

Keidanren Nature Conservation Fund 2022 Application and Report Forms

Application and Report Forms		Items to be entered	Submission		Remarks
Applicati onforms	I. Application & DeclarationForm		●	WEB	<p>■Application Process</p> <p>①Send "User Entry" information through the following URL(https://knkf.jp/entry/top.html) and receive your user ID and Password.</p> <p>②Submit application documents (I. Application and Declaration Form, II.Project Summary, III. Project Proposal, IV. Reference documents) through WEB system (Keidanren Nature Conservation Sytem, "KNCF.jp" hereafter).</p> <p>【Note】</p> <p>I. Application & Declaration Form and II. Project Summary; ·Please refer to KNCF.jp user's manual (Keidanren Nature Conservation Fund Management System User Manual, "User Manual", hereafter) and example on KNCF website.</p> <p>III.Project Proposal; ·Please upload your documents through-KNCF.jp. using a format on the KNCF Website.</p> <p>·Format could be either MS word (using provided format) or excel/ppt/pdf. When you use the different file, you must cover all contents (articles) in provided format. ·File size is maximum 25MB and 14pages (A4 size, 11font for main text) .</p> <p>IV.Reference Documents;</p> <p>Send materials to the following address only if data cannot be sent by email. Note that submitted materials will not be returned. 【Postal Mail Address】 1-3-2, Otemachi, Chiyoda-ku, Tokyo 100-8188, JAPAN Keidanren Committee on Nature Conservation</p>
	II. Project Summary		●	WEB	
	III.Project Proposal	1.Project objectives 2.Project implementation plan 3. Expected concrete actiity results 4- Activity Schedule 5.Income and Expenditure Budget plan 6.Names and contacts of the experts 7.Local approval 8.Partners 9.Japanese Introducer 10.Applicant Profile (①Historical Background, ②Organization, ③ Activity in proposed country, ④Financial Situation	●	WEB	
	IV.Reference materials	■ Organization Profiles including Home Pages) ■ Maps,imagies and photos of the project site ■ Financial Statement of last 3 fysical years, Past presentation materials regarding the project or organaization, newsletters, imagies, etc. ■ Official documents proving the organization's legal status	●	WEB and/or By post	

Keidanren Nature Conservation Fund 2022 Application and Report Forms

Application and Report Forms		Items to be entered	Submission		Remarks
Revised plan	II. Project Summary (Revised)	Please modify your activity plan and Income and Expenditure budget plan in II. Project Summary on the system in accord with your awarded grant. All awarded applicants must update your application 【Note】 Even if an applicant will receive full amount you requested, you have to "update" the information with no change.	●	WEB	■ Application Process ① Login KNCF.jp and select "Revised Plan and Bank Account" MENU ② You see your originally applied information on the screen. Please modify your information based on your awarded amount and push "update" button. -Detailed information of your revision (for both activity plan and financial plan) must be uploaded from "Upload documents and materials" MENU ④ About Bank Account information; Enter your Bank Account information on the TAB, and print it out once. ⑤ Seal or sign, and upload it as PDF format (Refer to User Manual P.26 to 30)
	III. Project Proposal (Revised) or equivalent documents	Please attach documents to describe the details of your revision in your activity plan and budget. Format could be either III. Project Proposal (revised pages) or the other documents to describe the details. 【Note】 Applicants who receive full amount as applied are not requested to submit these documents	●	WEB	
	Bank Account for remittance offunds	【Note】 Submit your bank account information through KNCF.jp. enter the information, print it out, seal or sign by representative and upload thesealed/signed sheet in PDF format.	●	WEB	
	Written Pledge	After checking the written pledge to confirm that you agree with the contents, please sign and submit it as a PDF attachment with the revised plan. 【Note】 If you do not submit a written pledge, we will not be able to remit the subsidy.	●	WEB	

Keidanren Nature Conservation Fund 2022 Application and Report Forms

Application and Report Forms		Items to be entered	Submission		Remarks
Interim Report	Summary report (first half)	Summary report for the project and the financial status (any format)	●	WEB	(Refer to User Manual P.31 to 32)
	Project report (first half)	Progress report for the first six months of the project include achievements and issues (any format)	●	WEB	
	Financial report (first half)	Report on project finances for the first six months (any format) Please attach and submit all the receipts as PDF files.	●	WEB	
	Reference materials	<ul style="list-style-type: none"> ■ Photos, images, website of the funded project (showing project activity) ■ Interim financial statement of the group, newsletters, etc. Please attach and submit all the receipts as PDF files.	●	WEB and/or By post	Send materials to the following address only if data cannot be sent by email. Note that submitted materials will not be returned. 【Mailing Address】 1-3-2, Otemachi, Chiyoda-ku, Tokyo 100-8188, JAPAN Keidanren Committee on Nature Conservation
Final Report	Summary report (full year)	Summary report for the project and the financial status (any format)	●	WEB	(Refer to User Manual P.33 to 34)
	Project report (full year)	Status of implementation of the funded project (any format)	●	WEB	
	Financial report (full year)	Report on project finances for the full year (any format) Please attach and submit all the receipts as PDF files.	●	WEB	
	Reference materials	<ul style="list-style-type: none"> ■ Photos, images, website of the funded project (showing project activity) ■ Financial statements of the group, newsletters, etc. Please attach and submit all the receipts as PDF files.	●	WEB and/or By post	Send materials to the following address only if data cannot be sent by email. Note that submitted materials will not be returned. 【Mailing Address】 1-3-2, Otemachi, Chiyoda-ku, Tokyo 100-8188, JAPAN Keidanren Committee on Nature Conservation

● : Mandatory