

KNCF Guidance for First Selection of 25th Anniversary Special Fund Grant Program

Item	Description	Remarks
1. Projects Eligible for Grants	1-1. Nature conservation efforts in developing countries Projects meeting all of the following four conditions <ul style="list-style-type: none"> ■ Projects serving for the theme of “Human-resource development that contributes to biodiversity conservation in the Asia-Pacific region –Education and training, raising of awareness, and exchanges for the purpose of fostering the mainstreaming of biodiversity through collaboration and coordination–”conducting particularly in developing countries ■ 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. 	Examples of specific activities included in projects (Ideally a combination of several activities) <ol style="list-style-type: none"> 1. Provision of teaching, lectures, etc. (For individuals and organizations undergoing training, education, etc.) 2. E-learning through use of Internet technologies 3. Production and distribution of teaching materials in the form of print media or electronic media 4. Uploading of educational videos to YouTube 5. Conduct of site study tours and field trips, and workshops to provide direct experience of tree-planting, etc. 6. Holding of international forums, symposiums, exchange meetings, etc. 7. The creation of dedicated websites and transmission of information, etc. (e.g. descriptions of cases of fruitful initiatives made, the opening of matching sites relating to grant-supported activities) 8. Other analogous activities
2. Eligibility	2-1. Nature conservation efforts in developing countries Groups comprising multiple organizations working in collaboration and coordination with each other. Each group’s principle organization to be an organization or other such body satisfies all of the following three conditions: <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	Funding will be granted for a period of three year, from June 1, 2017 to May 31, 2020.	
4. Funding	4-1. Standard amount An aggregate amount totaling approximately ¥150 million (US\$1.5 million equivalent) for the three-year period. (NB: The maximum amount allocated in any one year will be 60% of the entire amount.)	
	4-2. Covered expenses (1) Expenses for purchasing or leasing materials and goods, for purchasing land, for purchasing or installing temporary buildings, or for their repair. (2) Personnel costs (labor costs for temporary staff, honoraria paid to experts, etc.) (3) Travel, transportation, and lodging expenses (utility charges for local office, food, etc.) (4) Communication and printing expenses (including translation and publication-related costs)	
	4-3. Expenses not covered by grant (1) Personnel costs (labor costs for permanent staff) (2) Outsourcing costs (outsourcing of all project work to a third party)	
	4-4. 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.	

KNCF Guidance for First Selection of 25th Anniversary Special Fund Grant Program

Item	Description	Remarks	
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 ■It must be an appropriate and effective project grounded in an awareness of current problems.</p> <p>(2) Benefits ■The project plan must be feasible. ■A suitable budget plan for implementing the project must be presented.</p> <p>(3) Reliability ■The applying organization must be seen to have sufficient experience and capability for carrying out the project activities.</p> <p>4) Cooperation and collaboration ■The applicant must be a group comprising multiple organizations working in collaboration and coordination with each other. And the representative organization within the group shall take responsibility for the project in terms of general coordination and management, and at the stage of the entry the roles of each cooperative organization must be specified clearly.</p>		
6. Application process	6-1. Schedule	See "the Schedule" regarding the timetable from application to the time after funding is granted.	See the Schedule.
	6-2. Application period	Thursday, January 5 to Tuesday, February 28, 2017 (only applications received by 17:00 (Japan Standard Time) on the closing date will be valid)	
	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 procedures	<p>(1) Request an above Application form set for Grant at the following website and register your email address. https://www.keidanren.net/kncf/en/inquiry/</p> <p>(2) We will send an Application form set with a receipt number (project number) to the e-mail address given in the step (1).</p> <p>(3) Enter all required information on the Application form, referring to the sample given.</p> <p>(4) Send the Application form as an email attachment (Word file or Excel file) to the 25th Anniversary Special Fund Grant Program section. (Please include the receipt number(project number) to the email subject.)</p> <p>(5) If the reference materials below go over the size limit, submit them to the KNCF 25th Anniversary Special Fund Grant Section by post. Please note that sent documents will not be returned.</p> <ul style="list-style-type: none"> ■ An overview of your organization ■ Maps and photos of the project site ■ Other supporting materials (financial statement, newsletter, etc.) <p>【Note】 Please note your request for the application forms shall be accepted from January 5, 2017. If you do not receive the email notifying your registration number within 3 days after requesting the forms, please contact the KNCF25th Anniversary Special Fund Grant Section.</p>	
7. The 1st Screening	7-1. Notification of the 1st screening result	After the review and the selection process by the steering committee (scheduled in early March 2017), the selection results will be notified to all applicants supplied with a registration number (project number) per email by late March 2017 .	
	7-2. Procedure after the 1st screening	The detailed procedure after the 1st screening will only be notified to the applicants who pass the first screening.	

