EU-Japan Fest Japan Committee
Application Instruction

2025

Application Requirements
Here's what you'll need to submit

Application Form (Online STEP1-STEP9)

- Provide Project Information
- Be sure to fill out all forms

Photographs (Online STEP 5)

- Jpeg file
- Data size: larger than 1MB (1600 x 1200 pixels)
- 3 photos

Plan of Income & Expenditure (Online STEP 6)

- Budget Information

Support Request Letter (Online STEP 7) *Only for ECoC 2026~2029

- Singature by CEO, or Program director, or other representative is required.

Before logging in

1. Be sure to set aside enough time to fill in the application.

2. Sign in at the link to the online application. A personal password will then be sent to your email address. You need a set of ID and password per one application.

*For European Capitals of Culture (ECoC) 2026: In case one person is in charge of several projects, we will provide you with sets of ID & password. Please let us know before you sign-in.

3. Use the link contained in the automated email response to log in with your ID (your email address) and the password provided. (If you do not receive the automated email response, please check whether it has been filed with spam.) Please remember your ID and password because you need them again to log in our Activity Report Webpage after finishing your project.

4. Applicants for the 2026~2029 ECoCs should have ready their copy of the Support Request Letter to EU-Japan Fest provided by ECoC. You will need to upload this file in Step 7. (The template for this document may be downloaded from the page inviting applications.)

During use and after submission

* Choose a location with a good internet connection to fill out the application. Poor connectivity or network conditions may cause such problems as uploads taking too long or changes not showing up in the online application form. When uploading images or documents, do not upload multiple files at once. Instead, upload your files one at a time. Click the "Check & Save" button for each file you upload, then upload the next one.

* Your content is saved each time you click the "Check & Save" button. Next time you log in, you may continue filling out the application from where you left off. (Your application form will be available in this way until the closing date.)

* EU-Japan Fest receives many inquiries about artists we support for new connection or projects from past, current and future ECoCs. Therefore, we would like to ask participating artists to register "Meet Up ECoC!" as it enables other ECoCs to reach the information.
   URL: https://eu-japanfest.org/meet-up/

* If your application is incomplete or missing information, you can move to an earlier or later step to add information. However, you cannot execute the final Submit procedure from the screen in Step 9. Please check carefully that each page has the information required and is in the state required. (Check word count requirements, for example, and make sure required fields contain the necessary information.)

* After the closing date you are no longer able to access your application form and can no longer make revisions. Should any change occur to the information in your application after you have submitted it, please promptly contact us at eu-japan@nifty.com.

* We recommend you to save a copy of your application form. You can print it in the last stage of online application. In case you don't have a printing machine, please be sure to save your data taking screenshots.