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|  | Application Form  Call for Projects  *(Flanders Japan 2019 – 2020)* | |  |
|  | ///////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////// | | |
|  | **Arts Flanders Japan**  Contact: Bernard Catrysse  **E-mail:** [**info@flanders.jp**](mailto:info@flanders.jp?subject=Call%20for%20Projects) | *Box to be filled out by the organiser*  *Date of reception* | |
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|  | ***Who can apply?***  *Individual artists and cultural organisations from Flanders who have the intention to set up a collaboration in Japan or team up with a Japanese partner can apply for financial support for their projects, partnerships and/or performances. The projects for which funding is requested should be realised between July 1st and 2019 and October 31, 2020.*  ***When and to whom should I submit this application?***  *Please fill out this application electronically and send it – together with the necessary attachments – to the email address listed at the top of this form no later than May 26, 2019. The timestamp of the email message will be proof of the time that the application is submitted. There is no need to sign your application.*  ***Where can I get all the information?***  *Criteria and modalities for this Call are specified in the Outline of the Call for Projects - Bilateral Cultural Cooperation between Flanders and Japan (2019 – 2020).*  *For any additional questions, please send your email to* [*info@flanders.jp*](mailto:info@flanders.jp?subject=Call%20for%20Projects) *and mention Call for Projects in the Subject.* | | |
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|  | Name of the Project | | |
| Give a name to your project.   |  |  | | --- | --- | |  |  | | | | |
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|  | Data from Partner Applicants | | |
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|  | *The project should be initiated and led by the Flemish partner. In case there is a Japanese partner involved, he/she can choose to either co-sign the application or add a statement on his/her involvement. The commitment of a Japanese partner increases the chances of a project being selected for funding.*  *The Flemish partner is the initiator and the main applicant. He/she will therefore be the recipient of the grant.*  *This application will need the complete data of the Flemish partner.* | | |

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| **1** | **Fill out the data of the Flemish partner applicant** |

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|  | Official name |  | | | | | | | | | |
|  | Company registration number |  | . |  | | . |  | |  | | |
|  | Street and house number |  | | | | | | | | | |
|  | Postcode and city |  | | | | | | | | | |
|  | Phone |  | | | | | | | | | |
|  | E-mail address |  | | | | | | | | | |
|  | Contact person |  | | | | | | | | | |
|  | Name bank account holder |  | | | | | | | | | |
|  | IBAN |  |  |  | |  |  |  | |  |  |
|  | BIC |  | | |  | | | | | | |

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| **2** | **Fill out the data of the Japanese partner** |

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|  | Official name |  | | | | | | | | |
|  | Address |  | | | | | | | | |
|  | Postcode and city |  | | | | | | | | |
|  | Phone |  | | | | | | | | |
|  | E-mail address |  | | | | | | | | |
|  | Contact person |  | | | | | | | | |
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| **3** | **Are any other Flemish partner(s) involved?** |

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|  | ☐ | Yes. Go to question *4.* |
|  | ☐ | No. Go to question *5.* |

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| **4** | **Fill out the data of the other Flemish partner(s)** |

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|  | **Official name** |  | **Address** |  | **E-mail address** |
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| **5** | **Are any other Japanese partner(s) involved?** |

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|  | ☐ | Yes. Go to question *6.* |
|  | ☐ | No. Go to question *7.* |

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| **6** | **Fill out the data of the other Japanese partner(s).** |

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|  | **Official name** |  | **Address** |  | **E-mail address** |
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|  | Description of the Project |

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| **7** | **Give a concise description of the joint project**  *Describe and explain the content of your project in a maximum of 550 words. Please detail: a) the aims; b) the core activities; c) the audience you are aiming for; d) the contributions of each of the partners involved; and e) to what extent you consider this project to be innovative* |
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| **8** | **Detail the planning of the project**  *The starting and the executing dates of the project should be within the period of 2019–2020 and more especially between July 1st 2019 and October 30, 2020. Please mention the major steps of your project and also the public performances, if any.* |

