

BREEZE

Spring 1997 / Number 14

Quarterly

Revisiting Ourselves

"LEARNING A VERY DIFFERENT LANGUAGE IS
EXACTLY LIKE LEARNING ABOUT OURSELVES."

Dr. Eleanor Jorden made this observation when I had the opportunity to speak with her in April, and it made quite an impression on me. Indeed, cultural exchange requires that one examine and subsequently learn about oneself.

Inspired by Dr. Jorden's words, we thought this Breeze issue, which is the first publication within a year, should concentrate on revisiting ourselves, in the hope that it may lead us to learn about others. Although the contributions of various organizations could not be included in this issue, we think you'll find the information helpful.

The next issue is coming soon. It details the report of the Japanese Language Meeting held in Washington, D.C., and highlights fellow organizations in the Japanese language education communities.

A green "Asagi" section is attached to this issue. The Breeze and Asagi together will provide a complete picture of The Japan Foundation in Los Angeles. It includes all the arts and culture activities, as well as the Japanese language program.

ISAO TSUJIMOTO, *Director*

THE JAPAN
FOUNDATION
& Language Center
in Los Angeles



The Language Center

GRANT PROGRAMS

TEACHER TRAINING PROGRAMS

JAPANESE LANGUAGE PROFICIENCY TEST

INFORMATION/ADVISORY SERVICES

Nihongo Library

Asagi

JAPAN FOUNDATION L.A. OFFICE

GRANT PROGRAMS

JAPANESE FILMS

Facility Use Guide

Address Correction Form

Staff List

The Japan Foundation in Los Angeles

The Japan Foundation & Language Center in Los Angeles is one of 18 overseas offices and one of seven language centers abroad of The Japan Foundation.

The Japan Foundation is established by the people of Japan through its government to promote Japanese arts and culture, history, humanities and social sciences and language around the world.

Located in Santa Monica, California USA, The Japan Foundation & Language Center in Los Angeles is a liaison and service office, as well as a resource center for teachers of Japanese. Its halls have been used for special seminars for Japanese teachers, as well as lectures, film screenings and conferences on aspects of Japanese culture and life.

THE LOS ANGELES OFFICE

The Los Angeles Office serves the western region of the continental United States and the states of Alaska and Hawaii, and U.S. territories in the Pacific. The primary function of the Los Angeles Office is to carry out the Japan Foundation programs, in particular its arts and cultural programs. The

(continued on page 2)

(continued from page 1)

academic programs and the eastern region of the U.S. is covered by the sister office in New York City.

THE LOS ANGELES LANGUAGE CENTER

The Los Angeles Language Center provides comprehensive assistance for Japanese Language education throughout the United States and Canada (this in conjunction with The Foundation's Japan Cultural Centre in Toronto). The Nihongo Library offers titles in Japanese Language education with limited volumes in the humanities.

Recently, the Los Angeles Office commenced collaborations with various film groups to present Japanese film, and film has become a primary focus.

Besides workshops in pedagogy, the Language Center will begin a new workshop in advance Japanese for teachers and a special workshop for heritage school teachers.

The JFLCLA also promotes programs for The Foundation's Japanese Language Institute, Urawa Center and the new Kansai Center, as well as organizing the Japanese Language Proficiency Test in North America.

JOINING THE WEB

The JFLCLA is going to inaugurate its own web site at <http://www.jflalc.org>, in addition to the web sites offered by the New York Office, <http://jfnny.org>, and The Foundation headquarters in Tokyo, <http://www.jpf.go.jp>. This will be the prime method for communication.



CATEGORY A

The Foundation offers a variety of grant programs to facilitate Japanese language education. The following programs are screened by its headquarters and the Japanese-Language Institutes, Urawa and Kansai. (Please note the programs with (*) are initially screened by the Japan Foundation & Language Center in Los Angeles Advisory Committee for Language Related Programs. The January 1997 Advisory Committee members for preliminary screening were Dr. Laurel Rodd, Professor of the University of Colorado and President of the Association of Teachers of Japanese (ATJ), Dr. Seiichi Makino, Professor of Princeton University, Ms. Stephanie Wratten, then President of the National Council of Secondary Teachers of Japanese and a teacher at Riverdale Country School, and Ms. Hitomi Tamura, Past President of NCSTJ and a teacher at West Linn High School.

Application materials for the above programs may be obtained from the Japan Foundation. Screening is made once a year so that all applicants compete on an equal basis. All applications must be submitted by December 1. Results will be announced in April.

