

THE SAISON FOUNDATION

The Saison Foundation 2016 International Program Guidelines

- For Contemporary Theater and Dance –

International Program for Contemporary Theater and Dance

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Outline and timeframe for 2016 Awards

Outline

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 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 three *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 Program offers the following two types of support:

- I International Project Support Program
- II Residence in Morishita Studio Visiting Fellows
 - i Research Residency for Artists
 - ii Research Residency for Arts Managers

Timeframe for 2016 Awards

Grants and studio awards for 2016 will be given to projects and activities scheduled to begin at any time during the year **from April 1, 2016 to March 31, 2017**. Residence in Morishita Studio Visiting Fellows offers residencies between April 4, 2016 and March 31, 2017.

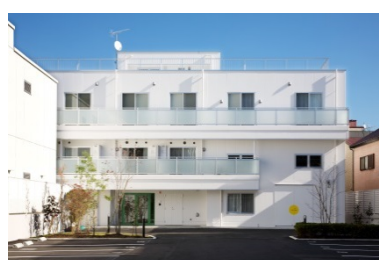
Please note that Morishita Studio will be offered **from April 4 to December 28, 2016 and from January 4 to March 31, 2017**.

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

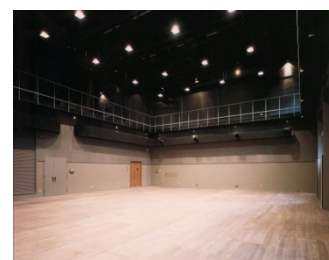
- The application form is only available and accepted in Japanese or English.
- Application guidelines in Japanese are also available upon request and at our website.



Morishita Studio
(Main Building)



Morishita Studio
(Annex)



Studio C

Contemporary Theater and Dance

I . 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 for international theater and dance collaboration projects with not-for-profit contemporary Japanese performing artists and/or companies, including creative workshops, research 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; however grantees will be requested to submit their applications each year for evaluation. 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. Please find out more about our current and past awardees and programs at our website [<http://www.saison.or.jp/english/awardees/index.html>].

Application Procedures

Five steps to apply for our International Project Support Program:

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

Please read this application guideline and find out if your project is eligible to apply for grants from us.

2. Request an Application Form

Please prepare a Request Letter for Application Form including the following information and submit it by email to apply16@saison.or.jp **by 5 p.m. on Thursday, October 8, 2015** (Japan Standard Time). Alternatively, applicants may submit the letter by fax, post/courier, or in-person. For contact information, please see Page 12.

Request Letter for Application Form

[email: apply16@saison.or.jp]

- 1) Name of the program (International Project Support Program) and name of your project
- 2) Applicant's name and contact information including address, phone number and email address for PC
- 3) Name and contact information of the administrative person in charge of the proposed project, if different from the applicant
- 4) Brief descriptions of the past and present works and achievements by the main artists/companies involved in the project
- 5) A concise summary of the proposed project, including its concept, the names of the participants, and when and where it will take place (within 250 words)

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 fill in all sections and do not use the phrase 'see attachment', and submit a completed application. 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 Project Support 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 (project proposal)
 - ❖ Please include the following information:
 - a) Timetable/schedule in 2016
 - b) Artistic profile/C.V. of the main participants in the project
- 2) A detailed financial estimate of the proposed project in 2016*. (income and expenditure in Japanese yen). *April 2016 - March 2017
- 3) Copy of a letter of agreement from each collaborating artist/company, stating their acknowledgement and wish to participate in the proposed project.
- 4) Two essays on the objective of the proposed project written by the project's principal playwright/director/choreographer or producer, from both the applicant and Japanese partner (1,000 to 2,000 Japanese letters/ approximately 300 to 650 English words with Japanese translation attached).
 - ❖ Please include your name and project name in the upper right side of the essay
- 5) One DVD or print video sharing site links, e.g. YouTube and Vimeo, of the visual image that best describes the outline of the project, on the application form. If not available, please send us a video of the applicants' recent work.
 - ❖ The DVD should be labeled on the front side of the disc with the following information:
 - Top of the label: Name of the applying artist/company
 - Bottom of the label: Title of the recorded work/content, year and venue
 - ❖ Please insert chapters for easy navigation and allow the disc to be played in any locale on any DVD player.
 - ❖ Applicants will be asked to re-submit if video has low quality and not able for viewing.
- 6) Applicants must also attach an outline of the above visual material in the following manner
 - ❖ Theater artists/companies: A synopsis of approximately 200 Japanese letters (or 60 English words) and explanatory notes (details, background information, etc.) of approximately 400 Japanese letters (or 120 English words).

