

Keidanren Nature Conservation Fund Management System User Manual

Keidanren Nature Conservation Fund
Keidanren Committee on Nature Conservation Ver2.0
Date of Issue October 1st, 2023





Introduction

To our applicants

Thank you for your application for the Keidanren Nature Conservation Fund (KNCF).

This manual is designed to make application procedure for **Keidanren Nature Conservation Fund Management System** more efficient and easier for the applicant.

For further information, such as the application requirements, necessary reports, documents to be submitted, and the overall schedule for the 2024 application period, please visit our homepage:

<https://www.keidanren.net/kncf/fund/project/>

Regarding recommended PC environment of Keidanren Nature Conservation Fund Management System, we guarantee operation only for the following environments.

OS : Windows10(64bit), × Google Chrome116

OS : Windows10(64bit), × Microsoft Edge116

Regarding PC environments other than the above, there may be cases of problems such as “display disappears” or “sentences you have entered disappears” etc. to those who use other OS than the above.



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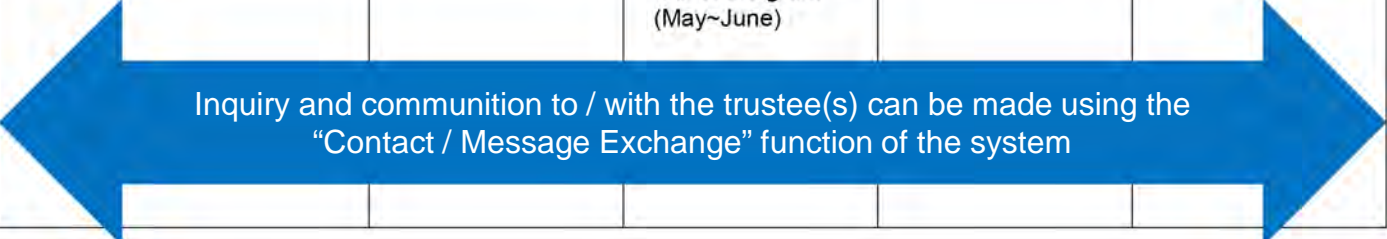
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The procedure

	Oct 1st~Nov 30th, 2023	Apr 1st, 2024	Apr~May	Oct	Apr, 2025
2024	<ul style="list-style-type: none"> • User Registration (Receive ID/ Password) • Log in and filling out the following 4 pages <ol style="list-style-type: none"> ①Application ②Project Summary ③Project Proposal ④Requirement Check & Declaration • Click "Submit your application" 	<ul style="list-style-type: none"> • Applicant can confirm the results by logging into the system 	<ul style="list-style-type: none"> • Organizations to whom grant is approved are to upload a Revised, submit the written pledge. • Plan and the Bank Account information onto the system. • The Trustee shall confirm the Revised Plan and the Bank Account information and remit the first half of the grant (May~June) 	<ul style="list-style-type: none"> • Organizations to whom grant is approved are to upload an Interim Report onto the system • The Trustee shall confirm the Interim Report and remit the second half of the grant (Nov) 	<ul style="list-style-type: none"> • Organizations to whom grant is approved are to upload a Final Report onto the system



Inquiry and communication to / with the trustee(s) can be made using the "Contact / Message Exchange" function of the system

In addition to the first year reporting requirement, Collaboration Grantee during the remaining grant period must upload Interim Report in every October and annual Final Report in every April using "Upload documents/materials".

2) Online Registration Process

Online Application Process

The procedure of online application is as follows. An operational period is set for each step respectively. Input / Update of data cannot be done before / after such period.

Procedure	Contents	Relevant URL	Operational Period (Japan Standard Time)
Step One	User Registration	https://www.keidanren.net/kncf/en/fund	
1.1	User Registration	Keidanren Committee on Nature Conservation web site → Keidanren Nature Conservation Fund → Call for application to Grant Program	(Start) <u>October 1st (Sun), 2023 9:00</u> (End) <u>December 1st (Fri), 2023 17:00</u>
1.2	Log in	https://www.keidanren.net/kncf/en/fund/program → User Registration https://kncf.jp/entry/top.html	
Step Two	How to make online application	https://kncf.jp/entry/	
2.1	Filling out your application	Main Menu → Registration button (each TAB)	(Start) <u>October 1st (Sun), 2023 9:00</u> (End) <u>December 1st (Fri), 2023 17:00</u> * During this period, you can revise your application as many times as needed. * Date of last revision will be your application date.
2.2	How to fill out your Project Summary		
2.3	How to upload your Project Proposal		
2.4	Requirement Check and Declaration		
2.5	Submitting your application		
2.6	Confirming that your application is completed	Main Menu → Check your progress status button	As needed
Step Three	Checking your status	https://kncf.jp/entry/	
3.1	To check whether your application has been accepted	Main Menu → Check your progress status button	(Start) <u>April 1st (Mon), 2024 9:00</u>
<For Organizations to Whom Grant is Approved>			
Step Four	Submitting your Revised Plan & Bank Info	https://kncf.jp/entry/	
4.1	Revising your Project Plan & Budget Plan	Main Menu → Revised Plan button	(Start) <u>May 1st (Wed), 2024 9:00</u> (End) <u>May 31st (Fri), 2024 17:00</u>
4.2	Entering your bank account info & attaching your signature	→ Bank Account button	
4.3	Sign the written pledge and submit with the revised plan		
Step Five	Submitting your Interim Report	https://kncf.jp/entry/	
5.1	Preparation of your Interim Report	Main Menu → Submit Interim Report button	(Start) <u>October 1st (Tue), 2024 9:00</u> (End) <u>October 29th (Tue), 2024 17:00</u>
5.2	Submission of your Interim Report		
5.3	Submitting extra files		
Step Six	Submitting your Final Report	https://kncf.jp/entry/	
6.1	Preparation of your Final Report	Main Menu → Submit Final Report button	(Start) <u>April 1st (Tue), 2025 9:00</u> (End) <u>April 30th (Wed), 2025 17:00</u>
6.2	Submission of your Final Report		
6.3	Submitting extra files		
Miscellaneous			
		https://kncf.jp/entry/	
A	Attaching Documents	Main Menu → Upload documents / materials button	(Start) <u>October 1st (Sun), 2023 9:00</u> (End) <u>April 30th (Thu), 2026 17:00</u> Note: In case of Collaboration Grant, (End) <u>April 30th (Mon), 2029 17:00</u>
B	Messaging Function	Main Menu → Contact / Message Exchange button	(Start) <u>October 1st (Sun), 2023 9:00</u> (End) <u>April 30th (Thu), 2026 17:00</u> Note: In case of Collaboration Grant, (End) <u>April 30th (Mon), 2029 17:00</u>

