

## **FY2019 Tokyo Tokyo FESTIVAL Grant Second Term**

### **Application Guideline**

**(Projects starting after Nov 1, 2019 and ending before September 6, 2020)**

#### **■ Introduction**

Arts Council Tokyo (ACT) and the Tokyo Metropolitan Government are carrying out various cultural programs ahead of the year 2020 as Tokyo Tokyo FESTIVAL to bring excitement to this once in a life time event.

As part of this effort, Tokyo Tokyo FESTIVAL Grant will provide support to variety of projects delivered by cultural/ artistic organizations to enrich the Tokyo Tokyo FESTIVAL program line-up. The selected projects will be part of the official programs of Tokyo Tokyo FESTIVAL leading up to 2020.

ACT aims to accelerate the support to projects which generate wide opportunities for the public to engage with the cultural programs and pass down the legacies of arts and culture to future generations leading up to the year 2020 and beyond.

#### About Tokyo Tokyo FESTIVAL

Tokyo Tokyo FESTIVAL is an initiative that will see a variety of cultural programs unfold in the run-up to the Tokyo 2020 Olympic and Paralympic Games, promoting Tokyo's appeal as a city of arts and culture.

**Please kindly note that this is an English summary of the Japanese guideline. Please refer to the Japanese guideline for complete details.  
The application forms are available in Japanese only.**

### Guidelines

- **Deadline of the Second term applications: August 31, 2019 (as indicated by the postmark on the envelope)**
- **The result of the application will be announced toward the end of October 2019.**

ACT will support organizations which deliver cultural / artistic activities that are grounded in the objectives of the cultural programs led by the Tokyo Metropolitan Government as below;

Offer the best cultural programs in history in accordance with the Olympic spirit and pass down cultural legacies beyond 2020 and to achieve Tokyo being the top cultural city in the world

- Introduce Tokyo culture with originality and diversity including the coexistence of tradition and modernity to the world and proactively promote international artistic/cultural exchanges
- Generate opportunities for participation and exchanges among all people including the disabled, the elderly, children, and people from other countries
- Encourage artistic/cultural activities with new concepts and develop human resources for the next generation
- Generate a city-wide festive mood for arts and culture
- Unite effort through cooperation with the national government, other local authorities, artistic/cultural groups, and others

#### ■ Eligible Art Forms and Disciplines

Music, play, dance, visual arts, photography, literature, media arts (video, comics, animation, games etc.), traditional arts, performing arts, lifestyles and culture (tea ceremony, flower arrangement, calligraphy, food etc.), fashion, architecture, any other form of art/collaboration across these artforms and disciplines etc.

\*Combined form of various artistic activities (such as festivals) are also accepted.

#### ■ Project Location

Tokyo Metropolitan Area

#### ■ Project Period

The project should be implemented after Nov 1, 2019 and end before September 6, 2020.

■ **Grant Categories**

The grants are divided into 4 categories. Applicants may choose multiple categories. Please note that projects may be selected as categories differing from which specified by the applicants.

1. **Symbolic Projects Setting the Flag of Tokyo Tokyo FESTIVAL**
2. **Citizen-Led Cultural Activities**
3. **Overseas Artistic Creation in Tokyo**
4. **Projects Offering Vision for the Future**

	I : Symbolic Projects Setting the Flag of Tokyo Tokyo FESTIVAL	II : Citizen-Led Cultural Activities	III : Overseas Artistic Creation in Tokyo	IV : Projects Offering Vision for the Future
Terms of Grants	Maximum JPY 20,000,000 per project			
	25% of the eligible cost	50% of the eligible cost		
Projects	Topical and festive projects to build momentum leading up to 2020.	Grassroots, independent activities by the citizens of Tokyo.	Projects in Tokyo by artists residing abroad that encourage creation of new art.	Projects that shows creative ambition leveraging art and science.
Criteria	<ul style="list-style-type: none"> <li>• Widely promote and engage with citizens to attract new audiences for artistic and cultural activity.</li> <li>• Feature new aspects which are grounded in the objectives of the cultural programs.</li> <li>• Implementation system to be established, budget plans and management to be strong, and the project to be realistic.</li> </ul>			
	<ul style="list-style-type: none"> <li>• Impact and appeal</li> <li>• Potential and inheritability</li> <li>• Innovativeness and creativeness</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive involvement of the citizens</li> <li>• Inclusivity and broadness</li> <li>• Originality and challenge</li> </ul>	<ul style="list-style-type: none"> <li>• Innovativeness and creativeness</li> <li>• Internationality</li> <li>• Impact and appeal</li> </ul>	<ul style="list-style-type: none"> <li>• Innovativeness and creativeness</li> <li>• Potential</li> <li>• Impact and appeal</li> </ul>

