

THE SAISON FOUNDATION

The Saison Foundation 2021 International Program Guidelines

- For Contemporary Theater and Dance –

International Program for Contemporary Theater and Dance

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Outline and timeframe for 2021 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 Saison Artist in Residence
 - Saison AIR Partnership
 - Visiting Fellows

Timeframe for 2021 Awards

Grants and studio awards for 2021 will be given to projects and activities scheduled to begin at any time during the year **from April 1, 2021 to March 31, 2022**. Saison Artist in Residence offers residencies between June 1, 2021 to March 31, 2022.

Please note that Morishita Studio will be offered **from April 6 to December 28, 2021 and from January 4 to March 31, 2022**.

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 upon request and accepted in Japanese or English.
- Application guidelines in Japanese are also available [on 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 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 that only include the touring stage of completed works.

NOTE: If your proposal includes digital or online phase, please state within the project outline its significance.

- 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 year of the International Project Support Program. Please check the box for Residency Support on the application form.
 - ❖ Applicants are expected to invite a Japanese artist to their country for more than 15 days and up to 30 days between June 1, 2021 and March 31, 2022 and send an artist who is able to stay in Japan for more than 15 days and up to 30 days between June 1, 2021 and March 31, 2022. Applicants are expected to pay for the costs of the exchange residency program that will not be covered by the 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 the body of the email message and send it to apply21@saison.or.jp **no later than Thursday, October 15, 2020** (Japan Standard Time). Alternatively, applicants may submit a request letter by fax, post or courier. For contact information, please see page 11.

Request for Application Form

[email: apply21@saison.or.jp]

- 1) Name of grant program (International Project Support Program)
- 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 name, 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 within 5 days after we confirm that the proposed project falls within the goals of our program.

- ❖ Applicants applying for our international program for the first time will be invited to an online interview.

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 A4 size paper (8-1/2 × 11 inches, or 21 × 29cm).

- ❖ Applicants who submit an application form exceeding the four-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 converted into PDF formats or printed on A4 size 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
 - ❖ Please include the following information;
 - a) Timetable/schedule in 2021 and beyond
 - b) Artistic profile/C.V. of main participants in the project
 - ❖ Please include all essential information within the application form
- 2) A detailed financial estimate of the proposed project in 2021*. (income and expenditure in Japanese yen). *April 2021 - March 2022
 - ❖ Please highlight the expenses sought to the Foundation

- 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 (2,000 Japanese letters/ approximately 650 English words with Japanese translation attached).
 - ❖ Please include your name and project name in the upper right side of the essay
- 5) One visual image that best describes the outline of the proposed project as stated in the application form. If not available, one video of applicants' recent work. *Alternatively, one DVD.

- ❖ 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 [Word and PDF] and a set of supplementary materials [PDF]. Please send it by email or post it so that it reaches us by no later than Thursday, October 22, 2020.

- ❖ Please convert the application form and supplementary materials into PDF formats.
- ❖ Please upload the package to a file sharing website, e.g. WeTransfer, and send the link to us, in case your package file size exceeds more than 5 MB.
- ❖ The results for 2021 will be sent to the applicant at **the beginning of February 2021.**
- ❖ We will not be able to respond to any inquiries regarding the selection process and results.

Contemporary Theater and Dance

II. Saison Artist in Residence

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 a 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, 2021 and March 31, 2022.
 - b) send an artist who is able to stay in Japan for more than 15 days and up to 30 days between June 1, 2021 and March 31, 2022.
 - 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.
 - ❖ Artists from overseas must be playwrights, directors, or choreographers.

Application Procedures

Five steps to apply for our Saison AIR Partnership:

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 the body of the email message and send it to apply21@saison.or.jp **no later than Thursday, October 15, 2020** (Japan Standard Time). Alternatively, applicants may submit a request letter by fax, post or courier. For contact information, please see page 11.