1. ADMINISTERED BY THE FOUNDATION HEADQUARTERS:

Salary Assistance Program for Full-Time Japanese Language Teachers:

Designed to assist in the creation and/or expansion of a full-time teaching position. The financial assistance will be up to an initial three-year period to help cover a maximum 2/3 of the appointee's total salary and fringe benefit expenses.

Japanese Language Research/Seminar Grant Program:

Grants to help language-related institutions/organizations conduct research, seminars or workshops on pre-collegiate level Japanese language education.

Japanese Speech Contest Support Program:

Intended to assist organizations holding Japanese speech contests by providing partial financial support and prizes.

2. ADMINISTERED BY THE JAPANESE-LANGUAGE INSTITUTE, URAWA

Japanese Language Teaching Materials Donation Program:

Sets of teaching materials will be donated to various types of educational institutions.

Training Programs for Japanese Language Teachers at the Japanese-Language Institute, Urawa, Japan:

These training programs offer teachers opportunities to attend intensive courses in Japanese language and teaching methodology. Three types of training courses are available: 1) Long-Term, 2) Short-Term, 3) Japanese Abroad (Zaigai Hojin Kenshu).

Assistance Program for the Development of Japanese Language Teaching Resources:

- 1) Printed Resources
- 2) Audio-Visual Resources

Japanese Language Education Fellowship Program:

Fellows will be invited to the Japanese Language-Institute, Urawa in order to participate in cooperation with, or under the guidance of, Japanese experts in 1) development of teaching resources, 2) teaching methods and 3) research.

Grant program

3. ADMINISTERED BY THE JAPANESE- LANGUAGE INSTITUTE, KANSAI

Japanese-Language Study Program for Librarians:

Providing librarians with opportunity to participate in an intensive Japanese-language course in Japanese at the newly opened Japanese-Language Institute, Kansai.

Japanese-Language Program for Researchers:

Long-term intensive training courses in Japanese (approximately 9 months) for scholars or researchers who need to learn Japanese for their academic research activities.

Japanese-Language Program for Postgraduate Students:

Intensive training courses in Japanese (approximately 4 months) for postgraduate students who major in the social science or the humanities and wish to improve their Japanese language abilities.

CATEGORY B

(Language Center Grants)

These are emergency-type funds of a relatively modest grant amount. They are screened and administered by The Japan Foundation & Language Center in Los Angeles with the primary hope of supporting teachers of Japanese language in the United States. Applicants are encouraged to seek additional resources elsewhere to complete the desired project.

1. PROGRAM AND GUIDELINES:

Workshops / Conferences:

This grant is designed to assist workshops, symposiums and conferences conducted by the teacher's associations.

Workshops for teacher training purposes are not applicable. Priority will be given to those applications that strengthen teacher networking. Please specify target audience. Project income should include registration fees from participants. The grant amount will not exceed \$2,000 per project.

Pre-collegiate Curriculum Development:

This grant will support the development of a curriculum for the pre-collegiate level. Priority will be given to plans from a group of teachers or an institution. Abstract of the projected content and a list of collaborators with detailed background information must be submitted. Project for collegiate curriculum or higher level is not applicable. The grant will be seed money, and its amount will not exceed \$2,000 per project.

Organization Development:

This program will assist associations of Japanese teachers. Priority will be given to establish new Japanese language teachers' associations. By-laws and a list of expected members must be submitted. Project income should include membership dues. The grant amount does not normally exceed \$3,000.

2. APPLICATIONS:

No application forms or deadlines are necessary to apply. Proposal can be submitted with the following information:

- 1) Project title (include project schedule and location).
- 2) Applicant or project director's name with updated curriculum vitae.
- 3) Project summary that clearly describes: objectives, background, abstract, expected effects, preliminary arrangements, list of collaborators or participants.

- 4) Accurate financial statement with expenditures (i.e., travel expenses, correspondence, printing and copying, meals and refreshments, rentals, etc.) and income (i.e., membership dues, registration fee, subsidies, own money, etc.) Please specify which expenses you desire to be covered by the Language Center Grant.
- 5) The name of the party to whom the Foundation should make a check payable.
- 6) You may not be awarded a grant more than twice in the same category during one fiscal year (April-March).

3. SCREENING PROCEDURES:

After receiving applications, the Foundation will either send you an acknowledgment of receipt, or contact you to supply additional information to ensure a fair screening.

