

Support for Overseas Publication for Fiscal 2021 Information for Applicants

Suntory Foundation

1. Object

The aim of the Support for Overseas Publication program is to provide financial assistance for translation, editing and publication in English and other languages of works as follows.

- A. International dissemination of outstanding research works written in Japanese
- B. Books written about Japan that are conducive to promoting a deeper understanding of Japan and Japanese culture abroad.

2. Terms of Grant

The support is intended to cover the translation and/or publication costs of a work.

The upper limit of application amount is **50% of total cost, and ¥1,000,000**. However, to cover costs for translation and publication **in English**, the limited is **two-thirds of total cost, and ¥2,000,000** per work. (The maximum for works written in English is ¥1,000,000.)

3. Eligibility

- In principle, the subject books should be in the fields of humanities or social sciences, and consist of outstanding research works written in Japanese, or works written about Japan for which financial assistance would open the route to translation and publishing.
- They may be published in any language other than Japanese.
- Works considered for grants this year must be published during **the two-year period from April 1, 2022 to March 31, 2024**
- A guarantee of high quality translation and publication must be given, such as a letter of recommendation from a third party or written proof of an arrangement with a reliable publisher.
- Works in serial form must be applied for one by one.
- The following categories will not be considered:
 - (1) Works in the natural sciences
 - (2) Revised versions of translations issued in the past
 - (3) Reprints of previously published works
 - (4) Periodicals, guidebooks, pamphlets, etc.
 - (5) Works for which commercial publishing is sufficiently feasible
 - (6) Work without a publishing agreement from a reliable publisher
 - (7) Works for which the application does not indicate suitable channels for distribution

4. Selection Process

The screening committee shall first examine all the applications and select candidates by consensus. After that, the board of directors of the Suntory Foundation shall make the final approval.

5. Payment Procedures

The payment procedures are, in principle, as follows:

- (1) Upon completion of the project, the published work should be promptly submitted to the Foundation. Payment will be made after that copy has been received by the Foundation. The 80% of the grant will be remitted when the book is published. The remaining 20% will be remitted one year after the publication and only after the prescribed form of the report has been submitted.
- (2) The specified time limit for publication is two years from the date of approval.

6. Obligations of the Recipient

- (1) As demanded by the Foundation, the grant recipient must report the progress of the project. This is necessary to ensure the objective of this support is smoothly attained.
- (2) **Acknowledgement of the Foundation's financial support** must appear in an appropriate place in the work.
- (3) **5 complimentary copies of the published works** must be sent to the Foundation.

Support for Overseas Publication for Fiscal 2021

Application Procedures

Suntory Foundation

1. Application Instructions

- (1) Application forms can be obtained from the Foundation. All required information must be filled in (total of four pages).
- (2) Use a word processor or a typewriter. If using the application on the website (Word file) or reproducing the form yourself, please make sure to keep all the sections and to maintain the same system of page.
- (3) The application should be completed in Japanese or English. Applications in any other language will not be accepted
- (4) **The amount of grant-in-aid requested must be specified in Japanese yen. The actual amount of each grant shall be determined in Japanese yen.**
- (5) The total cost necessary for publishing the work includes items such as printing, binding, paper, editing, revising, translation, etc., but does not, as a rule, include the following:
 - a) Advertising expenses
 - b) Sales and business expenses
 - c) Communication expenses and durable supplies expenses
 - d) Investigation expenses and foreign travel expenses
 - e) Working expenses and management expenses
- (6) The requested amount must be itemized and grounds therefore explained in detail.
- (7) At the time of application, the possibility of simultaneous assistance does not disqualify an applicant. The application should, however, explain in detail the nature of assistance received and/or anticipated; for example, source, amount received or requested, date or scheduled date of approval, etc.
- (8) Applicants are requested to promptly notify the Foundation of any fundamental change in the information given in the application forms after submittal or approval; for example, change to content, format or price of the work, total production cost, etc. This notification should be prior to selection by the screening committee as well as prior to payment of the grant. If the work is published without notifying the Foundation of changes, that payment may be cancelled.
- (9) Please supply addresses outside of Japan in English.

2. Additional Documents for Submittal

The application forms must be accompanied by the following documents. If these documents are in any other language other than Japanese or English, they must be accompanied by translations. Incomplete applications may not be given due consideration. Application forms and these documents shall become the property of the Foundation and shall not be returned.

