

Foreign Content Production Support Program Grant Application Guidelines 2022

**Tokyo Convention & Visitors Bureau
Tokyo Film Commission “Tokyo Location Box”
April 2022**

1 Program Goals

The purpose of this program is to attract international film and television projects (hereinafter referred to as “project(s).”) to Tokyo by providing financial assistance to cover part of expenses related to location scout and filming in Tokyo , thereby revitalizing the region through filming, and showcasing Tokyo’s attractiveness both domestically and internationally with the aim of promoting the region as a tourist destination to the audience of the project.

2 Projects Eligible for a Grant

<Eligible Projects>

Location scouting and filming in Tokyo of projects to be released internationally

*“Projects to be released internationally” to be defined as projects which are to be released in and outside of Japan via outlets including internet streaming services, feature film releases and television programming. (Animated films and documentary films are not eligible for grants through this program.) Each of the following conditions must also be met to be eligible for this program.

(1) Location Scouting

Location scouting for a project wherein the use of the location can be recognized as being Tokyo.

(2) Filming

- A. The filming of a project wherein the use of the footage can be recognized as being Tokyo.
- B. The project is of a film, etc., for which the release of is confirmed, or planned for, one or more regions or countries outside of Japan within three years of the grant being approved. (Projects planned for released online or in theaters must be for paid services or distributions.)
- C. The project is planning for five or more days of filming in Tokyo.
- D. The filming is for a full-length film, etc., of 60 minutes or longer. (In cases of the film, etc., being a series, the total combined length of all episode installments must be 60 minutes or longer to be eligible.)
- E. Approximately 60% or more of the length of the film, etc., must be live-action requiring filming. (Projects featuring a majority of animated footage are not eligible for this program.)
- F. The film, etc., is deemed to communicate the attractiveness of Tokyo to a wide international audience, increases name recognition of Tokyo, and can be expected to lead to the economic revitalization of, and attract tourism to, Tokyo.

- G. The project has the ability to provide documentation or other deliverables to certify the release or broadcast of the film, etc.

3 Projects Not Eligible for a Grant

Projects which otherwise meet the requirements of “2. Projects Eligible for a Grant” shall be excluded if any of the following are applicable.

- Projects with the purpose of religious or political promotion.
- Projects which are deemed otherwise unsuitable for a grant through public funding by the Tokyo Convention & Visitors Bureau (hereinafter referred to as the “Bureau”).
- Projects which utilize other public grant programs as a source of funds. (Including but not limited to national bank subsidies, other city and or local government funding programs, and joint public-private ventures, etc. However, utilization of financial support such as operational subsidies, etc., issued to groups by local municipalities within the city which are not designated for use by a specific business are permitted.)

4 Groups Eligible for a Grant

Groups for which the main purpose of is the production of films, etc., have a record of producing films, etc., for which the below “A” or “B” are applicable, and in addition, either “(1)” or “(2)” are applicable.

*“Groups for which the main purpose is the production of films, etc.” are defined as businesses which supply films, etc., for distribution or broadcast, and or entities created with the intent, and hold the responsibility for, the production of a film, etc.

■A. Legally Incorporated Groups

Overseas groups legally incorporated under laws and regulations of their home country.

■B. Groups which are not incorporated but meet all of the following requirements

1. Have set terms, etc., similar to articles of incorporation which include all of the following requirements (2 to 4).
2. The purpose of the group has been defined and an organization to execute the purpose has been established.
3. The group has the ability to manage its own accounting and retains the ability to audit the accounting.
4. The group has an office which acts as the central base for its activities.

Requirements for location scouting and filming grants for eligible groups outlined above are as follows.

(1) Location Scouting

An **overseas group** which is planning the production of a film, etc., to be released internationally.

(2) Filming

A **group based in Japan** which meet either of the below “C” or “D” requirements.

■C The group is producing a film, etc., to be released internationally. (Including co-productions.)

*A “co-production” is defined as a group consisting of entities from two or more countries, one of which is based in Japan, which are sharing funding and or production activities to produce a film, etc., to be released internationally.

■D A group based in Japan which has been consigned, etc., by an overseas group (duly incorporated according to the laws of their home country or a group that fits under the definition of “B” above) for the production of a film, etc.

*Incorporated businesses or other groups based in Japan of which any board members, etc., for which any of the following apply are excluded from being eligible for this program. (“Board members, etc.” shall include employees who execute operations on behalf of the business or group, directors, executive officers or those with similar responsibilities, advisors or other persons materially involved with the operation of the group or hold the authority to enter into contracts on behalf of the group. The same shall apply hereinafter.)

- ① Organized crime groups (as defined under Article 2 Section 2 of the Tokyo Metropolitan Ordinance for Eliminating Organized Crime Groups [2011 Tokyo Metropolitan Ordinance Article 54. Hereinafter referred to as the “Ordinance”]).
- ② Is a member of an organized crime group, etc. (A member of an organized crime group as defined under Article 2 Section 3 of the Ordinance and or an organized crime group affiliate as defined under Article 4 of the Ordinance.)
- ③ Those who engage in any of the following offenses (however, offenses corresponding to numbers “B” or “C” which are committed for the fulfillment of applicable laws or are otherwise deemed justified under extenuating circumstances shall be excluded). (Those who are deemed unlikely to repeat the listed offenses continually or otherwise, shall be excluded.)
 - A. Knowingly utilize organized crime groups or members thereof as defined under the Tokyo Metropolitan Ordinance for Eliminating Organized Crime Groups for the purpose of illegal profit for themselves or others and or for the purpose of inflicting damage to others.
 - B. Assist in the activities of an organized crime group and or knowingly afford financial gain or extend favorable treatment, or similar, to a member of an organized crime group or affiliate thereof.
 - C. Enter into a contract or purchase goods from an office or business in Tokyo (or the board members, etc. of such legal entity or other groups) with the knowledge that the contracting party is affiliated with organized crime.
- ④ Those who are a member of an organized crime group or are considered to have a socially unacceptable relationship with a member of an organized crime group.
- ⑤ The same terms as set forth above ① through ④ shall also apply to overseas groups.

