

Application Guidelines for International Content Production Support Program 2023

(“Application Guidelines”)

**Tokyo Convention & Visitors Bureau
Tokyo Film Commission “Tokyo Location Box”
April 2023**

1 Goals of this Program

The purpose of this program (“Program”) is to attract international film and television dramas, etc., (“Film”) to Tokyo by providing financial assistance to cover part of expenses related to the project of location scout and shooting in Tokyo (“Grant Project”), thereby revitalizing the economy of the region through shooting, 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 Film.

2 Projects Eligible for a Grant

<Eligible Projects>

Location scouting and shooting in Tokyo of International Content

*“International Content” means as Films which are to be released internationally via outlets including internet streaming services, feature film releases and television programming. (Animated films and short films are not eligible for grants through this Program.) Each of the following conditions must also be met to be eligible for the Grant Project.

(1) Location Scouting

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

(2) Shooting

- A. The shooting of a Film wherein the use of the footage can be recognized as being Tokyo.
- B. The Film must be the one of which release of is confirmed, or planned for, one or more regions or countries outside of Japan within three years of the grant being approved. (Films planned for released online or in theaters must be for paid services or distributions.)
- C. Five or more days must be planned for the shooting for the Film in Tokyo.
- D. The shooting is for a full-length Film of 60 minutes or longer. (In cases of a series drama, 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 must be live-action requiring shooting. (Any film featuring a majority of animated footage are not eligible for the Grant Project.)
- F. The Film is considered by the Bureau to showcase the various charms of Tokyo beyond Japan and to contribute to raising the awareness and attractiveness of

Tokyo, enhancing the economic activities in Tokyo, and attracting tourists to Tokyo;

- G. The documentation or any products, etc., to show that the Film has been actually released or broadcasted can be submitted.

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 parties by local municipalities within the city which are not designated for use by a specific business are permitted.)

4 Organization

An eligible organization must be an incorporated corporation established in accordance with the laws of Japan. The requirements to receive location scouting-related grant or shooting-related grant are as follows:

(1) Location Scouting

An organization that is commissioned by an foreign organization which is primarily engaged in the Production / production of a Film, to provide coordinating services for location scouting in Japan for an International Content.

(2) Shooting

An organization whose main purpose is to Produce / produce a Film, that will meet the following requirements stated in A or B:

- A: An organization which will, jointly with a foreign organization, Produce / produce an International Content.
- B: An organization which is commissioned or consigned by a foreign organization to Produce / produce a Film.

Note: “An organization of which main purpose is to Produce / produce a Film” means a business entity which supplies films, etc., for distribution or broadcast or a business entity which has the initiatives and holds the responsibility for the Production / production of a Film.

Note: “Co-Production / production” means that two or more entities from two or more countries, one of which is based in Japan, jointly Produce / produce an International Content, with the funding and production-related responsibilities being divided.

Note: “A foreign organization” means an incorporated corporation established in accordance with laws of a foreign country.

Note: A Japanese corporation must meet all requirements below:

- (i) It has fully paid business tax in a timely manner. (Such an organization is not allowed to file an application for this grant during time it pays business tax in installments in accordance with the arrangements with the Tokyo Metropolitan Tax Office.) If the organization is given a moratorium for paying business tax for the reason of the COVID-19 infectious disease, the organization is required to submit a copy of the tax payment moratorium notice.
- (ii) It has fully paid dues payable to the Tokyo Government such as rent and other charges, in a timely manner.
- (iii) There is no uncertain situation for the continuity of its business related to the Grant Project, such as an application for civil rehabilitation or corporate reorganization being filed against the organization.
- (iv) It has obtained consents and permits required to conduct the Grant Project and has complied with applicable laws and regulations.
- (v) It is not a business entity which is, in the Bureau's judgment, inappropriate to receive a grant from public funds. Please note that if the organization committed any illegal conduct in connection with any of its activities supported by subsidies from the Bureau, National Government, prefectural Government, municipal Government, etc., in the past, the organization is, as a rule, ineligible.

Note: In the case of a corporation in Japan, if any officer, etc., (meaning employees who execute operation on the corporation's behalf, directors, executive officers or those with similar responsibilities, advisors or counselors or any other individuals who are materially involved in the operation of the corporation or are authorized to execute contracts related to the operation of the corporation; “Officers”) of the corporation falls within the scope of below, the corporation is not eligible for this program.