Applicants will be contacted within two months after acknowledgment of receipt, unless otherwise notified.

For more information about grant programs, please contact the following address:

THE JAPAN FOUNDATION &
LANGUAGE CENTER IN LOS ANGELES
2425 Olympic Boulevard, Suite 650E
Santa Monica, CA 90404 USA
Telephone: 310-449-0027 or
Toll Free: 1-888-667-0880
Fax: 310-449-1127
Email: jflalc@jflalc.org

(continued on page 4)

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Teacher Training Programs

There are two types of teacher training services the Japan Foundation & Language Center in Los Angeles can offer: 1) workshops organized by and held at the Language Center; 2) on-site workshops and seminars requested by organizations in the US and Canada to which the Language Center's faculty members may be sent.

WORKSHOPS AT THE LANGUAGE CENTER IN LOS ANGELES:

1. WORKSHOPS FOR PEDAGOGY:

This course will allow in-service pre-collegiate teachers to explore and develop skills to improve their teaching through the following:

- Sharing ideas and experiences with other participants
- Making teaching plans and demonstrating classroom/simulate teaching
- Self-evaluating their teaching

Eligibility:

- In-service school teachers of Japanese, secondary teachers in principle, both native and non-native speakers, who reside in the US and Canada. (Note: college/university teachers and teaching assistants are not eligible.)

2. SUMMER LANGUAGE PROGRAM:

This newly planned program is for professional development for in-service and non-native-speaking pre-collegiate teachers of Japanese. The whole program will be conducted based on the principles of proficiency-oriented instruction within a relatively short, but intensive 12-day period. The following objectives will be accomplished in the program:

- Participants will refine their Japanese language skills and be given the opportunity to be in an immersive environment in the target language.
- Participants will advance their communicative skills applicable in complex real world situations.
- Participants will utilize books and audio-visual materials in our Nihongo Library for self-study during the program.

Eligibility:

- In-service and non-native school teachers of Japanese, secondary teachers in principle, who reside in the US and Canada.
- Must have an ability to cope with daily social life situations in Japanese.

For all of the above workshops, the Japan Foundation will bear the following expenses, which will be provided only to those who complete the course:

- Accommodations with double occupancy at the nearest hotel.
- A continental breakfast during the stay and \$5 stipend for lunch for each working day.
- 50% of airfare. Participants should travel to and from Los Angeles area airports and the nearest home airport via a round trip direct flight.

Participants must be responsible for:

- 50% airfare
- Transportation to and from airport, including transportation between Los Angeles area airports and hotel.
- Additional hotel charge for a single room.

Two participants share one room at a nearby hotel. A single room is available upon request, in which case the participants pay an additional amount per night.

Participants can earn university extension credits for completing these courses.

WORKSHOPS AND SEMINARS ON-SITE:

When a language/educational organization is going to hold a workshop or seminar in the US and Canada, and wishes faculty members of the Japan Foundation Language Center in Los Angeles to conduct some of the teaching modules, a proposal could be directed to us with the following information:

1. Name of the workshop or conference
2. Date and location of the workshop / conference
3. Objectives/ background of the workshop / conference
4. Subject(s) you are interested in
5. Applicant:
 - a. Name of the host institution
 - b. Name of representative
 - c. Name of project director including her/his curriculum vitae

6. Past award history by the Japan Foundation with the title of the workshops, dates, and amount of the grant.

In principle, the organization applies for travel and other expenses for the Japan Foundation's faculty member(s). The organizer should bear the cost to be incurred to hold such workshops by themselves, or if eligible, they may also apply for our Workshops / Conference Grant program for those expenses. (Please see page 3)

Please note:

In Spring 1997, the Language Center has organized a series of Workshops for Heritage School Teachers. To further support this field, proposals will be welcomed from heritage school teachers and related associations to apply to this "Workshops and Seminars On-Site" program to dispatch our faculty members.

Japanese Language Proficiency Test

The Japanese Language Proficiency Test is devised and administered for non-native speakers of Japanese in order to measure and certify Japanese language proficiency against a global standard. The Test has been administered around the world by The Japan Foundation since 1984, and every December in the US since 1993.

There are four levels, each of which is divided into three parts: characters/vocabulary, listening, and reading/grammar. Applications for testing in the U.S. are only accepted through The Japan Foundation & Language Center in Los Angeles from mid-September to mid-October.

TESTING SITES ARE:

Los Angeles: The Japan Foundation & Language Center in Los Angeles
Chicago: University of Chicago
New York: Columbia University

The Test will be given on Sunday, December 7, 1997.

