The Saison Foundation
2020 International Program Guidelines
- For Contemporary Theater and Dance –

International Program for Contemporary Theater and Dance

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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  Saison Artist in Residence
  •  Saison AIR Partnership
  •  Visiting Fellows

Timeframe for 2020 Awards

Grants and studio awards for 2020 will be given to projects and activities scheduled to begin at any time during the year from April 1, 2020 to March 31, 2021. Saison Artist in Residence offers residencies between June 1, 2020 to March 31, 2021.

Please note that Morishita Studio will be offered from April 6 to December 28, 2020 and from January 4 to March 31, 2021.

Applicants based outside of 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 on our website.
Contemporary Theater and Dance

I. International Project Support Program

For medium to long-term artistic collaboration projects

This program offers grants and 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.

NOTE: We do not accept proposals only including the touring stage of completed works.

- 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 as long as it is related to the project. Please find out more about our current and past awardees and programs at our website [http://www.saison.or.jp/english/awardees/index.html].

- Residency Support: Those who wish to start collaboration projects between an overseas artist and Japanese artist and conduct an exchange residency in Japan and overseas may apply for this program as a first step of the International Project Support Program.

  - Applicants are expected to invite a Japanese artist to their country for more than 15 days and up to 30 days between June 1, 2020 and March 31, 2021 and send an artist who is able to stay in Japan for more than 15 days and up to 30 days between June 1, 2020 and March 31, 2021. The Applicants are also expected to pay for the costs of the exchange residency program that will not be paid by the Saison Foundation.

  - The Saison Foundation will pay for one round-trip Economy-class tickets 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) either for an artist from overseas or for a Japanese artist. Studio and guest room fees at Morishita Studio will be covered by the Foundation within the residency support.

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 the program.

2. Request an Application Form

   Please request an application form including the following information in mail body and email to apply20@saison.or.jp no later than 5 p.m. on Thursday, October 3, 2019
3. Fill in the Application Form

Please fill in all sections (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 × 11 inches, or 21 × 29cm).

❖ Applicants who submit an application form exceeding the three-page limit or in a different 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 2020
     b) Artistic profile/C.V. of main participants in the project

2) A detailed financial estimate of the proposed project in 2020*. (income and expenditure in Japanese yen). *April 2020 - March 2021

3) Copy of a letter of agreement from each main 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 main 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 * of the visual image that best describes the outline of the proposed project. If not available, one video of applicants' recent work. *Alternatively, one printed video sharing site link, e.g. YouTube and/or Vimeo.

- 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.

- Please note that the above required visual materials may be used by the Saison Foundation for public relation purposes.

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 17, 2019** by **post/courier or in-person**.

- The results for 2020 will be sent to the applicant at **the end of January 2020 via postal mail**.

- We will not be able to respond to any inquiries regarding the selection process and results.
Saison Artist in Residence aims to stimulate two-way international cultural exchanges with artists and arts organizations overseas through artist-in-residence programs.

**Saison AIR Partnership**

This program seeks international partners who wish to form a partnership with the Saison Foundation in order to conduct an exchange residency program. The international partners are expected to invite a Japanese artist to their residency program and to send an artist to the Saison Foundation’s residency program.

The Saison Foundation’s residency program 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 in Japan. The artists are able to conduct research with a base at Morishita Studio and to use the studios for rehearsals, workshops, or work-in-progress showings upon requests.

- The program is open to arts institutions outside of Japan, such as theaters, dance houses, arts festivals, artist-in-residence organizations, theater companies, dance companies, and grant-making organizations.
  - Artist collectives and artists agencies are eligible to apply, but individual artists are not.
- The Saison Foundation will pay for one round-trip Economy-class tickets 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) either for an artist from overseas or for a Japanese artist.
  - Studio and guest room fees at Morishita Studio will be covered by the Foundation with in the residency support.
  - The Saison Foundation will help coordinate meetings and interviews, and provide additional support for artists’ research and creation.
  - The costs for producers and coordinators will not be covered by this program.
  - The Saison Foundation will pay to an artist from overseas or Japanese artist.
- International partners are expected to
  a) invite a Japanese artist to their residency program in their country for more than 15 days and up to 30 days between June 1, 2020 and March 31, 2021.
  b) send an artist who is able to stay in Japan for more than 15 days and up to 30 days between June 1, 2020 and March 31, 2021.
  c) pay for the costs of the exchange residency program that will not be paid by the Saison Foundation.
  d) provide accommodation for the Japanese artist free of charge.
  - An overseas artist must be playwrights, directors, or choreographers.
Visiting Fellows: Research Residency for Artists

This program aims to build up an international network for contemporary performing arts and to enhance mutual understanding, and gives opportunities for artists 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.

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

- 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 20 days up to 50 days between June 1, 2020 and March 31, 2021

  - 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. Studio and guest room fees at Morishita Studio will be covered by the Foundation within the residency support.

  - 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 20 days up to 50 days between June 1, 2020 and March 31, 2021, are able to request a grant from The Saison Foundation. The grant will be given to one artist 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
Application Procedures

Five steps to apply for our Saison AIR Partnership and Visiting Fellows:

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 request an application form including the following information in mail body and email to apply20@saison.or.jp, no latter than 5 p.m. on Thursday, October 3, 2019 (Japan Standard Time). Alternatively, applicants may submit a request letter by fax, post or courier. For contact information, please see page 12.

