

**NOTICE: THE APPLICATION PROCESS HAS CHANGED TO ELECTRONIC SUBMISSION. THERE ARE TWO DEADLINES:**

**FEBRUARY 2** FOR SUBMISSION OF WRITEABLE PDF COVER SHEET APPLICATION FORM EMAILED TO [JUSFC.creativeartist@arts.gov](mailto:JUSFC.creativeartist@arts.gov) ;  
**FEBRUARY 23** FOR ATTACHMENT OF NARRATIVE APPLICATION AND ELECTRONIC SUBMISSION OF WORK SAMPLES.  
START YOUR APPLICATION PROCESS EARLY!!

Questions about the application and or application process can be directed to Guiomar Ochoa at [ochoag@arts.gov](mailto:ochoag@arts.gov)

Questions about the U.S.-Japan Creative Artists Program should be directed to Paige Cottingham-Streater at [pcottinghamstreater@jusfc.gov](mailto:pcottinghamstreater@jusfc.gov)

## **U.S.-Japan Creative Artists Program 2015 Guidelines and Review Criteria**

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The Japan U.S. Friendship Commission offers up to five leading contemporary and traditional artists from the United States an opportunity to spend three to five months in Japan in 2016 through the ***U.S.-Japan Creative Artists Program***. Cultural understanding is at the heart of this program. Artists participate as seekers, as cultural visionaries, and as living liaisons to the traditional and contemporary cultural life of Japan. They also serve as connectors who share knowledge and bring back knowledge. Their interaction with the Japanese public and the outlook they bring home provide exceptional opportunities to promote cultural understanding between the United States and Japan.

Artists should have compelling reasons for wanting to work in Japan, and they should do preliminary research to identify contacts there. The Commission encourages artists to consider collaboration with Japanese colleagues, as appropriate for the artistic field. Artists are free to interact with artists anywhere in the country. While many artists chose to remain in Tokyo, others have undertaken their residencies in Kyoto or other cities, and still others have worked in rural settings or have visited a number of sites relevant to their work.

Upon their arrival in Tokyo, artists will be predominantly on their own during the three to five month residency period; however, International House of Japan provides in-depth orientation materials, expert advice and professional contacts, as well as some logistical support during the residency period.

The Japan U.S. Friendship Commission sponsors this program with administrative assistance from the National Endowment for the Arts.

## Grant Award

- A grant award in the amount of up to \$20,000 depending upon duration of the residency will be provided to each artist to cover housing, living, and professional expenses. Artists will be responsible for converting their dollar award into yen. Disbursement of the grant and financial responsibilities of the grantee will be outlined when awards are made.
- Up to \$2,000 for round-trip transportation will also be provided.

Because of the limited number of awards, artists supported as a collaborative team will receive one award of \$28,000 and a maximum of \$2,000 for travel of the team. In addition, while artists may wish to apply for other grants concurrently with the application to this program, selected artists may not hold a second award for financial assistance during the period of support of the ***U.S.-Japan Creative Artists Program***.

## Review Criteria and Selection Process

***The U.S.-Japan Creative Artists Program*** is extremely competitive; only five artists are selected for travel to Japan. Applicants should anticipate a highly rigorous review of their artistry and should have compelling reasons for wanting to work in Japan. Their work must exemplify the best in US arts. Generally this means that only those artists who have demonstrated expertise and established professional recognition (e.g. awards, featured shows, publications, etc.) in their field either regionally or nationally or who have shown truly exceptional promise at the local level are likely to be competitive. Proficiency in the Japanese language is not required.

Preference will be given to those applicants for whom this will be a first-time opportunity for in-depth creative work in Japan. Applicants in 2015 must be able to begin their three to five month residency within the period between January 1 and December 31, 2016.

### **Applications are judged by the following review criteria:**

- The artistic excellence of the applicant's work and artistic merit of the proposed residency;
- The extent to which working in Japan is consistent with the applicant's artistic vision and would contribute to his or her artistry;
- The applicant's potential to contribute to increased cultural understanding and dialogue with Japanese artists and/or the Japanese public;
- The availability of resources in Japan that are necessary to the artist's proposed residency;

With the assistance of the National Endowment for the Arts, the Japan U.S. Friendship Commission will convene a panel to review applications. The panel will include previous

recipients of the ***U.S.-Japan Creative Artists Program*** award, as well as other arts professionals with expertise in Japanese culture.