5 Grant Ratios

- (1) Location Scouting: Up to 50% of eligible expenses. (Fractions under ¥1,000 yen to be discarded.)
- (2) Filming: Up to 50% of eligible expenses. (Fractions under ¥1,000 yen to be discarded.)
 *Projects which make use of this program to scout locations and also to film may be eligible for assistance for up to 66% of eligible expenses.

6 Grant Amount Limits

- (1) Location Scouting
¥1 million yen per group
- (2) Filming
¥5 million yen per group

7 Grant Use Periods

- (1) Location Scouting: Within 1 year of date of approval of grant.
- (2) Filming: Within 3 years of date of approval of grant.

8 Eligible Expense Items

- 1 Fractions of less than ¥1,000 yen to be discarded when calculating grant amount.
- 2 Only expenses deemed necessary to the project and appropriately priced shall be considered eligible.
- 3 Only expenses which can be certified through contracts or payment receipts shall be considered eligible.

(1) Location Scout

Category	Description
International Travel	Costs of round-trip air tickets between the Grant Recipient's home country (a foreign country) and Narita or Tokyo (Haneda) International Airport. *Subject to the condition that at least one half of the period (i.e., the number of days) of stay in Japan is allocated to Location Scouting in Tokyo, and that the Grant Recipient enters and leaves Japan through Narita or Tokyo (Haneda) International Airport. *Up to ¥300,000 yen per round-trip ticket per person. *Up to 3 people.
Accommodation	Accommodation costs required for location scouting. (Up to ¥25,000 yen per person per night.) *Limited to accommodation costs for lodging facilities located in Tokyo. *Limited to a maximum of 4 nights for a maximum of 3 people.

Coordinator	Coordinator expenses required for use during location scouting in Tokyo. (Including interpreter costs.)
Transportation	Rental car fees, fuel costs, and driver expenses required during location scouting in Tokyo. *Limited to rental, fuel and driver service vendors located in Tokyo.
Facility Tour Fees	Fees or costs required for touring facilities in Tokyo while location scouting.

※ **The costs of no more than 3 persons per trip lasting up to 5 days** shall be applicable.

※ Hiring a coordinator is not a requirement but is recommended as the person would act as a local liason for the Bureau. (Part of this expense is eligible for the grant.)

(2) Filming

Category	Description
International Travel	Round-trip international airfare to either Narita International Airport or Tokyo International Airport (Haneda Airport). *No less than half of the period of stay (days) in Japan must be spent filming within Tokyo and entry to and exit from the country must be via either Narita International Airport or Tokyo International Airport (Haneda Airport). *Up to ¥300,000 yen per round-trip ticket per person. *Must be purchased through a travel agent, etc., located in Tokyo.
Accommodation	Accommodation costs for persons related to the production of the film, etc. (Up to ¥25,000 yen per person per night.) *Limited to accommodation costs for lodging facilities located in Tokyo. *Limited to payments made directly to the lodging facilities or paid through travel agency within Japan.
Equipment	Rental costs of equipment such as cameras, etc., to be used solely for filming. *Limited to rental vendors located in Tokyo.
Facility Use / Permit Fees	Usage fees for facilities which appear in the film, etc., or are required for use as stand-by facilities, etc., during filming, or studios. *Limited to facilities or studios located in Tokyo.
Transportation	Rental car fees and other expenses required for the transport of cast, staff, tools or equipment (fuel costs, parking fees, highway tolls, etc.) *Limited to rental and fuel sourced from vendors located in Tokyo.
Local staff / cast, etc.	Personnel expenses of staff and performance fees for extras and casts members in Japan required for filming. (Including coordinators, interpreters, directors, producers, lighting technicians, sound recording technicians, camera operators, art department staff, designers, hair & make-up, wardrobe stylists, location coordinators, security staff, drivers, nurses and other staff required to prevent the spread of Covid-19.)
Wardrobe / hair & make-up / set design / decoration and other consumables	Expenses required for set design and decoration or other set pieces used solely for filming of the project. Expenses required for wardrobe and hair & make-up items necessary for filming of the project. Expenses required for hand-sanitizer, masks, etc., and other items necessary to prevent the spread of Covid-19. Expenses required for materials, etc., used in a workshop, etc. *Limited to purchase or rental from vendors located in Tokyo.
Liability / Personal Injury Insurance	Costs required for liability and personal injury insurance, etc., for cast and crew members. (Property insurance not applicable.)

*Domestic travel costs are not applicable as an international travel expense.

9 Non-eligible Expense Items

(1) Expense items not listed in “8. Eligible Expense Items”.

<Examples of Non-Eligible Expense Items>

Category	Description
Personnel wages for grant recipients	See “1” below.
Expenses required for maintenance of facility equipment	
Food & Beverages	
Purchase of gift cards or certificates	
Purchase of electronic equipment such as personal computers, jewelry, vehicles, etc.	Items which retain resale value such as cameras, vehicles, jewelry, etc.
Post-production related expenses	Editing of footage, insertion of on-screen captions, MA, CG production, etc.
Items without record of usage	
Taxes and other public dues	Including consumption tax, etc.
Expenses not directly related to the production	Ceremonial gifts, bank deposit fees, etc.

1 Regarding “Personnel Wages for Grant Recipients”

In the case that “a group based in Japan which has been contracted, etc., by an overseas group (duly incorporated according to the laws of their home country or similar entity) for the production of a film, etc.”, is the grant recipient (the grant recipient is contracted to produce the film, etc.), those personnel costs shall be deemed applicable.

*Wage rates and details will be required to be certified with copies of contracts and or payment records, etc. Please contact the Bureau for more details.

2 Projects which are covered through other national, prefectural, local municipality or other subsidy programs shall not be eligible. However, financial support issued by local municipalities for purposes that are not limited to specific projects, such as operational subsidies, etc. shall be permitted.

* The financial support from local municipalities cannot be used for same expense items already covered by this grant, but can be used for other items. (Example: You cannot receive both the grant and local municipalities’ financial support for the expense on travel from overseas to Tokyo.)

3 Expenses for which settlement has not been finalized within 30 days of the conclusion of the project shall not be eligible for coverage by the grant.

4 Expenses for equipment or services not related to the project receiving the grant.

5 Expenses for which there is inadequate accounting paperwork such as a cost estimate, contract, specification sheet, invoice, etc.