- 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 parties) 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 the foreign organization.

5 Grant Ratios

- (1) Location Scouting: Up to 50% of eligible expenses. (Fractions under ¥1,000 yen to be discarded.)
- (2) Shooting: 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 two-thirds of eligible expenses.

6 Grant Amount Limits

- (1) Location Scouting
¥1 million yen per organization
- (2) Shooting
¥7 million yen per organization

7 Grant Use Periods

- (1) Location Scouting: Within 1 year of date of approval of grant.
- (2) Shooting: 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 Grant 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

Note: The costs of no more than 3 persons per trip lasting 5 days shall apply.

Category	Description
International Travel	<p>Costs of round-trip air tickets between the Grant Recipient's home country (a foreign country) and Narita or Tokyo (Haneda) International Airport.</p> <p>*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.</p> <p>*Up to ¥300,000 yen per round-trip ticket per person.</p> <p>*Up to 3 people.</p> <p>*Must be purchased through a travel agent, etc., located in Japan.</p>
Accommodation	<p>Accommodation costs required for location scouting. (Up to ¥25,000 yen per person per night.)</p> <p>*Limited to accommodation costs for lodging facilities located in Tokyo.</p> <p>*Limited to accommodation costs directly paid to the lodging facilities, or purchased through a travel agent, etc., located in Japan.</p> <p>*Limited to a maximum of 4 nights for a maximum of 3 people.</p> <p>*Breakfast and dinner costs are excluded.</p>
Coordinator	Coordinator expenses required for use during location scouting in Tokyo. (Including interpreter costs.)
Transportation	<p>Rental car fees, fuel costs, and driver expenses required during location scouting in Tokyo.</p> <p>*Limited to rental, fuel and driver service vendors located in Tokyo.</p>
Facility Tour Fees	Fees or costs required for touring facilities in Tokyo while location scouting.

(2) Shooting

Category	Description
International Travel	<p>Round-trip international airfare to either Narita International Airport or Tokyo International Airport (Haneda Airport).</p> <p>*No less than half of the period of stay (days) in Japan must be spent shooting within Tokyo and entry to and exit from the country must be via either Narita International Airport or Tokyo International Airport (Haneda Airport).</p> <p>*Up to ¥300,000 yen per round-trip ticket per person.</p> <p>*Must be purchased through a travel agent, etc., located in Tokyo.</p> <p>*Domestic travel costs are not applicable as an international travel expense.</p>
Accommodation	<p>Accommodation costs for persons related to the Production of the Film, who belong to a foreign organization. (Up to ¥25,000 yen per person per night.)</p> <p>*Limited to accommodation costs for lodging facilities located in Tokyo.</p> <p>*Limited to payments made directly to the lodging facilities or paid through travel agency within Japan.</p> <p>*Breakfast and dinner costs are excluded.</p>
Equipment	<p>Rental costs of equipment such as cameras, etc., to be used solely for shooting.</p> <p>*Limited to rental vendors located in Tokyo.</p>
Facility Use / Permit Fees	<p>Usage fees for facilities which appear in the Film, or are required for use as stand-by facilities, etc., during shooting, or studios.</p> <p>*Limited to facilities or studios located in Tokyo.</p>

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 shooting. (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.), casts' performance fees.
Wardrobe / hair & make-up / set design / decoration and other consumables	Expenses required for set design and decoration or other set pieces used solely for shooting of the Grant Project. Expenses required for wardrobe and hair & make-up items necessary for shooting of the Grant 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.)

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 Grant Project	Ceremonial gifts, bank deposit fees, etc.