### **Eligibility**

- Candidates must be citizens or permanent residents of the United States.
- Candidates must live and work professionally primarily in the United States.
- Candidates must be professional creative artists (contemporary or traditional) working as: architects, choreographers, composers, creative writers, designers, media artists, playwrights, librettists, visual artists and solo theater artists who work with original material (including puppeteers, and performance artists). Artists who create original work in a multidisciplinary form are also eligible. (Filmmakers who wish to travel to Japan to complete a film related to Japan should consult with the JUSFC staff to determine eligibility for other Commission grant support.)
- There are additional eligibility requirements for librettists, playwrights, and creative writers (fiction, non-fiction, and poetry) outlined below.
  - Librettists and playwrights must have had a full-length work professionally produced and/or published in the United States at least once in the last five years.
  - Creative writer applicants must meet specific publishing requirements. Self-published work will not satisfy this eligibility requirement. In the last 10 years writers must have published at least one of the following:
    - Twenty poems in five or more literary journals
    - Five different short stories or essays (of creative non-fiction) in two or more literary journals, anthologies, or publications
    - A book of poems of more than 48 pages
    - A novel or a novella
    - A book of creative non-fiction

Creative writer applicants may use online publications to establish up to fifty percent of their eligibility, provided that such publications have competitive selection processes and stated editorial policies.

#### **The following may not be used to establish eligibility:**

- Pre-publication material, such as galleys, proofs, and advance reader's copies.
- Work that has appeared in a publication for which you are the editor, publisher, or staff.
- Collaborative work.
- Scholarly writing.
- Instructional writing.
- Journalism.
- Book reviews.
- Editorials/letters to the editor.
- Interviews.

- Student publications and publications that primarily print work by persons who are affiliated with a particular academic institution.
- Any publication by presses that: require individual writers to pay for part or all of the production costs; require writers to buy or sell copies of the publication; publish work without competitive selection or a stated editorial policy; or publish work without professional editing.

## **Application Deadlines**

**There are two application deadlines for the 2016 program. The first is for the application coversheet. The fillable cover sheet PDF must be submitted, as an attachment to an email, to: [JUSFC.creativeartist@arts.gov](mailto:JUSFC.creativeartist@arts.gov) by February 2, 2015. The deadline for the narrative response questions, resume, letters of recommendation and work samples submission is February 23, 2015.**

Residencies for a three to five month period may begin any time between January 1 and December 31 of 2016. Notification: by June 31, 2015.

## **Application Guidance:**

When answering the application questions, keep in mind that you will benefit from a focused description of your planned residency. Be as specific as possible in outlining why you wish to work in Japan at this time and how you can achieve your objectives in a three month residency. If you have made preliminary contacts with Japanese counterparts, please include documentation that indicates their interest in your work.

We recognize that each artist's experience may prove to be profoundly different from what he or she anticipated as an applicant. However, applicants who demonstrate serious prior thought about how they plan to achieve their artistic goals in Japan have in the past proven to be the candidates most likely to benefit from the international experience. **Successful residencies reflect a balance between expectations of accomplishing specific goals and being open to new processes and opportunities for collaboration.**

## **How to Apply**

**There are several components to the application submission. All information and work samples are submitted as PDFs through a web-based process.**

**STEP 1: Complete the cover sheet PDF and submit it by February 2, 2015 as an attachment to an email to: [JUSFC.creativeartist@arts.gov](mailto:JUSFC.creativeartist@arts.gov).** Please fill out the form using Adobe Reader (be sure to hit the "Save" button). Mac users: Be sure you are using Adobe Reader and not Preview to work with the form. Please change the name of the form file to your name (<first> <last>) before emailing it to us You must send a

saved copy of the original form. **Scans of printed copies of the form will not be accepted.**

**STEP 2: The written application and work samples must be prepared and submitted electronically for a separate deadline by February 23, 2015.** To upload the written application and work samples, you will access the NEA GrantsOnline™ System (NEA-GO), which is being administered for the NEA by the Western States Arts Federation (WESTAF). NEA-GO will have detailed instructions regarding uploading your application. Approximately 10 days after submitting your fillable coversheet, an email with a userID and password will be provided to you and will enable you to access the electronic work sample site.

You should prepare your work samples and written application well in advance of the deadline and have them fully ready to upload once NEA-GO becomes available to you. **Samples submitted by mail will NOT be considered.** Please see the archive of the NEA/WESTAF joint training PowerPoint for applicants on using the NEA-GO system to upload work samples electronically. Questions may be directed to Ms. Guiomar Ochoa at [ochoag@arts.gov](mailto:ochoag@arts.gov).

To ensure that you receive WESTAF's login information promptly, we recommend that you add the following e-mail address to your list of safe senders:  
noreply@culturegrants.org.