3) Applying Online

Step One: User Registration and How to Log In

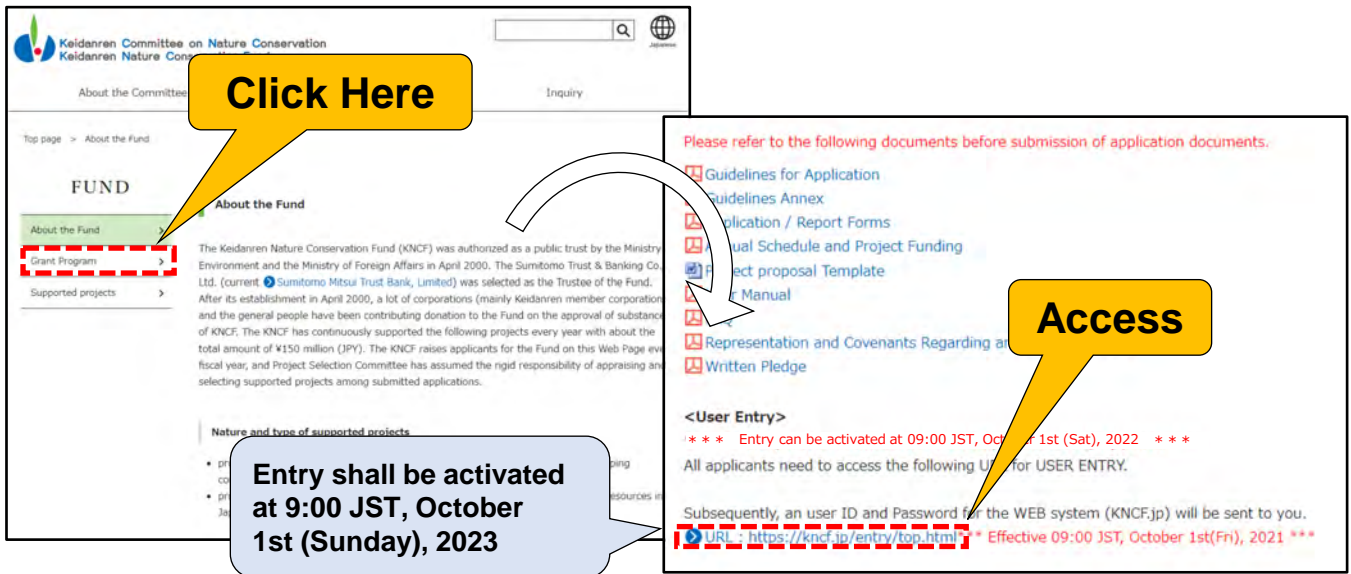
1.1 User Registration

1) Go to the Keidanren Nature Conservation Fund website and click on “About the Fund”.

The front page of the KCNC website.



2) Click on “Guide to Grant Program”

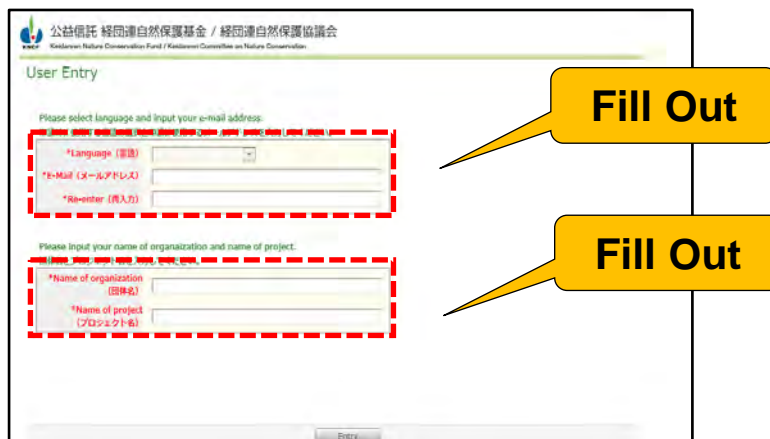


Click Here

Access

Entry shall be activated at 9:00 JST, October 1st (Sunday), 2023

3) Follow the User Registration link provided on the 2023 Project Assistance application page. Fill out the fields in the screen that pops up.



Fill Out

Fill Out



3) Applying Online

Step One: User Registration and How to Log In

1.1 User Registration (Receiving your URL / ID / Password)

A unique User ID and password will be provided for each project. An automated confirmation mail will be sent to the e-mail address you provide during registration.

Please check whether or not you can login as soon as you receive the confirmation mail.

Sample of the confirmation mail

【KNCF 2024年度自然保護基金】 Notice of your login information

Organization Name
Name of Project Representative

Thank you for your application for Keidanren Nature Conservation Fund 2024.
We hereby inform you your login ID and password for your WEB site registration as follows.

Please refer to the User Manual for further details about the registration procedure.
You can download the manual at the following URL: <https://www.keidanren.net/kncf/en/fund/manual>

Site URL: <https://kncf.jp/entry/>

Login ID: [redacted]

Password: [redacted]

* Please be careful for handling your ID and Password.

* This E-mail is delivered from a send-only address. No reply mail will be sent from this address.
In case of inquiry, please use the "Contact/ Message Exchange" function from the TOP MENU.

Trustee: Keidanren Nature Conservation Fund,
c/o Public Trust group, Retail Fiduciary Business Department,
Sumitomo Mitsui Trust Bank, Limited (E-mail: charitabletrust@smtb.jp)

3) Applying Online

Step One: User Registration and How to Log In

1.2 How to Log In

After receiving your confirmation mail please go to the URL provided and then try logging in with your User ID and password.

Please be careful not to give out your User ID / password to anyone else!!

【KNCF 2024-0001】 Notice of your login information

Organization Name
Name of Project Representative

Thank you for your application for Keidanren Nature Conservation Fund (KNCF). We hereby inform you your login ID and password for your Web Site.

Please refer to the User Manual for further details about the registration procedure. You can download the manual at the following URL: <https://www.keidanren.org/entry/>

Site URL: <https://knkf.jp/entry/>

Login ID: [redacted]

Password: [redacted]


* Please be careful for handling your ID and Password.

* This E-mail is delivered from a send-only address. No reply mail will be sent. In case of inquiry, please use the "Contact/ Message Exchange" function for the Web Site.

Trustee: Keidanren Nature Conservation Fund,
c/o Public Trust group, Retail Fiduciary Business Department,
Sumitomo Mitsui Trust Bank, Limited (E-mail: charitabletrust@smtb.jp)

1) Go to the URL provided in the e-mail
Be careful not to forget the "s" at the end of "https"!!

2) Enter your User ID and password to confirm that you're able to log in.
Depending on your Internet speed it should take about 5-10 seconds to log in



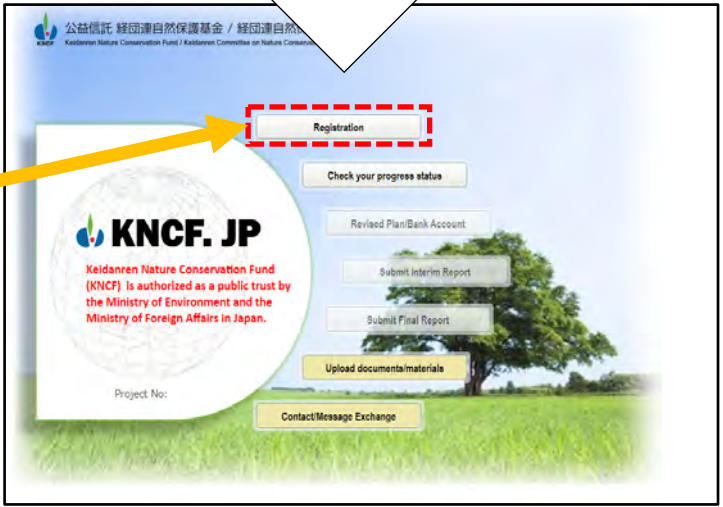
Keidanren Nature Conservation Fund (KNCF)

ID [input field]

PW [input field]

[Login Button]

Before Logging In



Registration

Check your progress status

Revised Plan/Bank Account

Submit Interim Report

Submit Final Report

Upload documents/materials

Contact/Message Exchange

After Logging In

Registering your application is covered in Section 2.1

3) Applying Online

Step One: User Registration and How to Log In

1.2 How to Log In -System Resources & Tips 1

Tip 1: Each session is set for 120 minutes and users will have to log in again if they go over that limit. **Any information that isn't updated or saved during this time will be lost** and will have to be re-entered.