6 Any expenses otherwise deemed non-eligible.

【Other Important Rules & Regulations】

○ Use of “Point Cards”

As a general rule, point cards should not be used when purchasing goods or items.

When the accretion of reward points is unavoidable, the points received in the transaction should be included in the completion report in a voluntary format and removed from the expenses eligible to the grant and calculating 1 point equaling ¥1 yen.

*Points awarded through online transactions and other forms which do not require a physical card should also be treated as above.

○ Contracting / Purchase Restrictions

As a general rule, transactions with businesses which are related through funding such as parent companies and subsidiaries, and or related group companies (businesses which have ties in capital with the recipient company, share employees or board members [or the equivalent thereof], are operated by relatives to the third degree with the representative of the company, etc.) will not be eligible for support through the grant program. Sub-contracting these types of businesses through a third-party is also not permitted.

*“Companies” shall be defined to include sole proprietorships, incorporated businesses and other organizations, etc.

**Please discuss with the Bureau if there are circumstances when the above are unavoidable.

1 0 Application Requirements

All of the following requirements must be met to apply for these grants.

(1) Filming

- A. Efforts taking SDGs into account must be implemented. (Including but not limited to the reduction of plastic waste, use of recyclable materials, and other environmentally sound policies.)
- B. All necessary permits including any notifications are expected to be issued (or have been issued). (ex; Road usage permits, etc.)

(2) The following pertain to both Location Scouting and Filming:

- A. Safety and security measures must be implemented with adequate management to avoid accidents, etc.
- B. There is no religious or political purpose to the project.
- C. The film, etc., does not go against public order, decency, or other societal standards.
- D. The film, etc., does not include illegal activities.
- E. The project shall implement appropriate measures to prevent the spread of infectious disease.
- F. The project is not predicated on receiving grant funds from this program.

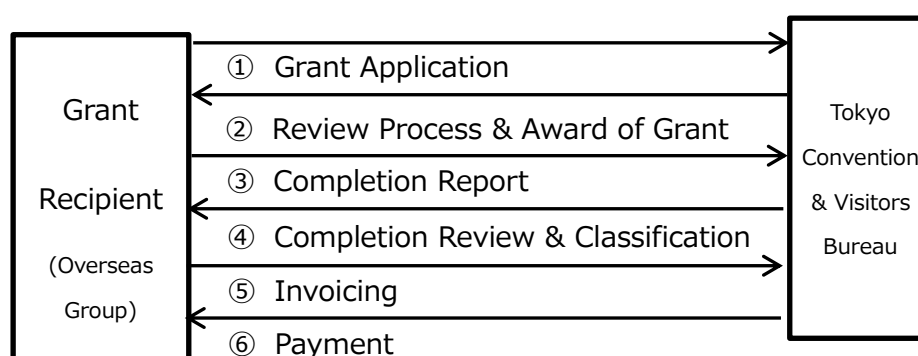
G. In addition to the requirements set forth above, the project must meet any other requirements as deemed necessary by the Bureau.

* In both location scout and shooting, please comply with the laws of Japan, obtain appropriate permission from local government and community, and avoid dispute with facilities or residents of Tokyo. If the Bureau determines that the project is not appropriate, part or all of the grant may be revoked according to Article 23 of the Guidelines.

1 1 Procedure from Grant Application to Award of Grant

1 Administrative Flow

(1) Location Scouting



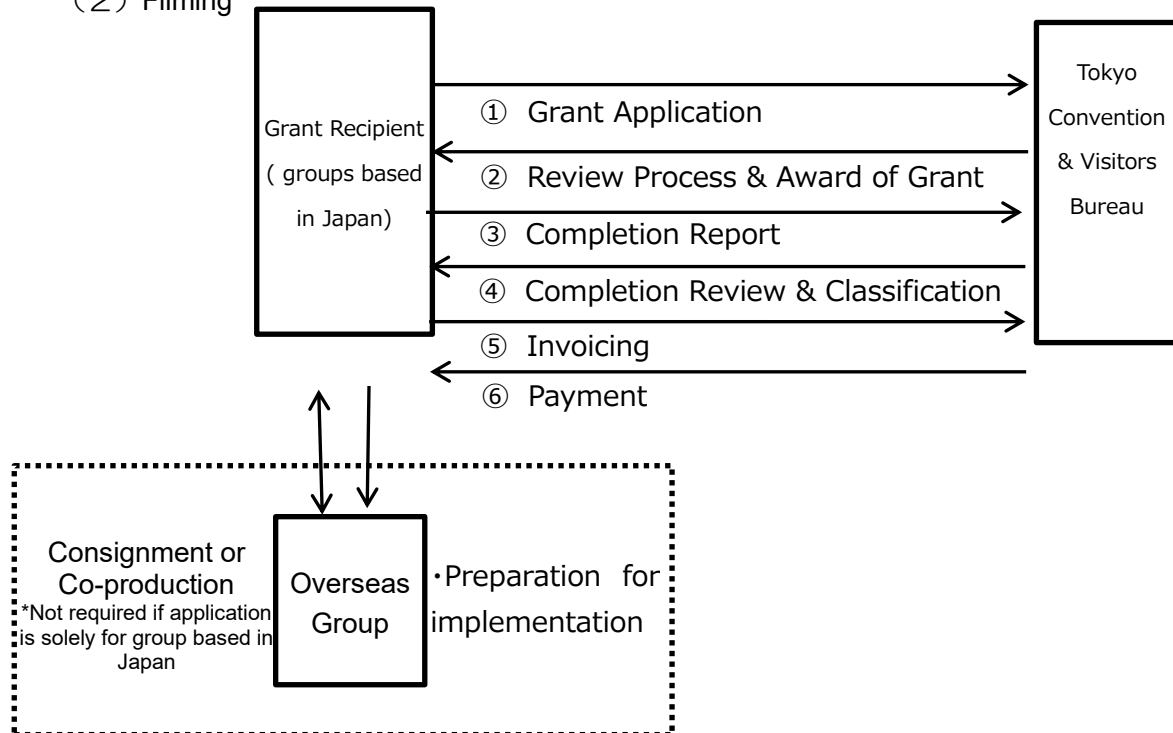
A. Upon notification of ② Award of Grant, the schedule and details of the location scouting trip must be discussed with the appointed Tokyo Location Box staff member of the Bureau prior to arrival to Japan. (This staff member may accompany the group during scouting activities if deemed necessary.)

