

# THE SAISON FOUNDATION

## The Saison Foundation 2018 International Program Guidelines - For Contemporary Theater and Dance –

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

I	International Project Support Program (For medium to long-term artistic collaboration projects).....	3
II	Saison Artist in Residence.....	6
	• Saison AIR Partnership [Pilot Program] .....	6
	• AIR for Collaboration Projects [Pilot Program] .....	7

## Outline and timeframe for 2018 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
- AIR for Collaboration Projects
- Visiting Fellows ※An open call for Visiting Fellows 2018 will be announced around May 2018.

### Timeframe for 2018 Awards

---

Grants and studio awards for 2018 will be given to projects and activities scheduled to begin at any time during the year **from April 1, 2018 to March 31, 2019**. Saison Artist in Residence offers residencies between June 1, 2018 and March 31, 2019.

Please note that Morishita Studio will be offered **from April 6 to December 28, 2018 and from January 4 to March 31, 2019**.

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

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



Morishita Studio  
(Main Building)



Morishita Studio  
(Annex)



Studio C

## Contemporary Theater and Dance

### I . International Project Support Program

#### For medium to long-term artistic collaboration projects

This program offers grants and 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. Please find out more about our current and past awardees and programs at our website [<http://www.saison.or.jp/english/awardees/index.html>].

### Application Procedures

#### Five steps to apply for our International Project Support Program:

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

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

##### 2. Request an Application Form

Please prepare a Request Letter for Application Form including the following information and submit it by email to [apply18@saison.or.jp](mailto:apply18@saison.or.jp) **no later than 5 p.m. on Thursday, October 5, 2017** (Japan Standard Time). Alternatively, applicants may submit the letter by fax, post or courier. For contact information, please see Page 12.

<b>Request Letter for Application Form</b>	[email: <a href="mailto:apply18@saison.or.jp">apply18@saison.or.jp</a> ]
1) Name of the program (International Project Support Program) and name of your project	
2) Applicant's name and contact information including address, phone number and email address for PC	
3) Name and contact information of the administrative person in charge of the proposed project, if different from the applicant	
4) <u>Brief</u> descriptions of the past and present works and achievements by the main artists/companies involved in the project	
5) A concise summary of the proposed project, including its concept, the names of the participants, and when and where it will take place (within 250 words)	

An application form will be given to the applicant 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 and do not use the phrase 'see attachment', and submit a completed application. Applicants may submit an application form prepared on their own PC as long as it uses the precise headings and order of the original form and is printed out on exactly three pages of A4 size paper (8-1/2 inch by 11 inch, or 21cm by 29cm).

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

### 4. Include Supplementary Materials

Applicants to the International Project Support Program are requested to attach the following supplementary materials.

- ❖ Documents (excluding booklets and/or pamphlets) must be prepared in Japanese and/or in English with a PC and printed on A4 size pages.
- ❖ Please do not use staples, nor submit double-sided pages.
- ❖ Please note that we cannot return any of the following materials due to the receiving volume.

#### **Required supplementary materials for International Project Support Program**

- 1) An outline of the project (project proposal)
  - ❖ Please include the following information;
    - a) Timetable/schedule in 2018
    - b) Artistic profile/C.V. of the main participants in the project
- 2) A detailed financial estimate of the proposed project in 2018\*. (income and expenditure in Japanese yen). \*April 2018 - March 2019
- 3) Copy of a letter of agreement from each collaborating artist/company, stating their acknowledgement and wish to participate in the proposed project.
- 4) Two essays on the objective of the proposed project written by the project's principal playwright/director/choreographer or producer, from both the applicant and Japanese partner (1,000 to 2,000 Japanese letters/ approximately 300 to 650 English words with Japanese translation attached).
  - ❖ Please include your name and project name in the upper right side of the essay
- 5) One DVD \* 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 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.
- 6) Applicants must also attach an outline of the above visual material in the following manner
  - ❖ Theater artists/companies: A synopsis of approximately 200 Japanese letters (or 60 English words) and explanatory notes (details, background information, etc.) of approximately 400 Japanese letters (or 120 English words).
  - ❖ Dance artists/companies: Explanatory notes (details, background information, etc.) of

approximately 200 Japanese letters (or 60 English words).

7) Additionally, the following materials on CD-R are required:

- ❖ Stage photograph of applicant's representative work.
- ❖ Photograph (portrait) of the Representative(s) of the project, i.e., the applicant and artistic partner. Please state photo credits/copyrights if necessary.