1 Regarding “Personnel Wages for Grant Recipients”

In the case that “an organization based in Japan which has been contracted, etc., by a foreign organization (duly incorporated according to the laws of their home country or similar entity) for the Production / production of a Film”, is the grant recipient (the grant recipient is contracted to Produce / produce the Film), 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 a set of formalities for settlement has not been finalized within 60 days of the conclusion of the Grant Project shall not be eligible for coverage by the grant.
- 4 Expenses for equipment or services not related to the Grant Project or expenses not stated in the application sheet.
- 5 Expenses for which there is inadequate accounting paperwork such as a cost estimate, contract, specification sheet, invoice, etc.
- 6 Expenses that have been confusingly paid together with normal business operations or transactions and cannot be clearly categorized as eligible expenses for this Grant Project.
- 7 Expenses that were paid using a promissory note or check issued by another company (as a rule, payment must be made via direct deposit).
- 8 Expenses for goods, etc., that can be generally used or can be used for any purpose other than the purpose of the Grant Project.
- 9 Expenses that are extraordinarily expensive compared with the standard market price or in comparison with the scale of business.
- 10 Expenses that are deemed inappropriate based on the common sense as the purpose of use of public funds.
- 11 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 (including the equivalent thereof), are operated by relatives to the third degree with the representative of the company, etc.) will be limited for support through this Program. Sub-contracting these types of businesses through a third-party is also limited.

*“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 ○ Application Requirements

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

(1) Shooting

- 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 Shooting:

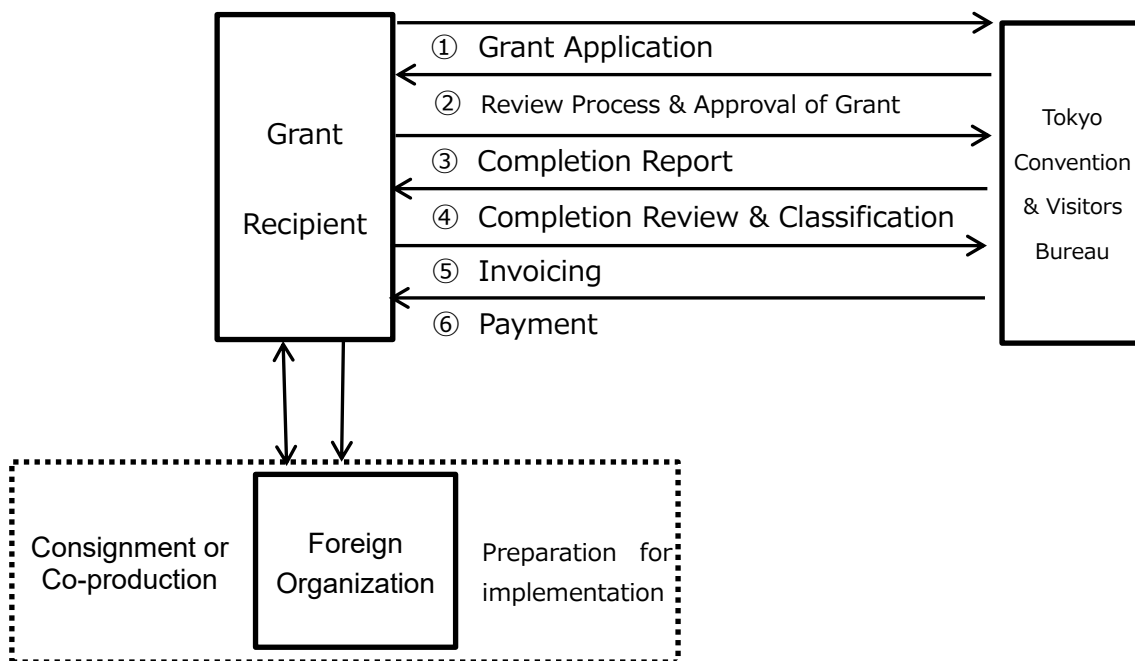
- A. Safety and security measures must be implemented with adequate management to avoid accidents, etc.
- B. There is no religious or political purpose.
- C. The Film does not go against public order, decency, or other societal standards.
- D. The Film does not include illegal activities.
- E. Appropriate measures shall be implemented to prevent the spread of infectious disease.
- F. Not predicated on receiving grant funds from this Grant Project.
- G. In addition to the requirements set forth above, the Grant Project must meet any other requirements as deemed necessary by the Chairman of 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 Grant Project is not appropriate, part or all of the grant may be revoked according to Article 23 of the Grant Guidelines.

1 1 Procedure from Grant Application to Approval of Grant

1 Administrative Flow

In the case of the location scouting, after ② Approval 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 organization during scouting activities if deemed necessary.)



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 20~23 of “ Catalog of Required Documentation for Application ” (Addendum 1).
[Number of Copies]	Each one copy of the Application Documents.
[Submission Procedure]	Applications should be submitted as outlined below (2).
[Caution]	If any permits, etc., are required from authorities to begin operations of the Grant 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

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/>

(Please note that the English Language Forms are translations for reference purposes only, and any application using the English language form cannot be accepted.)

