

**Part 1. Project Summary Sheet (Please refer to the sample and instructions attached)**

**Name of project**

Strengthening the function of environmental education for conservation of biological diversity in Asia-Pacific region

**Name of representative organization**

Association for XXXX Conservation

**Nationality**

Republic of mmmmm

**Project contents**

**Country the project belongs to**

Indonesia, Thailand, Malaysia, XX

**Site condition**

**a. Site location: Country/Province/Administrative district (Municipality) • Reference , if needed**

National parks located in the above mentioned countries

**b. Overall picture of geography, weather, ecosystem, area & special spot situation**

National parks, where the promotion for conservation of biodiversity.

**Project purpose (purpose, and importance & urgency of undertaking the project)**

Strengthening the environmental education on the conservation of biodiversity in the National parks in Asia-Pacific region

**Concrete activity plan (activity items, schedule, counter part & it's role, concrete itemization of results etc)**

- a) Development of Environmental learning materials on the conservation of biodiversity in the National parks in Asia-Pacific region
- b) Implementation of the awareness-raising programs with the materials to the local schools
- c) Production of the educational videos on the conservation of biodiversity and their publishing on the YouTube
- d) Holding the international forums/symposium on the conservation of biodiversity in the national parks in Asia-Pacific region
- e)
- f)
- g)
- i)

**Income & expenditure plan(for "Additional subsidies", describe concrete organization name)**

Income		(Unit: US\$)	Expenditure		(Unit: US\$)
KNCF FUND (Proposed Amount of Grant)		1,500,000	Materials & goods expense		564,700
Additional subsidies	XXFUND	15,000	Field survey & operation expenses		459,000
	XXXFUND	30,000	Meeting / management activity exp		118,800
	/Others		Personnel expenses		378,400
Self-finance		455,000	Traveling expenses		293,000
			Office cost / others		186,100
Total income		2,000,000	Total expenditure		2,000,000

**Applicant organization's outline**

Establishment year	No. of full-time employment	Total membership	Annual budget
19XX	20	1,000	US\$ 300,000

**Establishment purpose**

To contribute to conservation of biodiversity and to preservation of forest in the Asia-Pacific region, and to promote the awareness-raising activities

**History of activity**

Since establishment of the organization, we are focusing on the conservation of biodiversity in the national parks in Asia-Pacific region through the preservation activities of forests, the public awareness activities and training for staffs for the activities.

(KNCF Secretariat's comment space)	Reference No.

## Project budget planning

Please explain the plan of income and expenditure. If the project to be applied is part of a plan, please indicate the income and expenditure plan for the whole.

Also, please divide the expenditure items into individual items and describe concretely the budget amount and calculation basis for each use. Also please indicate whether the source of financing is final or expected.

### Income

		Total	2,000,000
Name of fund		Amount	
1.	Self-finance		455,000
2.	KNCF FUND (Proposed Amount of Grant)		1,500,000
3.	XXFUND	15,000	Already approved.
4.	XXXFUND	30,000	Not yet approved.
	/Others		

For funds from other agencies, please be sure to write the institution name as well.

### Expenditure

		All Total (KNCF total)				2,000,000	1,500,000
	Item	1st year		2nd year		3rd year	
		total	KNCF	total	KNCF	total	KNCF
Materials & goods expense	Equipment	120,000	100,000	120,000	100,000	120,000	100,000
	Installation of the conservation activity panel	68,700	60,000	68,000	60,000	68,000	60,000
	Sub total	188,700	160,000	188,000	160,000	188,000	160,000
Field survey & operation expenses	Domestic field survey	88,000	80,000	88,000	80,000	88,000	80,000
	Field survey abroad	65,000	50,000	65,000	50,000	65,000	50,000
	Sub total	153,000	130,000	153,000	130,000	153,000	130,000
Meeting / management activity exp	Meetings	40,000	40,000	25,000	25,000	10,000	10,000
	Printing materials, handouts	12,000	12,000	12,000	12,000	12,000	12,000
	Equipment rental	2,600		2,600		2,600	
	Sub total	54,600	52,000	39,600	37,000	24,600	22,000
Personnel expenses	Overseas Field coordinator	70,000	50,000	70,000	50,000	70,000	50,000
	Consulting fee	58,400	21,000	55,000	21,000	55,000	21,000
	Sub total	128,400	71,000	125,000	71,000	125,000	71,000
Traveling expenses	Expenses incurred during a stay (twice per year/5people/20days/22,550)	45,000	45,000	45,000	45,000	45,000	45,000
	Travel expense	38,000	20,000	38,000	20,000	38,000	20,000
	Insurance	6,600		6,100		6,100	
	Car rental	9,100		7,400		8,700	
	Sub total	98,700	65,000	96,500	65,000	97,800	65,000
Office cost / others	Printing costs	27,000	10,000	27,000	10,000	27,000	10,000
	Communication costs	16,000	16,000	10,000	10,000	9,000	5,000
	Administration costs	27,500	20,000	23,100	20,000	19,500	10,000
	Sub total	70,500	46,000	60,100	40,000	55,500	25,000
By years		693,900	524,000	662,200	503,000	643,900	473,000

Please do not fail to describe expenses in detail. (Important)

### Scheduled expenditure by group

		Scheduled Total	2,000,000
Organization name		Unit US\$	
Representative organization	Association for XXXX Conservation		1,000,000
Member organizations	Council for XXXX		500,000
	International Goup for xxx Conservation		500,000