- ❖ Dance artists/companies: Explanatory notes (details, background information, etc.) of approximately 200 Japanese letters (or 60 English words).
- 7) Additionally, the 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 partner. Please state photo credits/copyrights if necessary.

5. Send us the Application Package

In order to make a full application, applicants must submit a package including the completed application form and a set of supplementary materials. The application package must reach The Saison Foundation **no later than Thursday, October 22, 2015 by post/courier or in-person.**

- ❖ The results for 2016 will be notified to the applicant by **the beginning of February 2016 via postal mail.**
- ❖ We will not be able to respond to any inquiries regarding the selection process and results.

Contemporary Theater and Dance

II. Residence in Morishita Studio *Visiting Fellows*

This program aims to build up an international network for contemporary performing arts and to enhance mutual understanding, and gives opportunities for artists and arts managers to research the contemporary performing arts scene in Japan. The program supports research visits to Japan for those who are expected to play an important role in the international performing arts scene.

i Research Residency for Artists

Research Residency for Artists offers artistic development opportunities to research and spend time building links with artists and arts managers in Japan for artists who wish to create new works involving arts and culture in Japan and/or who wish to do collaboration projects with artists and arts managers in Japan. Fellows are able to conduct research with a base at Morishita Studio and to use the studios for rehearsals, workshops, work-in-progress showings or performance upon request by paying maintenance costs.

- The program is open to individual artists, i.e. playwrights, directors and choreographers,
 - a) who are based outside of Japan and wish to come to Japan as a visitor
 - b) who are able to communicate in English or Japanese
 - c) who are able to stay in Japan for more than 35 days up to 50 days between April 4, 2016 and March 31, 2017.
- ❖ The main purpose of the visit has to be for researching arts and culture in Japan; therefore artists with the main purpose of presenting and/or promoting a specific piece of performance during residency are not eligible to apply.
- ❖ Groups of artists are not eligible to apply.
- ❖ An individual or organization in Japan planning to invite artists may also apply for the program, but it is necessary to gain consent from the invitee.
- The Saison Foundation may help coordinate meetings and interviews, and provide additional support for the research. Accommodation at Morishita Studio will be provided free of charge.
 - ❖ According to the funding and contributions from other sources, applicants who are **under 45 years old** and would like to stay in Japan for **more than 35 days up to 50 days between April 4, 2016 and March 31, 2017**, are able to request a grant from The Saison Foundation. The grant will be given to **one artist for 2016** including one round-trip Economy-class ticket and/or living expenses (4,000 yen per day excluding the days of arrival and departure) and/or research & activities costs (up to 5,000 yen per day excluding the days of arrival and departure) for each artist.
- Fellows are expected to
 - a) hold a public talk or give a presentation on their country's art scene and their work
 - b) submit a report on the research visit
 - c) demonstrate the outcome of the research visit within one year after the visit, e.g. performing events, workshops, talk events or publications written in any language except Japanese

ii Research Residency for Arts Managers

Research Residency for Arts Managers offers artistic development opportunities to research contemporary performing arts and spend time building links with artists and arts managers in Japan for arts managers who wish to start international projects with contemporary theater and dance communities in Japan. Fellows are able to conduct research with a base at Morishita Studio.