• Applications should be sent to the below address by either “Simplified Registered Mail” (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
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<Submission of Digital Data>

The Application Documents listed in sections 20~23 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: “International Content Production Support Program (Shooting [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.

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 parties per year.
- Grants for Shooting: Approximately 3 parties 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 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 shooting of an International Content and are plans or prospects for shooting the project indicated. Does it have sufficient experience in producing films.

B. Shooting

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. Whether the Film is an attractive work expected to be seen by large audience (in light of casts, screenplay, themes, etc.), for example, to be run for a long time or many people refer to the Film.
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 shooting of an

	<p>international release and are plans or prospects for the release or broadcast of the Film, indicated.</p> <ul style="list-style-type: none"> • Is the project completion and release feasible in light of the Production / production organization's track records. • Is the project planning a general public release. • Do they have substantial experience in Production / production of video footage.
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(3) Application Review Schedule

Term	Application Deadline (TBC)	Preliminary Review (TBC) (Document Review)	Secondary Review (TBC) (Document Review)	Notification of Results (TBC)
Term 1	May 31 st , 2023	Planned for June, 2023	Planned for July, 2023	Planned for August, 2023
Term 2	July 31 st , 2023	Planned for August, 2023	Planned for September, 2023	Planned for October, 2023
Term 3	September 30 th , 2023	Planned for October, 2023	Planned for November, 2023	Planned for December, 2023
Term 4	November 30 th , 2023	Planned for December, 2023	Planned for January, 2024	Planned for February, 2024
Term 5 (Only for location scouting)	January 31 st , 2024	Planned for February 2024	Planned for March, 2024	Planned for April 2024

*The number of allocations for both Location Scouting and Shooting 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 Shooting

Shooting activities must commence after the date of confirmation of grant approval. Consignments and contracts, equipment rental, purchase, etc., relating to the Grant Project must be made after the date of confirmation of grant approval.

(2) Completion of Grant Project and Payment of Expenses

① Location Scouting

A. The completion of the Grant Project 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 the Grant Project must be paid during location scouting or within 60 days of completion of the Grant Project.**

(Payments made prior to the date of grant approval or those which are not paid within 60 days of completion of the Grant Project will not be eligible for the grant.)

② Shooting

A. The completion of the Grant Project shall be deemed the point of which “a pre-screen showing is held or the 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 for the Grant Project must be paid within 60 days of completion of the Grant Project.**

(Payments made prior to the date of grant approval or those which are not paid within 60 days of completion of the Grant Project will not be eligible for the grant.)

(3) Contracts

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

① **As a rule, 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 As a rule, the method of competitive bidding or quotation matching must be employed, and a supplier who has presented the lowest bid must be selected. Please bear in mind this grant program will use funds from taxes of taxpayers as a source, the purpose of selecting the competitive price is to request that the grant recipient duly operate its activities, which may include expenditure at an appropriate price and purchase of highly indispensable goods or services. The applicant is requested to file an application and conduct its business activities with this in mind.

③ If any undue activity against the spirit of competitive bidding is discovered, such as the examples of undue activities specified below or otherwise, the Bureau may not pay the grant money (or request that the grant recipient return the same, if any).

Examples of undue activities:

- * If the purpose of competitive bidding is substantially defunct by a scheme under which: (a) a supplier who will be awarded a contract is previously determined; (b) the predetermined supplier obtains the estimate bids from the competitors in any way; and (c) the predetermined supplier tenders a bid in an intentionally increased amount.
- * To prevent the price competition, a contract with the same supplier is divided into several parts for which price is set in an arbitral manner at less than one million Japanese Yen.

- ④ A contract with the supplier who won the bid must be executed after the grant approval. If the contract is executed prior to the grant approval, the grant money will not be paid.
- ⑤ 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

- A. Expenses required for location scouting and shooting should be managed using a **bank account listing "the name of the organization 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 Party. Payments to contracted company accounts **should be made by direct deposit from the bank account listing "the name of the organization 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 the Grant Project 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 intends to make changes to information submitted in the application concerning the Grant Project, the period of its activities for the Grant Project or expense allocations, **acknowledgement from the Bureau must be acquired through the submission of a Change Approval Application (Form No.7) in advance.**

*Please discuss any changes to location scouting or shooting schedule or content with the appointed Bureau staff member. Please note that the change in the period of activities for the Grant Project may only be allowed within the time period eligible for this grant specified in these Application Guidelines.