■ Please notify the appointed Bureau staff member prior to arrival to Japan if a coordinator, etc., will be contracted. In this case, the Bureau staff member will discuss details, etc., directly with the coordinator.

B. The Completion Report shall be submitted to the Bureau in person or via post. (Please see Section 12 regarding use of postal services.)

*Regarding the Completion Report and ④ Completion Review; upon completion of location scouting in Tokyo, the group is permitted to submit documentation (payment receipts, etc.) directly to the appointed staff member at the Bureau and undergo the Completion Review in person. In this case, be sure to contact the appointed staff member by phone or email in advance to make an appointment. (Submission of the Completion Report by post is also permitted.)

(2) Filming



2 Grant Application

(1) Application Process (All documentation required must be submitted within the application period.)

[Application Period]	As outlined in the (3) Application Review Schedule, “Document Review Period” chart.
[Documentation]	As outlined in Sections 18~19 of “ Catalog of Required Documentation for Application ” (Addendum 1). *Application forms for “Location Scouting” are <u>permitted to be filled out in English</u> . *Applications for “Filming” <u>must be submitted in Japanese</u> .
[Number of Copies]	2 copies of Application Documents. (If submitting by post, copies of the “Application Documentation” outlined in Sections 18~19 and the “Documentation Regarding the Execution of the Project” must also be included.) (Copies of “Documentation Regarding the Applicant Group” are not required.)
[Submission Procedure]	Applications should be submitted as outlined below (2).
[Caution]	If any permits, etc., are required from authorities to begin operations of the project, the permits should be applied for, and relevant authorities should be fully informed of, activities prior to application for this grant program.

(2) Application Submission Procedure

A. Submission by post (permitted for both “Location Scouting” and “Filming”)

Application forms can be downloaded from the Bureau’s website.

Japanese Language Forms: <https://www.locationbox.metro.tokyo.lg.jp/fund/>

English Language Forms: <https://www.locationbox.metro.tokyo.lg.jp/english/fund/>

- Applications should be sent to the below address by either “Registered Mail” or “International Express Mail Service” (in person submissions will not be accepted).

Foreign Content Production Support Program
Tokyo Film Commission “Tokyo Location Box”
Tokyo Convention & Visitors Bureau
Nisshin Bldg. 2F
346-6 Yamabuki-cho
Shinjuku Ward, Tokyo
162-0801 Japan

<Submission of Digital Data>

The Application Documents listed in sections 18~19 must be submitted electronically in addition to, and at the same time as, the hardcopy documents.

[Email Address] fund-tfc@tcvb.or.jp

[Important]

- Please ensure the subject line of the email is: “Foreign Content Production Support Program (Filming [or] Location Scouting)”
- “Required Documentation for Application” must be submitted as a file type which can be edited (Excel or Word file). (Please submit other documents in PDF file)
- Please note that executable files such as “exe” files may be automatically deleted from the email due to the Bureau’s system security measures.

B. Application by Email (for “Location Scouting” only.)

*Overseas groups applying for Location Scouting are permitted to apply via email.

**Please submit all application documentation listed in section 18~19 by email.

[Email Address] fund-tfc@tcvb.or.jp

[Important]

- Please ensure the subject line of the email is: “Foreign Content Production Support Program (Location Scouting)”
- The digital version of the application form must be submitted as a file type which can be edited (Excel or Word file). (Please submit other documents in PDF file)
- Please note that executable files such as “exe” files may be automatically deleted from the email due to the Bureau’s system security measures.

3 Selection Process

Once applications are received and reviewed, projects deemed particularly exceptional shall be selected for grant support as outlined below.

- Grants for Location Scouting: Approximately 10 groups per year.
- Grants for Filming: Approximately 3 groups per year.

(1) Review Method

Suitability, details of planned content, and validity of submitted expenses for eligible projects will be reviewed. "Review Elements" shall be as outlined in (2) below. Grant recipients shall be selected by the Bureau upon completion of the review process. The review and selection processes will not be made public.

A. Location Scouting

Application documentation will be reviewed by examiners (paper-based examination by examiners that would include administrative staff, industry experts, etc.). Results will be notified in writing (postal mail or email) regardless of approval status.

B. Filming

A preliminary document review shall be made by administrative staff, and upon preliminary selection, progress to a secondary document review by examiners (paper-based examination by examiners that would include industry experts, etc.). The review process is as follows.

① Preliminary Review (Document Review)

All projects which apply shall undergo a document review by Bureau administration, and projects to progress to the secondary review will be selected.

② Secondary Review (Document Review)

Applicants who are selected for the Secondary Review shall undergo a document review by examiners which include industry experts. Selection results will be notified in writing regardless of approval status.

(2) Review Elements

Applications will be reviewed based on the following elements.

A. Location Scouting

Review Category	Details
1 Eligibility	Does the applicant meet requirements to be eligible, etc.
2 Content Details	Does the content encourage visiting or touring the region, and express the attractiveness of Tokyo, etc.
3 Validity of Expenses	Are the submitted expenses appropriate (are any of the expenses over or under allocated, etc.)
4 Feasibility	<ul style="list-style-type: none">• Are appropriate preparations underway for the filming of an international release and are plans or prospects for filming the project indicated.• Does it have sufficient experience in producing films.

B. Filming

Review Category	Details
1 Eligibility	Does the applicant meet requirements to be eligible, etc.
2 Content Details	<ul style="list-style-type: none"> • Does the content encourage visiting or touring the region, and express the attractiveness of Tokyo, etc. • Are the content's conceptual intents clear. • Are details of the planned activities clear. • Is the content of the project exceptional and in line with the concept of the grant program. • Does the project require highly skilled staff and or cast members.
3 Validity of Expenses	Are the submitted expenses appropriate (are any of the expenses over or under allocated, etc.)
4 Feasibility	<ul style="list-style-type: none"> • Are appropriate preparations underway for the filming of an international release and are plans or prospects for the release or broadcast of the film, etc., indicated. • Is the project completion and release feasible in light of the production group's track records. • Is the project planning a general public release. • Do they have substantial experience in production films.

