

Performing Arts Japan 2018-2019

CHECKLIST FOR APPLICATION PACKET

The following materials must be enclosed with your application in order for it to be considered complete (**incomplete proposals will not be considered**):

One original:

All documents must be single-sided sheets of 8 1/2" x 11" paper. Please use paper clips only; do not staple, bind or package the application materials.

- Application Form, completed and signed
 - Make sure that it is signed by the applicant organization's authorized representative. **An original signature is required.**
 - Double check that the calculation for Project Budget/Income is correct for each item.
 - Double check that **you filled in PAJ Grant Requested and Estimated Total Expenditure.**
- Letters of commitment from the principal artists who are involved in the proposed project. Please make sure that it is signed by the artists. **Original signatures are required.**

One Set:

If the document was written in a language other than English, it must be translated into English.

- Letters of intent from the presenters who are planning to present the project, expressing their level of their interest and providing possible performance dates (for Collaboration Grant, if applicable)
- Biographies of the principal artists involved in the project (no more than 1 page per artist)
- Press reviews of the principal artists involved in the project (no more than 2 reviews per artist)
- Press reviews of the proposed project, if applicable (no more than 3 reviews per artist)
- IRS 501(c)3 determination letter of the applicant organization (for US applicants only)
- In the case of adaptation, attach a copy of the documentation that proves that the applicant has already cleared the copyright

Two Sets:

- Annual report and/or financial record, such as audited financial statement, of the applicant organization for the most recent fiscal year. For US applicants, IRS Form 990 is not accepted.

Three Sets:

- Printed materials regarding the applicant organization and the proposed project
- List of grants and donations received by the applicant organization within the past 3 years

Work Samples (no more than 2 samples; at least one visual sample):

- Make sure that the information on the work sample sheet is correct.

Online Work Sample:

- Make sure that your URL is correct.
- Make sure that your samples remain available online throughout the entirety of the review, and after.
- Make sure to include password information, if your online work samples are protected.

DVD, CD or other format:

- Two sets of work samples