- ② If changes is made to the information submitted regarding the name of the applying organization, office address, and or the name of the organization's representative, please submit the changes to the Bureau.

(7) Delay of Grant Recipient Project Report

In the event the Grant Project cannot be completed during the applicable grant period or completion of the Grant Project becomes difficult, the **Delay of Grant Recipient Project Report (Form No. 11) must be promptly submitted for receiving instruction from the Chairman of the Bureau.**

(8) Cancellation or Termination of Grant Project

In the event the Grant Project is proposed to be cancelled or terminated, the **Cancellation (Termination) Application (Form No. 9) must be submitted for receiving approval from the Chairman of the Bureau in advance of cancellation or termination.**

(9) Acquisition of Visas

Foreign citizens travelling to Japan for location scouting or shooting must acquire an appropriate visa. Please note neither the Tokyo Metropolitan Government nor 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 shooting staff.

6 Submission of the Completion Report

- (1) Promptly submit the documentation listed in **Section 24~25, "Catalog of Required Documentation for Completion Report" (Addendum 2)** to the Bureau **within 60 days of completion of activities.**

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

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

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 Grant Project meet the requirements and conditions of the grant being approved. The notice thereof shall be given in writing with a Notification of Confirmation (Form No. 13). (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 Grant Project (or two-thirds for Shooting 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.)

9 Invoice and Payment of Grant

- (1) The **Invoice** (Form No. 14) 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) The grant funds shall be deposited into a bank account with “the name of the Japanese organization which received the grant approval and the representative thereof” as the account holder.

12 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 Grant Project after the Grant 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. 15) 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 Project must be organized and stored for 5 years from the date of the fiscal year during which the Grant 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 Grant Project and work diligently to report on the results after the completion of the Grant Project and in the event the Chairman of 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 or were attempted to be utilized for other purposes.
- (3) The grant recipient (in the case of the recipient being a corporate entity or other entity, 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 parties and members, etc., as defined in the Tokyo Metropolitan Ordinance for Eliminating Organized Crime Parties and or overseas organized crime parties, or members of antisocial forces or organizations).
- (4) If any fact that does not meet the application requirement is discovered.
- (5) 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.
- (6) If the Bureau otherwise determines that the relevant activities are inappropriate as activities supported by the grant.

5 Use of Applicant Information

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

- (1) Purpose
 - A. Reporting on the Grant Project to government agencies.
 - B. Release of information regarding various programs 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 Shooting

- (1) Measures to prevent the spread of infectious disease based on the guidelines for the prevention of the spread of infection, such as Japanese government's basic countermeasure policies must be implemented during all Grant Project activities.
- (2) Cancellation or postponement of Location Scouting or Shooting activities must be considered in the event of discovery of any new knowledge, such as an increase of Covid-19 infection rates. Furthermore, if the Tokyo Metropolitan Government or Bureau orders the Location Scouting or Shooting postpone or cancel, etc., in order to prevent the spread of Covid-19, the recipient must comply.

7 Grant Guidelines for International Content Production Support Program

This Program will be conducted in accordance with the provisions of the Grant Guidelines for International Content Production Support Program.

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) Shooting

- The completed final version of the international Film, Produced / produced must be submitted in an appropriate format including DVD, Blu-ray, or digital video file.

*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.

A. Compliance with Tokyo Metropolitan Government promotions

The Tokyo Metropolitan Government may make use of the Grant Project in any 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.

- D. Upon review of the Film, if the Film, “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 of the Grant Guidelines for International Content Production Support Program.

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 : Supported by Tokyo Metropolitan Government ・ TCVB)

Note: The above language must be used “as is” and without any modification.

Note: The characters used must be in the visible size.

