

Keidanren Nature Conservation Fund 2019 Guidelines for Application

Item		Description	Remarks
1. Projects Eligible for Grants	1-1. Nature conservation efforts in developing countries	<p>Projects meeting all of the following four conditions</p> <ul style="list-style-type: none"> ■ Projects carried out for the purpose of nature conservation in developing countries, particularly in the Asia-Pacific region. Priority is given to projects for preserving biodiversity. ■ Projects expected to receive appropriate levels of cooperation from the host governmental agencies, related international organizations, nongovernmental organizations, and the local citizenry. ■ Projects that do not serve the special interests of any specific corporation or individuals. ■ Projects that will be carried out by persons with sufficient scientific expertise, or with the advice and cooperation of persons having such expertise 	Including activities that contribute to human resource development and environmental education related to these activities.
2. Eligibility	2-1. Nature conservation efforts in developing countries	<p>A group or organization meeting all of the following three conditions</p> <ul style="list-style-type: none"> ■ A group capable of making appropriate reports, as requested by the Fund, regarding progress in implementing the funded project and its financial status including budgetary matters and settlements of account. ■ A group with corporate status or a similar level of public trust. ■ A group with a record of at least three years of carrying out nature conservation projects. 	
3. Term of grant		<p>(1) Funding will be granted for a period of one year, from April 1st, 2019 to March 31st, 2020. For multi-year projects, application for continued funding must be made for each subsequent year. A condition when applying for continued funding for a subsequent year is submission of an Interim Report for the current year of the project by the deadline for submission. The selection committee will decide to continue depending on your activity result and outcome.</p> <p>(2) Funding of the same project is in principle limited to three years. (Funding will not be granted for four or more consecutive years.)</p>	
4. Funding	4-1. Standard amount	No standard funding amount is set. (The amount of assistance is decided based on the details of the project and the project budget plan.)	See Annual Schedule and Project Funding.
	4-2. Covered expenses	<p>(1) Expenses for purchasing or leasing materials and goods, for purchasing land, for purchasing or installing temporary buildings, or for their repair.</p> <p>(2) Personnel costs (labor costs for temporary staff, honoraria paid to experts, etc.)</p> <p>(3) Travel, transportation, and lodging expenses (utility charges for local office, food, etc.)</p> <p>(4) Communication and printing expenses (including translation and publication-related costs)</p>	
	4-3. Expenses not covered by grant	<p>(1) Personnel costs (labor costs for permanent staff)</p> <p>(2) Outsourcing costs (outsourcing of all project work to a third party)</p>	
5. Selection process		<p>Based on the results of scoring by specialists or academic experts, the steering committee will perform an overall evaluation mainly according to the following criteria as the basis for selection.</p> <p>(1) Significance</p> <ul style="list-style-type: none"> ■ It must be an appropriate and effective project grounded in an awareness of current problems. <p>(2) Benefits</p> <ul style="list-style-type: none"> ■ The project plan must be feasible. ■ A suitable budget plan for implementing the project must be presented. <p>(3) Reliability</p> <ul style="list-style-type: none"> ■ The applying organization must be seen to have sufficient experience and capability for carrying out the project activities. 	
6. Application process	6-1. Schedule	See the Annual Schedule regarding the timetable from application to the time after funding is granted.	See Annual Schedule and Project Funding.
	6-2. Application period	<p>From 09:00 Japan Standard Time=JST (GMT+9hours) .October 1st (Monday), 2018 to 17:00 (JST) December 3rd (Monday), 2018. (Be punctual!!) Only applications submitted on WEB site by the deadline (Japan Standard Time) will be valid.)</p> <p>*Name of WEB application system; Keidanren Nature Conservation Fund Management System (KNCF.jp in short)</p>	

Keidanren Nature Conservation Fund 2019 Guidelines for Application

6-3. Application forms	See Application/Report Forms for the documents required in making application and after funding is granted.	See Application/Report Forms.
6-4. Application Process	<p>Please refer to the Application Process (details) as annexNote; "KNCF.jp" will start the operation on October 1st, 2018 at 09:00 (Japan Standard Time).</p> <p>(1) User Entry; Request User Entry from the following URL (https://kncf.jp/entry/top.html). After your entry information registered, automatic reply will inform you your Login ID, Password and your project number.</p> <p>(2) Submit your application; Login KNCF.jp with your ID and password, enter the fund management system and proceed to the registration screen.Please switch the tab and enter necessary items on 4 screens.(application/Project Summary/Project Proposal/Requirement Check & Declaration) After confirming the input contents, please push the "submit your application" button.</p> <p>(3) Submit your reference documents/materials (Optional); Submit your references through "Uploaddocuments/materials" MENU on KNCF.jp (We appreciate your effort to reduce papers using this function).Maximum data size increased up to 25MB/file for your convenience</p> <p>(4) Check the completion of your application; When your application is submitted successfully, you will receive the automatic reply E-mail noticing the completion of your submission (E-mail send to the address entered as Contact Person on your Application Form).</p>	<p>See Guidelines Annex 【Relative Information/URL】</p> <p>1)Keidanren Nature Conservation Fund "Guide to GrantProgram"URL: https://www.keidanren.net/kn cf/en/fund/program/ The following files can be downloaded.</p> <ul style="list-style-type: none"> •Guidelines for Application •Guidelines Annex •Application / Report Forms •Annual Schedule and Project Funding •Project Proposal Template • Input example •User Manual •FAQ <p>2)User Entry; URL: https://kncf.jp/entry/top.html will be effective after October 1st, 2018</p>
7.Fundingdecision	7-1. Notification of decision	Upon conclusion of the review and selection process by the steering committee (scheduled to meet in mid-March 2019), trustee send a message to all registered applicants by the end of March 2019 to notice that the selection results has been uploaded to the system. All applicants login the system and can check the result by yourself through "Check your Progress Status" MENU from on April 1st,2019 at 09:00 (Japan Standard Time).
	7-2. Submission of a revised plan	(1) If the amount of the grant differs from the amount applied for, you will be asked to modify the originally submitted project plan and budget based on the decided amount, and to submit the following documents through the system by Friday, May 31st, 2019 at 17:00(Japan Standard Time). Be punctual!! In modifying a plan, the basic activities of the original plan must be retained and cannot be eliminated. <ul style="list-style-type: none"> ■ Revised Project Summary (for both activity and budget plan, mandatory) through the system *All applicants must update the data. Please refer to "Application and Report Forms" for further details. ■ Bank account for remittance of grant funds (mandatory) <p>(2) If major changes arise in the original project plan or budget after a grant is decided, promptly contact the trustee (Sumitomo Mitsui Trust Bank, Limited) and obtain approval. In case of failure to notify promptly and to obtain the approval of the trustee, you may be required to return part or all of the grant money.</p>
	7-3. Remittance of grant money	(1) Payment of first half of grant Upon submission of the revised plan (or only your bank account information if the amount applied for is granted in full), the first half of the grant amount will be deposited in the designated account. If the trustee receive the revised plan before the end of April ,then will transfer by end of May.If receive before the end of May,then will transfer by end of June. (2) Payment of remaining amount The remaining half of the grant will be deposited in the designated account by the end of November after submission of an Interim Report.

