

Keidanren Nature Conservation Fund 2022 Guidelines for Application

Item		Description	Remarks
1. Projects Eligible for Grants		<p>Projects meeting all of the following four conditions;</p> <ul style="list-style-type: none"> ■ 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. ■ Expected to receive appropriate levels of cooperation from the host governmental agencies, related international organizations, non-governmental organizations, and/or the local residents. ■ Whose outcomes do not benefit any specific groups or individuals. ■ Carried out by experts with scientific-knowledge, that can benefit from the advice and cooperation of such experts. 	Including projects that contribute to human resource development and environmental education related to nature conservation activities as stated on the left.
2. Eligibility		<p>A group or an organization meeting all of the following three conditions;</p> <ul style="list-style-type: none"> ■ Capable of making appropriate reports, as requested by Keidanren Nature Conservation Fund, regarding progress of the funded project and its financial status including budget and results. ■ With legal personality or a voluntary group with equivalent social credibility. ■ A group with a record of at least three-year experience in nature conservation projects. 	<p>Applicant must submit;</p> <ul style="list-style-type: none"> - income and expenditure statement for the last three fiscal years and , if any, an auditor's report. - in case of legal entity, official document to prove such legality.
3. Period of Grant		<p>(1) The grant will be provided only for one fiscal year period, from April 1st(Fri), 2022 to March 31st(Fri), 2023. For multi-year projects, an application in each year is necessary. Selection for the following year's grant will be determined by the current year's activity performance stated in the Interim Report, which must be submitted by the specified deadline.</p> <p>(2) The grant for a single project can be extended in principle to three years. (Funding will not be granted for four or more consecutive years.)</p>	
4. Nature of Grant	4-1. Standard Amount	There is no standard grant amount (The amount is determined based on activities and budget of the project)	See Annual Schedule and Project Funding for minimum, maximum and average amounts.
	4-2. Expendable Cost	<p>(1) Expenses for purchasing or leasing materials and goods, purchasing land, purchasing or installing temporary buildings, or repairing them.</p> <p>(2) Personnel costs (labour costs for temporary staff, directly involved in the project, rewards 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. Non-expendable Cost	<p>(1) Personnel costs (labour 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 in accordance with the following criteria as the basis for selection.</p> <p>(1) Significance</p> <ul style="list-style-type: none"> ■ Project with appropriate activities effectively solving current issues. <p>(2) Benefits</p> <ul style="list-style-type: none"> ■ Project with feasible plan. ■ Project with practical budget. <p>(3) Reliability</p> <ul style="list-style-type: none"> ■ Project with proponent considered to have sufficient experience and capability for carrying out the activities. 	A letter of recommendation from competent experts, local authorities, international organizations, and/or Japanese corporations or individuals will be considered for selection

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6.Application Process	6-1. Schedule	See "Annual Schedule and Project Funding" for timetable from application to the grant funding.	
	6-2. Application Period	Applications can be submitted through the Web application system* registration during the following periods; From: 09:00 Japan Standard Time (GMT+9hours,"JST", hereafter) , October 1st (Fri), 2021 To: 17:00 (JST) December 1st (Wed), 2021. *Name of WEB application system: Keidanren Nature Conservation Fund Management System ("KNCF.jp", hereafter) Note: "Application Registration Button" of KNCF.jp will automatically become invalid immediately after the aforementioned deadline . Make sure to apply well in advance because the registration becomes truly troublesome and time-consuming after the deadline.	For more details, refer to Guideline Annex KNCF 2022 Application Process ("Guideline Annex", hereafter) and a manual for KNCF.jp (Keidanren Nature Conservation Fund Management System User Manual, "User Manual", hereafter) .
	6-3. Application Forms	Refer to "Application and Report Forms" for the documents required for application and for reports after the grant implementation. In order to submit information, make sure to either input items into or uploading documents on KNCF.jp.	
	6-4. Procedure in Detail	Refer to "Guideline Annex" for the details.	
7.Grant Decision	7-1. Notification	The decision will be finalized after screening and selection by the steering committee, which is scheduled to be held in the middle of March 2022. Applicants, themselves, are expected to find the selection results displayed on "Check your Progress Status" page from the main menu of KNCF.jp after April 1st(Fri),2022 at 09:00 (JST).	See also User Manual for more details.
	7-2. Submission of a Revised Plan	(1) If the amount of approved grant found to be less than the application, applicants are supposed to modify the project plan and budget , and to submit the specified documents through KNCF.jp as described below by 17:00(JST) on May 31st(Tue), 2022 . In modifying the plan, the basic aspects of the original plan should remain unchanged. ■Revised Project Plan Use "Revised Plan" tab in Revised Plan/Bank Account page of KNCF.jp for budget modification. Important: Those with approved amount equal to the applied and thus not subject to budget modification also must operate on the same page using UPDATE button. ■Bank Account Info Account should be in applicant's name, in principle. - ■Written Pledge Applicants must; -Confirm the information on the "Written Pledge" form, -have the representative sign it, and -convert it to PDF and upload to KNCF.jp (2) If a major changes arises in the original project plan or budget after a grant is decided, promptly contact with the trustee (Sumitomo Mitsui Trust Bank, Limited) through "Contact/Message Exchange" fuction of KNCF.jp and obtain approval. Failure to promptly notify and to obtain the approval may resulted in returning part or all of the grant money.	See also "Application and Report Forms" and User Manual for more details. "Written Pledge" form is displaed on Keidanren Nature Consevation Fund's HP. Without signed Written Pledge, applicantws are not eligible for the grant.
	7-3. Remittance	(1) Payment of first half-grant If the "Revised Project Plan" and "Bank account for remittance of grant funds" are submitted before the end of April, 50% of the amount of the grant will be transferred to the designated bank account by the end of May. If they are submitted before the end of May, 50% of the amount of the grant will be transferred to the designated bank account by the end of June. (2) Payment of remaining half grant The remaining half grant will be deposited in the designated account by the end of November after submission of an Interim Report. (3) For accounts outside Japan, the amount of JPY will be converted into US dollar using the exchange rate at the time of remittance.	

