

## Guidelines Annex KNCF 2022 Application Process(details)

### 6-4. Application Process

#### (1) User Entry

Please perform user registration of the fund management system from the following URL. (User registration is required for application by the system.) **Registration starts at 9:00am JST on October 1, 2021**

<https://kncf.jp/entry/top.html>

※ When an applicant complete user registration from the URL, User ID, Password and Project number will be transmitted to the applicant by automatic reply mail.

(Refer to User Manual P.6)

**Note: The email address once registered will not be allowed to change in principle.**

#### (2) Submit your application

After logging in to the fund management system with issued user ID and password, the applicant will be transferred to the application registration screen.

Switch the tabs and fill in the necessary items on the next four screens.

① Application >> Enter required information on the screen. (Refer to User Manual P.12 to 14)

② Project Summary >> Enter required information on the screen. (Refer to User Manual P.16)

③ Project Proposal >> Attach the project proposal file which you created. (Refer to User Manual P.17 to 20)

④ Requirement Check & Declaration by the Applicant >> Select the applicable items. (Refer to User Manual P.21)

After completing of input of all information, please click the "submit your application" button. (Refer to User Manual P.22)

\* Each screen has a temporary save button. Since the session of the system ends in 120 minutes, please click the temporary save button periodically to save the information you entered before completion. (Refer to User Manual P.9 to 10)

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\* The information entered on each screen can be output as a application form. (Refer to User Manual P.37)

\* Even after click the "submit your application" button, you can revise the input contents before the application deadline.

(3) Submit your reference documents/materials ;

Applicants can submit the reference documents/materials information to support applying project and on the organization's activities.

① Please make such informaion digital data or pdf file as much as possible and use "Upload documents/materials" MENU when you submit the information. Maximum file size for upload is 25MB. (Refer to User Manual P.35)

② Send materials to the following address only if data cannot be sent by email. Note that submitted materials will not be returned. Keidanren Committee on Nature Conservation / Address : 1-3-2, Ohtemachi Chiyoda-ku, Tokyo, 100-8188

### 【Example of reference documents/materials】

■ Organization's Information (e.g. Foundation documents, Registration documents, Annual Reports, Finantial Statements, Website, etc.)

■ Maps,Imagies and Pictures of Project site/area

■ Other materials (Presentation materials of the project or organzation, Organizations's newsletters, imagies, etc.)

(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 is sent to the address of Contact Person entered on your Application Form).

(Refer to User Manual P.23)

You can check progress of your application on the system. If the status is "temporarily saved", the application has not been completed. (Refer to User Manual P.24)