GUIDELINES / CRITERIA:

LEVEL 1

Mastery of grammar at a high level (about 2,000 kanji and 10,000 words), and an integrated command of the language sufficient for living in Japanese society and providing a useful base for study at a Japanese university.

LEVEL 2

Mastery of grammar at a relatively high level (about 1,000 kanji and 6,000 words), and ability to demonstrate listening and reading comprehension about subjects of a general nature.

LEVEL 3

Mastery of basic grammar (about 300 kanji and 1,500 words), ability to demonstrate listening and understanding of everyday conversation, and to read simple sentences.

LEVEL 4

Mastery of elementary level grammar (about 100 kanji and 800 words), ability to demonstrate listening and understanding of simple conversation, and to read short, simple sentences.

Information and Advisory Services

THE LANGUAGE CENTER'S INFORMATION & ADVISORY SERVICES ARE THREE-FOLD:

1. Ongoing day-to-day consulting services by the faculty members on various inquiries related to the teaching of Japanese languages; telephone, including a toll-free number (1-888-667-0880); facsimile or e-mail available as a "teacher's hotline."
2. Field-survey to grasp the current status of Japanese language education in the US and Canada. Statistical results will be shared in the Breeze newsletter and other Japan Foundation publications.
3. Library services through "Nihongo Library." Please refer to the following article for details.

Guide for the Nihongo Library

The Nihongo Library at The Japan Foundation and Language Center in Los Angeles (Nihongo Library) was established in 1991 to provide access to Japanese language instructional materials for Japanese language educators in the United States and Canada. The library primarily serves Japanese language teachers, researchers and administrators at teaching institutions. In addition to the intended users stated above, the library is open to any person interested in Japan, Japanese language, and Japanese arts and culture. The library also cooperates with other Japan Foundation libraries in Japan and abroad.

LIBRARY COLLECTION

The library has a collection of approximately 12,400 volumes in all formats including monographs, periodicals and audio-visual materials in Japanese language instruction, art and culture.

LIBRARY HOURS

The library is open Monday through Friday from 10 am to 5 pm. The library is closed on Saturdays and Sundays, US national holidays, and the following days: October 2, December 23, New Year's week, and other days when informed.

LIBRARY CARD

The library collection and facilities are open to the public. However, only those users holding valid library cards may borrow materials from the library. Applicants who fall into any of the following categories can apply for a Nihongo Library Card, issued free of charge after completing an application: 1) Teachers involved in

Japanese language education in an educational institution, 2) Scholars, researchers, artists, curators, and administrators involved in any cultural activities and programs with Japan, along with a statement of purpose for borrowing the material from the library.

BORROWING MATERIAL

Materials may be borrowed for a period of up to three (3) weeks. A member may check out a maximum of three (3) books (i.e., monographs, flash cards, realia, maps, slides), three (3) periodicals (i.e., magazines and journals) and two (2) audio-visual materials (i.e., audio cassette tapes, video cassette tapes, Laser Discs, and CDs) from the library at any one time.

The library is also able to circulate materials by mail to serve members who visit the library as well as members outside of the Los Angeles area. Those members may request materials by mail, fax, phone or e-mail with their library card number.

CONTACT INFORMATION

To request an application and the User's Guide of the Nihongo Library, please contact either Rimi Yang or Eiichi Ito at:

THE NIHONGO LIBRARY

THE JAPAN FOUNDATION & LANGUAGE
CENTER IN LOS ANGELES

2425 Olympic Blvd., Suite 650E
Santa Monica, CA 90404

Telephone: (310) 449-0027

Fax: (310) 449-1127

Toll Free: 1-888-667-0880

Email: nihongolib@jflalc.org



The Japan Foundation

& Language Center in Los Angeles

2425 Olympic Boulevard • Suite 650 E

Santa Monica, CA • 90404, USA

T: (310) 449-0027 • F: (310) 449-1127

Toll Free: 1-888-667-0880

e-mail: nihongolib@jflalc.org

nihongo library card application form

Name: (Mr./Ms.) _____

Home Address: _____

Phone Number: _____ Fax Number: _____

E-Mail: _____ Affiliated Association: _____

Organization/School: _____

Position/Title: _____

Department: _____

Organization's Address: _____

Office Phone Number: _____ Fax Number: _____

Please make sure to enclose a copy of picture identification. (Please see "User's Guide", page 5).

