

# THE SAISON FOUNDATION

## The Saison Foundation 2024 International Program Guidelines

- For Contemporary Theater and Dance –

### **International Program for Contemporary Theater and Dance**

I International Projects Support Program  
(For medium to long-term artistic collaboration projects) .....3

II Saison Artist in Residence

\* Open call for Saison Artist in Residence 2024 will be announced once all details are confirmed.

## Outline and timeframe for 2024 Awards

### Outline

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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. Our grantees are able to rent the studio for rehearsals, workshops, creation, 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

- ❖ Open call for Saison Artist in Residence 2024 will be announced once all details are confirmed.

### Timeframe for 2024 Awards

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Grants and studio awards for 2024 will be given to projects and activities scheduled to begin at any time during the year **from April 1, 2024 to March 31, 2025.**

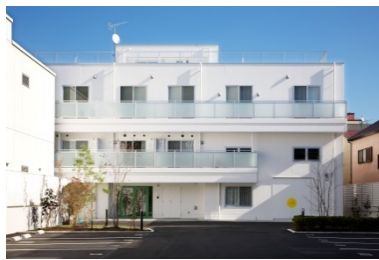
Please note that Morishita Studio will be offered **from April 6 to December 28, 2024 and from January 4 to March 31, 2025.**

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

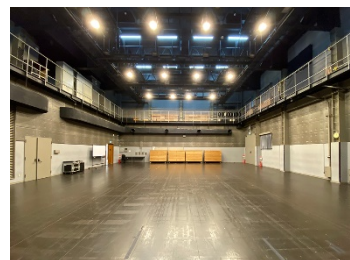
- The application form is only available upon request and accepted in Japanese or English.
- Application guidelines in Japanese are also available [on our website](#).



Morishita Studio  
(Main Building)



Morishita Studio  
(Annex)



Studio C

## Contemporary Theater and Dance

### I . International Projects 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 explain its significance within the project outline.

- 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 [<https://www.saison.or.jp/en/library>].

## Application Procedures

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### 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. 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.

#### 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 [apply24@saison.or.jp](mailto:apply24@saison.or.jp) **no later than Thursday, September 21, 2023** (Japan Standard Time). Alternatively, applicants may submit a request letter by fax, post or courier. For contact information, please see page 8.

**Request for Application Form**

[email: apply24@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)

- ❖ 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 (avoid using 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 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 2024 and beyond
    - b) Artistic profile/C.V. of partner participants in the project
  - ❖ Please include all essential information within the application form
- 2) A detailed financial estimate of the proposed project in 2024\*. (income and expenditure in Japanese yen). \*April 2024 - March 2025
  - ❖ 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 commitment 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/ video that best describes the outline of the proposed project as stated in the application form. If not available, a DVD or a URL featuring a video of applicants' recent work.

- ❖ 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 5, 2023.

- ❖ 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 2024 will be sent to the applicant at **the beginning of February 2024.**
- ❖ 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 2024 will be sent to the applicant (administrative contact person stated in the application form) at **the beginning of February 2024.**

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 April 1 and from December 29, 2024 to January 3, 2025, 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 one month prior to the first day of the use of studios and *guest room*
- ❖ Only Awardees are entitled to use Morishita Studio
- ❖ Smoking is only 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.

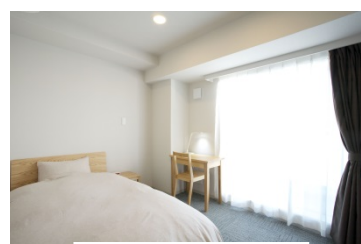
#### *Guest room* (3 rooms)

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:** <https://www.saison.or.jp/>

**Email:** [apply24@saison.or.jp](mailto:apply24@saison.or.jp)

- ❖ The above email address will be effective from August 1, 2023
- ❖ Applicants are requested to include the phrase **“Application for 2024”** at the beginning of the subject line of the email message.

**Office hours:** Monday to Friday, from 10 a.m. to 5 p.m. (JST= GMT+9 hours)

Closed on Saturdays, Sundays, plus the following days from August 2023 to

January 2024: August 11<sup>th</sup>, September 18<sup>th</sup> and 23<sup>rd</sup>, October 9<sup>th</sup>,

November 3<sup>rd</sup> and 23<sup>rd</sup>, December 29<sup>th</sup> – January 5<sup>th</sup>, and January 8<sup>th</sup>

### 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 Projects Support Program

Deadline for requesting the application form:

**Thursday, September 21, 2023** [by email: [apply24@saison.or.jp](mailto:apply24@saison.or.jp)]

Deadline for submitting the application form:

**Thursday, October 5 2023** [by email: [apply24@saison.or.jp](mailto:apply24@saison.or.jp) or by post]

- ❖ Application package must reach The Saison Foundation no later than October 20, 2023.