(3) Application Review Schedule

1 Location Scouting (Document Review)

Term	Application Deadline (TBC)	Document Review (TBC)	Notification of Results (TBC)
Term 1	May 31 st , 2022	Planned for June, 2022	Planned for July, 2022
Term 2	July 29 th , 2022	Planned for August, 2022	Planned for September, 2022
Term 3	September 30 th , 2022	Planned for October, 2022	Planned for November, 2022
Term 4	November 30 th , 2022	Planned for December, 2022	Planned for January, 2023
Term 5	January 31 st , 2023	Planned for February, 2023	Planned for March, 2023

2 Filming (Preliminary Document Review • Secondary Document Review)

Term	Application Deadline (TBC)	Preliminary Review (TBC) (Document Review)	Secondary Review (TBC) (Document Review)	Notification of Results (TBC)
Term 1	May 31 st , 2022	Planned for June, 2022	Planned for July, 2022	Planned for August, 2022
Term 2	July 29 th , 2022	Planned for August, 2022	Planned for September, 2022	Planned for October, 2022
Term 3	September 30 th , 2022	Planned for October, 2022	Planned for November, 2022	Planned for December, 2022
Term 4	November 30 th , 2022	Planned for December, 2022	Planned for January, 2023	Planned for February, 2023

*The number of allocations for both Location Scouting and Filming applications for this year have been fixed. Please note that applications may no longer be accepted and the review process may be halted once the allotted number of selections have been filled.

4 Notification of Review Result and Grant Approval

- (1) Upon review of the application, if deemed suitable and is approved for receipt of the grant, approval shall be notified with a Notification of Grant Approval. Please note that the grant amount applied for and the amount approved may differ.

- (2) Details of the review process will not be made public. Please also note that appeals of approval decisions will not be accepted.
- (3) The approved grant amount is the maximum amount that has been approved and the final amount to be paid will be confirmed upon receipt and review of the Completion Report.
- (4) Supplemental terms and or conditions may be applied upon approval of the grant.

5 Execution of Activities

(1) Start of Project Activities and Payment of Expenses

① Location Scouting

Location Scouting activities must commence after the date of confirmation of grant approval. Purchase of air tickets and contracting coordinators, etc., must be done after the date of approval. (Reservation of flights and hotels may be done prior to confirmation of approval but the Bureau will not be responsible for any cancellation fees, etc., in the event that the application is rejected,)

② Filming

Filming activities must commence after the date of confirmation of grant approval.

Consignments and contracts, equipment rental, purchase, etc., relating to the project must be made after the date of confirmation of grant approval.

(2) Completion of Activities and Payment of Expenses

① Location Scouting

A. The completion of project activities shall be deemed the point of which “all scheduled dates of location scouting activities in Tokyo are finished”.

B. **All payments pursuant to expenses necessary to project activities must be paid during location scouting or within 30 days of completion of activities.** (Payments made prior to the date of grant approval or those which are not paid within 30 days of completion of activities will not be eligible for the grant.)

② Filming

A. The completion of project activities shall be deemed the point of which “a pre-screen showing is held or pre-screen video data is submitted”. (This may be prior to subtitles being inserted. Submission via Blu-ray, DVD or video files are acceptable).

*Please discuss the appropriate manner of submission of video with the Bureau and select an acceptable mode of submission such as online viewing, etc.

B. **All payments pursuant to expenses necessary to project activities must be paid within 30 days of completion of activities.** (Payments made prior to the date of grant approval or those which are not paid within 30 days of completion of activities will not be eligible for the grant.)

(3) Contracts

Contracts with companies necessary for the project must be made after the confirmation of grant approval. Contracts entered into prior to grant approval will not be eligible for the grant.

- ① **Whenever possible, contracts exceeding an expense of ¥1 million yen should be selected from competitive bids made by 3 or more companies.** To abide to the intent of this requirement to urge competitive bidding, the grant recipient should always maintain a neutral stance in obtaining bids from 3 or more companies.
- ② Please include an “Explanation of Special Circumstances” in the event it is not possible to have 3 or more companies submit bids due to it being unavoidably necessary to contract companies which hold copyrights or other exclusivity rights.
*Please discuss the specific format, etc., for the “Explanation of Special Circumstances” with the appointed Bureau staff member.

(4) Accounting

① Location Scouting

- A. **Be sure to store all payment records such as receipts listing the “Name of Grant Recipient”, “Date”, “Amount Paid”, and “Payee Name, Address and Contact Information”** for expenses incurred during location scouting activities.
- B. **If submitting the Completion Report in person to the Bureau upon completion of Location Scouting activities, be sure to sort the required documents as listed in Section 24 into the categories.** (Completion Report Documents (Form No.13) will be provided at Bureau).
- C. **sort all above payment records into the categories as outlined in Section 4 “Eligible Expenses”. (If submitting the Completion Report by post, the required documents are as listed in Section 20.)**
- D. As a general rule, payment will be made by way of bank deposit. Payments to contracted company accounts **should be made by direct deposit from the bank account listing “the name of the group which received the grant approval” as the account holder.**

② Filming

- A. Expenses required for filming should be managed using a **bank account listing “the name of the group which received the grant approval” as the account holder** and **specify in detail any outgoing payments** with accounting records, payment statements, balance sheets, etc.
- B. Whenever possible, payments should be made through financial institutions such as banks or the Japan Post Group. Payments to contracted company accounts **should be made by direct deposit from the bank account listing “the name of the group which received the grant approval” as the account holder.**

(5) Confirmation of Revenue & Payments

Cost estimates, contracts and confirmation of order notices, etc., specification sheets, completion and or delivery notifications, invoices, account deposit records (deposit records issued by a financial institution which list payee details), bank account statements, accounting ledgers, balance statements listing any revenue income, photographs in which results of project activities can be confirmed, etc., will be required to be submitted in the Completion Report. All the of the above types of records should be sorted and stored appropriately.

(6) Changes in Planning, etc.

- ① In the event the grant recipient must make changes to information submitted in the application concerning the project or expense allocations, **acknowledgement from the Bureau must be acquired through the submission of a Change Approval Application (Form No. 8) in advance.**

*Please discuss any changes to location scouting or filming schedule or content with the appointed Bureau staff member.

- ② If changes need to be made to the information submitted regarding the name of the applying group, office address, and or the name of the group representative, please submit the changes to the Bureau. (Entities in Japan will be required to submit documents such as a Certificate of All Registered Records.)