After 120 minutes



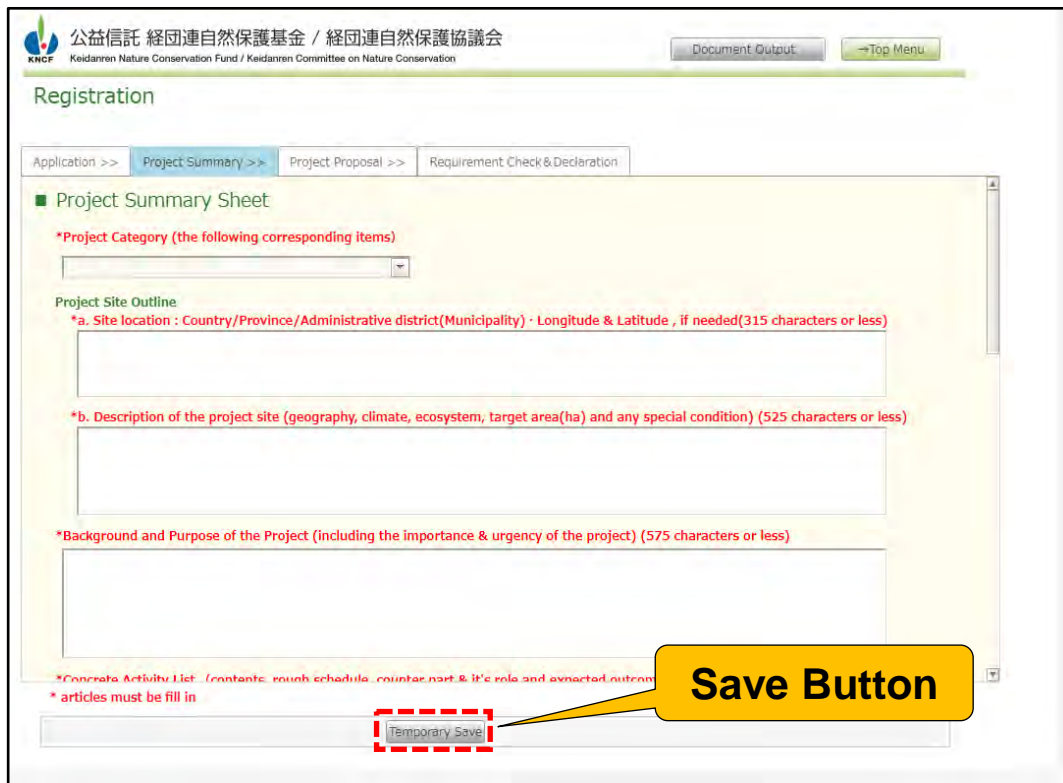
3) Applying Online

Step One: User Registration and How to Log In

1.2 How to Log In -System Resources & Tips 2

Tip 2: Since pages without a “Save” button cannot be saved you'll have to press the “Update” button and then go back to make any revisions.

※The application page is the only page that can be saved midway



Registration

Application >> Project Summary >> Project Proposal >> Requirement Check & Declaration

■ Project Summary Sheet

*Project Category (the following corresponding items)

Project Site Outline

*a. Site location : Country/Province/Administrative district(Municipality) · Longitude & Latitude , if needed(315 characters or less)

*b. Description of the project site (geography, climate, ecosystem, target area(ha) and any special condition) (525 characters or less)

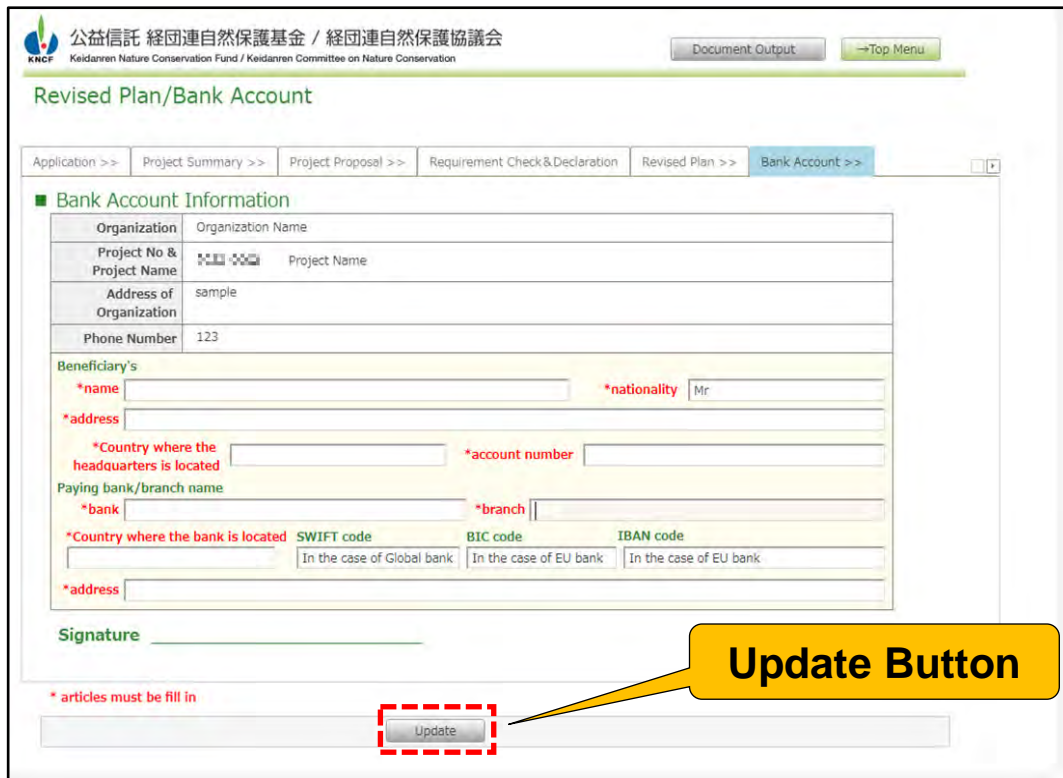
*Background and Purpose of the Project (including the importance & urgency of the project) (575 characters or less)

*Concrete Activity List (contents, rough schedule, counter part & its role and expected outcome)

* articles must be fill in

Temporary Save

Save Button



Revised Plan/Bank Account

Application >> Project Summary >> Project Proposal >> Requirement Check & Declaration Revised Plan >> Bank Account >>

■ Bank Account Information

Organization	Organization Name
Project No & Project Name	Project Name
Address of Organization	sample
Phone Number	123

