

## Grant Program for Translation and Publication on Japan Application Instructions

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### 1. Objectives

This program is designed to provide financial support for foreign publishers to translate and/or publish Japan-related books. The grant shall cover part of the translation cost and/or publishing cost (paper cost, plate-making cost, printing cost, binding cost, etc.). By enabling the reduction of the selling price, and thus making books more accessible to the general public, especially books that are difficult to publish commercially, the program aims to promote better understanding of Japanese culture and Japanese studies abroad.

### 2. Eligible Projects

- (1) The following project is eligible for the program:  
Translation and/or publication project of Japan-related books in the fields of humanities, social sciences, or arts, which fulfill all of the following requirements:
  - a. The translated book must be published between April 20, 2019, and February 29, 2020. However, in the case of an application for only the “translation grant,” the publishing deadline is within two years after the completion of the translated manuscript.  
\* The grantee shall acknowledge the Foundation’s financial support in a prominent place in the book, such as the copyright page. Since notification of results will be in late April 2019, applicants planning to publish the book in April or May should consult with the Japan Foundation overseas office or Embassies and Consulates-General before start printing.
  - b. The original book written in Japanese must already be published at the time of application.
  - c. In principle, translations must be made directly from the original book. (Retranslation of works already translated into another language will only be considered for applications from countries where the number of translators is limited.)
  - d. The copyright arrangements concerning the original book (and retranslation book, if any) must already be completed. As for translation fees, a written contract between the publisher and the translator must already be concluded. It is necessary to submit the copy of the contract for the application.
  - e. A part of the draft of the translation should be completed by the time of application. It is necessary to submit a sample of the translation, about 30 pages long.
  - f. The plan and method of implementation must be appropriate and there must be ample expectations that they will yield good result.
  - g. Projects must not be used for religious or political purposes.
- (2) The following projects are not eligible:
  - a. Periodicals, special issues, proceedings, exhibition catalogues, guidebooks, pamphlets, language
  - b. Dictionaries, and Japanese-language teaching materials, etc.;
  - c. Books originally published in a foreign language;
  - d. Works not expected to secure wide distribution, including those to be donated for free;
  - e. Projects for which the translator’s fee is paid by royalties;
  - f. Reprints of books and; and
  - g. Works already appeared as a self-published book or magazine on a website, etc.
- (3) **Points to be noted**
  - a. Applicants cannot reapply for projects that were rejected in the past without a new plan and revised translation.
  - b. Grant applications for support in translation costs for e-books are also accepted.

### 3. Eligibility

- (1) Applicant must meet the following requirements:
  - a. Applicant is a publisher (corporation) outside of Japan. Domestic publishers (corporations) within Japan may also apply only if there is a written contract/agreement with foreign book distribution companies.
  - b. Applicant must have the capabilities necessary for implementing the planned projects.
  - c. The receipt of grants or support from the Japan Foundation must not violate any laws, regulations, or ordinances.
  - d. Applicant must have a bank account in the organization’s name in order to receive grant money from the Japan Foundation.
- (2) The Japan Foundation does not provide grants for:
  - a. The State (Japanese national government organs), local governments, incorporated administrative

- agencies, local incorporated administrative agencies (hereinafter referred to as "the State, etc.")
  - b. Organizations and facilities belonging to the State, etc. such as educational or research institutes established by the State, etc. (excluding organizations with their own legal personalities such as incorporated associations or incorporated foundations, even if the State etc. are involved in their establishment)
  - c. Foreign governments (including their administrative organs and their embassies and consulates-generals, but excluding educational, research, or cultural institutes such as universities and museums); and
  - d. International organizations to which the Japanese government makes a financial contribution.
- (3) Points to be noted
- a. For organizations that have continually received support from the same program for the past three fiscal years, unless the Japan Foundation believes there is a compelling reason for them to continue receiving such support, our policy is not to provide grants for the fourth fiscal year. This is a measure to avoid giving ongoing support to the same applicants, and to distribute grants to as many applicants as possible. It is possible to apply for the same program for a fourth consecutive fiscal year, but please be aware that the Japan Foundation places a lower priority on such applications.
  - b. The Japan Foundation and its overseas office will not duplicate funding for the same project.