(7) Delay of Project Report

In the event the project cannot be completed during the applicable grant period or completion of the project becomes difficult, the **Delay of Grant Recipient Project Report (Form No. 12) must be promptly submitted, and the project await instruction from the Bureau.**

(8) Cancellation or Termination of Project

In the event the project must be cancelled or terminated, the **Cancellation (Termination) Application (Form No. 10) must be submitted and acknowledgement from the Bureau acquired in advance of cancellation or termination.**

(9) Acquisition of Visas

Foreign citizens travelling to Japan for location scouting or filming must acquire an appropriate visa. Please note neither the Tokyo Metropolitan Government nor the Tokyo Convention & Visitors Bureau shall make any provisions regarding acquisition of entry visas or limits imposed on entering the country by the Japanese government.

*Application for visas to enter the country are the sole responsibility of the grant recipient and or the location scouting or filming staff.

6 Submission of the Completion Report

- (1) Promptly submit the documentation listed in **Section 20~21, “Catalog of Required Documentation for Completion Report” (Addendum 2)** to the Bureau **within 30 days of completion of activities.**

*The Completion Report for a Location Scouting grant may be submitted in English. All submissions for a Filming grant must be made in Japanese.

- (2) Documentation for the Completion Report can be downloaded from the Bureau website.

Japanese Language Forms: <https://www.locationbox.metro.tokyo.lg.jp/fund/>

English Language Forms: <https://www.locationbox.metro.tokyo.lg.jp/english/fund/>

7 Completion Review

Based on the submitted Completion Report, if necessary (if required to confirm physical location or examine original copies of certificates, etc.), the Bureau shall conduct the Completion Review at the address listed on the grant application or at a location designated by the Bureau. There will be a separate notification of the review date by the Bureau.

For overseas groups receiving a Location Scouting grant, the Completion Review may be conducted in person with Bureau staff at the Bureau offices upon completion of activities in Tokyo. (Please be sure to make an appointment with the appointed Bureau staff member prior to visiting Bureau offices.)

8 Confirmation of Grant Amount

(1) The grant amount shall be confirmed based on the review of the Completion Report and results of the Completion Review, and upon finding the results of the project activities meet the requirements and conditions of the grant being approved. The project shall be notified thereof with a Notification of Confirmation (Form No. 14). (Overseas recipients shall be notified using appropriate measures such as email.)

(2) The amount approved for payment by the grant program shall be either 50% of eligible expenses of the total amount of expenses incurred by the project (66% for Filming grant recipients which also utilized program support for Location Scouting), or the maximum approved grant amount, whichever is less. (Fractions of less than ¥1,000 yen to be discarded.)

(3) For Location Scouting grants, any eligible expenses to vendors outside of Japan and paid in foreign currency (airfare, accommodation expenses) shall be calculated using the currency exchange rate* of the date of the Bureau receiving the Completion Report to determine the amount eligible under the grant in Japanese Yen.

*The Bureau shall utilize appropriate and reasonable sources such as “Mizuho Bank Foreign Exchange Quotes”, etc., to determine the applicable exchange rate.

9 Invoice and Payment of Grant

A. Location Scouting

- (1) The **Invoice** (Form No. 15) should be submitted upon receipt of the Notification of Confirmation. The grant shall be deposited into a financial institution designated by the grant recipient upon submission of the Invoice.
- (2) As the currency exchange rate will be determined at the time of the funds being deposited from the Bureau's designated bank to the bank specified by the recipient, the final amount received by the recipient may differ from the Confirmed Grant Amount.
- (3) English language Invoices are permitted to be submitted by email.

B. Filming

- (1) The **Invoice** (Form No. 15) should be submitted upon receipt of the Notification of Confirmation. The grant shall be deposited into a financial institution designated by the grant recipient upon submission of the Invoice.
- (2) Filming grant funds shall be deposited into a bank account with "the name of the Japanese group which received the grant approval and the representative thereof" as the account holder.

1 2 Other Important Items

1 Management of Acquired Assets

- (1) Grant recipients shall assume the responsibility of due diligence in the effective management of all assets acquired during the project after the project is completed.
- (2) Please be sure to keep clear records of the condition of facilities and equipment, etc., through the creation of operational regulations and management files, etc.
- (3) For assets of which the purchase price or the practical value thereof has increased ¥500,000 yen or more and are to be used during the item's service life for purposes other than for which the grant was approved, and or transferred, exchanged, loaned to a third party, utilized as collateral, or destroyed, an Application for the Acknowledgement of Asset Disposal (Form No. 16) must be submitted to the Bureau for acknowledgement.
- (4) In the case of acknowledgement being issued as in the above (3), as determined by criteria separately defined by the Bureau, return of a portion or the entire amount of the grant may be required.

2 Documentation Storage & Inspection

- (1) All pertinent records and accounting statements, etc., relevant to the grant recipient project must be organized and stored for 5 years from the date of the fiscal year during which the project was finished.
- (2) The recipient must comply in the event the Bureau is to conduct a physical inspection of the operations and or accounting practices of the grant recipient.

3 Reporting of Project Results

The recipient must have up-to-date knowledge of the results of the project and work diligently to report on the results after the completion of the project and in the event the Bureau requests a report must comply in furnishing one.

4 Termination of Grant Approval • Return of Grant Funds

The grant may be partially or entirely rescinded if any of the following are found to be applicable. In this case, if payment of the grant has already been made, a period shall be determined for the grant funds to be returned.

- (1) The grant was received under false pretenses or other falsehoods.
- (2) Grant funds were utilized for other purposes.
- (3) The grant recipient (in the case of the recipient being a corporate entity or other group, this shall include the representative, director[s], any employees and or members thereof), are found to be a criminal organization, or member or affiliate, etc., thereof. (Organized crime groups and members, etc., as defined in the Tokyo Metropolitan Ordinance for Eliminating Organized Crime Groups and or overseas organized crime groups, or members of antisocial forces or organizations).
- (4) The recipient is in violation of terms and or conditions under the approval of the grant, other governing laws or orders pursuant to the grant approval.

5 Use of Applicant Information

The program shall use information regarding the applicant for administrative contact and in managing of operations for the project. The information may be supplied to government authorities under the following circumstances.