Conditions for Loan

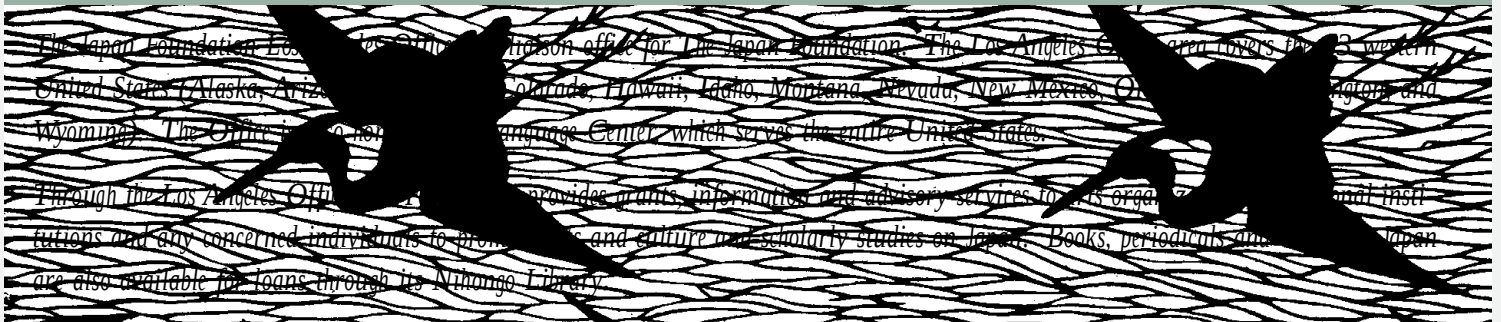
1. All material must be returned to the library in the same condition as it was borrowed. If material is lost or irreparably damaged, the borrower must forfeit the replacement value to the library.
2. Members who do not return items more than two months after the due date will lose borrowing privileges.
3. Reproduction of audio-visual material is strictly prohibited.
4. Audio-visual material must be used strictly for educational purposes only. It must not be used for any profit-making purpose, nor for broadcasting.
5. Material is not to be loaned or conveyed to a third party or left in trust as security in any transaction.

I read and agree to abide by the policies of the Nihongo Library. I accept responsibility for all materials borrowed and to pay all fines levied on late returns and/or pay the amount for materials lost and damaged by me.

Signature: _____ Date: _____

ASA GL

NEWS FROM THE JAPAN FOUNDATION LOS ANGELES OFFICE



Grant Programs

DECEMBER DEADLINE GRANT PROGRAMS

The following programs are screened by The Foundation headquarters, and are due in the Los Angeles Office on December 1st of each year, if the applicant is from the 13 western United States.

The following are brief descriptions of the programs. There are set application forms for each program available in the summer, so please be sure to request in writing the appropriate application form for your desired grant program. For full guidelines and applications regarding programs in this category, please contact: Alan Kita, Program Associate

THE JAPAN FOUNDATION
& LANGUAGE CENTER IN LOS ANGELES
2425 Olympic Boulevard, Suite 650E
Santa Monica, California 90404-4034
voicemail: (310)449-0027 ext. 104
faxmail: (310)449-1127
e-mail: alkita@jflalc.org
<http://www.jflalc.org>

1. The Japan Foundation Fellowship Program

This program provides opportunities for the following specialists to conduct research or pursue creative projects in Japan:

- Artists: Writers, musicians, painters, sculptors, stage directors, film directors, curators, liberal arts faculty members and others involved in such artistic activities as investigation and creative projects in Japan.
- Cultural Properties Specialists: Specialists involved in the preservation, restoration, and repair of cultural properties.

2. Exhibitions Abroad Support Program

This program is designed to provide financial support to exhibitions that introduce Japanese art and culture abroad. Assistance will take the form of subsidies on a cost-sharing basis for packing and shipping costs, catalogue production costs, and airfares and allowances for dispatching curators and specialists. Note that the grant cannot be used to cover such costs as those for preliminary research and development preceding the fiscal year of execution. The applicant will submit a preliminary application and when approval is received in April, an application will be sent. Grants will be given in yen with the exchange rate calculated at the time of payment. A typical grant is roughly 1 million yen, or approximately \$10,000 (based on a fictional rate of 100 yen=\$1).

