

THE SAISON FOUNDATION

The Saison Foundation 2012 International Program Guidelines - For Contemporary Theater and Dance -

The Saison Foundation is a grant-making foundation established in July 1987 that supports projects and activities related to contemporary Japanese theater and dance. In order to increase the visibility of contemporary Japanese performing arts (theater, dance, and performance art) on a worldwide level, The Saison Foundation awards grants and priority use of its rehearsal/workshop and residence facilities at Morishita Studio in Tokyo. Morishita Studio, owned by the Saison Foundation, has four studios and guest rooms (accommodation). Our grantees are able to rent the studio for rehearsals, workshops, creative work, work-in-progress showings, residencies, etc., at reasonable rates.

The Saison Foundation's International Programs offer the following two types of support:

I . Contemporary Theater and Dance: *International Project Support Program*

For medium to long-term artistic collaboration projects

Timeframe for 2012 Awards

Grants and studio awards for 2012 will be given to projects and activities scheduled to begin at any time during the year **from April 1, 2012 to March 31, 2013**

Please note that Morishita Studio will be offered **from June 2, 2012 till March 31, 2013.**

II . Contemporary Theater and Dance: *Residence in Morishita Studio Visiting Fellows Program*

Research residencies for Arts Administrators

Timeframe for 2012 Awards

Grants and studio awards for 2012 will be given to projects and activities scheduled to begin at any time during the year **from June 2, 2012 to March 31, 2013**

Please note that Morishita Studio will be offered **from June 2, 2012 till March 31, 2013.**

Applicants based outside may submit proposals directly or through their artistic partner in Japan to our International Programs.

- The application form is only available and accepted in Japanese or English.
- Application guidelines in Japanese are also available upon request and at our website.



Morishita Studio



Morishita Studio Annex



Studio C

I . Contemporary Theater and Dance: *International Project Support Program*

For medium to long-term artistic collaboration projects

This program offers grants and/or priority use of space at Morishita Studio in Tokyo (studios and guest rooms) -for international theater, dance, or performance art collaboration projects with not-for-profit contemporary Japanese performing artists and/or companies, -including creative workshops and rehearsals held during the working process. Priority will be given to projects -that will advance through continuous working processes, based on sufficient mutual understanding between artistic partners.

- Applications will be accepted under the condition that an artistic partnership has already been established between the Japanese and foreign artists/companies who will be working together in the proposed project.
- The maximum length of a grant-receiving period for a continued project is three years. Applicants may include activities related to the preparatory stage of the project, such as meetings, research, residencies, workshops, etc.
- The amount of support sought to the Foundation should not exceed the deficit in the proposed project's budget. There will be no restrictions on the purpose of spending money.

II . Contemporary Theater and Dance: Residence in Morishita Studio

Visiting Fellows Program

Research residencies for Arts Administrators

This program aims to build up an international network for contemporary performing arts and to enhance mutual understanding, and gives an opportunity for arts administrators to research the contemporary performing arts scene in Japan. The program supports research visits to Japan by arts administrators i.e. producers, program directors, presenters and curators, who are expected to play an important role in the international performing arts scene and intend to carry out projects with contemporary theater and dance communities in Japan. The program offers grants and guest rooms at Morishita Studio during the research visit.

- Our grants are for administrators, i.e. producers, program directors and curators,
 - ✓ are based outside Japan
 - ✓ engage to international exchange projects
 - ✓ able to communicate in Japanese or English
 - ✓ able to stay in Japan for more than 20 days up to 30 days between June 2,

2012 and March, 2013.

- The main purpose of the visit has to be for researching the performing arts scene in Japan, therefore arts administrators with the purpose of producing or touring a specific piece of work are not eligible to apply.
- An individual or organization in Japan planning to invite the art administrator also can apply the program, but it is necessary to gain the consent of the invitee.
- The program awards travel expenses, i.e. one round-trip Economy-class ticket and/or living expenses and/or accommodation at Morishita Studio. Amount of grants will vary according to the funding and contributions from other sources.
 - Awardees are able to use the facilities at Morishita Studio upon request during the research visit.
 - The Saison Foundation can help to coordinate meetings and interviews, and to provide additional support for the research.
- Awardees are expected to
 - ✓ hold a public talk or give a presentation on their country's art scene and their work
 - ✓ submit a report on the research visit
 - ✓ demonstrate the outcome of the research visit within 1 year after the visit, e.g. performing events, workshop, talk event or publication written in any language except Japanese

Application Procedures

There are five steps to apply for International Programs, which are,

1. Read this guideline carefully and check the eligibility of the project

Applications that are not eligible will not be assessed. Please read this application guideline and find out if the project is eligible to apply for grants from us.

2. Request an Application Form **[Deadline: Friday, Dec 9 2011]**

Application Form requests will be accepted through either one of the two methods, (a) -our website- or (b) -email, fax, post/courier, in-person-. Applicants should not make more than one application at a time to each project.