- (1) Purpose
 - A. Reporting on the project to government agencies.
 - B. Release of information regarding various projects by government agencies.
- (2) Information to be used

Name, contact information, etc., and other information listed on grant application.
- (3) Method

Digital data, printed paper copies.

6 Preventing the Spread of Infectious Disease during Location Scouting and Filming

- (1) Measures to prevent the spread of infectious disease based on the Japanese government's basic countermeasure policies and Tokyo's "Establishing a 'New Normal', Tokyo Metropolitan Government Guidelines for the Prevention of the Spread of Infection for Businesses" and the "Tokyo Metropolitan Government Prevention of the Spread of Infection Guidebook" must be implemented during all project activities.

■Establishing a 'New Normal', Tokyo Metropolitan Government Guidelines for the Prevention of the Spread of Infection for Businesses:

<https://www.bousai.metro.tokyo.lg.jp/1009757/1012758.html>

■Tokyo Metropolitan Government Prevention of the Spread of Infection Guidebook:

<https://www.bousai.metro.tokyo.lg.jp/taisaku/torikumi/1008262/1008459/index.html>

*Example of measures to prevent the spread of Covid-19:

Limiting number of persons entering filming areas, temperature checks using non-contact thermometers or thermographic cameras, use of hand sanitizer, masks, and regular ventilation of enclosed spaces.

- (2) Strict implementation of measures and placement of the official "Infection Prevention Declaration Sticker" in prominent positions at entrances to filming areas, etc.

<https://www.bousai.metro.tokyo.lg.jp/taisaku/torikumi/1008262/1008420/index.html>

- (3) Cancellation or postponement of Location Scouting or Filming activities must be considered in the event of an increase of Covid-19 infection rates or the issuance of a State of Emergency by the Japanese government. Furthermore, if the Tokyo Metropolitan Government or Bureau orders the Location Scouting or Filming postpone or cancel, etc., in order to prevent the spread of Covid-19, the recipient must comply.

1 3 Obligatory Surveys and Public Relations Announcements, etc.

1 Cooperation with surveys and creation of PR statements, etc.

- The recipient must comply with any questionnaires, etc., which the Tokyo Metropolitan Government or Bureau deem necessary.
- The recipient must comply with any public relations activities (ex; list of supported projects on the official Tokyo Location Box website) by providing PR release manuscripts or photographs, etc., which the Tokyo Metropolitan Government or Bureau deem necessary.

2 Supplying of Photographs • Video

(1) Location Scouting

- Recipients must provide 10 or more photographs (in JPG format whenever possible) of Location Scouting activities.

A. Use by Tokyo Metropolitan Government and the Bureau

The photographs provided shall be used as examples of the grant program in external PR materials and in official publications. Recipients will be consulted upon use of the

materials.

B. Notification of conditions to Tokyo Metropolitan Government and the Bureau

Please be sure to communicate any copyright restrictions, etc., concerning the use of the photographs by Tokyo or the Bureau. (ex; Approval from motion picture studio holding copyrights is required for use of photos, etc.)

(2) Filming

- The completed final version of the international film, etc., produced must be submitted in an appropriate format including DVD, Blu-ray, or digital video file within 1 year of public release or broadcast.

*In the case of the video being submitted in DVD or Blu-ray format, etc., the media will be promptly returned to the recipient upon having been confirmed by Bureau staff. Digital files shall also be deleted upon confirmation.

- If the submission of video is problematic, the recipient must submit a Release Report (in voluntary format to include date of release, region[s] of release, number of attended or viewed audience, broadcast viewer ratings, etc.) and include any posters, flyers or other published materials. If this situation arises, please first consult the Bureau's point of contact.

A. Compliance with Tokyo Metropolitan Government promotions

The Tokyo Metropolitan Government may make use of the project in external public relation materials or promotional publications. Recipients will be consulted regarding the method of use.

B. Notification of conditions to Tokyo Metropolitan Government and the Bureau

Please be sure to communicate any copyright restrictions, etc., concerning the use of photographs or in articles, etc., by Tokyo or the Bureau. (ex; Approval from motion picture studio holding copyrights is required for use, etc.)

C. If submission of completed video is difficult due to matters of copyright, etc.

Please discuss alternatives such as partial video extraction of scenes featuring Tokyo, photos, etc., with the appointed Bureau staff member.

C. In the event 1 year has elapsed since the release or broadcast of the film, etc., and video or a Release Report has not been submitted, and or upon review of the film, etc., the film, etc., "does not include items relating to Tokyo" or is otherwise deemed to not meet the requirements of the grant program, the grant may be rescinded as per Article 23

D. of the "Guidelines for Foreign Content Production Support Program" and the grant recipient shall be charged with returning grant funds as per Article 24 of the same.

3 Announcement of Receipt of Grant

A. Please be sure to include the below language in the end-roll of the final work:

協力 東京都・公益財団法人東京観光財団

(English : With cooperation from Tokyo Metropolitan Government ・ TCVB)

B. We recommend support from Tokyo Film Commision's "Tokyo Location Box" when you film in Tokyo:

<https://www.locationbox.metro.tokyo.lg.jp/english/>

*Please be sure to list "Tokyo Location Box" in the end-roll if you utilized its support.

撮影協力 東京ロケーションボックス

(English:

Filmed in cooperation with: Tokyo Film Commission)

Location Scouting

【Catalog of Required Documentation for Application】

	Notes
Grant Application Documents	
Grant Application Form (Form No. 1)	
Location Scouting Plan (Form No.1 / Attachment)	Details of locations and content of film, etc.
Expenses by Category (Form No. 3-1)	
Documentation Regarding Applicant Group	
Applicant Information (Form No. 4-1)	Details if location scouting for an overseas group or a co-production must be listed.
Articles of incorporation or bylaws (Terms) (Copy)	Must be current version
Certification of Incorporation or other certifying existence business issued by a public institution	Only required if incorporated
List of officers, etc. (As of date of application) (Form No. 6)	Use existing document (required if not listed in Applicant Outline)
Company Profile • Group Outline (Use of company summary, pamphlet, etc., permitted)	Must be current version
Fiscal statements (including balance sheet, profit / loss statements, etc., for recent 2 terms) (Copies)	
Project Proposal, etc.	Below items which are available at time of application.
Film Treatment	
Script	
Filming Schedule	
Budget	
Other documents if requested	

【If applying by email】

- Title files as per above categories to indicate content of each file.
- Do not place password protection on the files.
- Confirm required documentation using the “Application Documentation Checklist” and attach the checklist to your application.

