

Subsidies for Coping with both Infection Prevention & Cultural Arts

Activities Q&A

For both (A) Subsidy for Facility & Equipment Rentals & (B) Subsidy for Preventative Measures Against COVID-19 Infection.

(Followed by Individual ones for (A) & (B))

Q1) What is the “genre guidelines” of respective industries?

A1) The genre guidelines of various industries and facilities can be found on the website of Ministry of Education, Culture, Sports, Science and Technology (MEXT).

Check here https://www.mext.go.jp/a_menu/coronavirus/mext_00028.html

Q2) What should be the appropriate basis for preventative measures?

A2) Please refer to the above genre guidelines and apply them into promotions, production, floor plan, etc.

Q3) What does “art appreciation opportunities” refer to?

A3) It means the performance/presentation of arts.

Q4) What is / isn't applicable?

A4) (A) Subsidy for Facility & Equipment Rentals

Applicable to–

(* Dance performance at an event venue with a café

(* Video shooting at a theater/studio, followed by a broadcasting

(* Movie screening at an event venue

(* Curated group exhibition

(* Japanese Noh performance with lectures in-between

(limited to those focus on and with a longer time for the show)

(* “Work-In-Progress” performance at a theater

(* Fringe performance of an art-related festival organized by the applicant

NOT applicable to–

(* Workshop, class, seminar, etc. not for art appreciations to public audience

(* Presentation, school arts festival, conference for a specific group of audience such as students, guardians, and club members

(* Performance organized by the management of the venue

(*) Activities for sales of artworks

(B) Subsidy for Preventative Measures Against COVID-19 Infection

Applicable to-

(*) Practice/rehearsal in Kyoto City for a show in Tokyo, including the expenses for the practice/ rehearsal only, not the expenses for the show

(*) Shooting at Kyoto City for a movie to be shown nationwide

(*) Regular Noh performance organized by the Noh theater itself

(*) Exhibition organized by a gallery

Q5) The subsidies are for “activities open for a non-specific group of audience”, what do “non-specific audience” exactly mean?

A5) (*) It should be open to public activities for members (including gathering and fans exchange activities) are specific, and thus not included.

(*) Sales activities are not for audience, and thus not included.

Q6) It's stated that workshops and seminars are not targets, does it mean even those related to cultural and arts activities are also excluded?

A6) They are excluded as they are not providing appreciation opportunities.

Q7) What is the target period?

A7) From 1st October 2020 to 31st March 2021.

Kindly make sure the date (of the activity) on all receipts is within the period. Also, the maximum duration is 5 days.

(A) Subsidy for Facility & Equipment Rentals

For performance from 29th September 2020 to 4th October

→ We only pay for 1st to 4th October. Regarding expenses without a specific usage period like electricity, the subsidy could be provided at a daily rate.

(B) Subsidy for Preventative Measures Against COVID-19 Infection

For the 2-month rehearsals for a performance starting on 2nd April 2021

→ Including preventative measure expenses until 31st March, not including advance purchase of items for the show in despite of the date on the receipt.

Q8) Is it possible to apply for activities that are already started?

A8) Yes, as long as the activity is within the effective period and necessary documents (e.g. receipts, etc.) are available. Be mindful that the subsidies are to be granted to applicants according to application date. It may end early when our

budget is reached.

Q9) Are the subsidies limited to full-time artists?

A9) No, it is open for both full-time professionals and amateur artists.

Q10) Are the subsidies applicable to organizers living in other prefectures?

A10) (A) Subsidy for Facility & Equipment Rentals

Yes, as long as the activity is to be held at any of the registered venues.

(B) Subsidy for Preventative Measures Against COVID-19 Infection

No, it's limited to individuals or organizations with a base at Kyoto City.

Q11) Can I apply for both (A) Subsidy for Facility & Equipment Rentals and (B) Subsidy for Preventative Measures Against COVID-19 Infection for the same activity?

A11) Yes, you can apply for both (A) and (B) for the same activity.

Q12) Can I apply for these and other subsidies for the same activity at the same time?

A12) Yes, you can. However, we are going to deduct duplicated items and fix our subsidy amount for the same items of your activity with other COVID-19 subsidies/ allowances from Japan government, Kyoto prefectural government, and Kyoto City government.

(A) Subsidy for Facility & Equipment Rentals

Example 1) Applying JPY 1 million here while JPY 0.3 million is already subsidized by Kyoto prefectural government.

$1M - 0.3M = 0.7M$, then $\frac{1}{2}$ of $0.7M = 0.35M$. Our subsidy would be JPY 350,000

Example 2) Applying JPY 1 million here while JPY 0.3 million (as other expenses) is already subsidized by Kyoto prefectural government.

$\frac{1}{2}$ of $1M = 0.5M$. Our subsidy would be JPY 500,000

(B) Subsidy for Preventative Measures Against COVID-19 Infection

Example 1) Applying JPY 600,000 here including a JPY 100,000 purchase of non-contact thermometers, and with subsidy from Kyoto prefectural government so some thermometers are already purchased at JPY 50,000.

$JPY600,000 - 50,000 = JPY 550,000$, then $\frac{1}{2}$ of $JPY 550,000 = JPY275,000$.