#### 4. Grant Coverage

- (1) The grant will cover up to a maximum of 60% of the actual amount of the following costs incurred and paid between April 1, 2019, and February 29, 2020. However, if the book in question is listed in "Worth Sharing - A Selection of Japanese Books Recommended for Translation", the grant will cover up to a maximum of 80%. [http://www.jpf.go.jp/e/project/culture/publication/supportlist\\_publish/worth\\_sharing/index.html](http://www.jpf.go.jp/e/project/culture/publication/supportlist_publish/worth_sharing/index.html)
- a. Translation fee (paid to translators);
  - b. Production costs (paid to printing companies, such as costs for paper, plate-making, printing, binding, etc.).
- (2) The following costs will not be covered by this grant but shall be borne by the publisher:
- a. Editing costs;
  - b. Copyright clearance costs;
  - c. Design layout costs;
  - d. Shipping costs;
  - e. Proofreading costs; and
  - f. All the other necessary costs.
- (3) Applications are accepted in one of the following three classifications. In every case, the grant will be paid upon submission of the designated documents on completion of the project:
- a. Application for "translation only": The grant will cover a part of translation costs. The grant will be remitted after receiving the "Payment Request" and "Project Report" together with a copy of the completed manuscript of the translation.
  - b. Application for "publication only": The grant will cover a part of publishing costs. The grant will be remitted after the Japan Foundation receives the "Payment Request" and "Project Report" together with a copy of the published book.
  - c. Application for "translation and publication": The grant will cover part of both the translation and publishing costs. The grant will be remitted after the Japan Foundation receives the "Payment Request" and "Project Report" together with a copy of the published book.
- (4) **Points to be noted**
- a. The grant coverage of the program may not be used for any part of the same project expense(s) that are covered by other funding sources.

#### 5. Selection Policy

- (1) Screening will be conducted in line with the following criteria and decisions will be made after consulting with experts in the field:
- a. Necessity for a grant from the Japan Foundation;
  - b. Quality of the contents and translation of the work;
  - c. Significance of publication in the applicant's country and language;
  - d. Solidity of scheduling;
  - e. Cost effectiveness;
  - f. Adequacy of distribution plan.
- (2) A relatively higher evaluation will be given to the translation and/or publication of the following books:
- a. A book that is considered to have a wide influence on society; not only limited to researchers but available to a

- wide range of readers in the applicant's country;
  - b. A book by an author who has never been introduced in the applicant's country before;
  - c. A book of direct translation from a Japanese book in area where books on Japan are rarely published.
- (3) The grant amount will be decided by the Japan Foundation, according to the content of the book, the publishing situation in the applicant's country, etc.

## 6. Application Procedures

- (1) Application Documents
- a. Please visit the following website to download the Application Forms.  
<http://www.jpf.go.jp/e/program/list.html>
  - b. Application form and all attached materials should be submitted together, collated and not stapled. Please include 2 additional copies.
- (2) Attached materials are as follows. Incomplete applications may not be given due consideration.
- a. Copy of translation sample (30 pages) and corresponding section from the original text;
  - b. Copy of the table of contents and corresponding section from the original text;
  - c. A copy of documents that prove that the applicant has cleared the copyright of the original;
  - d. A copy of the concluded contract between the publisher and the translator, indicating the translation fees, the payment conditions, the working terms, etc. (in case of "publication only," this is unnecessary.)
  - e. A formal estimate, presented by a printing company, with detailed statements of paper costs, plate-making costs, printing costs, binding costs, etc. An estimate made by the publisher will not be accepted (in case of "translation only," this is unnecessary).
  - f. Two recommendation letters from two third-party evaluators working in the same field as the book's theme. The letter should include the merits of translating the work, possible influence on the readers in the country, etc. Letters from people concerned with the translator, reviews from newspapers, and magazine articles will not be accepted.
- (3) Application Deadline  
Completed applications must be submitted to the Japan Foundation overseas offices or the Embassies and Consulates-General of Japan by **November 20, 2018**.
- (4) *Points to be Noted*
- a. The Japan Foundation will not accept applications submitted through the Internet, by E-mail, or by fax.
  - b. Applicants in Taiwan are requested to contact Japan-Taiwan Exchange Association, Taipei office with which the Japan Foundation cooperates.
  - c. Submitted Application Forms and other attached materials will not be returned. Please make sure to keep one copy of the application for your reference.