- (1) An abstract providing a concrete outline of the content and summarizing the main points of the work. (1 A4 page)
- (2) A publisher's guarantee that certifies the translation or the publication if and when the grant is given. (Copies are acceptable, but it is preferred that the publisher's letterhead be used.)
◆This must be submitted when applying only for financial assistance for translation.
- (3) A formal estimate, presented by a pertinent company, of the cost of printing, paper, binding, and other itemized details.
◆Both an estimate of translation fees as well as overall costs must be submitted when applying only for financial assistance for translation.
- (4) In the case of translation: The original text in Japanese. (Selected copies are acceptable.)
In the case of new literature written in languages other than Japanese: A table of contents of the work.
In the case of joint authorship: A list of collaborators.
- (5) A letter of recommendation from a third party. (1 A4 page)

3. Payment Procedures

Remittance will be made in Japanese yen within Japan. Remittance may be made in other currencies outside of Japan, at the request of a successful applicant. The exchange rate between Japanese yen and the requested currency shall be the current rate at the time the Foundation makes payment.

4. Application Deadline

All documents should be sent by registered mail, and must be postmarked no later than November 30, 2021. The application forms (PDF file) should be sent also by e-mail. The subject of the e-mail is “Application for Overseas Publication 2021”.

Send applications and inquiries to:

Department of Support for Overseas Publication
Suntory Foundation
Suntory Annex 9F, 2-1-5, Dojima, Kita-ku, Osaka, Japan, 530-8204
Tel: +81-6-6342-6221 / Fax: +81-6-6342-6220
sfnd@suntory-foundation.or.jp

5. Approval and Notification

Decisions will be announced in March 2022 individually to each applicant in writing. Successful applicants should submit the publishing schedule to the Foundation promptly after receiving notice. If not submitted, the Foundation may withdraw support for the project.

Support for Overseas Publication for Fiscal 2021 Application Form

To: Mr. Shingo Torii
President, Suntory Foundation

Date.

Applicant's name	Title:	Age
Institution/ Organization , Position		

I, the above-listed applicant, do hereby apply for Support for Overseas Publication offered by the Suntory Foundation. The details of my application are as follows.

Title of the book	Target language	Language used in the newly publishing book :
	Japanese	
Publisher		Published year

Amount requested (a) of page 2	JPY
Total cost (b) of page 2	JPY

The upper limit of the application amount is 50% of total cost, and 1,000,000 yen. In case of translation and publication in English, the limit is two-thirds, and 2,000,000 yen.

Author or Editor

Name	
Institution/ Organization, Position	

Academic/Professional background:

Significance of Publication:

Outline	Size	Number of copies	Number of pages	Price
Schedule	Anticipated date of completion of manuscript (translation)		Anticipated date of release	

Amount requested (a)	JPY	Exchange rate	Currency
		1 _____ = JPY	

Proposed use for financial support, grounds for application for support (Advertising and business expenses excluded.)

Itemized account in detail (Advertising and business expenses excluded.)

- *Printing
- *Binding
- *Paper
- *Editing & Revising
- *Translating
- *Other (in detail)

Total cost (b)	JPY
----------------	-----

Applications for assistance from other financial sources

Received	Amount received	Date approved	Source
	Name of assistance program		Applicant's name
Anticipated	Amount received	Scheduled date of approval	Source
	Name of assistance program		Applicant's name

Applicant's name _____

Publisher

Name of Publisher			
Representative			
Person in charge of this project			
Address			
TEL		FAX	
E-mail			
Publisher's activities (Average number of publications per year / Annual sales / Principal field of publication)			

Plan for distribution of the work / details of the transfer or authorization of the copyright:
--

Translator

Name		Age
Institution/ Organization, Position		
Career		
Previous major translations		

Applicant's name _____

Applicant (If outside Japan, supply address in English)

Address	Institution/ Organization		
		TEL	FAX
	Home		
		TEL	Fax
Preferred point of contact by telephone and mail: 1. Institution/Organization 2. Home (circle one)			
E-mail			
Career			

Note: This application form must be accompanied by the following documents.

(Incomplete applications may not be given due consideration.)

1. An abstract providing a concrete outline of the content and summarizing the main points of the work. (1 A4 page)
2. A publisher's guarantee that certifies the translation or the publication if and when the grant is given. (Copies are acceptable.)
3. A formal estimate, presented by a pertinent company, of the cost of printing, paper, binding, and other itemized details. (Copies are acceptable.)

4. In the case of translation: The original text in Japanese. (Selected copies pages are acceptable.)

In the case of new literature written in languages other than Japanese: A table of contents of the work.

In the case of joint authorship: A list of collaborators.

5. A letter of recommendation from a third party. (1 A4 page)

Applicant's name _____