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|  | **Description of the major steps within the project** |  | **Major steps** |
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| **9** | **When and where will there be a public performance? (if any)** |

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|  | day | |  | month |  | year |  | |  |
|  | | Place (address) | | | | | |  | |

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| **10** | **Your partnership**  Explain in a maximum of 200 words how you and your partner are complementing one another. Emphasise the expertise and the added value that both partners are bringing in. |
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|  | Criteria for the Assessment of the Application |

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| **11** | **Explain in a maximum of 550 words the importance and the effects of your collaboration in this project**  *The submitted projects will be tested against the criteria listed in Chapter 3 of the Outline of the Call for Projects.* |
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|  | **Financial Data** |
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| **12** | **Give an estimate of the revenues of the project**  *List the estimated revenues in the tables. Provide explanation where needed. For the item ‘Call for Projects (Arts Flanders Japan)’, list the amount you are applying for. (The maximum is 15,000 euro, and the amount applied for should not exceed 50% of the total revenues.)* | | | | | | | |
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|  | **Revenues** |  | |  | | | | |
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|  | **Subsidy** |  | | **Explanation** |  | **Amount** | | |
|  |  |  | |  |  |  | | euro |
|  | Call for Projects (Arts Flanders Japan) |  | |  |  |  | | euro |
|  | City/Local government |  | |  |  |  | | euro |
|  | Flanders government |  | |  |  |  | | euro |
|  | Federal government |  | |  |  |  | | euro |
|  | European authorities |  | |  |  |  | | euro |
|  | Other official authorities |  | |  |  |  | | euro |
|  | | | | | | | | |
|  | **Other revenues** |  | | **Name/Explanation** |  | **Amount** | | |
|  | Private sponsoring |  | |  |  |  | | euro |
|  | Revenues from the project |  | |  |  |  | | euro |
|  | Own revenues (revenues from sales) |  | |  |  |  | | euro |
|  | Other revenues |  | |  |  |  | | euro |
|  |  |  | |  |  |  | | euro |
|  |  |  | |  |  |  | | euro |
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|  |  | | **Total revenues** | |  |  | **euro** | |
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| **13** | **Give an estimate of the expenses of the project**  *Sum up all the expenses that are linked to the project. Provide explanation where needed.* | | | | | | | |
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|  | **Expenses** |  | | **Explanation** |  | **Amount** | | |
|  | | | | | | | | |
|  | Management and administration |  | |  |  |  | | euro |
|  | Promotion and communication |  | |  |  |  | | euro |
|  | Production |  | |  |  |  | | euro |
|  | Fees |  | |  |  |  | | euro |
|  | | | | | | | | |
|  | **Other expenses** |  | |  |  |  | |  |
|  |  |  | |  |  |  | | euro |
|  |  |  | |  |  |  | | euro |
|  |  |  | |  |  |  | | euro |
|  |  |  | |  |  |  | | euro |
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|  |  | | **Total expenses** | |  |  | **euro** | |
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|  | **Attachments** | |
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| **14** | **Insert additional documents/attachments that support your application** | |
|  | ☐ | Global budget of the project |
|  | ☐ | Curriculum vitae of the project coordinator in Flanders |
|  | ☐ | Declaration of engagement to jointly collaborate with the Japanese partner |
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|  | **Declaration of Engagement** | |
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| **15** | **Fill out this declaration to jointly engage and commit for the success of the project.** | |
|  | **For the sake and the success of our collaboration, we declare herewith that all the data and information that we have provided in this application is true to the best of our knowledge. We confirm that we have knowledge of the Outline of this Call for Application.** | |

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|  |  |  | **Flanders** | | | | | | |  | **Japan** | | | | | | |
|  | Date |  | day |  | month |  | year |  |  |  | day |  | month |  | yearr |  |  |
|  | Sign or fill out your name |  |  | | | | | | |  |  | | | | | | |
|  | Name of the organisation |  |  | | | | | | |  |  | | | | | | |
|  | Name and surname |  |  | | | | | | |  |  | | | | | | |
|  | Title |  |  | | | | | | |  |  | | | | | | |