## 7. Notification of Results

- (1) After the screening of applications, decisions will be announced in writing in Late April 2018.
- (2) The Japan Foundation cannot make any comments on the screening process.

## 8. Number of Grants

The number of applications / successful projects in the previous year was 63 applications / 21 projects.

## 9. Obligations

- (1) Programs of the Japan Foundation are operated in accordance with the relevant Japanese laws and regulations of the Japan Foundation including "Law for the Proper Execution of a Budget Relating to Subsidies" (Law. No. 179 of 1955).
- (2) Acknowledgment of the Japan Foundation's financial support should appear in an appropriate place in the book with logo of the Japan Foundation.
- (3) The Grantee shall acknowledge the Foundation's financial support in an appropriate place.
- (4) The Grantee shall submit the Project and Financial Reports about the activities and expenditures, when the project has been completed.
- (5) The Japan Foundation is intolerant of any fraudulent activity from the application process through the grant duration. Once a grant has been provided, committing any form of fraud with regard to the Japan Foundation grant funds could result in penalty measures such as revocation of decision to provide a grant in whole or in part, required return of rescinded portions of the grant including additional charges, late payment charges, suspension of the grant for a certain period of time, and/or other legal actions.
- (6) The publisher shall send complimentary copies of the published work to the Japan Foundation by mail. The Japan Foundation will designate the number of copies to be sent.
- (7) The Japan Foundation can buy the book at a discount of 10%.

- (8) The Grantee shall submit the Evaluation of the Project Report on sales results, book reviews in newspapers and magazines, etc., and response from readers after the publication of the book.

## 10. Disclosure of Information

- (1) Details of projects supported by the Japan Foundation (e.g., the name of the applicant and project descriptions) will be made public in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), on the Japan Foundation's website, and in other public-relations materials.
- (2) When a request for information based on the "Law Concerning the Disclosure of Information Held by Independent Administrative Institutions, etc." (Law No. 140 of 2001) is received, materials such as submitted application forms will be disclosed (unless stipulated by laws as not to be disclosed).

## 11. Handling of Personal Information

- (1) The Japan Foundation handles personal information appropriately and in accordance with the "Law Concerning Access to Personal Information Held by Independent Administrative Institutions" (Law No. 59 of 2003) and other applicable laws. Details of the Japan Foundation's privacy policy can be reviewed at the following website:  
<http://www.jpff.go.jp/e/privacy>
- (2) The Japan Foundation uses personal information on the application documents, project reports, and deliverables for screening, implementation, and evaluation procedures of the project. They may also be used for the following purposes:
  - a. Details of the successful applicants, such as names, gender, job and position, affiliation, project duration, and project description, are published in the *Kokusai Koryu Kikin Jigyo Jisseki* (Detailed Annual Reports of the Japan Foundation), the Annual Report, on the Japan Foundation's website, and in other public-relations materials. They are also used in compiling statistics and released to the press for publicity purposes.
  - b. There may be cases in which the information is released to the Ministry of Foreign Affairs of Japan, Embassies or Consulates-General of Japan, etc., at the place where a project is undertaken.
  - c. There may also be cases in which copies of applications documents, project reports, and deliverables, are provided to outside consultants in order to facilitate the screening process and the evaluation of the results of projects.
  - d. There may also be cases in which the Japan Foundation sends questionnaires to the addresses written on the application documents after the project has ended.
  - e. There may also be cases in which the Japan Foundation uses the information written on the application form to contact the applicants to inform them of other Japan Foundation activities.
- (3) There may be cases in which the project reports and other related publication are released to the public.
- (4) Applicants are requested to inform all individuals whose personal information appears on the application materials of the above-mentioned policy.
- (5) It is considered that by applying to this program, participants agree to the use of personal information for the above-mentioned policy.