【If applying by post】

- All documents should be on A4 paper whenever possible and clipped together in the upper left corner (use of staples are not permitted). Be sure to include all required documents.
- Documents should be sorted in the above order and submitted in sets. (Each set sorted in order of Grant Application, Documentation Regarding Applicant Group, so on, with 2 sets to be submitted; however, only one set of Documentation Regarding Applicant Group would be acceptable.)
- Confirm required documentation using the “Application Documentation Checklist” and attach the checklist to your application.

Filming

【Catalog of Required Documentation for Application】

		Notes
Grant Application Documents		
	Grant Application Form (Form No. 2)	
	Filming Project Plan (Form No. 2 / Attachment)	Content details
	Revenue/Expenditure Budget (Form No. 3-2)	
Documentation Regarding Applicant Group *Including details of co-applicant		
	Applicant Information (Form No. 4-2)	
	Articles of incorporation or bylaws (Terms) (Copy)	Must be current version
	Written Oath (Form No. 5-2)	
	List of officers, etc. (As of date of application) (Copy) (Form No. 6)	Use existing document (required if not listed in Applicant Outline)
	Certificate of Company Seal (Issued within 3 months) (Original)	
	Certified Copy of Company Register (Issued within 3 months) (Original)	Certificate of All Registered Records
	Company Profile • Group Outline (Use of company summary, pamphlet, etc., permitted)	Must be current version
	Minutes of General Stockholders Meeting (Listing resolutions at time of application)	*Submission is voluntary
	Fiscal statements (including balance sheet, profit / loss statements, etc., for recent 2 terms) (Copies)	
	Copy of most recently filed Tax Return (Corporate tax) *Copies of items 1 and 2 of attached list which have been stamped as accepted by tax office	<ul style="list-style-type: none"> • Attach email details for online filings • Non-profit organizations should submit latest filed annual report stamped by governing agency (documents such as annual report, inventory of property, profit / loss statements, revenue statements, list of board members, etc.)
	Tax Payment Certificate <ul style="list-style-type: none"> • National Tax (Corporate Tax) (Document 1 for Certificate of Corporate Tax) • Tokyo Metropolitan Tax (Corporate Business Tax • Metropolitan Corporate Tax) 	<ul style="list-style-type: none"> • Submission of Metropolitan Corporate Tax certificates limited to businesses located within Tokyo • Submission of certificates dated after the date of application not permitted • Alternative submission of receipt of payment (copy) permitted • Submission required for groups without tax payment history • Non-profit organizations are required to submit a Metropolitan Corporate Tax certificate
Documentation of Project Plan, etc. (Submission of Project Proposal permitted)		
	Film Treatment	
	Script	
	Filming Schedule	
	Specification Sheet	For items requiring a cost estimate
	Cost Estimate(s) (Only 1 company required at time of application)	Cost excluding tax must be listed
	Other documents if requested	

- All documents should be on A4 paper whenever possible and clipped together in the upper left corner (use of staples are not permitted). Be sure to include all required documents.
- Documents should be sorted in the above order and submitted in sets. (Each set sorted in order of Grant Application, Documentation Regarding Applicant Group, so on, with 10 sets to be submitted.)
- Confirm required documentation using the “Application Documentation Checklist” and attach the checklist to your application.
- Please be sure to submit digital version(s) of documentation by email simultaneously.

Addendum 2

Location Scouting

【Catalog of Required Documentation for Completion Report】

		Notes
Completion Report Documents		
	Completion Report (Form No. 13)	
	Project Completion Report (Form No. 13 / Attachment)	To include detailed Project Expenses sorted by category
Contractual Documentation		
	Copies of Invoice(s)	
	Copies of Estimate(s)	
	Copies of Contract(s) or Confirmation Order(s)	
	Copies of Delivery Notice(s) or Commercial Invoice(s), etc. (As proof of execution of services)	
	Proof of Payment Documentation	
	Receipts, bank transfer receipts, etc. To include any one of the following <ol style="list-style-type: none"> ① Copies of transfer receipts issued by a financial institution (deposit slips permitted) ② Copies of statements certifying deposits made via online banking ③ Receipts issued by businesses (must list date, payer name, description of services*) 	
	Screening schedule or Broadcast schedule, etc.	*Submission is voluntary
	Data of approximately 10 photographs of location scouting or filming activities	
	Other documents if requested	

*Names and or description of services listed must be certifiably relevant to location scouting activities.

Filming

【Catalog of Required Documentation for Completion Report】

		Notes
Completion Report Documents		
	Completion Report (Form No. 13)	
	Project Completion Report (Form No. 13 / Attachment)	To include detailed Project Expenses sorted by category
Contractual Documentation		
	Copies of Invoice(s)	
	Copies of Estimate(s) *1	
	Copies of Contract(s) or Confirmation Order(s)	
	Copies of Delivery Notice(s) or Commercial Invoice(s), etc. (As proof of execution of services)	
	Proof of Payment Documentation	
	Bank transfer receipts, etc. To include any one of the following ① Copies of transfer receipts issued by a financial institution (deposit slips permitted) ② Copies of statements certifying deposits made via online banking	
	Deliverables	• Report of pre-screen showing or pre-screen version video (prior to subtitles being inserted, Blu-ray, DVD, digital video file, etc.)
	Screening schedule or Broadcast schedule, etc.	
	Photo data of filming activities (Approximately 10 photos)	
	Copies of government agency inspection certificates (if applicable)	Including any permits for use or construction, etc.
	Management Files	For any assets acquired valued ¥500,000 yen or more
	Other necessary documents if requested	

*Estimates from 3 or more companies are required for items or services over ¥1 million yen or more. (An Explanation of Special Circumstances is required to be submitted in the event it is not possible to have 3 or more companies submit bids.

Tokyo Convention & Visitors Bureau Tokyo Film Commission “Tokyo Location Box”

Tel: (03) 5579-8464

Fax: (03) 5579-8785

Email: fund-tfc@tcvb.or.jp

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