3. Film Production Support Program

This program provides financial support for the production of films, TV programs and other audio-visual materials that serve to further an understanding of Japan and Japanese culture abroad. Assistance will, in principle, take the form of subsidies for production costs (calculated in Japanese yen) up to a maximum of 5 million yen. Grants, calculated in yen amounts, will not exceed one-half of the total production costs and are remitted only after completion of the project at which time the exchange rate will be based. The usual grant awards range from 2 to 3 million yen. For example, if the rate is 100 yen=\$1, 2 million yen grant will be \$20,000.

4. Publication Assistance Program

Assistance will be considered for books on or relating to Japan in the humanities, the social sciences and the arts. Aid is provided on a cost-sharing basis for part of the production costs (including printing and binding costs, paper, plate-making, etc.). The award is limited to a maximum of 25% of these costs. The maximum for academic work is higher. Remittance of the subsidy will be made upon completion of the book. *(continued on page 8)*

(continued from page 7)

5. Translation Assistance Program

This program is designed to provide financial assistance for the translation of works of high value that are only published in Japanese, on or related to Japan in the humanities, the social sciences and the arts (particularly classics), introductory works on Japan, and reference works for Japanese studies. The award will take the form of subsidies for a portion of the translator's fee, which will be assessed by The Foundation. The maximum for general works is 40%, and for academic works is 60%. For works on The Foundation's "List of Recommended Works", the maximum amount is 80%.

LOS ANGELES ARTS & CULTURE GRANTS

The Japan Foundation & Language Center in Los Angeles will support projects that are related to the presentation of the arts and culture of Japan within the western United States covered. Martial arts are excluded. Applicants should not have received another fund from The Foundation for the same project. Successful candidates would be granted up to \$2,000. Please direct a letter of proposal that includes the following information, if relevant:

1. Name of project, date, time and location.
2. Applicant.
 - a. Name of institution (include background).
 - b. Name of authorized official.
 - c. Name of project director.
3. Project outline.
 - a. Artist(s), participants and/or cooperators.
 - b. Description.
 - c. Arrangements and preparations.
 - d. Schedule.
4. Budget breakdown.
 - A. Expenditures:
 - a) Facility.
 - b) Artist fee.
 - c) Rental equipment.
 - d) Printing and photocopies.
 - e) Travel expenses.
 - f) Other (please specify)
 - B. Income:
 - a) Admission fee.
 - b) Other source of support.
5. Curriculum vitae of the project director.
6. Biography of artist(s).

After receiving applications, The Foundation will either send you an acknowledgment of receipt, or contact you to supply additional information to ensure a fair screening.

Applicants will be contacted within two months after acknowledgment of receipt, unless otherwise notified.

AAC GRANT PROGRAMS SCREENED BY NEW YORK OFFICE (NOVEMBER DEADLINE)

The following programs are screened by The Japan Foundation American Advisory Committee convening in New York City. Thus all applications can be made available from the New York Office, and are due at that office by November 1st. Please see Programs Available in the U.S. published during the summer by the New York Office.

THE NEW YORK OFFICE
 THE JAPAN FOUNDATION
 152 West 57th Street, 39th floor
 New York, New York 10019
 voicemail: (212) 489-0299
 faxmail: (212) 489-0409
 e-mail: info@jfnj.org
<http://www.jfnj.org>

1. The Japan Foundation Fellowship Program

- a. Scholars & Researchers: Experts involved in Japanese studies in the field of the humanities and the social sciences (including comparative research).
- b. Doctoral Candidates: Ph.D. candidates, including graduate school students who are majoring in the humanities and the social sciences and who have completed the course work required (or plan to complete the course work by the beginning of the fellowship to make them eligible for writing their dissertations).

2. Institutional Support Programs for Japanese Studies

Visiting Professorship Direct Dispatch Program and Financial Support Program:

This program is designed to provide support to foreign academic institutions that are planning to invite scholars from abroad (including Japan) in the humanities fields and social sciences to give courses on subjects related to Japan.

Staff Expansion Grant Program:

This program provides support for expenses for the first three years after the hiring of new permanent staff members to enhance their faculty or library staff relating to Japanese studies.

Research/Professional Conference Grant Program:

This program provides aid in the form of expenses for research projects, conferences, seminars, workshops, and intensive courses concerning Japan carried out by overseas higher educational, research, and cultural organizations, either alone or in cooperation with another such organization.

3. Library Support Program

This program is designed to promote understanding of and research on Japan through donations of books and other materials related to Japan. Eligible are libraries of research and educational organizations (excluding elementary and intermediate educational organizations) that carry out research or education concerning Japan. Requests from individuals and the commercial sector will not be accepted.