**Specific Criteria for the Category**  
**Support for Overseas Artistic Creation in Tokyo**  
Showcasing the world's cutting-edge projects in Tokyo

Aiming to provide opportunities for the citizens of Tokyo to experience the various Arts and Culture around the world as well as to enhance and promote the attractiveness of Tokyo as the hub of creation, ACT will support **projects in Tokyo by artists residing abroad that encourage creation of new art**. This includes programs related to artistic exchanges (Global collaboration, International Festivals)

■ **The projects are required to fulfill all of the following**

- Projects in Tokyo by artists residing abroad that encourage creation of new art (including collaborative work).
- Activities which can garner global interest and attention.
- Innovative programs which can present the diversity of world's culture and pursue new ideas and forms of expressions.

■ **Assessment criteria**

In addition to the feasibility, ACT will consider the following 3 areas; "innovativeness and creativeness", "internationality", "impact and appeal".

● **Innovativeness and creativeness**

For Example

- The project not only introduce new work of artists residing abroad but the means and forms of their expressions, style of activities, theme or concept include groundbreaking ideas which may lead to advancement of arts and culture.
- Universal values presented through efforts of the artistic institution or the artists pursuing their original expressions.

● **Internationality**

For Example

- ACT can expect the project to gain high valuation from the international community and to have the power to lead the future of art.
- A creative activity project with a global perspective.
- Ability to enhance the attractiveness of Tokyo as the hub of creation.
- Ability to present the diversity of culture to the citizens of Tokyo.

● **Impact and appeal**

For Example

- Ability to attract attention and interest from the domestic artistic institutions/ artists and encourage their creation.
- Promote Tokyo Tokyo Festival home and abroad leading up to the year 2020.

## ■ Ineligible projects

- Activity organized for political, religious or charity fund-raising purposes.
- Lectures and events organized solely by Cultural Schools, Students associations, Clubs etc.
- Activity organized mainly for competition or contest purposes. (except for the grant category: The Citizen-Led Cultural Activities).
- Activities which benefit only particular organizations.
- Activities organized mainly for profit-making purposes or existing commercial performances.
- Activities organized mainly for selling their products or works.
- Project delivered solely by national governments or local public bodies.
- Project delivered solely by organizations funded by national governments or local public bodies.

## ■ Eligibility

### 1. Eligibility

**Applicant should be an organization based (have a business address) in Japan** and correspond to any of the following; Artistic organization, private theater or art space, private corporation, executive committee, foreign government institutions, academic institutions etc.

**Overseas organizations are required to collaborate with local partners.**  
Individuals are ineligible.

\*National governments, local public bodies are not eligible. However, they are permitted to be member organizations of an executive committee.

\*An organization funded by a national government, a local public body are not eligible.

### 2. By 'organization' we mean a group

- ① With a governing document such as articles of incorporation, bylaw etc.
- ② With an established organization for decision makings and operations.
- ③ With an accounting/audit organization.
- ④ Not intended for political and religious purposes.
- ⑤ Organize the activities and incur the related cost.
- ⑥ If an executive committee, must be established at the time of the application and comply with the requirement ① – ⑤.

## ■ Number of applications

- 1) An organization can make multiple applications. Applicants may also choose multiple categories per project; however, projects may be selected as categories differing from which specified by the applicants.
- 2) You are eligible to apply even if you have applied to or have been selected for other grants run by ACT.

■ **Terms of Grant**

1) Grant Amounts

Grants can be used to pay artist fees, programming expenses, equipment rental, space rental and promotion etc. Please refer to the Japanese guideline for the complete list of eligible project cost to apply the awarded fund.