## 12. Contact

- (1) Application from Japan  
The Japan Foundation (Headquarters)  
Arts and Culture Department  
Planning and Coordination Section  
4-4-1 Yotsuya, Shinjuku-ku, Tokyo 160-0004 Japan  
TEL +81-(0)3-5369-6060  
FAX +81-(0)3-5369-6038  
E-mail: [arts@jpf.go.jp](mailto:arts@jpf.go.jp)
- (2) Application from Overseas  
Prior to application, be sure to confirm the submission destination and qualification to the nearest Japan Foundation overseas offices. When there is no Japan Foundation overseas office in the applicant's country, please contact the nearest Japanese diplomatic mission.
  - a. The Japan Foundation Overseas Offices: <http://www.jpff.go.jp/e/world/index.html>
  - b. Japanese Diplomatic Missions: [http://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](http://www.mofa.go.jp/about/emb_cons/mofaserv.html)

## Instructions to Fill in the Application Forms

### 1. General Instructions

- (1) Application form and all attached materials, along with 2 copies, should be submitted together, collated and not stapled. After submission, it will not be returned. Please make sure to keep a copy for your reference.
- (2) Please use the name exactly as given in the passport. If the passport has not yet been issued, please use the name given in the public identification such as driver's license.
- (3) Please type or write with a ballpoint pen in black ink, printing clearly in block letters. If you find any area insufficient, please give the outlined information within it, and attach additional A4-size pages for detailed information.
- (4) Applicants are requested to promptly notify the Japan Foundation of any correction to be made in their applications.

### 2. Application Form

- (1) Where entries are requested in Chinese characters or *Katakana*, in alphabet, and in your native language, please fill in all applicable sections.
- (2) The application must be signed by the highest administrative representative: the President of the company or by a person authorized to sign contracts on behalf of the applying organization. This signature will constitute the formal commitment of the applying organization to the proposal.
- (3) In the “Plan for distribution of the book” section, please mention in detail how the books will be delivered to the readers. If e-book distribution is planned, please mention it in this section.
- (4) The possibility of simultaneous support from other sources does not disqualify a prospective applicant. The application should, however, explain in detail the nature of assistance received and/or anticipated in “Application for other grant (if any)” section. The grant coverage of the program may not be used for any part of the same project expense(s) that are covered by other funding sources.
- (5) Please be sure to fill in the “Project Budget” in the same currency as the contract and the formal estimate. In addition, please select your preferred currency from the list of currencies available for remittance from the Japan Foundation. It is desirable that the two currencies are the same, but if not, the grant will be converted at an exchange rate at the time of remittance.

\* Example of how to fill out the “Project Budget” (when the applicant hopes to receive a grant of 40% of the translation costs and 25% of the production costs)

記入通貨 Currency: **GBP**

	国際交流基金助成金 JF Grant	自己資金 Own Funds	他の助成金 Grants from other sources	合計 Total
翻訳料	GBP 800	GBP 1,200	0	GBP 2,000
<b>「翻訳助成」又は「翻訳出版助成」に申請する場合に記載</b>	$100,000 \text{ 字/words} \times \text{GBP}0.02 = \text{GBP } 2,000$ 原典の日本語字数合計 × 日本語 1 字あたりの翻訳料 = 翻訳料合計 Total number of Japanese word in original book × Translation fee per 1 Japanese word = Total sum of translation fee			
	40 %	60 %	___ %	100%
	GBP 1,500	GBP 4,500	0	GBP 6,000
印刷・製本費				
<b>「翻訳助成」又は「翻訳出版助成」に申請する場合に記載</b>	25 %	75 %	___ %	100%
		GBP 1,000	0	GBP 1,000
編集料 Editing costs		GBP 1,000	0	GBP 1,000
著作権処理費 Copyright clearance costs		GBP 1,500	0	GBP 1,500
デザイン費 Design layout costs		GBP 1,000	0	GBP 1,000
輸送費		GBP 500	0	GBP 500

Shipping costs				
校閲費 Proofreading costs		GBP 1,000	0	GBP 1,000
その他 Other expenses		0	0	0
	小計 Subtotal GBP 2,300	小計 Subtotal GBP 10,700	小計 Subtotal 0	合計 Total GBP 13,000