Request Letter for Application Form	[email: apply21@saison.or.jp]
1) Name of grant program (Saison AIR Partnership)	
2) Applicant's name and contact information including address, phone number and email address	
3) Brief descriptions of the past and present projects, works and achievements by the applicants	
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.	

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.

- ❖ Applicants applying for our international program for the first time will be invited to an online interview.

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 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 Saison AIR Partnership 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 or printed on A4 pages
- ❖ Please note that we cannot return any of the following materials due to the receiving volume.

Required supplementary materials for Saison AIR Partnership
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.

- 2) A detailed financial estimate of the proposed exchange residency program or collaboration project with income and expenditure in Japanese yen
- 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. If your arts institution doesn't have residency facilities, please add 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 it.
- 7) Photograph (portrait) of the main artists (if applicable)
 - ❖ 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.

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 send it by email or post it so that it reaches us by **no later than Thursday, October 22, 2020.**

- ❖ Please convert the application form and supplementary materials into PDF formats.
- ❖ Please upload the package to a file sharing website, e.g. WeTransfer, and send the link to us, in case your package file size exceeds more than 5 MB.
- ❖ The results will be notified to the applicant by **the beginning of February 2021.**
- ❖ We will not be able to respond to any inquiries regarding the selection process and results.

Visiting Fellows: Research Residency for Artists and Arts Managers

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.

- Open call for Visiting Fellows 2021 will be announced once it's decided.

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 2021 will be sent to the applicant (administrative contact person stated in the application form) at **the beginning of February 2021.**

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 (maximum three person)

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, 2021 to January 3, 2022, 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 <u>per day</u> 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*
- ❖ Only Awardees are entitled to use Morishita Studio
- ❖ Smoking is permitted in designated area.

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.

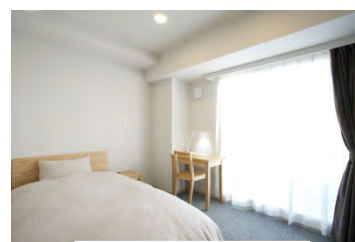
Guest room (3 rooms)

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

WiFi/LAN Internet connection is available.



Studio S



Guest room

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

Contact Information

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: apply21@saison.or.jp

- ❖ The above email address will be effective from August 11, 2020
- ❖ Applicants are requested to include the phrase **“Application for 2021”** at the beginning of the subject line of the email message.

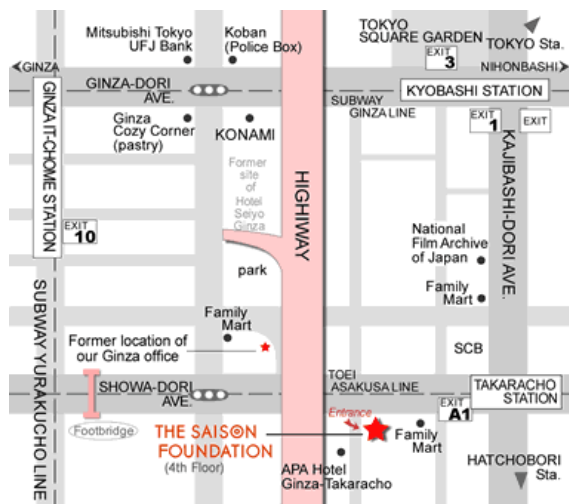
Office hours: Monday to Friday, from 10 a.m. to 6 p.m. (JST= GMT+9 hours)

Closed on Saturdays, Sundays, plus the following days from August 2020 to

January 2021: September 21st and 22nd, November 3rd

and 23rd, December 29th – January 4th, January 11th

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 / Saison AIR Partnership

Deadline for requesting the application form:

Thursday, October 15, 2020 [by email: apply21@saison.or.jp]

Deadline for submitting the application form:

Thursday, October 22, 2020 [by email: apply21@saison.or.jp or by post]

- ❖ Application package must reach The Saison Foundation no later than October 22, 2020.