Keidanren Nature Conservation Fund 2019 Guidelines for Application

8.Reporting obligations	8-1. Schedule	See the Annual Schedule for the timetable after funding is granted.	See Annual Schedule.See Annual Schedule and Project Funding.
	8-2. Interim Report	An organization receiving funding is to submit an Interim Report (free format) by Thursday, October 31st, 2019. Be punctual!! The following items must be included in the Interim Report. Note that payment of the remaining portion of the grant money is conditional on receiving an Interim Report by the stated deadline. <ul style="list-style-type: none"> ■Interim Report Summary (for both activity and financial report [mandatory]) ■Project report (status of the project from April 1st to September 30th [mandatory]) ■Financial report (financial status from April 1st to September 30th [mandatory]) ■Reference materials (optional) 	
	8-3. Final report	An organization receiving funding is to submit a Final Report (free format) by Wednesday, April 30th, 2020 at 17:00 (Japan Standard Time) . Be punctual!! The following items must be included in the Final Report. <ul style="list-style-type: none"> ■Final Report Summary (for both activity and financial report [mandatory]) ■Project report (status of the project from April 1st to April 30th [mandatory]) ■Financial report (financial status from April 1st to April 30th [mandatory]) ■Reference materials (optional) 	
	8-4. Where to submit reports	(1) Interim report <ul style="list-style-type: none"> ■Project report (Summary and Details): upload on the system to the trustee ■Financial report (Summary and Details): upload on the system to the trustee ■Reference materials: Upload on the system or Send by post to the truster (2) Final report <ul style="list-style-type: none"> ■Project report (Summary and Details): upload on the system to the trustee ■Financial report (Summary and Details): upload on the system to the trustee ■Reference materials: upload on the system or Send by post to the truster [Note] ・Maximum file size is increased to 25MB through the system upload.	<ul style="list-style-type: none"> ■ Trustee: Keidanren Nature Conservation Fund, Public Trust Team 1,Retail Fiduciary Business Department, Sumitomo Mitsui TrustBank, Limited Email: charitabletrust@smtbjp ■ Truster: Keidanren Committee on Nature Conservation E-mail: kncf@keidanren.or.jp
	8-5. Inquiries	After User Entry, all applicants can use "Contact / Message Exchange" MENU on the system to make inquiries to the trustee and truster and communicate with them. (1) Inquire with the trustee regarding the application requirements and procedures and reporting, etc. (2) Inquire with the truster regarding nature conservation projects and related matters.	
	8-6. Site visitation	Site visitation may be made as necessary for confirming the progress of a funded project and its results.An organization receiving a grant may also be asked to present the project results at events jointly held bythe Keidanren Committee on Nature Conservation and the Fund.	
9.Personal information protection(privacy policy)	9-1. Purpose for use	Personal information submitted by applicants is used solely for the purpose of selecting projects for funding and for administering grants.The results of funded projects may also be publicized on the Keidanren Nature Conservation Fund website or elsewhere.	
	9-2. Provision to third parties	When personal information of applicants is provided to a third party for achieving the purpose for use, a careful selection of vendors is made and proper oversight is exercised to ensure secure management of the personal	
10.Other	10-1. Outsourcing	Outsourcing of a funded project in its entirety to a third party is not allowed.Even in the case of partial outsourcing, no more than approximately 10 percent of the grant amount may be used to pay for outsourcing costs.	
	10-2. Return of grant money	The return of some or all of the grant money may be requested in the following cases. (1) Discovery of a false declaration on the application. (2) Use of grant money for expenses other than those covered by the grant. (3) Failure to notify of changes in project plans. (4) Existence of left-over funds upon conclusion of the project year. (5) Inability to carry out the intended project. <u>In case of suspicious expenditure and reporting found during the granted period or within 1 year after the grant, trustee will make a financial check with receipts for the project. All applicants need to keep the receipts in a certain period for the audit.</u>	