KNCF Guidance for First Selection of 25th Anniversary Special Fund Grant Program

Item	Description	Remarks
8. Funding decision	8-1. Notification of decision	Upon conclusion of the review and selection process by the steering committee (scheduled in early May 2017), the second selection results will be notified by mid-May 2017 to the applicants passed the first screening by email.
	8-2. Submission of a revised plan	<p>(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 to the 25th Anniversary Special Fund Grant Program Section by email by Thursday, June 15, 2017. In modifying a plan, the basic aspects of the original plan must be retained and cannot be eliminated.</p> <ul style="list-style-type: none"> ■A revised budget plan (only if the grant amount differs from the amount applied for) ■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 to the 25th Anniversary Special Fund Grant Program Section 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>
	8-3. Remittance of grant money	<p>(1) Payment of the first half of the grant money for the first year 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 for the first year will be deposited in the designated account on July 3rd, 2017.</p> <p>(2) Payment of remaining amount of the grant money for the first year The remaining half of the grant money for the first year will be deposited in the designated account within approximately two week after submission of the 1st year Interim Report.</p> <p>(3) Payment of the first half of the grant money for the second year The first half of the second year grant amount will be deposited in the designated account within approximately two week after submission of the 1st year Final Report.</p> <p>(4) Payment of remaining amount of the grant money for the second year The remaining half of the second year grant amount will be deposited in the designated account within approximately two week after submission of the 2nd year Interim Report.</p> <p>(5) Payment of the first half of the grant money for the third year The first half of the grant money for the Third year will be deposited in the designated account within approximately two week after submission of the 2nd year Final Report.</p> <p>(6) Payment of remaining amount of the grant money for the third year The remaining half of the grant money for the third year will be deposited in the designated account within approximately two week after submission of the 3rd year Interim Report.</p>

