

Koganecho Bazaar 2019
Artist-in-Residence Program

Application Form

※Filling in the form 1 to 5, please use the Excel application or Adobe Reader application. For Mac users, please make sure not to use the preview application.

① Name ※For a group, give the name of representative	Date of Birth / /	Age
② Nationality		
③ Passport No.	Expiration Date	
④ Contact Information	Address	
	E-mail	Tel (+)
	Website / SNS	
⑤ Emergency Contact ※This person should be able to communicate in English, Mandrin or Japanese	Name	
	Address	
	E-mail	
	Tel (+)	
⑥ Recommender's name		
	Title & Affiliation	E-mail
⑦ Personal History ※Attach your CV as a separate document	1. profile (within 100 words)	
	2. major exhibitions (up to 5 exhibitions)	
	3. currently based in	

*Office use only

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Project Proposal

① Name ※For a group, give the name of representative	
② Title of the project	
③ Describe your proposed project and its intended objectives. ※Attach additional sheets, if necessary	

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Project Proposal

④ Make an image drawing of your proposed project (Please fill the scale and materials in your drawing)

※Attach additional sheets, if necessary

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Project Proposal

⑤ Please give a detailed time schedule for your stay and project

※Attach additional sheets, if necessary

※Residency period: From July 2019 to November, 2019, maximum for 90 days

※Exhibition period: September 20 (Fri) - November 4 (Mon), 2019

⑥ List of Materials

※List project materials and quantities. If you need technical, construction or other assistance, please specify

no	description of materials, etc.	quantities
1		
2		
3		
4		
5		
6		
7		
8		

※Attach additional sheets, if necessary

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Estimated Budget

Income ※please write down in details

Items	Amount	Breakdown
Grant	(JPY)	※asking amount to the organizer
	(JPY)	
Other	(JPY)	
	(JPY)	
Own expence	(JPY)	※if necessary, please fill this space
Total(A)	(JPY)	

Expenditure

Items	Amount	Breakdown
Production (for material)	(JPY)	
Production (for equipment)	(JPY)	
Production (for assistants)	(JPY)	
	(JPY)	
De-installation	(JPY)	
Transportation	(JPY)	
Other	(JPY)	
Total(B)	(JPY)	

note1: Total (A) and (B) must be matched.

note2: If need more space, submit separately income and expenditure.

note3: Items above are just examples. Please add items as needed.

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Letter of Recommendation

※This recommendation must be filled out and sent directly by the recommending person.

① Name	Name of Recommender	Name of Applicant
② Affiliation		
③ Title/Position		
④ Contact Information	Address E-mail Tel (+)	

Please provide your assessment of applicant's qualifications, previous achievements & together with your evaluation of the project proposal.

※Attach additional sheets, if necessary

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