- ❖ 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 19, 2017 by post/courier or in-person.**

- ❖ The results for 2018 will be sent to the applicant at **the end of January 2018 via postal mail.**
- ❖ 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.

- ❖ An open call for Visiting Fellows 2018 will be announced around May 2018.

#### Saison AIR Partnership [Pilot Program]

---

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 an Japanese artist.
  - ❖ Accommodation at Morishita Studio will be provided free of charge.
  - ❖ 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.
- 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, 2018 and March 31, 2019.
  - b) send an artist who is able to stay in Japan for more than 15 days and up to 30 days between June 1, 2018 and March 31, 2019.
  - c) pay for the costs of the exchange residency program that will not be paid by the Saison Foundation
  - ❖ An overseas artist must be playwrights, directors, or choreographers.

## AIR for Collaboration Projects [Pilot Program]

---

This program offers artistic development opportunities for collaboration projects between overseas artists and Japanese artists through artist-in-residence programs. Those who wish to start the collaboration projects with contemporary theater and dance communities in Japan are able to use Morishita Studio for rehearsals, workshops, or work-in-progress showings upon requests. Please obtain consent from the Japanese collaborating artists before applying for this program.

- The program is open to arts institutions outside of Japan, such as theaters, dance houses, 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 a maximum of two artists from overseas or for a maximum of two Japanese artists.
  - ❖ Accommodation at Morishita Studio will be provided free of charge.
  - ❖ 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.
- Arts institutions or artist collectives are expected to
  - a) invite Japanese artists and conduct their collaboration project in their country for more than 15 days and up to 30 days between June 1, 2018 and March 31, 2019.
  - b) conduct the collaboration project in Japan for more than 15 days and up to 30 days between June 1, 2018 and March 31, 2019.
  - c) pay for the costs of the collaboration project that will not be paid by the Saison Foundation
  - ❖ Overseas artist must be playwrights, directors, or choreographers.

## Application Procedures

### **Five steps to apply for our Saison AIR Partnership and AIR for Collaboration Projects:**

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

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

#### 2. Request an Application Form

Please prepare a Request Letter for Application Form including the following information and submit it by email to [apply18@saison.or.jp](mailto:apply18@saison.or.jp), **no later than 5 p.m. on Thursday, October 5, 2017** (Japan Standard Time). Alternatively, applicants may submit the letter by fax, post or courier. For contact information, please see Page 12.

<b>Request Letter for Application Form</b>	[email: <a href="mailto:apply18@saison.or.jp">apply18@saison.or.jp</a> ]
1) Name of the program (Saison AIR Partnership / AIR for Collaboration Projects)	
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.

#### 3. Fill in the Application Form

Please fill in all sections and do not use the phrase 'see attachment', and submit a completed application. Applicants may submit an application form prepared on their own PC as long as it uses the precise headings and order of the original form and is printed out on exactly three pages of A4 size paper (8-1/2 inch by 11 inch, or 21cm by 29cm).

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

#### 4. Include Supplementary Materials

Applicants to Saison AIR Partnership or AIR for Collaboration Projects are requested to attach the following supplementary materials.

- ❖ Documents (excluding booklets and/or pamphlets) must be prepared in English and/or in Japanese with a PC and printed on A4 size pages.
- ❖ Please do not use staples, nor submit double-sided pages.
- ❖ Please note that we cannot return any of the following materials due to the receiving volume.

#### **Required supplementary materials for Saison AIR Partnership**

- 1) An outline of your proposed exchange residency program including the purpose, plan (schedule and itinerary), artist selection, expected outcomes. It is important to state why you would like to conduct the exchange program with Japan and how you would like to apply the outcome of the program to your arts institution in the future.

- 2) A detailed financial estimate of the proposed exchange residency program with income and expenditure in Japanese yen
- 3) An outline of your arts institution
- 4) An outline of your residency programs run by your arts institution, if applicable. It is important to state how your institution supports resident artists in your program.
- 5) An outline of your residency facilities including accommodations and rehearsal studios, if applicable. 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.
- 6) Photograph of your arts institution, e.g. facilities and programs