国際交流基金から送金できる通貨は以下の通りです。助成金の送金を希望する通貨にチェックしてください。  
The currencies available for remittance from the Japan Foundation are as follows. Please check your preferred currency.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Australian Dollar (AUD)    | <input type="checkbox"/> Canadian Dollar (CAD)           | <input type="checkbox"/> Czech Koruna (CZK)       |
| <input type="checkbox"/> Danish Krone (DKK)         | <input type="checkbox"/> European Euro (EUR)             | <input type="checkbox"/> Hungarian Forint (HUF)   |
| <input type="checkbox"/> Hong Kong Dollar (HKD)     | <input type="checkbox"/> Indian Rupee (INR)              | <input type="checkbox"/> Indonesian Rupiah (IDR)  |
| <input type="checkbox"/> Japanese Yen (JPY)         | <input type="checkbox"/> Korean Won (KRW)                | <input type="checkbox"/> Mexican Nuevo Peso (MXN) |
| <input type="checkbox"/> New Zealand Dollar (NZD)   | <input type="checkbox"/> Norwegian Krone (NOK)           | <input type="checkbox"/> Philippine Peso (PHP)    |
| <input type="checkbox"/> Polish Zloty (PLN)         | <input checked="" type="checkbox"/> Pound Sterling (GBP) | <input type="checkbox"/> Singapore Dollar (SGD)   |
| <input type="checkbox"/> Swedish Krona (SEK)        | <input type="checkbox"/> Swiss Franc (CHF)               | <input type="checkbox"/> Thai Baht (THB)          |
| <input type="checkbox"/> United States Dollar (USD) |  |   |

### 3. Documents to be submitted

Type of application	Support for Translation	Support for Publication	Support for Translation and Publication
1. A copy of translation sample (30 pages) and corresponding section from the original text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A copy of the table of contents and corresponding section from the original text. If any modifications to the original, such as abridgment, commentary or addition of other writing are being planned, please also include the table of content of that section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A copy of documents that prove that the applicant has cleared the copyright of the original.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A copy of the concluded contract between the publisher and the translator, indicating the translation fees, the payment conditions, the working terms, etc.	<input type="checkbox"/>		<input type="checkbox"/>
5. A formal estimate, presented by a printing company, with detailed statements of paper costs, plate-making costs, printing costs, binding costs, etc. An estimate made by the publisher will not be accepted.		<input type="checkbox"/>	<input type="checkbox"/>
6. Two recommendation letters from two third-party evaluators working in the same field of the book's theme. The letter should include the merits of translating the work, the possible influence on the readers in the country, etc. Letters from people concerned with the translator, reviews from newspapers, and magazine articles will not be accepted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2019 (平成 31 年度) 用  
For FY2019

**翻訳出版助成プログラム申請書**  
**Support Program for Translation and Publication on Japan Application Form**

年 Year / 月 Month / 日 Day

独立行政法人国際交流基金理事長 殿  
To : President  
The Japan Foundation

独立行政法人国際交流基金プログラム・ガイドラインに従い、下記のとおり助成金の交付を申請します。

I hereby apply for a grant under this grant program as follows, according to The Japan Foundation Program Guidelines.

記

**1 申請機関概要 Applicant Information**

出版社名 Name of Publisher	漢字/カタカナ In Chinese characters or <i>Katakana</i>		
	アルファベット In Alphabet		
	原語 In Native Language		
国名 Country			
住所 Address			
法人格 Corporate Status	<input type="checkbox"/> 営利出版社 Profit-making Organization	<input type="checkbox"/> 非営利出版社 Non-profit Organization	
設立年 Year of Establishment			
年間刊行数 Number of publications per year			
年間売上額 Annual sales	現地通貨 In local currency	円換算 In Japanese Yen	
資本金 Capital	現地通貨 In local currency	円換算 In Japanese Yen	
主な出版分野 Principal field(s) of publication			
代表者 Authorized Representative	氏名 (漢字又はカタカナ) Name (In Chinese characters or <i>Katakana</i> )	部署・役職 (日本語) Department and job title (in Japanese)	署名又はサイン Signature
	氏名 (アルファベット) Name (in Alphabet) Mr./ Ms. Dr./Prof.	部署・役職 (英語) Department and job title (in English)	