(a) Via our website

Requests can be made by filling out and sending an Application Form Request Sheet on our website (see the following link) until the above deadline:

<http://www.saison.or.jp/english/application/03.html> (in English)

<http://www.saison.or.jp/application/03.html> (in Japanese)



Either a Microsoft Word or a PDF application form will be sent to applicants as an attached file by email, if the proposed project falls within the goals of our programs.

(b) Via email, facsimile, post/courier, or in-person

Instead of using the Application Form Request Sheet on our website, applicants may also submit an Application Form Request Letter to us, preferably less than three pages long, by the above deadline. The letter may be submitted by email, facsimile, post/courier, or in person (appointments must be made beforehand by telephone or by email). For contact information, please see Page 8.

Please note that applicants need to submit the following information within the letter:

- ✓ Name of the Program
- ✓ Applicant name and contacts including address, phone number and email address for PC
- ✓ Brief descriptions of the past and present works and achievements by the main artists/companies involved in the project.
- ✓ A concise summary of the proposed project, including its concept, the names of the participants, and when and where it will take place.



An application form will be given to the applicant as soon as we confirm that the proposed project falls within the goals of our program.

3. Fill in the application form

Please submit completed application. (Fill in all sections. Do not use the phrase ‘see attachment’.) Applicants may submit an application form prepared on their own PC as long as it uses the precise headings and order of the original form and is printed out on exactly three pages of A4 size paper (8-1/2 inch by 11 inch, or 21cm by 29cm).

Applicants who submit an application form exceeding the three-page limit or paper size will be asked to rewrite their form.

4. Include Supplementary Materials

- Applicants to the International Program are requested to attach the following supplementary materials.
- Documents (excluding booklets and/or pamphlets) must be prepared in Japanese and/or in English with a PC and printed on A4 size pages.
- Please do not use staples, nor submit double-sided pages.
- Please note that we cannot return any of the following materials due to the receiving volume.

Required supplementary materials for International Project Support Program

1. An outline of the project.
2. Timetable/schedule of the project in 2012
3. A detailed financial estimate of the proposed project in 2012. (Income and expenditure in Japanese yen). *April, 2012-March, 2013
4. Brief descriptions of the past and present works and achievements by the main participants in the project.
5. Copy of a letter of agreement from the collaborating artist/company, stating their acknowledgement and wish to participate in the proposed project.
6. Essay on the objective of the proposed project written by the project's principal playwright/director/choreographer or producer, from both applicant and from Japanese partner (1,000 to 2,000 Japanese letters/ approximately 300 to 650 words with Japanese translation attached).
7. One DVD of the applicants' recent work or visual image that describes the outline of the project.
 - The DVD should be labeled on both their case spine and front side of the disc with the following information:
 - ① Name of the applying artist/company
 - ② Title of the recorded work/content, year and venue
 - Please insert chapters for easy navigation and also check if the disc can be played not only on PCs but also on standard DVD players.
8. Applicants must also attach an outline of the above visual material in the following manner –
 - Theater artists/companies: A synopsis of more than 200 Japanese letters (or 60 English words) and explanatory notes (details, background information, etc.) of more than 400 Japanese letters (or 120 English words).
 - Dance artists/companies: Explanatory notes (details, background information, etc.) of more than 200 Japanese letters.
9. Additionally, following materials on CD-R are required:
 - Stage photograph of applicant's representative work.
 - Photograph (portrait) of the Representative(s) of the project (i.e., the applicant and artistic partners.) Please state a photo credits/copyrights if necessary.

Required supplementary materials for Visiting Fellows Program

1. Purpose and Plans/ Time schedule for the residency.
2. A detailed financial estimate of the proposed stay.
(Income and expenditure in Japanese yen compared with foreign exchange rates)
3. C.V.
4. Any materials that best describe past and present works and achievements of the

applicant. (e.g. project plans, printed materials, visual images such as videos and photographs)

Notes for Visual images:

- The DVD*/CD-R should be labeled on both their case spine and front side of the disc with the following information:
 - ① Name of the applying artist/company
 - ② Title of the recorded work/content, year and venue
 - Please insert chapters for easy navigation and also check if the disc can be played not only on PCs but also on standard DVD players.
5. Photograph (portrait) of applicant on CD-R.
- Please state a photo credits/copyrights if necessary

5. Send us the Application Package [Deadline: Friday, Dec 16, 2011]

In order to make a full application, applicants must submit a package including a completed application form and a set of supplementary materials. Details on the application package are also listed in Japanese at our website. The application package must reach The Saison Foundation no later than **Friday, December 16, 2011.**

Application forms sent by fax will not be accepted unless approved in advance by the Foundation; in any event, a completed original hardcopy of the application form with the signature of the person in charge of the proposed project (artistic director, etc.) must be sent to the Foundation in due course.