- B. We recommend support from Tokyo Film Commission’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:
Supported by: 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
Expenses by Category (Form No. 3-1)	The “tax excluded” amount must be stated.
Documentation Regarding Applicant Organization	
Applicant Information (Form No. 4-1)	Including the information regarding the foreign organization
Articles of incorporation or bylaws (Terms) (Copy)	Must be current version; and including the documents of the foreign organization (originals and Japanese translations English translations must be submitted)
Written Oath (Form No. 5-2)	A written oath issued by the foreign organization must also be submitted.
Seal impression certificate (issued within three months) (original)	
Certified copy of company registers (certified copy of register) (issued within three months) (original)	Certificate of All Registered Records
Company Profile • Outline of the Organization (Use of company summary, pamphlet, etc., permitted)	Must be current version; and including the documents of the foreign organization (originals and Japanese translations English translations must be submitted)
Business plan for the current year	Such as reference materials submitted to the shareholders meeting
Fiscal statements (including (Copies)	Including business reports, balance sheet, profit / loss statements, etc., for recent 2 terms); including the documents of the foreign organization (originals and Japanese translations or English translations must be submitted)
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 • 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 organizations without tax payment history • Non-profit organizations are required to submit a Metropolitan Corporate Tax certificate
	Any document to show the contractual relationship between the applicant and the foreign organization that is engaged by the applicant to conduct the location scouting activities in Tokyo	
	Project Proposal, etc.	Below items which are available at time of application. The originals or Japanese translations or English translations must be submitted.
	Film Treatment	
	Script	
	Shooting Schedule	
	Budget	
	Other documents if requested	

- As rule, all documents should be on A4 paper 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 one set.
- Please be sure to submit digital version(s) of documentation by email simultaneously.

Shooting

【Catalog of Documents Required to be Submitted at the time of Application】

	Notes
Grant Application Documents	
Grant Application Form (Form No. 2)	
Shooting Project Plan (Form No. 2 / Attachment)	Content details
Revenue/Expenditure Budget (Form No. 3-2)	The “tax excluded” amount must be stated.
Documentation Regarding Applicant Organization *Including details of co-applicant	
Applicant Information (Form No. 4-2)	Including the information regarding the foreign organization
Articles of incorporation or bylaws (Terms) (Copy)	Must be current version
Written Oath (Form No. 5-2)	A written oath issued by the foreign organization must also be submitted.
Seal impression certificate (issued within three months) (original)	
Certified Copy of Company Register (Issued within 3 months) (Original)	Certificate of All Registered Records
Company Profile • Outline of the Organization (Use of company summary, pamphlet, etc., permitted)	Must be current version
Business plan for the current year	Such as reference materials submitted to the shareholders meeting
Fiscal statements (including business report, 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 organizations without tax payment history • Non-profit organizations are required to submit a Metropolitan Corporate Tax certificate
Any document to show the contractual relationship between the applicant and the foreign organization that is commissioned by the applicant to conduct co-production or production	

Documentation of Project Plan, etc. (Submission of Project Proposal permitted)	
Film Treatment	
Script	
Shooting 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	

- As a rule, all documents should be on A4 paper 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 one set.
- Please be sure to submit digital version(s) of documentation by email simultaneously.

Location Scouting

【Catalog of Required Documentation for Completion Report】

		Notes
Completion Report Documents		
	Completion Report (Form No. 13)	
	Location Scouting Completion Report (Form No. 13 / Attachment)	
	Statement of expenses sorted by category (Form No. 13 / Attachment)	The “tax excluded” amount must be stated.
Contractual Documentation		
	Copies of Invoice(s)	
	Copies of Estimate(s)	The “tax excluded” amount must be stated.
	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 <ul 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*) 	The coordinator fees will be confirmed by the document which shows that payment by the foreign organization (who is commissioned by the applicant to conduct the relevant activities) is complete.
	Screening schedule or Broadcast schedule, etc.	*Submission is voluntary
	Data of approximately 10 photographs of location scouting or shooting activities	
	Other documents if requested	

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

Shooting

【Catalog of Required Documentation for Completion Report】

	Notes
Completion Report Documents	
Completion Report (Form No. 13)	
Shooting Completion Report (Form No. 13 / Attachment)	
Statement of income and expenditure (Form No. 13 / Attachment)	The “tax excluded” amount must be stated.
Contractual Documentation	
Copies of Invoice(s)	
Copies of Estimate(s) *1	The “tax excluded” amount must be stated.
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.) Note: <u>The complete video must be separately submitted within one year after the official broadcasting or release.</u>
Screening schedule or Broadcast schedule, etc.	
Photo data of shooting 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”**

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Email: fund-tfc@tcvb.or.jp

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