



Public Call for Project Proposals Application Guideline

Arts Council Tokyo

The Tokyo Metropolitan Government and Arts Council Tokyo (Tokyo Metropolitan Foundation for History and Culture) are carrying out the “Tokyo Cultural Program”^{*1} in order to cause big waves to achieve a society based on arts and culture towards 2020 and hand it over to future generations. To accomplish this goal, Arts Council Tokyo call plans and ideas from the public for the Tokyo Cultural Program to be implemented from the autumn of 2019 to September 2020.

Innovative and creative plans and ideas that allow more people to participate are welcomed. The aim is to create projects that play a central role of the “Tokyo Tokyo FESTIVAL”^{*2} to be initiated in April 2020, make the Tokyo Cultural Program memorable, and enhance Tokyo to be a more creative cultural city in 2020 onward.

We look forward to your creative plans or ideas with full of creativity and a challenging spirit, taking this once-in-a-lifetime opportunity to attract the attention of the world.

^{*1} Tokyo Cultural Program

A variety of cultural projects that are implemented or supported by the Tokyo Metropolitan Government, the Tokyo Metropolitan Foundation for History and Culture, and the Tokyo Metropolitan Symphony Orchestra until 2020

^{*2} Tokyo Tokyo FESTIVAL

The name for a series of events and programs of the “Tokyo Cultural Program” implemented for a six-month period starting from April 2020, when Tokyo will attract the most attention domestically and internationally

Tokyo Tokyo FESTIVAL

Public Call for Project Proposals

Application Guideline

Eligible Implementation Period: start and end between the autumn of 2019 and September 2020

Application Period: from February 1 to 28, 2018
Date of Approval: July 2018 (planned)

The Tokyo Metropolitan Government and Arts Council Tokyo (Tokyo Metropolitan Foundation for History and Culture) call following proposals of idea/plan. Selected proposal will be implemented as a commissioned project of the Tokyo Metropolitan Government and Arts Council Tokyo.

1. Eligibility

(1) Genre

Music, play, dance, visual art such as painting and sculpture, photography, literature, media arts (e.g. video art, comic, anime, and game), traditional performing art, lifestyle culture (e.g. the tea ceremony, the Japanese art of flower arrangement, Japanese calligraphy, and cuisine culture), fashion, architecture, and multiple art activities not limited to any particular genre

(2) Contents

Proposals are expected to have objects as follows:

■ **Impactful creation**

Providing quality which promotes Tokyo as metropolis brimming with cultural attractions, raising challenging impression to lead arts and culture in the 21st century, being artistic and topical, and being able to appeal to inside and outside Japan

■ **Involvement of any and all people**

Being opened to anyone regardless of generation, nationality, and/or disability to participate, having well-planned participation scheme or program so as to provide participants with a memorable experience

■ **Expansion of the potential of the arts**

Challenging to expand the new potential of art by addressing social issues, being able to raise a question to society from the unique viewpoints of the arts

(3) Scale of project

The cost of a commissioned project itself is limited from millions to 200 million yen. However, the total scale of project, which includes other funds such as support money or own funds, is not limited in this range.

(4) Location

Tokyo metropolitan district

*A proposal should include where to perform a project.

*A proposal not specifying place but indicating conditions or scale of the place is also acceptable, e.g. "an outdoor space with an area of XX square meters" or "an indoor venue with a capacity of YY people".

***After an application passes the first examination**, review on feasibility and arrangements will be made for a venue together with the Tokyo Tokyo FESTIVAL Project Proposals Secretariat, such as an available location, period, methods of use, and alternative solutions. This also applies to the use of facilities owned by the Tokyo Metropolitan Government (i.e. the metropolitan office buildings, parks, and halls).

(5) Period

An idea/plan is to be implemented between the autumn of 2019 and September 2020.

