THE SUMITOMO FOUNDATION
FISCAL 2026 GRANT FOR
THE PROTECTION, PRESERVATION & RESTORATION OF CULTURAL PROPERTIES OUTSIDE JAPAN
Procedure & Instruction for Application

Applicants should apply for this program through the website of The Sumitomo Foundation ("the Foundation"). Please access to the website of The Foundation (https://www.sumitomo.or.jp/e/) for the application.

I. Procedure for the application

(Step-1) Registration of the applicant's e-mail address

-Register the applicant's e-mail address, selecting Category of Applicant, "Institution" for the applicant as an institution or "Individual" for the applicant as an individual, and then "Temporary Registration of the Web Application Notice" will be delivered to your registered e-mail address.
-Click "Acknowledgment" on the notice, and then the e-mail with Application URL will be delivered.
-Once the registration has been completed, the Category of Applicant cannot be changed. If necessary, Please contact us at kaigai.bunkazai@mail.sumitomo.or.jp

(Step-2) Access to Application URL

-Access to the Application URL to confirm the necessary process and documents/materials to prepare for the application.

(Step-3) Input into "Application Format" and make application documents

-Fill in basic information of the application into "Application Format", which will be reflected on the application form(P1). Please refer to "Preview of Application(P1)".
-Download a word-file of application form (Page 2-5) by clicking Format Download, and fill in other information.
-After filling up the application form (P1-5) and preparing the accompanying materials (refer to II-(2) Accompanying materials as below), convert them to PDF files and upload to the system.

(Step-4) Send application data and acquire a registration number

-After all application documents are uploaded, check "Apply" and click "Confirm" on the bottom of the screen. Once the application has been properly accepted by the Foundation, a registration number will be notified to your registered e-mail address.
-If it is not notified within next business day, contact the Foundation immediately for inquiry, or it will result in the failure of registration.

Note) Revision to the application after Step-4

Once Step-4 has been completed, the applicant cannot revise the application. For the revision, please request the Foundation by e-mail with your registration number, which should clarify the points to be revised for application form (P1) and should attach the files/data to be replaced for application form (P2-5) and accompanying materials.

II. Application documents

The following application documents shall be submitted through the website.

(1) Application Form

	Input	Upload	Contents
Application (Page1)	System input into Application Format	No	P1 project name, applied amount, information of applicant, conservator(researcher) & recommender etc.
Application (Page2-5)	Manual input into Word File	Yes	P2-3 project outline (description of property, condition & conservation/research planning etc.) P4 information of conservator/researcher &

			recommender, means of announcement P5 cost breakdown, funding plan, project schedule

(2) Accompanying Materials

Convert the following materials (except Photos) to PDF and upload them to the designated places on the application system.

	Required /Optional	Notes
Recommendation Letter	Required	Principally, one letter to be provided.
Photos	Required	Use Zip file (Max: 20 pictures or 100MB)
Applicant Information	Optional	Attach applicant's summary, if necessary.
Resume of Conservator/Researcher or Recommender	Optional	To be attached instead of filling "Details of Conservator (Researcher) & Recommender" of application (P4), if necessary.
Estimated Cost Report	Optional	To be attached for more details of cost breakdown and project schedule of application(P5), if necessary.
Project Schedule Report	Optional	
Others	Optional	Reports from conservator/researcher, information of project collaborator etc., if necessary.

III. Instructions for the application

Comply with the following instructions, or it may result in the failure of registration.

<Application Format (Application Page 1)>

1. "Project Name" should be concretely named by using the name of cultural property. Don't use an abstract naming.
2. For "Name" of applicant, fill in the name of institution for the applicant as an institution, and the name of individual for the applicant as an individual. For "Responsible Person", fill in the name of person who has the authority to sign the grant documents.
3. Japanese Yen or US Dollar can be selected for the currency of "Applied Grant Amount". The same currency unit should be applied to "Project Cost for Grant Period" and "Total Project Cost". The same rule should be applied to "Item-by-Item Breakdown of Total Project Cost" and "Funding Plan" (Page 5). Please enter the amounts in units of 10,000 (ten thousand) yen, or in units of 100 (one hundred) US dollar, respectively. For example, if the amount is ¥1,550,000, please enter 155. If the amount is $12,500, please enter 125.