Beneficiary's

*name *nationality

*address

*Country where the headquarters is located *account number

Paying bank/branch name

*bank *branch

*Country where the bank is located SWIFT code BIC code IBAN code

In the case of Global bank In the case of EU bank In the case of EU bank

*address

Signature

* articles must be fill in

Update

Update Button

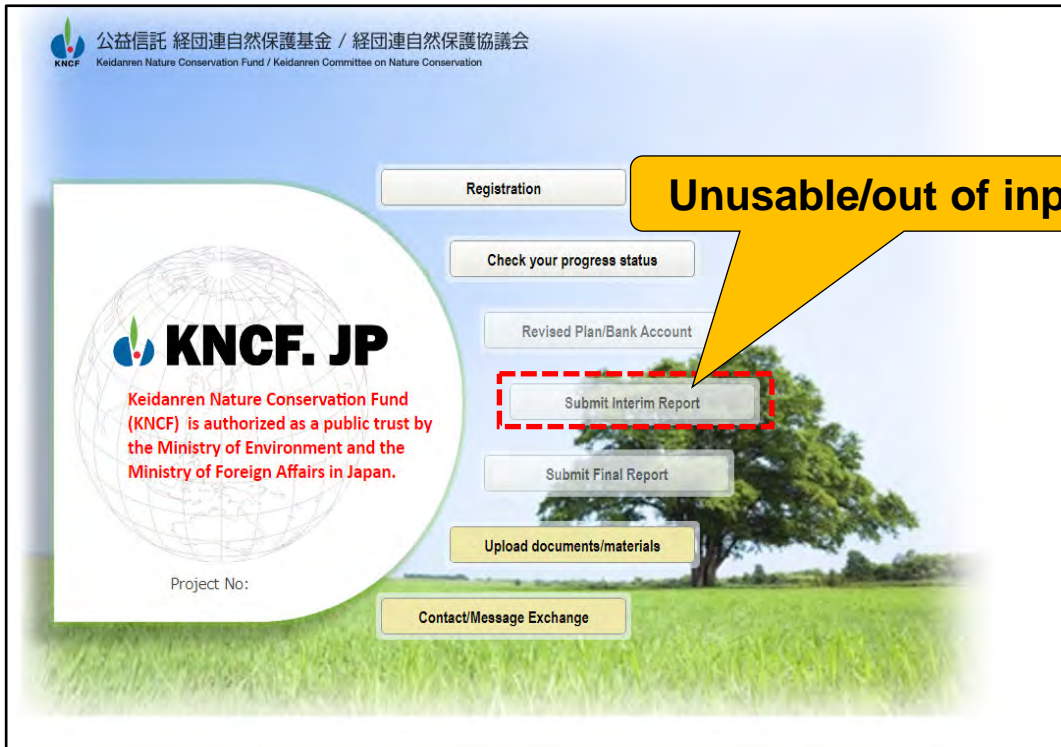
3) Applying Online

Step One: User Registration and How to Log In

1.2 How to Log In -System Resources & Tips 3

Tip 3: Areas where text can be input or can be otherwise manipulated are shown in black.

Transparent buttons cannot be used / out of input period



3) Applying Online

Step Two: How to make online application

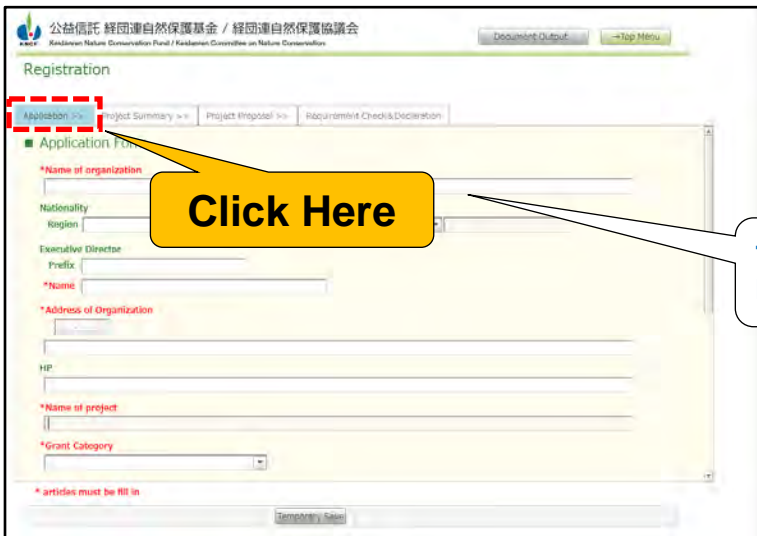
2.1 Filling out your application (Registration)

1) Go to the main menu and click on "Registration"



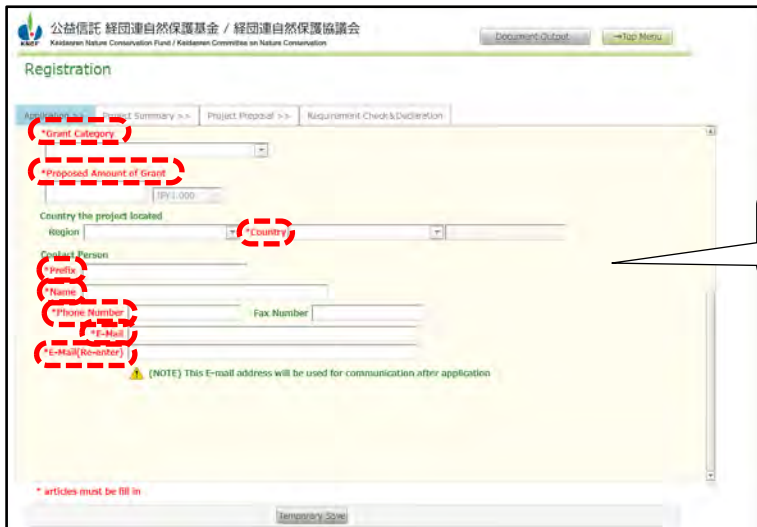
Tip: Depending on your Internet speed it may take about 10 seconds to enter the registration screen

2) click on the "application" tab



The color of the tab you've selected will be different from the others

3) Fill in each field in English



How to fill this out will be covered in the next section

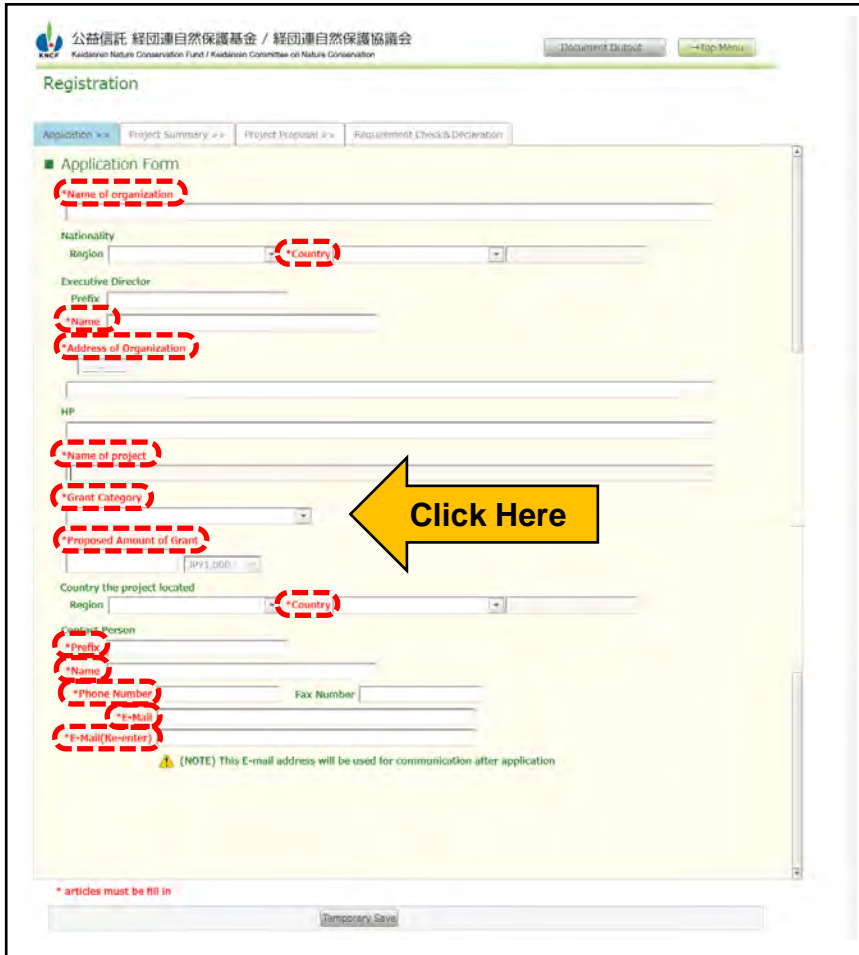
Fields with a red asterisk are mandatory

Step Two: How to make online application

2.1 Filling out your application (Registration) 1

1) Please fill in the requested information

Fields with a red asterisk are mandatory



The screenshot shows the 'Registration' form with the following fields highlighted as mandatory with red dashed boxes:

- Name of organization
- Country
- Executive Director Name
- Address of Organization
- Name of project
- Grant Category
- Proposed Amount of Grant
- Country the project located
- Contact Person Prefix
- Contact Person Name
- Contact Person Phone Number
- Contact Person E-Mail

A yellow arrow points to the 'Proposed Amount of Grant' field with the text 'Click Here'.