The NEA-GO system is optimized for use with the following web browsers: Mozilla Firefox, Safari, and Google Chrome. Internet Explorer will also work, but you must have at least version IE 8.

#### **Instructions for written application:**

1. Create a new page and answer the questions that follow **(12 point font, three pages maximum)**:

**Type the question and provide your answer.**

- A. What motivates you to travel to Japan?
  - B. What do you propose to do in Japan in the three to five month period?
  - C. How do you anticipate that your time in Japan will advance cross cultural understanding?
  - D. What kinds of preparation would you anticipate making in advance?
  - E. What resources do you need?
  - F. What were the dates and purpose (s) of any previous stays in Japan of longer than one month?
4. Resumé **(two pages maximum – additional pages will be discarded)**. Each member of a collaborative team may submit two pages.

5. **Scan two (2)** signed letters of recommendation from professional colleagues, on letterhead if possible. Copy and paste letters in application document. **DO NOT SUBMIT MORE THAN TWO LETTERS OF RECOMMENDATION. Additional letters will be discarded.** Letters should be written within the last two calendar years. If necessary, the letters may be sent separately from the application.

Letters should address each of the following:

- The artistic quality and evolution of your work
- How your work would benefit from interaction with Japanese arts and cultural life
- How you would adapt to the challenge of living and working in another culture

The application answers and your resume should be in one PDF and your letter of recommendations in a separate PDF. Both of these PDFs should be uploaded onto NEA-GO. Applications without letters of recommendation will be rejected. Letters of recommendation need to be submitted by February 23, 2015. If letters are in Japanese, please provide an English translation. **Do not send reviews or articles. They will not be considered.**

### **Instructions for Submitting Work Samples:**

The work sample is a critical factor in panel deliberations. Given the large amount of material and the limited amount of time available for panel review of work samples, please prepare a well-organized presentation. Your application will benefit by including recently created work (i.e. within the last three to five years). **\*\*The work that you present should help the panel understand your interest in pursuing artistic inquiry in Japan.** \*\* Your application will be considered incomplete without work samples.

The following will NOT be accepted as work samples:

- Slides or other non-electronic images
- Original artwork in physical form
- Work created as a student for an undergraduate degree-granting program
- Critical reviews
- Promotional materials

Please determine the type of sample(s) that best represents your work. Artists applying as a collaborative team should present work samples that are reflective of the collaborative process.

**Below you will find information on the electronic submission of work samples. Requirements vary by discipline. Please read the instructions carefully and give yourself plenty of time to do the submission process.**

You will upload your work samples electronically. This will eliminate the need for you to mail work samples to the NEA after completing the cover letter.

- **Video Samples** (*Choreographers, theater artists, media artists, and other visual or performing artists who feel they would benefit from an audio-video presentation*)  
Select two video clips for a total not to exceed 250MB.

#### Acceptable Formats

You will be able to upload samples in the formats described below. There is a limit of 250 MB for all of your work samples combined. Each selection should not exceed five minutes. Video samples must be uploaded directly to NEA-GO.

#### **Please read the section relevant to your art form.**

##### ***Choreographers:***

Submit an ensemble selection unless your project involves a solo.  
Do not send promotional work samples (e.g., highly-edited booking tapes).  
Do not send dark work samples or samples with poor visibility.

##### Uploading video samples to NEA-GO:

Acceptable file types are avi, flv, mov, mp4, mpeg, rm, and wmv. Your video sample must be in one of these acceptable file types. File types such as VIDEO\_TS.BUP, VIDEO\_TS.IFO, and VIDEO\_TS.VOB will not work.

In order to be uploaded, videos must meet the following minimum requirements:

- Resolution: At least 480 x 360
- Frames per second (fps): At least 12

You can often check the resolution of a video as follows. In Windows environments, find the file on your computer, right click it, and select "Properties." On a Mac, hold the Control key, and click on the file name. Select "Get Info" and the information should display. Most videos are a standard 29 frames per second.

While the above requirements are the minimum, submitting your video in the mp4 (H.264) format at 640 x 480 with mp3 audio will allow for efficient uploading while showing your clips to best advantage. There is a file size limit of 250 MB. (Note, however, that there is a limit of 250 MB for all of your work samples combined so choose your video samples carefully.)

If your video does not meet the minimum resolution requirements above, there are a number of software programs you can use to convert your video, such as the free

MPEG Streamclip; DV Kitchen for Mac, which has a free trial; and [www.mediaconverter.org](http://www.mediaconverter.org), which allows for five free conversions.