#### **Required supplementary materials for AIR for Collaboration Projects**

- 1) An outline of your collaboration project including the theme, details of creation, plan (schedule and itinerary) and presentation. It is important to state how you would like to develop your collaboration project in the residencies and how you would like to apply the outcome of your collaboration project to your future plan.
  - 2) A detailed financial estimate of the collaboration project with income and expenditure in Japanese yen
  - 3) An outline of your arts institution
  - 4) C.V. including those of the Japanese artists
  - 5) A DVD or a printed document with video sharing site links, e.g. YouTube and Vimeo, on a recent work by the overseas artists
    - ❖ The DVD/CD-R should be labeled on the front side of the disc with the following information:
      - Top of the label: Name of the applying artist/company
      - Bottom of the label: Title of the recorded work/content, year and venue
    - ❖ Please insert chapters for easy navigation and allow the disc to be played in any locale on any DVD player.
  - 6) A short description of the work on the video
  - 7) Photograph (portrait) of the artists involved in the collaboration project
- ❖ 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 19, 2017 by post/courier or in-person.**

- ❖ The results for 2018 will be sent to the applicant at **the end of January 2018 via postal mail.**
- ❖ We will not be able to respond to any inquiries regarding the selection process and results.

## Evaluation, Selection and Notification

Each application will be assessed in regard to the Foundation's following criteria:

- 1) Uniqueness of the applicant's activities and of the proposed project.
- 2) The perspective and potentiality of the applicant.
- 3) The timing of giving the award to the applicant and to the project.
- 4) The project's impact on the arts and on the international community.
- 5) Feasibility of the project in terms of schedule and budget.

The selections of grant and award recipients are officially approved at the Foundation's Board of Directors meeting in January each year. The results for 2018 will be sent to the applicant (administrative contact person stated in the application form) at **the end of January 2018 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 5 and from December 29, 2018 to January 3, 2019 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*
- ❖ Awardees are only entitled to use Morishita Studio

### Facilities

#### Studio and common space

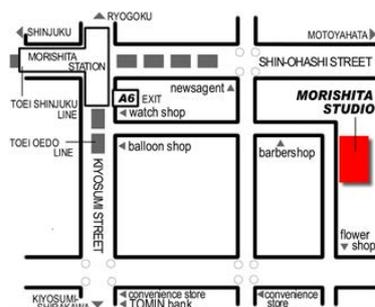
Lounge, pantries, locker rooms, laundry room, showers and washrooms, offices, copy and fax machine, and parking (advance reservations required) available.

WiFi/LAN Internet connection is available.

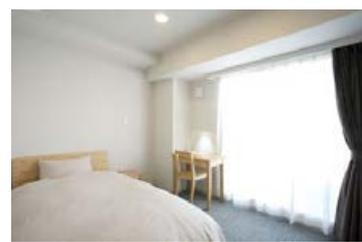
#### *Guest room* (3 rooms)

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

WiFi/LAN Internet connection is available.



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:** [apply18@saison.or.jp](mailto:apply18@saison.or.jp)

- ❖ The above email address will be effective from August 1, 2017
- ❖ Applicants are requested to include the word **“Application for 2018 ”** at the beginning of the subject line of the email message.

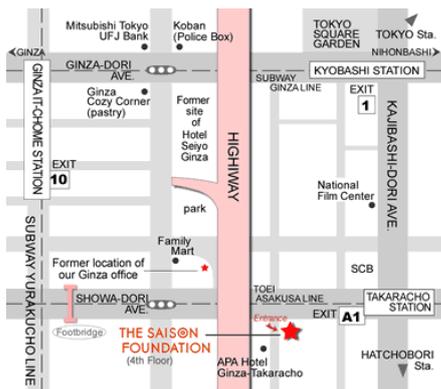
**Office hours:** Monday to Friday, from 10 a.m. to 6 p.m. (JST= GMT+9 hours)

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

2017: 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 23<sup>rd</sup>, December 28<sup>th</sup> – January 5<sup>th</sup>, 2018

### Directions



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

### Deadline Reminder:

#### International Project Support Program

Deadline for requesting the application form:

**Thursday, October 5, 2017** [by email: [apply18@saison.or.jp](mailto:apply18@saison.or.jp)]

Deadline for submitting the application form:

**Thursday, October 19, 2017** [by post/courier or in-person only]

- ❖ Application package must reach The Saison Foundation no later than October 19, 2017.

#### Saison Artist in Residence (Saison AIR Partnership / AIR for Collaboration Projects)

Deadline for requesting the application form:

**Thursday, October 5, 2017** [by email: [apply18@saison.or.jp](mailto:apply18@saison.or.jp)]

Deadline for submitting the application form:

**Thursday, October 19, 2017** [by post/courier or in-person only]

- ❖ Application package must reach The Saison Foundation no later than October 19, 2017.