Our subsidy would be JPY 275,000

Example 2) Applying JPY 600,000 here without purchase of non-contact thermometers. Receiving subsidy from Kyoto prefectural government to purchase non-contact thermometers at JPY 50,000.

$\frac{1}{2}$ of JPY600,000 = JPY 300,000. Our subsidy would be JPY 300,000

Q13) What is the criteria in your review?

A13) We are going to review your application to find if anything is unclear or not applicable, which does not include any judgement on the cultural and artistic level.

Q14) What should I do for changes in my activity after the application?

A14) Please submit the "Changes Application Form" (Form 5; available on the website for download) in advance for the circumstances below.

- Changes in the activity date/ venue
- Big changes in the objective/content of the activity
- Big changes in the activity expense

(*) Your subsidy application may be rejected depending on the changes.

(*) Please refer to the next question for changes in expenses.

(*) You need to resubmit another application for change in applicant (chief organization), while changes in contact person is acceptable).

Q15) What should I do for changes in the expenses of my activity after application?

A15) (*) When your expense is lower than the one stated in your application.

- Submit the "Changes Application Form" (Form 5) if the change is 30% or above
- No need to submit any application if the change is less than 30%

(*) When you expect potential increase in your expense.

- We do not accept increase in the amount so you don't need to submit any forms.
- You can cancel a submitted application and submit a new one in the case of large increase. However, application may end early when the subsidy amount reaches our budget and, in that case, new application may not be accepted. Thus, it is not recommended.

Q16) When can I get the subsidy?

A16) You need to submit an “Activity Report” and other supporting documents after our activity. We are going to finalize the subsidy amount, notify you through email, and pay to your specified bank account.

Q17) What is needed as “Activity Report”?

A17) Please attach the following documents and submit through email.

(* Activity Report

(A) Subsidy for Facility & Equipment Rentals Activity Report (Form 7) or (B) Subsidy for Preventative Measures Against COVID-19 Infection Activity Report (Form 8), both available on the website for download.

(* Documents to show the details of the activity (flyer/direct mail, copy of the website, brochure, photos of the activity)

(* Copies of the official proof (both (1) and (2))

(1) Receipt (or transaction note for bank transaction)

(2) Specification, report, delivery slip, or invoices with the payment breakdown

(* Receipt for (A) Subsidy for Facility & Equipment Rentals is limited to those issued by the venue. With supportive documents, the subsidy is also applicable to labor costs subcontracted to a third party by the venue and allocated at the same venue.

Q18) What should be the name on the receipts?

A18) All receipts should be under the name of the applicant (chief organizer) or an individual belongs to the organization that made the application. In that case, please attach a website/flyer to prove the receipt recipient belongs to the organization.

Q19) Should I include consumption tax and income tax in the amounts?

(* Please include consumption tax and income tax in all amounts. Taxes should also be included in the amounts on receipts.

Q20) Are the subsidies taxable?

A20) They are taxable.

Q21) Whom should I contact for queries about the subsidies and the applications?

A21) Please contact

Subsidies for IP & CAA Team [Kyoto Art Center/Kyoto Arts and Culture Foundation]

Email) ryoritsu@kyotoartsupport.com

Phone) 075-213-0213 (Mon. - Fri. 10am - 5pm*)

(* No service when Kyoto Art Center is closed and during New Year period (26th Dec-4th Jan)

Q22) Where do these subsidies come from?

A22) These subsidies are sponsored by Kyoto City "Coping with both Infection Prevention & Cultural Arts Activities Support Scheme" and organized by Kyoto Arts and Culture Foundation.

(A) Subsidy for Facility & Equipment Rental

Q1) What should I do if the venue is not listed as a registered one?

A1) Please contact us through email if your activity venue (limited to those in Kyoto City) is not on list. Your application will be proceeded after the registration of the venue.

Q2) Is this subsidy applicable to multiple-time activities of the same applicant? For instance, two different exhibitions from the same artist.

Q2) You may apply multiple times if the activities are different, but only one application for the same (and multiple times) activity.

Q3) It's stated that the maximum activity duration is 5 days under the same application. If my activity lasts for 10 days, can I split that into two applications?

A3) No, only one application for the same activity.

Q4) How should I calculate the usage fee of the facilities/amenities?

A4) Please contact the venue and follow their respective usage fee calculation system.

Q5) What are the examples of “Use of Dressing Rooms”

A5) It refers to the use of a chargeable dressing room and the use of chargeable meeting rooms in the facility as the dressing room, etc.

Example) When using ROHM Theatre Kyoto, performers use the North Hall as the dressing room in order to avoid closed and crowded space.

Q6) What are the concrete examples of equipment usage fees?

A6) It refers to the chargeable equipment provided by the venue.

Example)

(*) Props and equipment are moved in 7 days before the show, 10 lighting devices and 2 projectors are rented. → The subsidy covers a 5-day portion of the expenses.

(*) Regarding the amenity management labor cost, it refers to the items charged by the venue, excluding the labor cost of the technicians on the activity organizer.

(*) Labor cost of Noh theater’s backstage staff can be included.