PERFORMING ARTS JAPAN DUE TO THE NEW YORK OFFICE

This is an assistance program for which only non-profit organizations in the United States are eligible. PAJ intends to cover geographical areas that have not been well exposed to Japanese performing arts, and to promote much needed educational activities that will acquaint the general public with the historical and cultural context of Japanese performing art forms. U.S.-Japan performing arts collaborations are also encouraged during their early stages of production. Please contact the program secretariat below for further details:

JAPAN-U.S. PARTNERSHIP
FOR THE PERFORMING ARTS, INC.
1501 Broadway, Suite 2303
New York, New York 10036-5601

CENTER FOR GLOBAL PARTNERSHIP

The CGP embraces a multiplicity of projects to develop a partnership between institutions and individuals in Japan and in the U.S. The programs fall into two categories: Intellectual Exchange and Regional and Grassroots. For information and further details about the CGP, please contact:

JAPAN FOUNDATION CENTER FOR GLOBAL
PARTNERSHIP
152 West 57th Street, 39th Floor
New York, New York 10019
voicemail: (212) 489-1255
faxmail: (212) 489-1344
e-mail: info@cgp.org
<http://www.cgp.org>

Those organizations who are seeking specific Japanese films to complete their non-commercial film festival may seek assistance from The Japan Foundation through the Los Angeles Office.

Although limited, The Foundation maintains a collection of Japanese films of various genres in its film library in Japan. Subtitled in English, these films can be made available to nonprofit film

the Letter of Request should be the titles of the film(s), any background materials (including materials describing the organization and the film festival), and a rough budget and schedule. You may follow the guidelines for a Los Angeles Grant.

A list of titles in The Foundation's collection is not made available to the public, however, in collaboration with the film festival, we will do our best for the selection.

released to the applicant by the Foundation. If available and upon request, The Foundation may be able to provide the organizer with stills of the film.

The film will be loaned to the organization for a prescribed length of time, at the end of which the film must be surrendered to The Foundation and be sent by appropriate methods to the next destination by the organization. The return destination is not necessarily Japan, nor

Japanese Films Available to Nonprofit Film Festivals

festival organizers. Recently released films are not in the collection, but many classics (including black & white and silent pictures) as well as avant-garde films are included in the collection.

If approved, the film will be shipped from The Foundation to the applicant. The organization must bear the expense of the return shipment, and the organizer must also arrange for any applicable licensing fees (screening rights) with the film's distributor.

The organizer must request specific titles in a letter to this office. Included in

The Los Angeles Office will then screen the application letter, seek the availability of the film(s), and render a decision in approximately two months time. The Los Angeles Office seeks organizations who are willing to collaborate on the film festival and provide sufficient lead time. A film may not be available due to a previous commitment, or else is not in The Foundation's collection.

The organization is solely responsible to negotiate any licensing fees for the film with the film's distributors. Without proper clearances the film may not be

would returning the film to the Los Angeles Office be considered part of the agreement. On occasion, The Foundation schedules its films for use around the world, and the organization will be notified of the return destination of the film by the Los Angeles Office.

A blanket request for any film will not be honored. The scope and breadth of the film festival will be seriously considered.

Language Center Facilities

The Language Center's Main Hall and Seminar Rooms are open for cultural and international related events. Basically, facilities are free of charge except for parking and the cost of specially-rented equipment. Users must submit applications to JFLCLA and adhere to conditions below:

FACILITY USE RULES AND REGULATIONS

1. Please be considerate of tenants of the building.
2. Users must make any necessary arrangements to check the facility prior to use. Also, be present no later than one hour before the scheduled start time to set final preparations.
3. Under no circumstances should users enter the lecturers' quarters.
4. Any use of equipment must be authorized by the Japan Foundation.
5. No food or drink are allowed inside the Main Hall and Seminar Rooms. The entire building is smoke-free.
6. Use the dressing room opposite Seminar Room B for the use of the faucet and sink.
7. Photocopies of handouts must be made elsewhere prior to the day of use. The Japan Foundation copiers are not available.

8. At the event, please announce the following:
 - a. "No food or drink is allowed inside the facility."
 - b. "Restrooms and telephones are located in the building lobby, near the tenant directory beside the security desk."
 - c. "Santa Monica Municipal Code allows smoking only outside of the building."
 - d. "Please be aware of all emergency exit signs."
9. Do not take any chairs and desks outside the facility.
10. After the event, please pick up all trash and restore the facility to its original condition. Trash should be bagged and taken down to the dumpster on level P1, loading dock.
11. The Japan Foundation will provide a validation stamp on each parking ticket. With the validation, each guest will be charged \$6.00 upon leaving the parking lot.