担当者 Person in charge of this project	氏名（漢字又はカタカナ） Name (In Chinese characters or <i>Katakana</i> )	役職（日本語） Department and job title (in Japanese)	メールアドレス E-mail Address
	氏名（アルファベット） Name (in Alphabet) Mr. /Ms. Dr. /Prof .	役職（英語） Department and job title (in English)	
電話/FAX 番号 Telephone/Fax Number	TEL:	FAX:	
ウェブサイト Website	http://		
国際交流基金との関わり (例：過去の助成申請実績等) Previous relation with the Japan Foundation (ex: past grant application, etc.)			
日本関連図書の主な刊行実績 Previous major publication of Japan-related books	<input type="checkbox"/> 有（下に記載） Our previous publications are as follows:		<input type="checkbox"/> 無 This is our first Japan-related book to be published.
	刊行年 Year of Publication	タイトル Title	著者 Author
日本関連図書の主な刊行計画 Plans for publication of Japan-related books in the future	<input type="checkbox"/> 有（下に記載） Our plans are as follows:		<input type="checkbox"/> 無 We do not have any future plans at the moment.
	刊行年 Year of Publication	タイトル Title	著者 Author

## 2 事業概要 Project Outline

申請区分 Type of application	<input type="checkbox"/> 1. 翻訳助成 1. Support for Translation	<input type="checkbox"/> 2. 出版助成 2. Support for Publication	<input type="checkbox"/> 3. 翻訳・出版助成 3. Support for Translation and Publication
申請図書の予定タイトル Planned title of the book	漢字/カタカナ In Chinese characters or <i>Katakana</i>		
	アルファベット In Alphabet		
	原語 In Native Language		
直訳 / 重訳の別 Direct translation from Japanese or retranslation from another language	<input type="checkbox"/> 日本語からの直訳 Direct translation from a Japanese book		<input type="checkbox"/> 他言語からの重訳 ( ) 語) Retranslation from an already translated book in another language, which is:

使用言語 Language(s) to be used in the book				
推薦著作リスト Is the book listed in “Worth Sharing – A Selection of Japanese Books Recommended for Translation”?	<input type="checkbox"/> 推薦著作リスト掲載図書である The book is listed in “Worth Sharing – A Selection of Japanese Books Recommended for Translation”		<input type="checkbox"/> 推薦著作リスト掲載図書ではない The book is NOT listed in “Worth Sharing – A Selection of Japanese Books Recommended for Translation”	
内容 Outline of the work				
読者の理解を促す解説・抄訳など Will the book include any additional commentary or abridgment of other writing to enhance the reader’s understanding?	<input type="checkbox"/> 有(詳細を説明) Included (please describe)		<input type="checkbox"/> 無 Not included	
助成金申請理由と期待される成果 Reason for applying to the Japan Foundation grant and its expected outcome				
出版物の形態と初版発行予定部数 Format of book and planned number of copies in first edition (For e-book, please fill in the anticipated sales circulation.)	<input type="checkbox"/> Printed book (Hard cover) _____ copies	<input type="checkbox"/> Printed book (Soft cover) _____ copies	<input type="checkbox"/> E-book _____ copies	<input type="checkbox"/> Other (Audio book, etc.) _____ copies
	合計 Total copies			
販売国 Country(ies) the book will be distributed in				
販売予定価格 Planned price of the book	現地通貨 In local currency		円換算 In Japanese yen	
読者ターゲット層 Target audience of the book				

刊行後の頒布計画 Plan for distribution of the book		
広報計画・関連イベント等 Plan for publicity and/or related events		
本を寄贈する場合、 部数と寄贈先 Donation of books (if any)	部数 Number of books	寄贈先 Destination
翻訳完了時 Date of completion of manuscript	年 Year / 月 Month / 日 Day	いずれも2019年4月1日から2020年2月29日までの間に支払いが発生し、かつ支払いを終えること。 Costs must be incurred and paid between April 1, 2019 and February 29, 2020.
翻訳料支払時 Date of payment of translator's fee	年 Year / 月 Month / 日 Day	
印刷完了時 Date of completion of printing	年 Year / 月 Month / 日 Day	
印刷料支払時 Payment of production costs	年 Year / 月 Month / 日 Day	
刊行時 Date of release	年 Year / 月 Month / 日 Day	
著作権保持者 Copyright holder		
著作権処理 Copyright clearance concerning the original book	<input type="checkbox"/> 処理済み Completed 著作権処理の完了していることを証明する書類のコピーを添付してください。 Please attach a copy of documents which prove that the applicant has cleared the copyright of the original book.	<input type="checkbox"/> 不要 Unnecessary 理由を記載してください。 Please specify why it is unnecessary:
予定ページ数 Planned Number of pages		