Q7) The upper limit of the subsidy is JPY400,000 (including consumption tax)/ day, is it the total of both the facility usage fee and the amenity usage fee?

A7) Yes.

Q8) The maximum subsidizing period is 5 days, while what happen if the usage fee is calculated in the number of weeks?

A8) Please calculate at a daily rate for 5 days and round to the 3rd digit.

Q9) Does the subsidy cover facility cancellation fee when the activity is suspended?

A9) No, it does not. The subsidy only covers the actual usage fees of the facilities and amenities. However, it is applicable when your activity switch to online as it is still providing a wide art appreciation opportunity for the public.

Q10) It’s said that activities organized by the venue are not covered by the subsidy. Could you please make it easier to understand?

A10) The activities can be supported by the venue as long as it’s presented and produced by the applicant. It also covers activities organized by participants of festivals held by the facilities. List of the registered facilities can be found here.

https://www.knt-ks.co.jp/ec/2020/kyoto_subsidy/en/ichiran.html

Q11) What does it mean by “same venue”? What happen if the performance is at Kyoto City while preparation and rehearsals are not at the city? Are they still covered?

A11) Preparations and rehearsals not happening at the activity venue are not covered.

(B) Subsidy for Preventative Measures Against COVID-19 Infection

Q1) Does it cover all different activities organized by the same applicants? For example, two different exhibitions of the same artists.

A1) One applicant can only apply one time for one activity.

Q2) What does it mean by “same venue”? What happen if the performance is at Kyoto City while preparation and rehearsals are not at the city? Are they still covered?

A2) It covers preparations and rehearsals within Kyoto City only.

Q3) What exactly does “Gratuity for seminar instructors” refer to?

A3) It refers to the gratuity paid for the instructors in necessary seminars about infection prevention and for the creation of preventative measure guidelines.

Q4) Are there any references for the labor costs for preventative measures?

A4) Seminar instructor (e.g. preventative measure seminar) (1 hour)– JPY 7,900

Instruction fee (e.g. on-site instruction about the measures) (1 hour)– JPY 5,100

Labor cost (e.g. staff for the measures on the activity day) (1 hour)– JPY 909 – 1,050

Q5) Are there any references for the price and leasing fee of the preventative consumables?

A5) Please take the selling price at retailers and quotation from professional agents as reference.

Q6) What are not covered by the subsidy?

A6) Non-disposable items which are not consumables and costing JPY 50,000 or above.

Q7) I am thinking of having an e-ticketing system for my activity. Does the subsidy cover the scanners?

A7) Yes, it does. Be mindful that the upper limit is JPY 50,000 per item.

Q8) Does the subsidy cover the labor cost of a medical staff staying with us throughout all our rehearsals?

A8) No, it doesn't, except when the arrangement is advised doctors and with sufficient supporting evidence.

Q9) I am thinking to arrange some medical staff staying with us for safety when the activity is being held. Does the subsidy cover the labor cost of this?

A9) Yes, it does. The referential labor cost of a doctor (half day) shall be JPY 20,000 + tax withholding and that of a nurse (half day) shall be JPY 10,000+ tax withholding.

Q10) Does the subsidy cover the sanitization fee for professional agencies after moving out?

A10) Yes, it does.

Q11) Computers are needed when I plan the preventative measures for my activities. Does the subsidy cover this?

A11) No, it doesn't.

Q12) I am thinking to recruit someone to prepare a safety manual for my activity. Can I apply for this expense?

A12) Yes, you can. Please mark down the time clearly and apply with receipts. However, it does not apply to payments to your organization members.

Q13) I would like to have a reference of the number of consumable items.

A13) Please prepare appropriately according to the number of your participants, activity day, and expected number of audiences/visitors.

Q14) I know that the rental fees of location scouting vehicles are included. What happen if I need more vehicles to practice social distancing?

A14) Basically it's covered by the subsidy, but not extreme cases like one vehicle for one staff member. We consider filling up the vehicle up to half of its max. capacity appropriate. The subsidy covers the rental fee of extra vehicles for social distancing.

Q15) Does the subsidy cover the expense of the providence of masks for audience who don't have one?

A15) Yes, it does. Please calculate according to the max. capacity of your activity venue.

Q16) I have purchased some consumables and other items in August, while my activity is within the effective period. Does the subsidy cover those expenses?

A16) No, it doesn't.

Q17) I bought some items in November and came to know about this subsidy after that. Does the subsidy cover the expense?

A17) Yes, it does. (However, the application may end early when the subsidy amount meets our budget.

Q18) I heard of some special anti-virus recipes from television and would like to purchase those items for all my staff. Does the subsidy cover this?

A18) The subsidy covers general items such as alcoholic sanitizers and hypochlorous acid cleansers. It does not cover unique recipes.

Q19) It's said that some medical tests except the anti-body tests are covered. Can I know more about the coverage?

A19) It covers PCR tests and antigen tests implemented 20 days before the activity. However, general medical checks and antibody tests are not covered.

Please submit the receipt from the medical institute in your report.

Q20) Are the rehearsal expenses covered if my activity is cancelled?

A20) Yes, they are covered.