<Application (Page 2-5)>

1. Fill in required information within designated spaces and pages. Neither supplemental/additional papers/materials attached to the application form nor any modified forms are acceptable. Especially, please be cautious to keep "Project Outline" (Page 2-3) within 2 pages.
2. No hand writing is acceptable Use PC and fill out in Japanese or English at the font size of 10 to 11 point.
3. For "Project Outline" (Page2-3), fill in the summary of description, condition and plan of the property, respectively. For more details, the reports from conservator (researcher) can be attached as accompanying materials. For "4. Special Mention" (Page 3), fill in or attach the information considered as necessary to judge the realization or continuousness of the proposed project, which includes the information regarding a governmental permission required to conduct the project (if applicable), and a project collaborator and its relation with the applicant (if any).
4. For "Details of Conservator (Researcher) and Recommender" (Page 4), summarize them as much as possible. The resume/CV can be attached as an accompanying material, by taking note "Resume/CV Attached" on the relevant space.
5. For "Item-by-Item Breakdown of Total Project Cost" (Page 5), direct expenses required for the project should be applied (in case of preliminary surveys, expenses listed in APPENDIX should be applied). For a several years' project, figure up each year of "Item-by-Item Breakdown of Total Project Cost" and "Funding

Plan" (Page 5). In case the figures are not fixed, fill in NA. More details for "Item-by-Item Breakdown of Total Project Cost" and "Project Schedule" (Page 5), cost estimated reports or project schedule reports from conservator (researcher) can be attached as accompanying materials after describing the summary of them on the application, if necessary.

<Application for Existing Project currently under Grant>

Update the progress of exiting project at "Project Outline" (Page 2-3) and "Project Schedule" (Page 5) as well as the actual figures (or expected figures) of "Item-by-Item Breakdown of Total Project Cost" and "Funding Plan" (Page 5). In case that serious amendments to projected total costs, funding plan and project schedule are conducted or expected, clarify the details and the reason, and describe them in the application.

More details of the progress, reports from conservator (researcher) can be attached as accompanying materials.

<Accompanying Materials>

Prepare one Recommendation Letter to recommend the cultural property by explaining its historical background and cultural value from academic points of view. Please don't provide any Recommendation Letter to recommend only the applicant or the conservator (researcher). Furthermore, please take note that the recommender should be a 3rd party independent from the applicant and its affiliation. Select Photos within 20 to include the whole pictures as well as partial pictures adequate to catch detailed conditions.

Finally, for the efficient process of review, fill in the necessary information into the application forms as much as possible by minimizing the volume of accompanying materials.

IV. Inquiry for the application

For inquiry for un-notification of registration number, revision to the application after step-4, revision to the category of application as well as any other inquiries regarding the application, contact the Foundation at the following e-mail address.

kaigai.bunkazai@mail.sumitomo.or.jp

APPENDIX

Applicable Expenses
(For preliminary surveys)

Applicable Expenses	Remarks
Transportation	Transportation for business trips (*)
Accommodation	Accommodation for business trips
Communication & Transportation	① Communication (e.g., telephone, mail) ② Transportation (e.g., couriers)
Rentals	Rental of: ① Instruments/apparatus/equipment (including lease/ rental of computer hardware, licensing of computer software use, data handling, etc.) (**) ② Materials (e.g., books, databases)
Procurements	Procurement of: ① Consumables and special purpose instruments/apparatus/ equipment (e.g., stationery, facsimile paper, copier paper, custom-made goods) (**) ② Materials (e.g., books, databases)
Remuneration: ① Survey Cooperators ② Survey Assistants ③ Other Third Parties	Remuneration for: ① Cooperation/advice rendered by third parties other than Applicants and their collaborator(s) ② Assistant work rendered by temporarily-employed third parties ③ Other services rendered by third parties contracted for non-essential parts of the preliminary surveys for Applicants or their collaborator(s) (e.g., interpretation, translation, stenographing, filling-in of prescribed questionnaires)
Printing and Dissemination	Printing, including copying services, and publication of survey results
Meetings	Rental fee and refreshments for meetings
Other Expenses	Admission fees for research symposia and other expenses, which are to be specified

(*) Limited to round-trip economy-class actual fare for shortest routes between nearest airports.

(**) May include expenses for upkeep of equipment and goods, if any.