Please note all fire exits. If it becomes necessary to evacuate the premises, when it is safe to do so, please instruct all participants to follow instructions and to congregate at the corner of 26th Street and Olympic Boulevard until all can be accounted for. All parking tickets are to be brought up to facilities to be stamped.

THANK YOU FOR YOUR COOPERATION.

Facility Use Request



TO: THE JAPAN FOUNDATION AND
LANGUAGE CENTER IN LOS ANGELES

Requested Date(s): _____
 Organization: _____
 Address: _____
 Tel: _____ Fax: _____
 Contact: _____ Expected Number of Participants: _____

Facility Requested:
☐ Main hall (130 capacity)
☐ Seminar rooms (20 capacity): ☐ A ☐ B ☐ C
 Facility Usage (please enclose diagram: chairs, classroom chairs, tables, podium)
☐ Theater style ☐ Classroom style ☐ Other _____

We suggest you bring and use your own equipment. In case you need to rent from the Japan Foundation, the items listed below are available upon approval:
 Equipment Requested (White boards available, except in the Main Hall):

All rooms: ☐ VCR (VHS) ☐ OHP ☐ Video ☐ Slide Projector
 Main Hall only: ☐ Audio Cassette Player ☐ Laser Disc Player
☐ CD Player ☐ 3/4" VCR (UMATIC)

Own equipment: _____
 Title & Purpose of the Event: _____

[Category: ☐ Language ☐ Culture ☐ Others]
 I hereby request the above facility under the terms and conditions attached.
 Signature _____ Date _____

Please attach any relevant information about your organization and your event to this form.

(For Office Use)

Room to be used: _____
 Equipment: _____

Comments and Address Corrections, Please!!

DEAR READER:

Please update or make corrections of your mailing address. We would also appreciate any comments regarding our services and programs.

Your Name: _____

Home Address: _____

Home Phone: _____ Home Fax: _____

E-mail Address: _____ URL: _____

Organization Name (Work, School, Institutions, etc.): _____

Organization Address: _____

Office Phone: _____ Office Fax: _____

Mailing Address: _____

☐ Home ☐ Organization

Affiliated Associations: ☐ ATJ ☐ NCSTJ ☐ AAS ☐ Other

Comments:

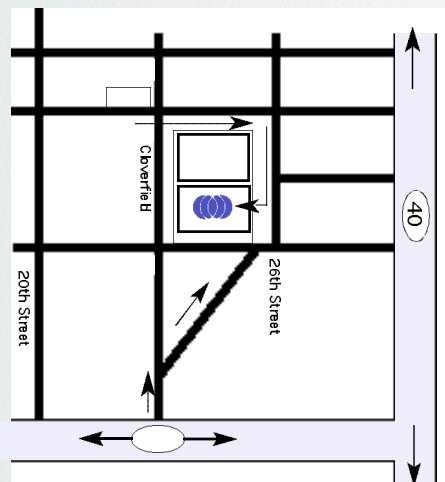
Also, please feel free to add information on new people we should include on our mailing list. Please send or fax this form back, or e-mail to our office.

BREEZE

	<i>ext.</i>	
ISAO TSUJIMOTO, <i>Director</i>	101	
SHOJI YOSHIDA, <i>Deputy Director</i>	102	
AKI YAMASAKI, <i>Office Supervisor</i>	103	
TOMOKO UCHIDA, <i>Assistant to the Director</i>	106	
ALAN KITA, <i>Program Associate</i>	104	
(TO COME), <i>Program Associate</i>	105	
RIMI YANG, <i>Librarian</i>	107	
EHCHI ITO, <i>Assistant Librarian</i>	108	
KEIKO MARTIN, <i>Library Assistant</i>	118	
MAMORU IKUTA, <i>Visiting Lecturer</i>	124	
KIMIKO KABUTOMORI, <i>Lecturer</i>	120	
HIROKO FURUYAMA, <i>Lecturer</i>	121	
GRACE KATAOKA, <i>Receptionist</i>	100	
CLARISSA CHIN, <i>Receptionist</i>	100	

Voice mail is engaged after 5:30 in the afternoon until 9:00 in the morning. Telephone and fax number is the same for all staff.

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