予定判型 Planned size of the book		
他団体への申請状況 Application for other grant (if any)	企業・団体名 Name of grantee	助成額 Amount of grant

原典(重訳の場合は重訳本も記載) Original book In case of retranslation from an already translated book in another language, please also give information on the translated book..	刊行年 Year of Publication	原典のタイトル Title of the book	作者 Author	出版社 Publisher
--	----------------------------	------------------------------	--------------	------------------

過去に同じ言語による翻訳図書が刊行されている場合、記載してください Please indicate if the work has already been published in the same language you are applying.	刊行年 Year of Publication	翻訳書のタイトル Title of the book	翻訳者 Translator	出版社 Publisher
--	----------------------------	-------------------------------	-------------------	------------------

3 関係者 Persons involved

	申請図書 of 翻訳者 Translator of the applying book	申請図書 of 校閲者 Reviser of the applying book	申請図書 of 編者 Editor of the applying book
氏名 (漢字又はカタ カナ) Name in Chinese characters or <i>Katakana</i>			
氏名 (アルファベッ ト) Full Name in Alphabet	Dr. /Prof.	Dr. /Prof.	.Dr. /Prof.
所属機関 (日本語) Affiliation (in Japanese)			
所属機関 (英語) Affiliation (in English)			
部署・役職 (日本語) Department and job title (in Japanese)			
部署・役職 (英語) Department and job title (in English)			
所属機関所在国 / 都 市 Country/City of Affiliation	/	/	/
専門分野 Field of Specialization			
母国語 Native language			
略歴 Academic/Professional background, etc.			
過去の著作物 Previous publications			

4 支出計画 Project Budget

証拠書類と同じ通貨で支出計画を記載してください。本プログラムの助成金の使途と、他の団体からの助成金や寄付金の使途が、同一の経費に重複することは認められません。

Please fill in with the same currency used in the contract and the formal estimate. The grant coverage of the program may not be used for any part of the same project expense(s) that are covered by other funding sources.

記入通貨 Currency: \_\_\_\_\_

	国際交流基金 助成金 JF Grant	自己資金 Own Funds	他の助成金 Grants from other sources	合計 Total	備考 Notes
翻訳料 Translation Fee (reward paid to the translator)					翻訳料の金額が明記され、関係者が署名済みの契約書のコピーを添付してください。Please attach a copy of the concluded contract between the publisher and the translator, indicating the translation fee, the payment conditions, the working terms, etc.
_____ 字/words × _____ = _____ 原典の日本語字数合計 × 日本語 1 字あたりの翻訳料 = 翻訳料合計 Total number of Japanese words in original book × Translation fee per 1 Japanese word = Total sum of translation fee					
	_____%	_____%	_____%	100%	
印刷・製本費(用紙、製版、印刷、製本代等) Production costs (paper, plate-making, printing, binding)					印刷・製本費の金額が明記された見積書を添付してください(印刷・製本会社発行のもので、用紙、製版、印刷、製本などの項目別経費の明細が明記されているものが有効です。申請機関が作成した書類は不可とします。Please attach a formal estimate, presented by a printing company, with detailed statements of paper costs, plate-making costs, printing costs, binding costs, etc. An estimate made by the publisher is not accepted.
	_____%	_____%	_____%	100%	
編集料 Editing costs	/				上記以外の費用は国際交流基金の助成金から支払うことができません。 All other costs cannot be covered by the Japan Foundation Grant.
著作権処理費 Copyright clearance costs	/				
デザイン費 Design, layout costs	/				
輸送費 Shipping costs	/				
校閲費 Proofreading costs	/				
その他 Other expenses	/				
	小計 Subtotal	小計 Subtotal	小計 Subtotal	合計 Total	

