

# Support for Overseas Publication for Fiscal 2024 Information for Applicants

Suntory Foundation

## **1. Object**

The Support for Overseas Publication program aims to provide financial assistance for the 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 were written about Japan that are conducive to promoting a deeper understanding of Japan and Japanese culture abroad.

## **2. Terms of Grant** (Grants Description)

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

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

e.g., If the total cost for translation and publication in English is ¥2,400,000, the limit is ¥1,600,000.

If the total cost for works written in English is ¥2,400,000, the limit 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 chance to publication.
- They may be published in any language other than Japanese.
- Works considered for grants this fiscal year will publish during **the two years from April 1, 2025 to March 31, 2027**.
- A letter of recommendation from a third party and written proof of an arrangement with a reliable publisher, etc. are required for a guarantee of high-quality translation and publication.
- Works in the serial form must be applied 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 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 start after the project completion.

The Foundation will remit 80% of the total grant after 5 copies of the published work have arrived.

The remaining 20% will be remitted only after the prescribed form of the report submission one year after the publication.

## **6. Obligations of the Recipient (Progress report of the Recipient)**

- (1) As the Foundation demands, the grant recipient must report the project's progress. This is necessary to ensure the objective of this support is smoothly attained.
- (2) **Acknowledgement of the Foundation's financial support** must be indicated in an appropriate place in the book without fail.
- (3) Sent **5 complimentary copies of the published book** to the Foundation as a reference.

# Support for Overseas Publication for Fiscal 2024

## Application Procedures

Suntory Foundation

### 1. Application Instructions

- (1) **Applications should be made using the designated application form (4 pages in total) for our foundation's support for overseas publication program.**
- (2) Use a word processor to complete the application as far as possible. **Please keep all the sections and maintain the same system of pages** if using the application on the website (Word file) or redrawing the form yourself.
- (3) Use Japanese or English to complete the application. Other languages 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, the 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, price of the work, total production cost, etc. This notification should be before selection by the screening committee as well as before payment of the grant. The grant may be revoked if the book is published without notification of the change to the Foundation.
- (9) Please supply addresses outside of Japan in English.
- (10) Do not staple the documents together.

### 2. Additional Documents for Submittal

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

- (1) An abstract providing a concrete outline of the content, summarizing the main points of the work, and the significance of publishing it in that language.  
(A4 paper x 1page)
- (2) An arrangement with the publisher guarantees that the applied book will be published. (Copies are acceptable, but the publisher's letterhead is a preferred use.)
- (3) A formal estimate to confirm the total cost of publication, presented by a pertinent company, of the cost of printing, paper, binding, and other itemized details.
  - ◆ For those applying for translation costs only: Even if the use of the grant is only for translation costs, other costs such as printing, binding, paper, editing and reviewing can also be included in the total cost. A formal estimate covering these costs should be attached. (Without formal estimate of the cost of printing, binding, paper, editing and reviewing, the amount of grant will be determined based solely the translation cost as the total cost.)
- (4) In the case of translation: The original text in Japanese. (Selected copies are acceptable.)  
In the case of new writing 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. (A4 paper x 1page)

### 3. Payment Procedures

The grant is generally paid in Japanese Yen if the transfer is to be made domestically in Japan. For overseas remittances, you can choose between US dollars or Euros as the currency at the request of an applicant. Please note the exchange rates between the Japanese Yen and the requested currency shall be the current rate at the juncture the Foundation makes payment.

#### **4. Application Deadline**

**All documents should be sent by registered mail and must be postmarked no later than November 29, 2024.**

**E-mail the filled application forms (PDF file) to the Foundation.** The subject of the e-mail should be “Application for Overseas Publication 2024”.

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  
sfnd@suntory-foundation.or.jp

#### **5. Approval and Notification**

Decisions will be announced in March 2025 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 cancel the grant.

◆Please note that we are unable to answer any inquiries regarding the result for selection.

# Support for Overseas Publication for Fiscal 2024 Application Form

To: Mr. Shingo Torii  
President, Suntory Foundation

Date.

Applicant's name		Age
Applicant's Title		
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		Anticipated Date of Publication

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. In case of translation and publication in English, the limit is two-thirds, and ¥2,000,000.

1. Author or Editor

Name	
Institution/ Organization, Position	
Academic/Professional background:	

2. Significance of Publication

### 3. Publishing Plan

Format	<input type="checkbox"/> Hardcover
	<input type="checkbox"/> Paperback
	<input type="checkbox"/> eBook
	<input type="checkbox"/> Other, please specify ( )
Number of copies	
Number of pages	
Price	
Anticipated date of completion manuscript (translation)	
Anticipated date of release	
details of the transfer or authorization of the copyright	
Plan for distribution of the work (NB: If an eBook, write the store or other distribution channel.)	

### 4. Total Cost Necessary for Publishing the Work and Amount Requested

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		

5. Applications for assistance from other financial sources

Received	Amount received	Date approved	Name of assistance program
Anticipated	Amount received	Scheduled date of approval	Name of assistance program

6. Publisher

Name of Publisher	
Representative	
Person in charge of this project	
Address	
TEL	
e-mail	
Average number of publications per year*	
Annual sales	
Principal field of publication	

\*If the publisher is Japanese, include the number of foreign-language works published annually and the number of works published annually in the language used in the work for which this application is being made.

7. Translator

Name		Age
Institution/ Organization, Position		
Career		
Previous major translations		

8. Applicant (If outside Japan, supply address in English)

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

**Check List: This application form must be accompanied by the following documents.**

**NB: All documents not originally in Japanese or English must be accompanied by a translation into either English or Japanese.**

- An abstract providing a concrete outline of the content and summarizing the main points of the work and the significance of publishing it in that language. (A4 x 1 page)
- An arrangement with the publisher guarantees that the applied book will be published. (Copies are acceptable, but the publisher's letterhead is a preferred use it is preferred that the publisher's letterhead be used.)  
NB: Please enclose translations as necessary.
- A formal estimate, presented by a pertinent company, of the cost of printing, paper, binding, and other itemized details. (Copies are acceptable.)  
NB: Please enclose translations as necessary.
- In the case of translation: The original text in Japanese. (Selected copies pages are acceptable.)
- In the case of new writing in languages other than Japanese: A table of contents of the work.
- In the case of joint authorship: A list of collaborators.
- A letter of recommendation from a third party. (A4 paper x 1page)
- Submit all documents by registered post and submit a PDF copy of the application by e-mail.

**If you don't mind, please tell us how you found out about this program.**