<table>
<thead>
<tr>
<th>Request Letter for Application Form</th>
<th>[email: <a href="mailto:apply20@saison.or.jp">apply20@saison.or.jp</a>]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Name of grant program (Saison AIR Partnership or Visiting Fellows)</td>
<td></td>
</tr>
<tr>
<td>2) Applicant’s name and contact information including address, phone number and email address</td>
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<tr>
<td>3) Brief descriptions of the past and present projects, works and achievements by the applicants</td>
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<tr>
<td>4) A concise summary of the proposed exchange residency program or collaboration project, including its aims, objectives, theme and when and where it will take place.</td>
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</tbody>
</table>

An application form will be given to the applicant within 5 days after we confirm that the proposed project falls within the goals of our program.

3. Fill in the Application Form

Please fill in all sections (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 (8-1/2×11 inches, or 21×29 cm).

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

4. Include Supplementary Materials

Applicants to Saison AIR Partnership and 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 converted into PDF formats

❖ Please note that we cannot return any of the following materials due to the receiving volume.

<table>
<thead>
<tr>
<th>Required supplementary materials for Saison AIR Partnership</th>
</tr>
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<tbody>
<tr>
<td>1) An outline of your proposed exchange residency program or collaboration project including the purpose, theme, plan (schedule and itinerary), artist selection, expected outcomes. It is important to state why you would like to conduct your program or project in Japan and how you would like to apply the outcome to your arts institution in the future.</td>
</tr>
<tr>
<td>2) A detailed financial estimate of the proposed exchange residency program or collaboration project with income and expenditure in Japanese yen</td>
</tr>
</tbody>
</table>
3) An outline of your arts institution

4) An outline of your residency programs and residency facilities including accommodations and rehearsal studios, if applicable. It is important to state how your institution supports resident artists in your program. In case your arts institution doesn’t have the residency facilities, please add the information regarding accommodations and rehearsal studios your arts institution is planning to provide.

5) Main artists’ C.V. (if applicable)

6) Audio-visual samples of the main artists’ work relevant to the proposed project. (if applicable)
   - Please include a printed document with video sharing site links, e.g. YouTube and Vimeo, on a recent work with a short description of the work.

7) Photograph (portrait) of the main artists (if applicable)
   - Please state photo credits/copyrights if necessary.

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**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 say 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

4) C.V.

5) Audio-visual samples of the applicant’s work relevant to the proposed project.
   - Please include a printed document with video sharing site links, e.g. YouTube and Vimeo, on a recent work with a short description of the work.

6) Photograph (portrait) of the applicant
   - Please state photo credits/copyrights if necessary.

   - Please note that the above required visual materials (photograph) may be used by the Saison Foundation for public relation purposes.

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5. **Send us the Application Package**

   In order to make a full application, applicants must submit a package including the completed application form [Word and PDF] and a set of supplementary materials [PDF]. Please upload your package to file sharing websites e.g. WeTransfer and Dropbox, and email to us the links **no later than Thursday, October 17, 2019**.

   - Please convert the application form and supplementary materials into PDF formats.
   - Please do not send the application form and supplementary materials by email.
   - The results will be notified to the applicant by **the end of January 2020 by email.**
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 2020 will be sent to the applicant (administrative contact person stated in the application form) at the end of January 2020 via postal mail.

NOTE: 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 April 5 and from December 29, 2020 to January 3, 2021 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

❖ 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

❖ Only Awardees are entitled to use Morishita Studio

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.

WiFi/LAN Internet connection is available.

Guest room (3 rooms)

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

WiFi/LAN Internet connection is available.
The Saison Foundation – Kyobashi Office

Address: Kyobashi Yamamoto Building 4th Floor, 3-12-7, Kyobashi, Chuo-ku
Tokyo 104-0031, Japan

Telephone: +81 3-3535-5566 Fax: +81 3-3535-5565
Website: http://www.saison.or.jp/ Email: apply20@saison.or.jp

❖ The above email address will be effective from August 1, 2019
❖ Applicants are requested to include the word “Application for 2020” 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 Saturdays, Sundays, plus the following days in August 2019 to January 2020: September 16th and 23rd, October 14th and 22nd, November 4th and 23rd, December 28th – January 5th, January 13th

Directions

The Kyobashi office is located in the heart of Tokyo, just one minute by foot from Exit A1 at TAKARACHO station on the Toei Asakusa Line and a five minute walk from Exit 1 at KYOBASHI station on the Ginza Line and a seven minute walk from Exit 10 at GINZA IT-CHOME station on the Yurakucho Line

Deadline Reminder:

International Project Support Program

Deadline for requesting the application form:
Thursday, October 3, 2019 [by email: apply20@saison.or.jp]

Deadline for submitting the application form:
Thursday, October 17, 2019 [by post/courier or in-person only]

Saison Artist in Residence (Saison AIR Partnership and Visiting Fellows)

Deadline for requesting the application form:
Thursday, October 3, 2019 [by email: apply20@saison.or.jp]

Deadline for submitting the application form:
Thursday, October 17, 2019 [via file sharing websites]
❖ Application package must reach The Saison Foundation no later than October 17, 2019.