■ Ineligible Activities

- Any idea/plan that aims to propagate or claim religious or political messages
- Any idea/plan that mainly aims to sell exhibits, products or others

2. Basic Selection Policy

Applications will be examined in terms of feasibility, challenging attitude such as innovativeness and creativity, adherence to the concept of the cultural programs of the Tokyo Metropolitan Government, and contribution for creating legacy which the Tokyo Metropolitan Government intends to make for the future after 2020. Each idea/plan is expected not to be a mere event but to contribute to an improved creative environment for arts and culture in Tokyo in 2020 onward. To be specific, the following will be taken into account.

<Points of examination>

(1) Contribution for creating legacy which the Tokyo Metropolitan Government intends to make for the future after 2020

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| <ul style="list-style-type: none">◎ Ideal form of legacy<ul style="list-style-type: none">- Increase opportunities for citizens to experience arts and culture- Revitalize local economy and enhance tourism- Gain international acclaim of Tokyo as a city of artistic and cultural attractions- Development of human resources, art/cultural groups and others- Contribution of arts and culture power to solve social issues |
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(2) Adherence to the concept of the cultural programs led by the Tokyo Metropolitan Government

- ◎ The concept of the cultural programs led by the Tokyo Metropolitan Government
- Execute the best cultural programs in history in accordance with the Olympic spirit and pass down cultural legacies after 2020 to make Tokyo the top cultural city in the world.
- Transmit Tokyo culture with originality and diversity including the coexistence of tradition and modernity to the world and proactively promote international artistic/cultural exchanges.
 - Create opportunities for participation and exchanges among all people including the disabled, the elderly, children, and people from other countries.
 - Promote artistic/cultural activities with new concepts and develop human resources responsible for the next generation.
 - Generate a cultural festive mood in the whole Tokyo.
 - Unite efforts through cooperation with the national government, other local authorities, artistic/cultural groups, and others.

(3) Innovativeness, creativity, and a new challenge in light of the future after 2020

(4) An idea/plan can be implemented in 2020 or 2019

(5) An idea/plan is executed and showcased in Tokyo metropolitan district

(6) An idea/plan is reasonably feasible

(7) An application stating clear achievement of goals (i.e. it has a viewpoint of self-estimation)

3. Eligible Applicant

Basically, anyone can make an application, including individual, group, organization/corporation (e.g. NPO, executive committee, and companies).

*National governments, local public bodies, and foreign governments are not eligible to make applications. However, they are permitted to be member organizations of an executive committee.

*An organization funded by a national government, a local public body, or a foreign government for the foundation or the like. However, it is permitted to be a member organization of an executive committee.

*The following corporations and groups are ineligible.

- 1) Organized crime groups [the organized crime groups set forth in Number 2 of Article 2 [the Tokyo Metropolitan Ordinance for Eliminating the Organized Crime Groups (Tokyo Metropolitan Government Ordinance No. 54 of 2011; hereafter "Organized Crime Elimination Ordinance")]]
- 2) Corporations or other organizations with anyone corresponding to members of organized crime groups and the like (the members of organized crime groups set forth in Number 3 of Article 2, Organized Crime Elimination Ordinance; or people associated with organized crime groups set forth in Number 4 of the same article of the same ordinance)

4. Implementation System

The selected idea/plan will be regarded as a project sponsored by the Tokyo Metropolitan Government and Arts Council Tokyo (Tokyo Metropolitan Foundation for History and Culture), and they will commission a production to the applicant.

If an individual is an applicant, he/she will be required to obtain corporate status or establish an execution committee when executing a project and making an agreement. If an individual passes the first examination without obtaining corporate status or establishing an execution committee, the secretariat and Arts Council Tokyo will support to arrange a management structure.

5. Attention

-The implementation of projects will be fixed when the budget bill for FY2018 is approved at the Tokyo Metropolitan Assembly meeting, and the budget bill for FY2018 is approved at a meeting of the board of directors in the Tokyo Metropolitan Foundation for History and Culture with an approval by the Tokyo Metropolitan Assembly meeting. Please note that the scale or venue etc. of commissioned projects may be changed in accordance with this process.