Name of Organization
 Nationality
 Name of Executive Director
 Address of Organization
 Name of the project for which grant is requested
 Requested grant amount
 Telephone Number
 e-mail address

Country where the organization is based
 Name of the group's representative
 Country where the project will be taking place
 Name of the contact person

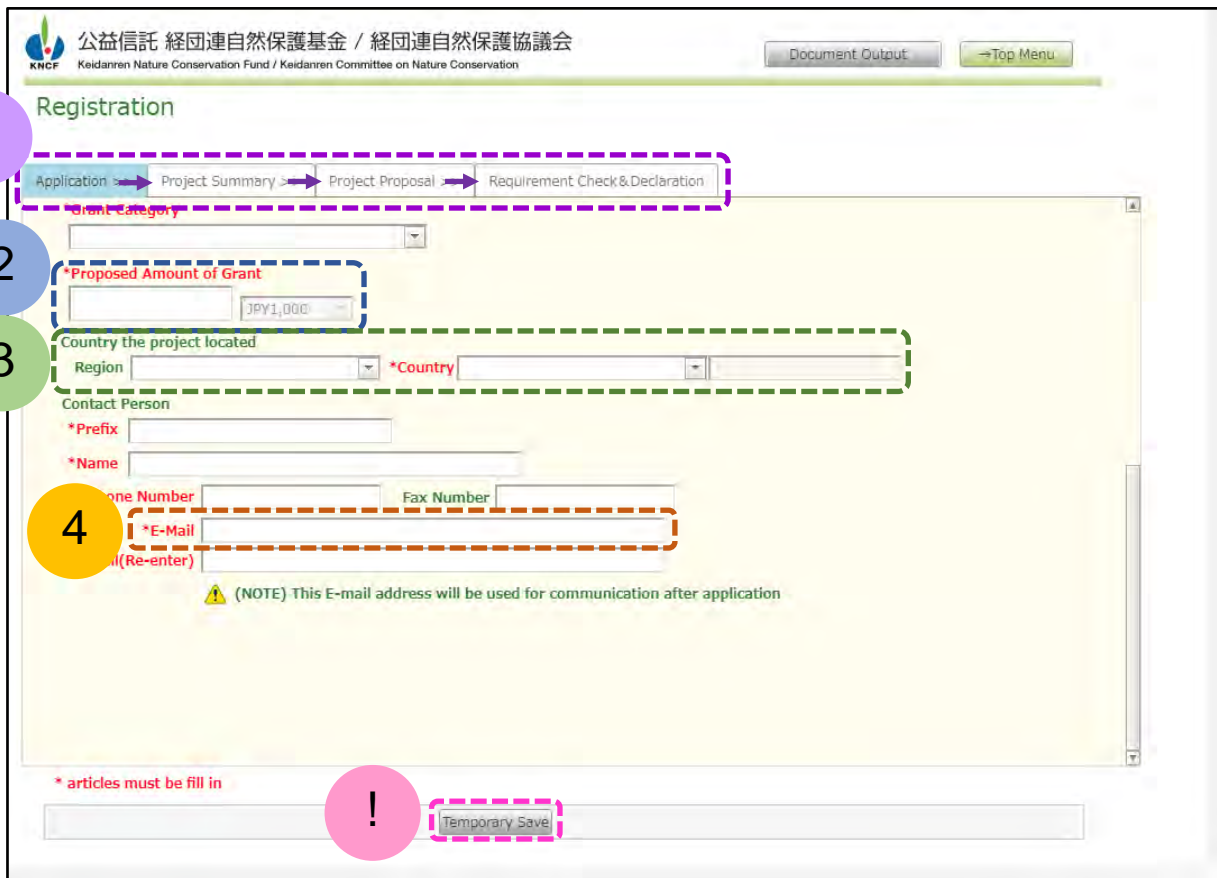
2) If field is not filled out correctly then a red error message will appear beside the relevant field



The screenshot shows the 'Registration' form with error messages in red boxes:

- A message at the top: "Please move the cursor over the pink highlighted text box(es) and check the reason(s)"
- Grant Category: Error message "Mandatory Article(s)"
- Proposed Amount of Grant: Error message "Mandatory Article(s)"
- Country the project located: Error message "Mandatory Article(s)"
- Contact Person Prefix: Error message "Mandatory Article(s)"
- Contact Person Name: Error message "Mandatory Article(s)"
- Contact Person Phone Number: Error message "Mandatory Article(s)"
- Contact Person E-Mail: Error message "Mandatory Article(s)"
- Contact Person E-Mail (Re-enter): Error message "Mandatory Article(s)"

2.1 Filling out your application (Registration) 2



The screenshot shows the 'Registration' page of the online application system. At the top, there is a navigation bar with the KNCF logo and name in Japanese and English, and buttons for 'Document Output' and 'Top Menu'. Below the navigation bar, a breadcrumb trail shows: Application > Project Summary > Project Proposal > Requirement Check & Declaration. The main form area contains several fields: 'Grant Category' (dropdown), '*Proposed Amount of Grant' (input field with 'JPY1,000' selected), 'Country the project located' (dropdown for 'Region' and '*Country'), and 'Contact Person' (fields for '*Prefix', '*Name', 'Phone Number', and 'Fax Number'). A '*E-Mail' field is highlighted with a yellow circle and a note: '(NOTE) This E-mail address will be used for communication after application'. At the bottom, there is a red asterisk warning '* articles must be fill in' and a 'Temporary Save' button highlighted with a pink circle and exclamation mark.

1 You will need to fill in everything from the Application tab on the left to the Requirement Check & Declaration tab on the right.

2 **About the requested grant amount:** The input amount is set to Japanese yen in thousands (displayed as JP ¥ 1,000). You cannot put in American dollars or any other currency.

3 **About the country / region names:** If the name of the country or region where your organization is based or where your project will be taking place is not listed in the dropdown menu then select "Other" from Region field and enter the name in the text box.

4 **About the contact person's e-mail address:** All contact made after the submission of the application will be sent to the e-mail entered here. Since organizations are not allowed, in principle, to change the e-mail address registered here, KNCF strongly recommends to enter a group address such as the representative address of your organization in order to avoid any inconvenience due to the replacement of the person in charge.