KNCF Guidance for First Selection of 25th Anniversary Special Fund Grant Program

Item	Description	Remarks	
9. Reporting obligations	9-1. Schedule	Regarding the timetable after the funding see the "Schedule" .	See Schedule.
	9-2. Interim Report	An organization receiving funding is to submit a "Interim Report for each fiscal year"(in any format) by the deadline(see below). The following items must be included in the Interim Report. Note that payment of the remaining half of the grant money of the year is conditional on receiving an Interim Report by the stated deadline. 1st year Interim Report: Reporting Period : July 1, 2017 - December 31, 2017; Date of deadline: January 31, 2018 2nd year Interim Report: Reporting Period: June 1, 2018 - December 31, 2018; Date of deadline: January 31, 2019 3rd year Interim Report: Reporting Period: June 1. 2019 - December 31, 2019; Date of deadline: January 31, 2020 <ul style="list-style-type: none"> ■Project report (status of the project from the reporting period [mandatory]) ■Financial report (financial status of the reporting period[mandatory]) ■Reference materials (optional) 	
	9-3. Final report	An organization receiving funding is to submit a "Final Report for each fiscal year"(in any format) by the date of deadline. The following items must be included in the Final Report. 1st year Final Report: Reporting Period: July 1, 2017 - May 31, 2018; Date of deadline: June 30, 2018 2nd year Final Report: Reporting Period: June 1, 2018 - May 31, 2019; Date of deadline: June 30, 2019 3rd year Final Report: Reporting Period: June 1, 2019 - March 31, 2020; Date of deadline: April 30, 2020 <ul style="list-style-type: none"> ■Project report (status of the project from the reporting period. [mandatory]) ■Financial report (financial status from the reporting period [mandatory]) ■Reference materials (optional) 	
	9-4. Where to submit reports	(1) Interim report <ul style="list-style-type: none"> ■Project report: Send by email to the 25th Anniversary Special Fund Grant Program Section. ■Financial report: Send by email to the 25th Anniversary Special Fund Grant Program Section. ■Reference materials: Send by email or post to the 25th Anniversary Special Fund Grant Program Section. (2) Final report <ul style="list-style-type: none"> ■Project report: Send by email to the 25th Anniversary Special Fund Grant Program Section. ■Financial report: Send by email to the 25th Anniversary Special Fund Grant Program Section. ■Reference materials: Send by email or post to the 25th Anniversary Special Fund Grant Program Section. 【Note】 Be sure to include your registration number (project number) on the subject line of the email. The maximum attachment size is up to 20MB. Note that use of FTP or other large file transfer services is not supported.	
	9-5. Inquiries	Inquire with the 25th Anniversary Special Fund Grant Program Section regarding the application requirements and procedures and reporting, etc.	
	9-6. 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 by the Keidanren Committee on Nature Conservation and the Fund.	
10. Personal information protection (privacy policy)	10-1. 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.	
	10-2. 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 information.	
11.Contact	<ul style="list-style-type: none"> ■The 25th Anniversary Special Fund Grant Program Section (Contact/Application Submission) KNCF 25th Anniversary Special Fund Grant Section c/o Keidanren Committee on Nature Conservation keidanren Kaikan, 1-3-2, Otemachi Chiyoda-ku, Tokyo, 100-8188 E-mail: kncf-25@keidanren.net		

Keidanren Nature Conservation Fund Application and Report Forms

Application and Report Forms		Entered Items	Submission	
Application	Application for Assistance	Excel format file	●	Email
	I. Project Overview	Excel format file Please prepare the project outline and the budget plan according to the sample.	●	Email
	II. Project Details	Word format file. Please prepare the project details and the summary of representative organization according to the sample.	●	Email
	Agreement and Declaration form	Excel format file. Please get the representative seal (or a representative's signature for overseas applicants) on the form and submit it as a PDF file.	●	Email
	Reference materials	<ul style="list-style-type: none"> ■An overview of your organization ■Maps and photos of the project site ■Past financial statements, newsletters, etc. 	△	By post
Revised plan	II. Project Details	5. Please modify your budget plan in accord with the decided funding amount. Other items (besides 5. Budget plan) need to be included only in case of changes.	○	Email
	Account for remittance of funds	【Note】 Submit in PDF format after signing by representative(or a representative's signature for overseas applicants).	●	Email
Interim Report	Project report (first half)	Progress report for the first six months of the project (any format)	●	Email
	Financial report (first half)	Report on project finances for the first six months (any format)	●	Email
	Reference materials	<ul style="list-style-type: none"> ■Photos of the funded project (showing project activity: Mandatory) ■Interim financial statement of the group, newsletters, etc. 	△	Email or By post
Final Report	Project report (full year)	Status of implementation of the funded project (any format)	●	Email
	Financial report (full year)	Report on project finances for the full year (any format)	●	Email
	Reference materials	<ul style="list-style-type: none"> ■Photos of the funded project (showing project activity) ■Financial statements of the group, newsletters, etc. 	△	Email or By post

●: Mandatory ○: As needed △: Optional