6. Application Form for Idea/Plan (for the First Examination)

***Download an application form from the website for the Public Call for Project Proposals for Tokyo Tokyo FESTIVAL.**

<http://www.ttf-koubo.jp/>

1. Format 1 (idea/plan)

- **Project title**
- **Outline**
 - 1) **Aim and target (within 100 words in English)**
 - 2) **Assumed key artists/players (i.e. names and career outlines)**
 - 3) **Assumed cooperative groups, companies etc.**
 - 4) **Assumed location/venue**
 - 5) **Assumed duration and period**
 - 6) **Assumed operating structure (e.g. an executive committee or a company; state None if not applicable)**
 - 7) **Assumed total budget and brief breakdown (if revenue is anticipated, write approximate amount)**
- **Type of presentation (e.g. exhibition, performance and so on)**
- **Summary (within 600 words in English)**
- **Things on which you focus as a cultural program towards 2020 (within 100 words in English)**
- **URLs of websites containing reference data (music and/or video)**

***The data should be less than three minutes and upload it on YouTube with limited access.**
- **What to achieve in the project (within 100 words in English)**
- **What emphasized most**

2. Format 2: Profile of applicant/group

3. Format 3: Paper-based materials that help depict the idea/plan
(up to three sheets of A4-size paper; illustrations, similar examples, and photo collages etc.)

***Submit all of the aforementioned application documents together by the deadline.**

*Your cooperation will be appreciated if you are asked to submit supplementary materials and others in the course of the examination.

* Submitted application documents will not be returned. You are advised to make duplicates before submission.

■ **Reference:** If the application passes the first examination, the applicant might be asked to refine the project proposal for the second examination as follows:

1) Project proposal

- Project name ● Aim ● Summary ● Key artists/players
- Location/venue ● Duration ● Operating structure, PR plan
- Cooperative groups/companies
- Other illustrative figures and others

2) Rough estimation of project cost (expected income and expense)

7. Deadline for Applications

via postal mail: Wednesday, February 28, 2018 (postmark deadline)

*Send your application by traceable means, such as registered mail or package delivery service.

*Direct delivery to the secretariat cannot be accepted.

via the website: 11:59 p.m., Wednesday, February 28, 2018

*Upload your application on the website for the Public Call for Project Proposals for Tokyo Tokyo FESTIVAL.

<http://www.ttf-koubo.jp/en>

8. Examination Process

A judges' panel is established for examination. Applications will be examined and selected by the judges' panel.

- 1) Arts Council Tokyo will screen the application documents and attachments before examination.
- 2) The members of the judges' panel will make first examination upon the application documents

which passes the document screening.

- 3) If the application passes the first examination, applicants might be required to refine their project proposals for the second examination Through reviewing the feasibility of the application together with the secretariat.
- 4) Applicants will then give a presentation and undertake an interview in the second examination. After the deliberation, the proposed ideas/plans will be selected. Details including the value of consignment will be determined after selection.

9. Examination Results (Notice of Examination Results)

The results of the first examination and the second examination will be notified via postal mail in May 2018 and July 2018 respectively. Selected ideas/plans may be published on the websites and other PR media of the Tokyo Metropolitan Government and Arts Council Tokyo.

*Please note that the notice of results may be delayed, depending on the number of applications and/or the progress of the examination.

*Applicants will not be informed of why their applications have been selected or not.

10. Disclosure of Information Related to Activities

For selected ideas/plans, information such as the project consignee's name, contact information, outline of activities will be published in publicity materials, including on the websites of the Tokyo Metropolitan Government and Arts Council Tokyo.

The production process of the projects will be documented for the publicity of the Tokyo Cultural Program.

11. Handling of Personal Information

Personal information included in application documents will be managed properly under the privacy policy of the Tokyo Metropolitan Foundation for History and Culture. However, it may be provided to outside experts and/or the Tokyo Metropolitan Government for purposes such as examinations and/or ex-post evaluation.

12. Place of Submission and Contact

Note: E-mail is preferred for inquiries in English.

Public Call for Tokyo Tokyo FESTIVAL Project Proposals Office

c/o Arts Council Tokyo

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Schedule of Public Call for Tokyo Tokyo FESTIVAL Project Proposals (planned)