You will upload each of the two video samples in a separate file.

### Videos on Websites

Submit a PDF with a link to the website. If you are including more than one website, submit no more than three and list them all on a single PDF. For each site, list the URLs for pages to be shown; include any necessary information on required plug-ins, passwords, or navigation paths.

### Work Sample Information for choreographer samples

For each work sample that you upload electronically, you will find a descriptive field into which you will enter the following information, as appropriate:

Title box:

- The title of the work. Title each work sample with a unique name. This title must not contain an apostrophe.

Description box:

- Name of the organization that performed, produced or presented the work.
- Title of the work (if different from title box above).
- Name and field of the creative artist who authored the piece.
- Date the work was completed.
- Date the work was performed.
- Length of the sample. (Five minutes is the maximum.)

[Applicants submitting multiple websites should include the relevant information from above with each website in the PDF. The descriptive field for the file should provide a brief overview of the group of websites as a whole.]

### Media Artists

- Audio** (*Composers*)  
Audio Samples

You may upload an audio sample directly to NEA-GO, or you may submit a link to an audio sample.

If you upload directly to NEA-GO:

You will upload each selection in a separate file. Each file has a size limit of 20 MB. Acceptable file types are mp3, wma, wav, aac, mid, midi, mpa, and ra. Note: Do not upload audio files that have a variable bit rate.

If you submit a link:



Submit a PDF with a link to the website(s). If you are including more than one website, list them all on a single PDF. For each site, list the URLs for pages to be shown; include any necessary information on required plug-ins, passwords, or navigation paths.

For each work sample that you upload electronically, you will find a descriptive field into which you will enter the following information, as appropriate:

Title box:

- The composer and title of the work. Title each work sample with a unique name. This title must not contain an apostrophe.

Description box:

- Name of composer and the artist/ensemble performing
- Title of the work (if different from title box).
- Date the work was created.
- Cue information, if necessary.
- For audio and video samples, length of the sample.

[Applicants submitting multiple websites on a PDF should include the relevant information from above with each website in the PDF. The descriptive field for the file should provide a brief overview of the group websites as a whole.]

**Images** (*Visual artists, architects, designers, and other artists who feel they would benefit from a visual presentation without an audio component*)

You must electronically submit up to 20 digital images to NEA-GO as detailed below.

Acceptable Formats

You will be able to upload samples in the formats described below. There is a limit of 250 MB for all of your work samples combined.

Digital images

Submit up to 20 images in a single PDF file. Image size should be consistent; 800 x 600 pixels is suggested. Each image/file has a size limit of 5 MB.

Include image descriptions:

- Artist's name.
- Medium.
- Date of work/activity.
- Dimensions of artwork.

Applicants submitting multiple images on a PDF should include the relevant information from above with each image in the PDF. The descriptive field for the file should provide a brief overview of the group of images as a whole

**Manuscripts**

Please note that applicants may submit one or more writing samples as their manuscript, but the total pages cannot exceed 15 pages. Your manuscript sample may be published work, unpublished work, or work in progress. All manuscripts must be in typescript and clearly readable. Your name and page number should appear in the upper right hand corner of each page. Use a 12 point font and margins of at least one inch at the top, bottom, and sides of all pages. Do not submit more than the maximum number of pages that are allowed; excess pages will be removed and not reviewed.

**Manuscripts must be submitted as a separate PDF attachment to the email in which you attach your application narrative. Do not create a PDF of your document by scanning**

**Fiction, and Creative Non-fiction** (*Creative writers of poetry, fiction, and creative non-fiction; librettists, playwrights*)

Your manuscript sample must be a maximum of 15 typescript, double-spaced pages of: fiction (e.g., short story, short fiction, vignette, graphic fiction, novel excerpt, hypertextual fiction, or creative nonfiction (e.g., essay, memoir, creative nonfiction, literary journalism)

### **Poetry**

Submit a manuscript containing previously published work, unpublished work, or work-in-progress. Your manuscript should be in 12 point font and include one of the following:

- o 10 **typescript**, single column pages of poetry or one long poem (or section of a long poem) not to exceed 15 pages in length; or
- o 15 **typescript** double-spaced pages of short fiction, short stories, or creative non-fiction; or
- o 15 **typescript** double-spaced pages of an excerpt from a novel.

### **Playwrights and Librettists**

Submit a manuscript of a 15-page **typescript** excerpt from a play, libretto or work-in-progress in 12 point font.

On your work sample information sheet, please provide a brief description explaining the context of the excerpt, i.e. stage setting, theme, period, etc.