- The program is open to individual arts managers, i.e. producers, program directors and curators,
 - a) who are based outside of Japan and wish to come to Japan as a visitor
 - b) who are able to communicate in Japanese or English
 - c) who engage in international exchange projects
 - d) who are able to stay in Japan for more than 25 days up to 35 days between April 4, 2016 and March 31, 2017.
- ❖ The main purpose of the visit has to be for researching the performing arts scene in Japan; therefore arts managers with the purpose of producing or touring a specific piece of work during residency are not eligible to apply.
- ❖ An individual or organization in Japan planning to invite the art arts manager may also apply for the program, but it is necessary to gain consent from the invitee.
- The Saison Foundation may help coordinate meetings and interviews, and to provide additional support for the research. Accommodation at Morishita Studio will be provided free of charge.
 - ❖ According to the funding and contributions from other sources, applicants who are **under 45 years old** and would like to stay in Japan for **more than 25 days up to 35 days between April 4, 2016 and March 31, 2017**, are able to request a grant from The Saison Foundation. The grant will be given to **one arts managers for 2016** including one round-trip Economy-class ticket and/or living expenses (4,000 yen per day excluding the days of arrival and departure) and/or research & activities costs (up to 5,000 yen per day excluding the days of arrival and departure) for each arts manager.
- Fellows are expected to
 - a) hold a public talk or give a presentation on their country's art scene and their work
 - b) submit a report on the research visit
 - c) demonstrate the outcome of the research visit within one year after the visit, e.g. performing events, workshops, talk events or publications written in any language except Japanese

Application Procedures

Five steps to apply for our Visiting Fellows Program:

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

Please read this application guideline and find out if your project is eligible to apply for the program.

2. Request an Application Form

Please prepare a Request Letter for Application Form including the following information and submit it by email to apply16@saison.or.jp, **by 5 p.m. on Thursday, October 8, 2015** (Japan Standard Time). Alternatively, applicants may submit the letter by fax, post/courier, or in-person. For contact information, please see Page 12.

Request Letter for Application Form

[email: apply16@saison.or.jp]

- 1) Name of the program (Visiting Fellows Research Residency for Artists / Visiting Fellows Research Residency for Arts Managers)
- 2) Applicant's name and contact information including address, phone number and email address
- 3) Brief descriptions of the past and present works and achievements by the applicants
- 4) A concise summary of the proposed research project, including its aims, objectives, theme 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 fill in all sections and do not use the phrase 'see attachment', and submit a completed application. 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 Visiting Fellows are requested to attach the following supplementary materials.

- ❖ Documents (excluding booklets and/or pamphlets) must be prepared in English and/or in Japanese 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 Visiting Fellows

- 1) An outline of the research project including the purpose and plan (schedule and itinerary) for the residency. It is important to state why you would like to stay in Japan and how you would like to apply your experience of the residency to your work in the future.
- 2) A detailed financial estimate of the proposed stay with income and expenditure in Japanese yen compared with foreign exchange rates
- 3) Artist statement (only for artists), Your vision as an arts manager (only for arts managers)
- 4) C.V.
- 5) Any materials that best describe past and present works and achievements by the applicant, e.g. project plans, printed materials, visual images such as videos and photographs. Applicants for Research Residency for Artists need to include a DVD or a printed document with video sharing site links, e.g. YouTube and Vimeo, on a recent work with a short description of the work.
 - ❖ The DVD/CD-R should be labeled on the front side of the disc with the following information:
 - Top of the label: Name of the applying artist/company
 - Bottom of the label: Title of the recorded work/content, year and venue
 - ❖ Please insert chapters for easy navigation and allow the disc to be played in any locale on any DVD player.
- 6) Photograph (portrait) of the applicant on CD-R.
 - ❖ Please state photo credits/copyrights if necessary.

5. Send us the Application Package

In order to make a full application, applicants must submit a package including the completed application form and a set of supplementary materials. The application package must reach The Saison Foundation **no later than Thursday, October 22, 2015 by post/courier or in-person.**

- ❖ The results for 2016 will be notified to the applicant by **the beginning of February 2016 via postal mail.**
- ❖ We will not be able to respond to any inquiries regarding the selection process and results.

Evaluation, Selection and Notification

Each application will be assessed in regard to 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 January each year. The results for 2016 will be notified to the applicant (administrative contact person) by **the beginning of February 2016 via postal mail.**

We will not be able to respond to any inquiries regarding the selection process and results.

