

Austrian Cultural Forum Tokyo

Promotion request for projects - form

A – General information

1	Type of event	
2	Title	
3	Date / Duration	
4	Time of the Austrian contribution	
5	Event venue, Address	
6	Japanese partner, Address	
a)	Represented by	
b)	Tel. / Fax / Mobile / E-Mail / WWW	
7	Austrian applicant, Address	
a)	Represented by	
b)	Tel. / Fax / Mobile / E-Mail / WWW	
8	Name and hometown of the Austrian participants	
9	Expected audience (number/average age)	
10	Additional event partners (incl. foreign)	
11	Media partners	
12	Outline of the project	
13	Information on Austrian artists / artists living in Austria (field of activity, address, e-mail)	

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B – Information on financial aspects

1	Overall costs of the project	
2	Budget for Austrian participation	
2a	Travel Expenses	
2b	Accommodation Costs	
2c	Honoraria	
2d	Other	

3	Costs borne by Japanese Partner	
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5	Expected contribution by the ACF Tokyo	
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7	Sponsors, other external financing	
7a	Confirmed	
7b	Requested	

C – Documents to be attached

The following documents must be attached to the application:

- a) Outline of the project (max. 1x A4 page)
- b) Curriculum vitae
- c) Information of previous projects (in Japan)

D – General information on the participation of the ACF in projects

Please observe the following deadlines when submitting your application:

For the period January to April	until October of the previous year
For the period May to August	until February
For the period September to December	until June

The disbursement of the grants can only be made based on the invoices for provided services. Grants are paid after the project has been carried out. Exception: flight tickets organized by the Cultural Forum.

The cost breakdown has to be submitted to the ACF Tokyo within 15 days (for events in December immediately after the event).

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Projects that are not realized to the planned extent will only be paid on a pro rata basis.

Inaccurate or incomplete information or failure to comply with the terms and conditions may result in denying support or revocation of support by the Austrian Cultural Forum.

Grants are made according to the funds available. There is no individual claim for being funded.