Evaluation, Selection and Notification

Each application will be assessed against our five criteria, which are with the Foundation's following criteria:

- 1) Uniqueness of the applicant's activities and of the proposed project.
- 2) The perspective and potentiality of the applicant.
- 3) The timing of giving the award to the applicant and to the project.
- 4) The project's impact on the arts and on the international community.
- 5) Feasibility of the project in terms of schedule and budget.

The selections of grant and award recipients are officially approved at the Foundation's Board of Directors meeting in March each year. The results will be notified to the applicant by late March 2012

About Morishita Studio

■ Studio and Guest Room dimensions

Studios A & B – medium* w. 13.5m / l. 8.1m / ht. 3.9m / fl. space: 109.35sq.m

Studio C – large* w. 17.4m / l. 13.8m / ht. 6.6m / fl. space: 238.56sq.m

Studio S – small* w. 11.3m / l. 6.9m / ht. 4.2m / fl. space: 77.97sq.m

* Each Studio is furnished with lauan plywood floors, while dance mats to cover the wooden floors are available upon request. The walls of Studio S is white.

Guest Rooms**	Single room	space: 15.50sq.m
	Twin room	space: 45.10sq.m

* It is not possible to request a single or twin room.

■ Hours

Morishita Studio is open seven days a week from 10:00am to 10:00pm.

The building will be Closed on June 1 and from December 30 to January 3 each year, and on dates specified by the Foundation.

■ Rental rates for awardees

Studios A & B –medium 2,500 yen per day

Studio C - large 8,000 yen per day

Studio S - small 2,500 yen per day

Guest room* 2,500 yen per day per person

* 1,250 yen per day for check-in/check-out

* telephone, fax, and other expenses are extra of charge

■ Additional facilities

Studio and common space

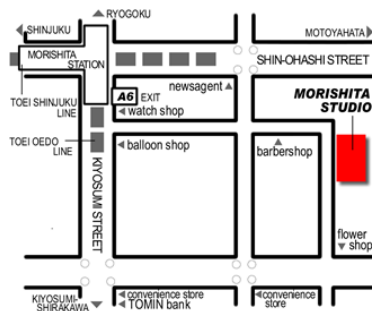
Lounge, pantries, locker rooms, laundry room, showers and washrooms, offices, copy and fax machine, and parking (advance reservations required) available.

LAN Internet connections are also available with PC.

Guest room

Furnished, bathroom and kitchen space, beddings

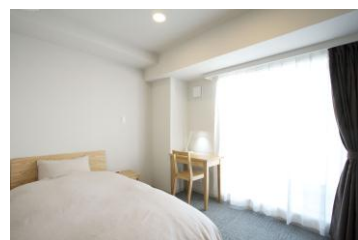
LAN Internet connections are also available with PC.



Morishita Studio
Address: 3-5-6 Morishita, Koto-ku,
Tokyo, Japan 135-0004



Studio S



Guest Room

Contact Information

The Saison Foundation – Ginza Office

TokaBuilding8thFloor
1-16-1 Ginza, Chuo-ku
Tokyo 104-0061
Japan

TEL: +81 3-3535-5566
FAX: +81 3-3535-5565

Homepage: <http://www.saison.or.jp/>

Email: apply12@saison.or.jp

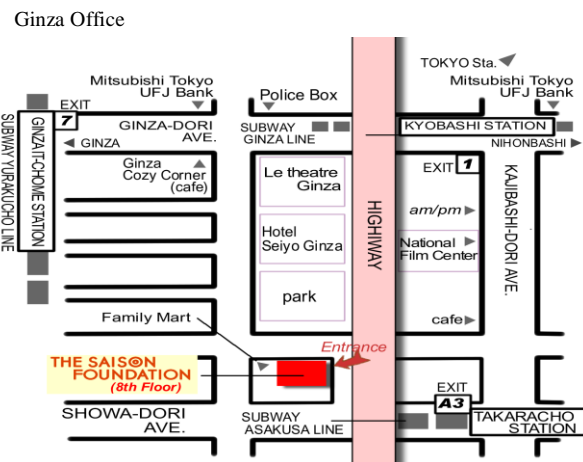
- The above email address will be effective from October 3, 2011.
- Applicants are requested to include the word “Application” at the beginning of the subject line of the email message.

Office hours (JST= GMT+9 hours)

Monday to Friday, from 10:00 to 18:00

Closed on Saturday, Sunday, plus the following days in October to January.

2011-2012: October 10th, November 3rd, November 23rd, December 23rd, from 30th to January 5th and 9th.



Deadline Reminder

- Deadline for submitting a form or letter of request for an application form:
Friday, December 9, 2011
[via website, email, fax, post/courier, or in-person]
- Deadline for submitting the application form:
Friday, December 16, 2011
[by post/courier or in-person only]