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 are white.

Guest room Two single rooms / One twin room

Opening Hours

Morishita Studio is open seven days a week from 10 a.m. to 10 p.m.

The building will be closed on from April 1 to 3 and from December 29 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
<i>Guest room</i>	2,500 yen per day per person

- ❖ Telephone, fax, and other expenses will be charged
- ❖ Cancellation of the reservation can be made free of charge up until 1 month prior to the first day of the use of studios and *guest room*

Facilities

Studio and common space

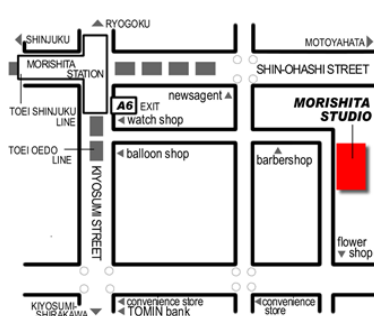
Lounge, pantries, locker rooms, laundry room, showers and washrooms, offices, copy and fax machine, and parking (advance reservations required) available.

LAN Internet connection is available.

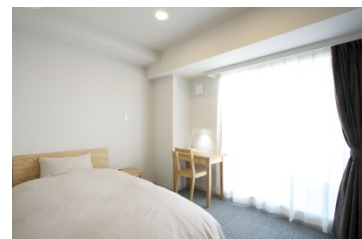
Guest room (3 rooms)

Furnished, bathroom and kitchen space, beddings, but no towel and bath amenity kits

LAN Internet connection is available.



Studio S



Guest room

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

Contact Information

The Saison Foundation – Ginza Office

Address: Toka Building 8th Floor, 1-16-1 Ginza, Chuo-ku
Tokyo 104-0061, Japan

Telephone: +81 3-3535-5566

Fax: +81 3-3535-5565

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

Email: apply16@saison.or.jp

- ❖ The above email address will be effective from August 3, 2015
- ❖ Applicants are requested to include the word **“Application”** at the beginning of the subject line of the email message.

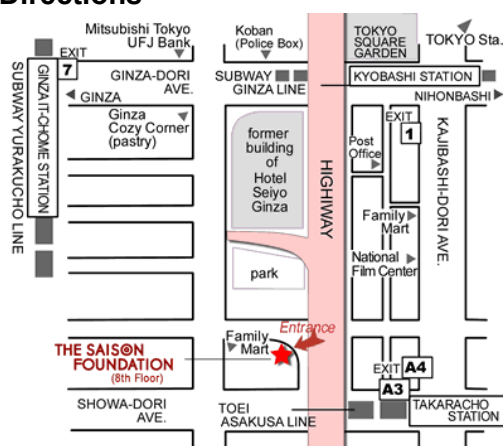
Office hours: Monday to Friday, from 10 a.m. to 6 p.m. (JST= GMT+9 hours)

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

2015: September 21st, 22nd and 23rd, October 12th, November 3rd and 23rd,

December 23rd, December 26th – January 5th, 2016

Directions



The Ginza office is located in the heart of Tokyo, just one minute walk from Exit A3 of TAKARACHO station on the Toei Asakusa Line and three minutes' walk from Exit 1 of KYOBASHI station on the Ginza Line and three minutes' walk from Exit 7 of GINZA IT-CHOME station on the Yurakucho Line

Deadline Reminder:

International Project Support Program

Deadline for requesting the application form:

Thursday, October 8, 2015 [by email: apply16@saison.or.jp]

Deadline for submitting the application form:

Thursday, October 22, 2015 [by post/courier or in-person only]

- ❖ Application package must reach The Saison Foundation no later than October 22, 2015.

Visiting Fellows

Deadline for requesting the application form:

Thursday, October 8, 2015 [by email: apply15@saison.or.jp]

Deadline for submitting the application form:

Thursday, October 22, 2015 [by post/courier or in-person only]

- ❖ Application package must reach The Saison Foundation no later than October 22, 2015.