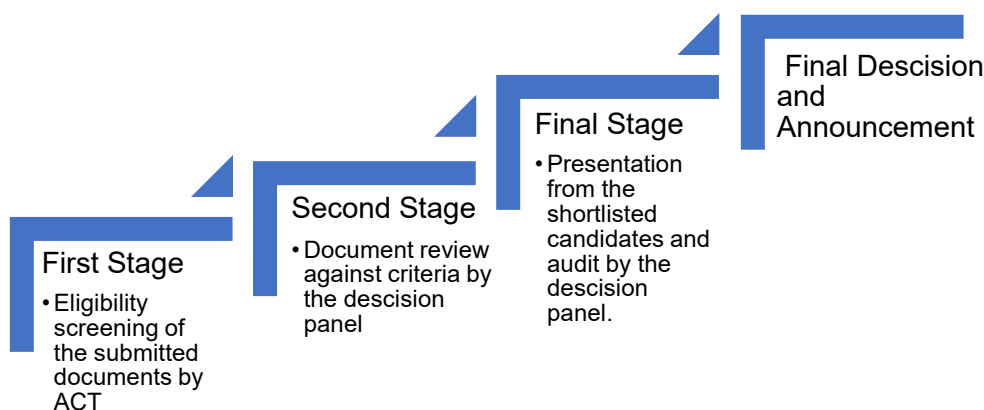
- The fund may value up to maximum of JPY 20,000,000.
- Up to 25% of the eligible project cost will be covered for the Symbolic Projects Setting the Flag of Tokyo Tokyo FESTIVAL and up to 50% for other categories.

Note

- Cost for presentation or exhibition abroad or outside of Tokyo cannot be covered by this grant. In case of a tour or traveling exhibition, only the cost for activities in Tokyo can be considered.
- The funding will be balanced within the overall budget of the grant program. Please not that value requested by the applicants may not be fully granted.
- In case of changes in the budget before and after the project implementation, the grant amount may also change. In such case, please contact us.

2) Grant will be paid after implementation of the project upon an acceptable account of the revenues and costs of the project. The deadline for the account is two months after the termination of the project. Part of the funding may be paid in advance upon request.

■ **Assessment**



Third party panel consisted of experts will be making the final decision.

Our decision making takes place in 3 stages.

Firstly, ACT will carefully screen the submitted documents for eligibility. Secondly, the decision panel will review the documents against criteria and finally, after the presentation and audit session by the candidates, the panel will make the final decision.

## ■ How to apply

### 1. Application documents

#### (1) Forms (available in Japanese only\*)

- A) Application
- B) Income and expenditure budget
- C) Details on your organization

#### (2) Above A) to C) electronic data in word & excel format (saved in a disk)

#### (3) Signed form undertaking that each party does not fall under any of the anti-social forces.

### 2. Attachment Documents

#### (1) Additional information on your organization

- A) Governing document such as articles of incorporation, by law etc
- B) If your organization is a corporate/company, most recent financial statement. If an unincorporated organization, the income and expenditure budget of the previous year.

#### (2) Documents about your project

- A) Proposal (A4 size, free format, existing proposals are accepted) Please include the program outline, operational structure, communication plan and promotion plan of Tokyo Tokyo FESTIVAL
- B) Data of A) (saved in a disk/device etc.)
- C) Any other supplementary information

\* Please kindly note that we accept application forms in Japanese ONLY.

\* You may refer to the English translation of the application on ACT website.

## ■ Submission

Please submit the above items by mail to the following address.

Olympic and Paralympic Cultural Strategy, Arts Council Tokyo  
Kudan First Place 8F, 4-1-28, Kudankita, Chiyoda-ku, Tokyo 102-0073

Please indicate "Tokyo Tokyo FESTIVAL Grant 2nd Term Application" on your envelope. We could accept submission by mail only. Please use recorded mail.

## ■ Deadline

August 31, 2019 (as indicated by the postmark on the envelope)

■ **Briefing Sessions\* (non-mandatory)**

Dates:

- ① Thursday, July 11, 11:00 am-12:00 pm or
- ② Tuesday, July 16, 4:00pm -5:00 pm

Place: Arts Council Tokyo

8F, Kudan First Place, 4-1-28 Kudan-Kita, Chiyoda-ku, Tokyo 102-0073

Advance registration is required. Please reply to [bp-josei@artscouncil-tokyo.jp](mailto:bp-josei@artscouncil-tokyo.jp)

(1) Name (2) Name of the organization (3) Type of project (4) Telephone (5) Email .

Please kindly note that the briefing sessions will be in Japanese only.

■ **The next term applications**

ACT is planning to open the next applications in December 2019 (result announcement after April 2020). Nevertheless, the target projects should end before September 6, 2020 therefore application for this term is recommended in order to have less time constraint.

■ **Arts Council Tokyo Logo**

We ask the selected organizations to put ①Arts Council Tokyo logo and ②Tokyo Tokyo FESTIVAL logo and the credit on the promotional materials such as flyers, posters, programs and websites.