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8. Reporting Obligations	8-1. Schedule	"Annual Schedule and Project Funding" for the reporting timetable	
	8-2. Interim Report	<p style="color: red;">Organizations granted the first half are subject submission of an Interim Report-in any format-by 17:00(JST)-October 31st(Sat), 2022. Strictly adhere to the deadline.</p> <p>The items-to be included in the Interim Report are as follows.</p> <ul style="list-style-type: none"> ■ Interim Report Summary (An report on activities and financials.-[mandatory] ■ Project report (Details of activities from April 1st to September 30th, including-) [mandatory] ■ Financial report (Details of actual income and expense from April 1st to September 30th) <p>Please attach and submit all the receipts as PDF files.</p> <ul style="list-style-type: none"> ■ Reference materials <p>Remaining half grant is contingent upon the Interim Report being submitted by the aforementioned deadline.</p>	Refer to "Application and Report Forms"
	8-3. Final Report	<p style="color: red;">Organizations granted in full are subject submission of an final Report-in any format- by 17:00(JST)April 30th(Sun), 2023. -Strictly adhere to the deadline.</p> <p>The items-to be included in the Interim Report are as follows.</p> <ul style="list-style-type: none"> ■ Final Report Summary (An report on activities and financials--) [mandatory] ■ Project report (Details of activities from April 1st to March 31st, including-photo images) [mandatory] ■ Financial report (Details of actual income and expense from April 1st to March 31st) <p>Please attach and submit all the receipts as PDF files.</p> <ul style="list-style-type: none"> ■ Reference materials 	Refer to "Application and Report Forms"
	8-4. Submission Method	<p style="color: red;">All reoprts must be submitted through KNCF.jp.</p> <p>【Note】</p> <p>・Maximum size is 25MB per file.</p>	Refer to User Manual.
	8-5. Inquiries	<p>For any inquiry that may arise from time to time, ask either the trustee, Mitsui Sumitomo Trust Bank, or the trustor,Keidanren Committee on Nature Conservation, depending on the nature of such inquiry as below through "Contact / Message Exchange" function of KNCF.jp.</p> <p>(1)Trustee: Application Guideline and other procedures of the application and-the reporting. (2)Trustor: nature conservation projects in general and related matters.</p>	See also User Manual for more details.
	8-6. On Site Inspection	<p>On site Inspection may be carried out as necessary for confirming the progress and its results of the granted project. An organization-may also be asked to present the project results at symposium or other events jointly held by Keidanren Committee on Nature Conservation and-Keidanren Nature Conservation Fund.</p>	
9. Personal Information Protection(Privacy Policy)	9-1. Purpose for Use	Personal information submitted by applicants is used solely for the purpose of grant selection, -grant administration, and inspection by authorities. 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 aforementioned purpose for use, a careful selection of vendors is made and proper oversight is exercised to ensure secure management of the personal information.	

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10.Others	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	<p>The return of a part or all of the grant may be requested in the following cases.</p> <p>(1) Discovery of a false declaration on the application. (2) Use of the grant for non-expendable cost. (3) Failure to notify of changes in project plans. (4) Surplus at the end of the fiscal year. (5) Failure to carry out the-planned project. (6) Identificaion as an anti-social force as described in Representation and Covenants regarding an Anti-Social Force.</p> <p><u>When suspicion of unauthorized expenditure or unreported surplus arises during, or one year after, the granted period, the trustee may conduct an investigation of the grant usage and /or confirmation of vouchers related to the project. Grantees, therefore, are requested to maintain the documents related to the reports.</u></p>