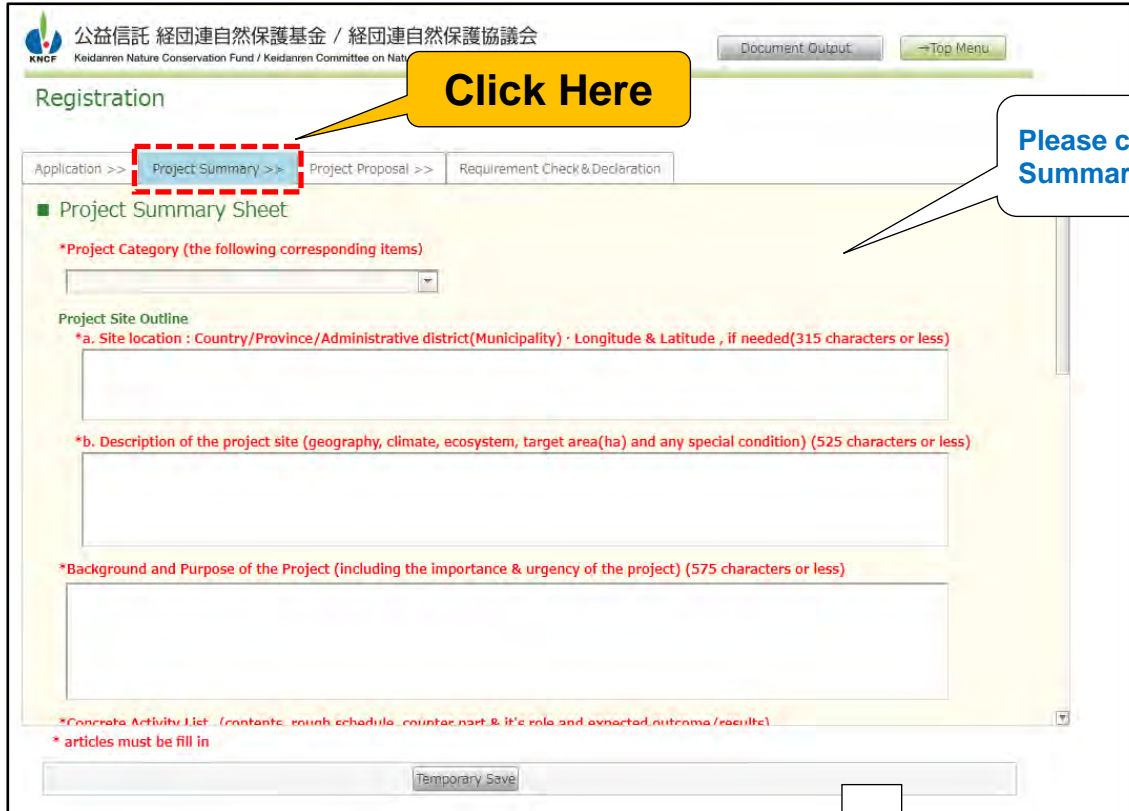
! You can save your application with the "Temporarily Save" button even if you have not completed all the required fields.

3) Applying Online

Step Two: How to make online application

2.2 How to fill out your Project Summary

1) Click on the "Project Summary" tab



Registration

Application >> **Project Summary >>** Project Proposal >> Requirement Check & Declaration

Project Summary Sheet

*Project Category (the following corresponding items)

Project Site Outline

*a. Site location : Country/Province/Administrative district(Municipality) · Longitude & Latitude , if needed(315 characters or less)

*b. Description of the project site (geography, climate, ecosystem, target area(ha) and any special condition) (525 characters or less)

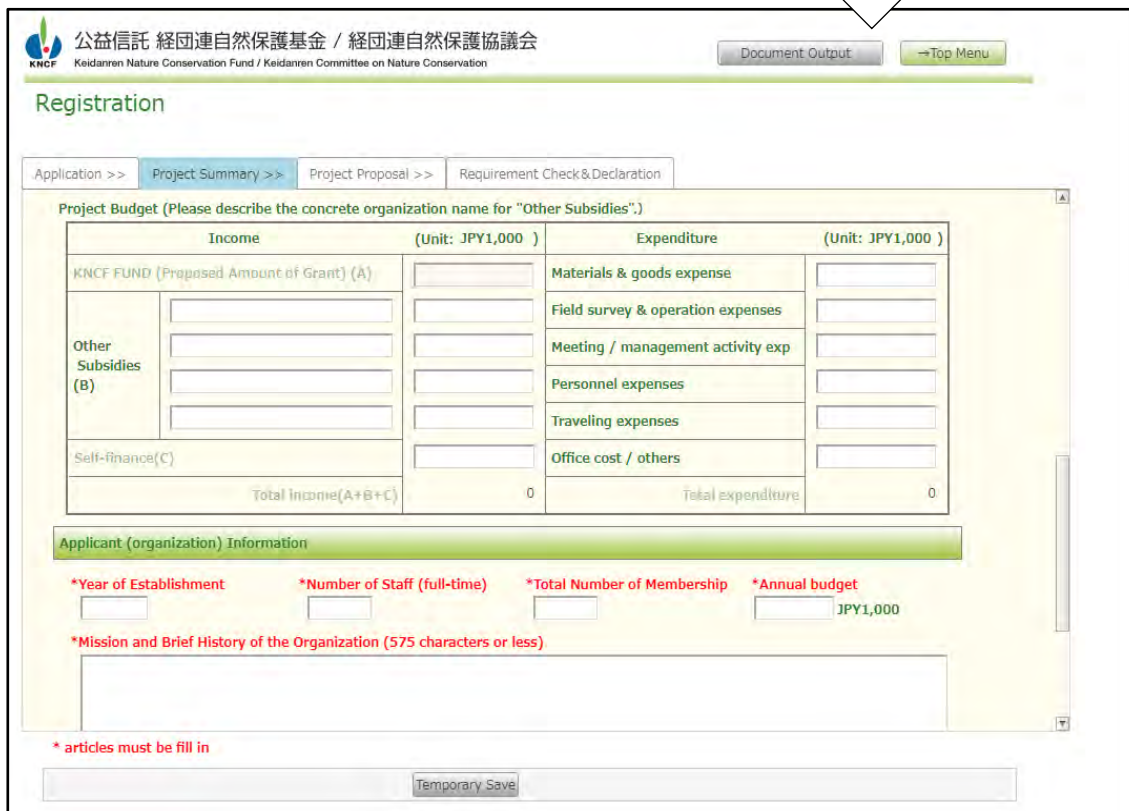
*Background and Purpose of the Project (including the importance & urgency of the project) (575 characters or less)

*Concrete Activity List : (contents, rough schedule, counterpart & it's role and expected outcome / results)

* articles must be fill in

Temporary Save

2) Fill in each field in English



Registration

Application >> Project Summary >> Project Proposal >> Requirement Check & Declaration

Project Budget (Please describe the concrete organization name for "Other Subsidies".)

Income		(Unit: JPY1,000)	Expenditure		(Unit: JPY1,000)
KNCF FUND (Proposed Amount of Grant) (A)			Materials & goods expense		
Other Subsidies (B)			Field survey & operation expenses		
			Meeting / management activity exp		
			Personnel expenses		
			Traveling expenses		
Self-finance(C)			Office cost / others		
Total income(A+B+C)		0	Total expenditure		0

Applicant (organization) Information

*Year of Establishment *Number of Staff (full-time) *Total Number of Membership *Annual budget

JPY1,000

*Mission and Brief History of the Organization (575 characters or less)

