications from developing countries.
  - b) The original work must already be published in the form of a book.
  - c) The copyright arrangements concerning original works must already be completed.
- (4) In principle, the following categories will not be considered:
  - a) periodicals, special issues, proceedings;
  - b) museum catalogues, guidebooks, pamphlets, etc.;
  - c) works that could feasibly be published commercially because the projected sales figures would be very high;
  - d) highly specialized monographs that cannot be expected to reach a wide audience;
  - e) revised versions of translations issued within the past 20 years;

- f) reprints of previously published works;
- g) works for which the application does not indicate suitable channels for distribution;
- h) original fiction and poetry;
- i) language dictionaries and Japanese teaching materials (the Foundation has another program for support in this area).

## 5. Application Procedures

### (1) Submission of Application Forms and the Deadline

Applications should be made on the official forms, which are obtainable from the Japan Foundation's headquarters, its overseas offices, or Japanese diplomatic missions. *Application not submitted on the Foundation's official forms cannot be accepted.*

Applicants abroad are expected to submit the completed application forms to the Japan Foundation overseas offices or Japanese diplomatic missions, and applicants in Japan are requested to submit the forms to the Japan Foundation's headquarters, no later than December 2, 2002.

*Applications submitted after this deadline will not be accepted.*

Application forms are also available by downloading them from [here](#). If you utilize those forms, *it is also necessary for you to contact the overseas agency mentioned above to inform them of your plan to apply in advance of submitting your application to them.*

### (2) Documents to Be Submitted

Application forms must be accompanied by the following documents, which will become the property of the Japan Foundation and will not be returned. Incomplete applications may not be given due consideration.

a. In the case of newly written works:

- a) a sample of the manuscript, about 30 pages long and drawn from the most important part of the work;
- b) syllabus;
- c) the table of contents;
- d) a formal estimate, *presented by a printing company*, with detailed statements of the costs of printing, binding, plate-making, paper, etc.;
- e) recommendations of the work by two readers whose own specialties bear on the subject (one copy each).

b. In the case of translations:

- a) a sample of the translation, about 30 page long;
- b) the corresponding sections of the original;
- c) the table of contents of the original text, and also that of the translation, if some modifications to the original, such as abridgment or the addition of some other writing, have been made;
- d) a formal estimate, *presented by a printing company*, with detailed statements of the costs of printing, binding, plate-making, paper, etc.;
- e) a copy of documents which prove that the applicant has cleared the copyright concerning the original;
- f) recommendations of the work by two readers whose own specialties bear on the subject (one copy each).

*With regard to the necessary documents specified in a. and b. above:*

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

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

### (3) Points to Be Heeded

- a. Applicants should submit only works scheduled for publication *between April 1, 2003, and February 29, 2004*. The Foundation operates on a single-year budgetary system, and may withdraw support from any project if its completion is substantially delayed.  
*Please also note that if the work is completed before the applicant gets the notice of the selection result, which will be issued in April, the applicant is no longer eligible for grant.*
- b. The possibility of simultaneous assistance from other sources does not disqualify a prospective applicant. The application should, however, explain in detail the nature of assistance received and/or anticipated.
- c. Applicants should be responsible for all negotiations or arrangements concerning copyright clearance.

- d. Applicants should fill in an application form in local currency.

## 6. Selection and Notification

- (1) In the process of considering applications, priority is given to:
  - a. Works that will promote readers' deeper understanding of Japan and Japanese culture.
  - b. (In the case of newly written works:) Works whose point of view is clear and shows the originality of the authors.  
(In the case of translations:) Translation that is suitable for conveying the contents of the original work.
  - c. Projects that are not too highly specialized, and are expected to obtain a wide readership.
  - d. Projects that can be accomplished without problems, when considering budget cost, project progress, etc.
  - e. Projects that would be difficult to realize on a commercial basis, without the subsidy of the Japan Foundation.
- (2) An advisory committee will meet in February of each year to make the final screening of applications; decisions will be announced in April. Successful applicants will receive the terms and conditions of the award in a "Notice of Subsidy Approval." The Foundation cannot make any comment on the deliberations of its selection committee.  
*If the work is published before the applicant gets the notice of the selection result, the applicant is no longer eligible for grant.*

## 7. Payment Procedures

On completion of the project, the publisher should promptly submit to the Foundation the "Payment Request" and "Final Report" forms, together with a sample copy of the published work. Remittance of the subsidy will be made within one month thereafter.

## 8. Obligations of the Recipient

The recipient must meet the following provisions:

- (1) *Acknowledgment of the Foundation's financial support should appear in an appropriate place in the work.*
- (2) *The publisher must donate complimentary copies of the published work to the Foundation by mail. The Foundation will designate the number of copies sent, which is at most 26.*

## 9. Disclosure of Information

- (1) As to projects we support, information such as the name of the applicant and project descriptions will be made public in *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation Activities) and other public relations materials.
- (2) After the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No.140 of December 5, 2001) comes into force, when we receive an information request, there is a possibility that submitted application forms and related materials will be disclosed, except for any information stipulated by the law as something not to be disclosed.

## 10. Application Instructions

- (1) The application must be signed by the highest administrative representative: the President of the company or by a person authorized to sign contracts on behalf of the applying organization. This signature will constitute the formal commitment of the applying organization to the proposal.
- (2) The application form consists of 6 pages. When applying, please submit this application form together with one photo copy, collated and stapled. The applicant must make sure to keep one copy of the application on file.
- (3) Language
  - a. Except where otherwise specified, the application should be completed in block style Japanese and/or typed English.
  - b. Where entries are requested in your native language, please use (or transliterate into) the English alphabet.
  - c. Applicants using Chinese characters are requested to enter the English transliteration at the same time.

- d. Please include the name of the division/department within your institution or organization.
- (4) The applicant is required to be in possession of the completed manuscript at the time of application.
- (5) Applicants are requested to promptly notify the Foundation of any substantive change in the information given in the application forms.
- (6) The possibility of simultaneous assistance does not disqualify a prospective applicant. The application should, however, explain in detail the nature of assistance received and/or anticipated.
- (7) Example of how to fill out the "Project Budget"  
(when the applicant hopes to receive a subsidy of 25% of the production costs)  
\*Please be sure to fill in the "Project Budget" in **LOCAL CURRENCY**.

			Currency :      £                  sterling	
	JF subsidy	Own funds	Subsidies from others	Total
1. Production costs	£1,500	£4,500	0	£6,000
2. Editing cost		£1,000	0	£1,000
(1) Manuscript fee(s):		(1)      600		
(2) Translation fee(s):		(2)      0		
(3) Supervision:		(3)      0		
(4) Copyright clearance(s):		(4)      400		
3. Other costs (specify):		£1,000	0	£1,000
		Packing    500		
		Shipping    500		
Total	£1,500	£6,500	0	£8,000

Application form can be downloaded from [here](#).