国際交流基金から送金できる通貨は以下の通りです。助成金の送金を希望する通貨にチェックしてください。

The currencies available for remittance from the Japan Foundation are as follows. Please check your preferred currency.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Australian Dollar (AUD)    | <input type="checkbox"/> Canadian Dollar (CAD) | <input type="checkbox"/> Czech Koruna (CZK)       |
| <input type="checkbox"/> Danish Krone (DKK)         | <input type="checkbox"/> European Euro (EUR)   | <input type="checkbox"/> Hungarian Forint (HUF)   |
| <input type="checkbox"/> Hong Kong Dollar (HKD)     | <input type="checkbox"/> Indian Rupee (INR)    | <input type="checkbox"/> Indonesian Rupiah (IDR)  |
| <input type="checkbox"/> Japanese Yen (JPY)         | <input type="checkbox"/> Korean Won (KRW)      | <input type="checkbox"/> Mexican Nuevo Peso (MXN) |
| <input type="checkbox"/> New Zealand Dollar (NZD)   | <input type="checkbox"/> Norwegian Krone (NOK) | <input type="checkbox"/> Philippine Peso (PHP)    |
| <input type="checkbox"/> Polish Zloty (PLN)         | <input type="checkbox"/> Pound Sterling (GBP)  | <input type="checkbox"/> Singapore Dollar (SGD)   |
| <input type="checkbox"/> Swedish Krona (SEK)        | <input type="checkbox"/> Swiss Franc (CHF)     | <input type="checkbox"/> Thai Baht (THB)          |
| <input type="checkbox"/> United States Dollar (USD) |  |   |

5 チェックリスト Check List

以下の書類を添付し、チェックをつけてください。ひとつでも欠けている場合、選考の対象から除外されます。

**(3)～(6)の書類が英語・日本語以外の言語で書かれている場合、英訳または和訳も添付ください。**

コピー2部を添付してください。

This application form must be accompanied by the following documents. Incomplete applications will not be given due consideration.

**For documents 3 to 6, please attach a translation either in English or in Japanese.**

Two copies of each document must be attached.

申請内容 Type of application	翻訳助成 Support for Translation	出版助成 Support for Publication	翻訳・出版助成 Support for Translation and Publication
(1) 本文の翻訳見本（約 30 ページ）、及びそれに対応する原典のコピー 1. A copy of translation sample (30 pages) and corresponding section from the original text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) 目次及びそれに対応する原典のコピー 原典をそのまま翻訳・出版するのではなく、抄訳又は他の文章・作品を加えて出版する場合は、その予定目次も必要。 2. A copy of the table of contents and corresponding section from the original text. If any modifications to the original, such as abridgment, commentary or addition of other writing are being planned, please also include the table of content of that section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) 著作権処理が完了していることを証明する書類のコピー(著作権処理が必要な場合) 3. A copy of documents that prove that the applicant has cleared the copyright of the original.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) 翻訳者との間に結ばれた契約書のコピー（翻訳料の金額、	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>期間、支払条件等が明記されたもの)</p> <p>4. A copy of the concluded contract between the publisher and the translator, indicating the translation fees, the payment conditions, the working terms, etc.</p>			
<p>(5) 印刷・製本費の見積書 (印刷・製本会社発行のもので、用紙、製版、印刷、製本などの項目別経費の明細が明記されているもの。申請機関が作成した見積書は不可とします。)</p> <p>5. A formal estimate, presented by a printing company, with detailed statements of paper costs, plate-making costs, printing costs, binding costs, etc. An estimate made by the publisher will not be accepted.</p>		□	□
<p>(6) 推薦状 2 通 (翻訳が行われる意義や申請国の読者に与える影響等を記したもの。出版社の関係者や翻訳者ではない第三者が前提。新聞や雑誌の作品レビューは不可)</p> <p>6. Two recommendation letters from two third-party evaluators working in the same field of the book's theme. The letter should include merit of translating the work, the possible influence on the readers in the country, etc. Letters from people concerned with the translator, reviews from newspapers, and magazine articles will not be accepted.</p>	□	□	□

申請機関が日本国内の出版社の場合、海外の図書流通業者との契約書のコピー等、海外の広範な販路を証明する書類も添付してください。