* articles must be fill in

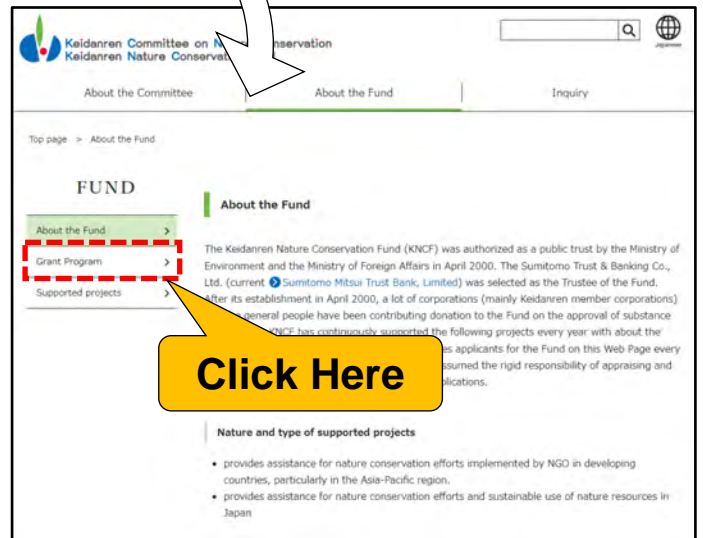
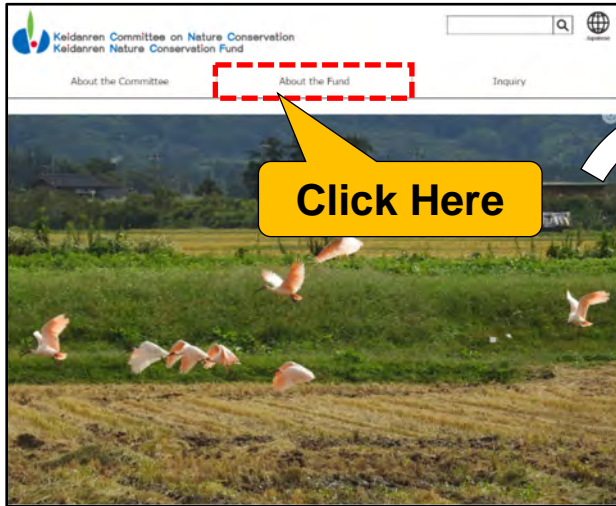
Temporary Save

3) Applying Online

Step Two: How to make online application

2.3 How to upload your Project Proposal 1

KNCF front page



Click on "Template" and a Word file will be downloaded.



**<Application Period>
From 09:00 JST, October
1st (Sun), 2023 To 17:00 JST,
December 1st (Fri), 2023**

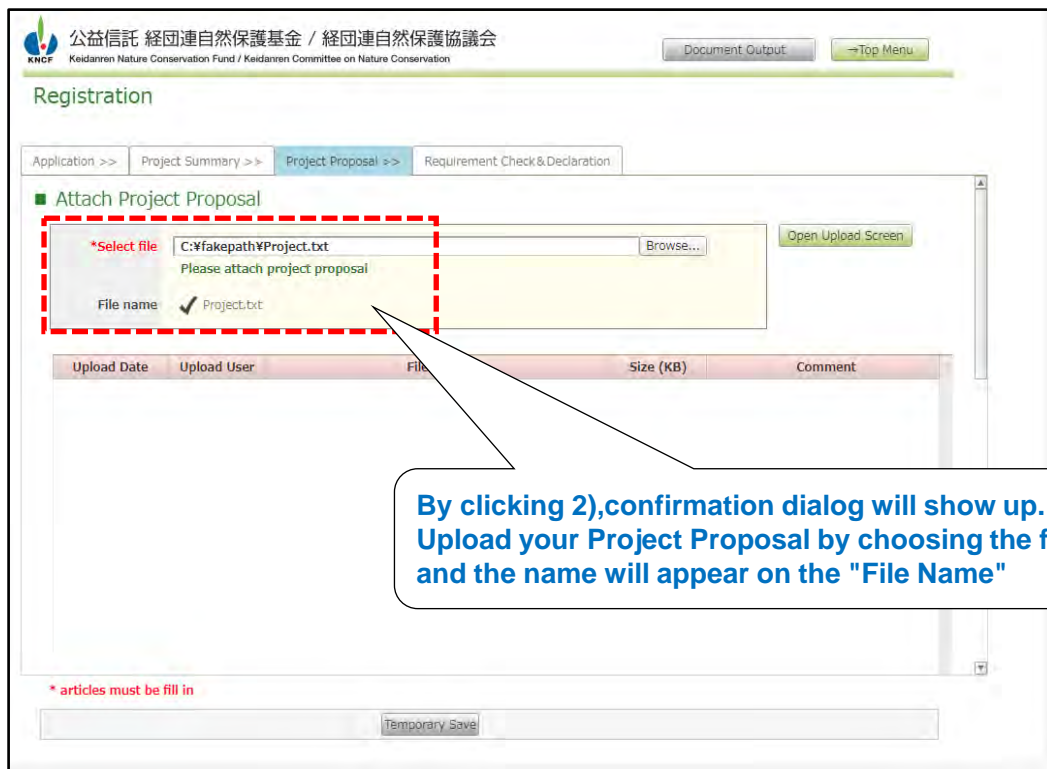
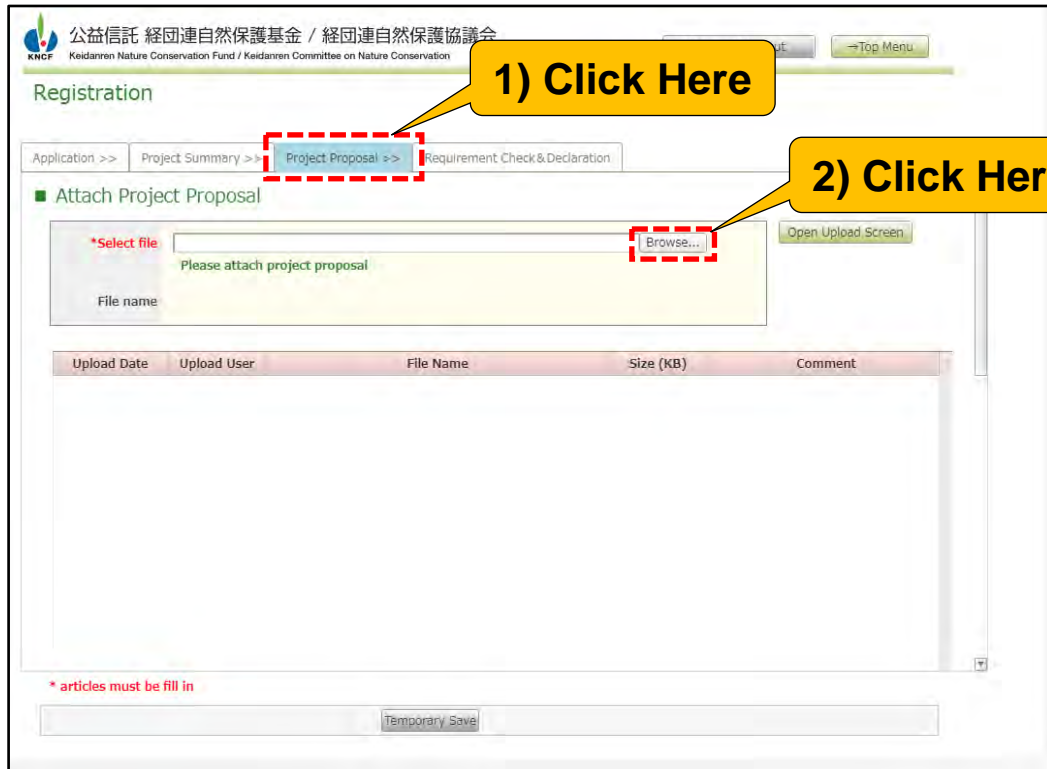
**Entry is activated
at 9:00 (JST), October
1st (Sun), 2023**

3) Applying Online

Step Two: How to make online application

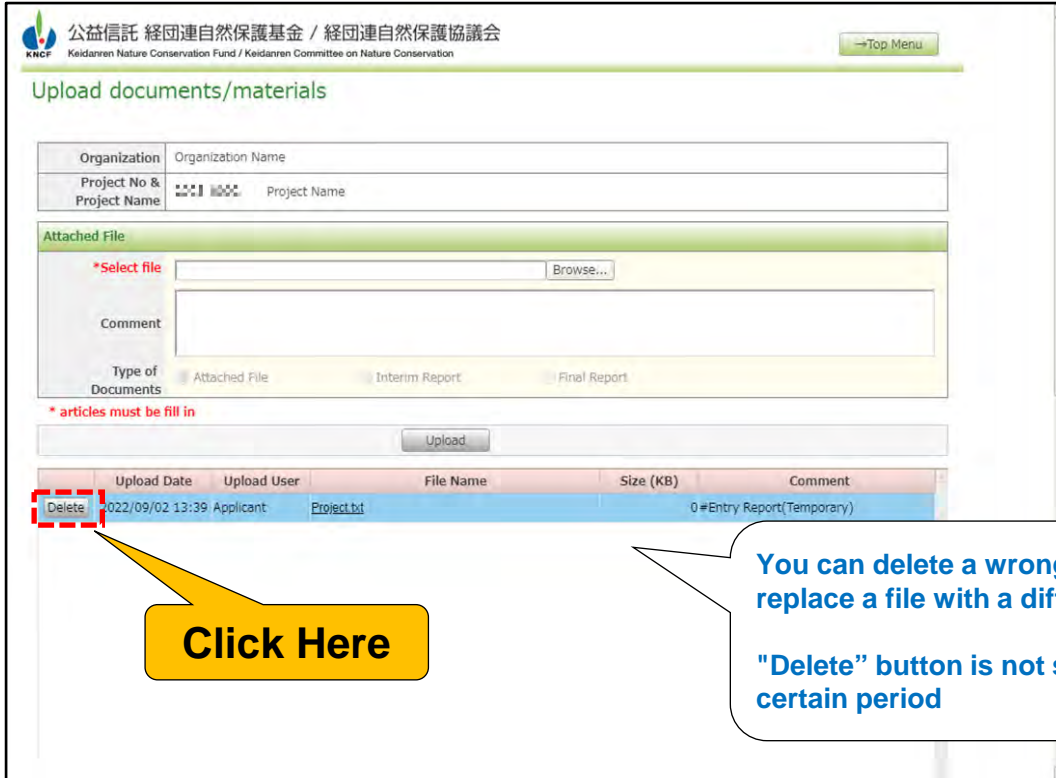
2.3 How to upload your Project Proposal 2

- 1) Click "Project Proposal" tab
- 2) Click "Browse" button



2.3 How to delete your Project Proposal

1) Click on the “Delete” button



公益信託 経団連自然保護基金 / 経団連自然保護協議会
Keidanren Nature Conservation Fund / Keidanren Committee on Nature Conservation

Upload documents/materials

Organization: Organization Name
Project No & Project Name: 2023-0002 Project Name

Attached File
*Select file: Browse...
Comment:
Type of Documents: Attached File Interim Report Final Report

* articles must be fill in

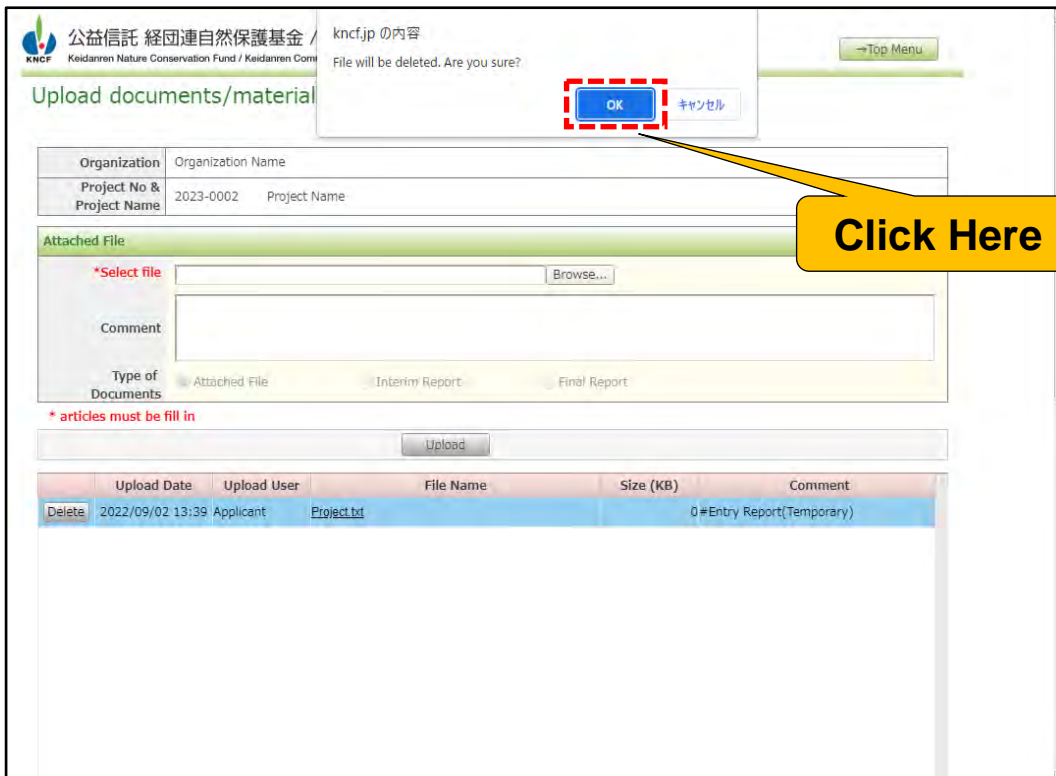
Upload

	Upload Date	Upload User	File Name	Size (KB)	Comment
Delete	2022/09/02 13:39	Applicant	Project.txt	0	#Entry Report(Temporary)

Click Here

You can delete a wrong file or you can replace a file with a different one.
"Delete" button is not shown after certain period

2) Click on the “OK” button of the confirmation dialog



公益信託 経団連自然保護基金 / knkf.jp の内容
Keidanren Nature Conservation Fund / Keidanren Com File will be deleted. Are you sure?

Upload documents/material

Organization: Organization Name
Project No & Project Name: 2023-0002 Project Name

Attached File
*Select file: Browse...
Comment:
Type of Documents: Attached File Interim Report Final Report

* articles must be fill in

Upload

	Upload Date	Upload User	File Name	Size (KB)	Comment
Delete	2022/09/02 13:39	Applicant	Project.txt	0	#Entry Report(Temporary)

Click Here

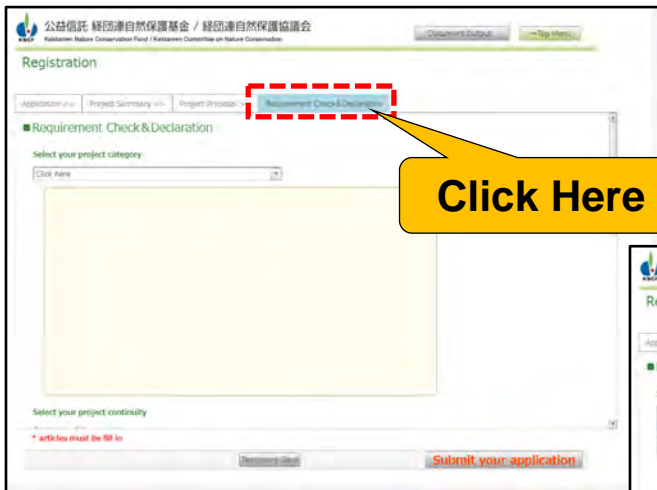
3) Applying Online

Step Two: How to make online application

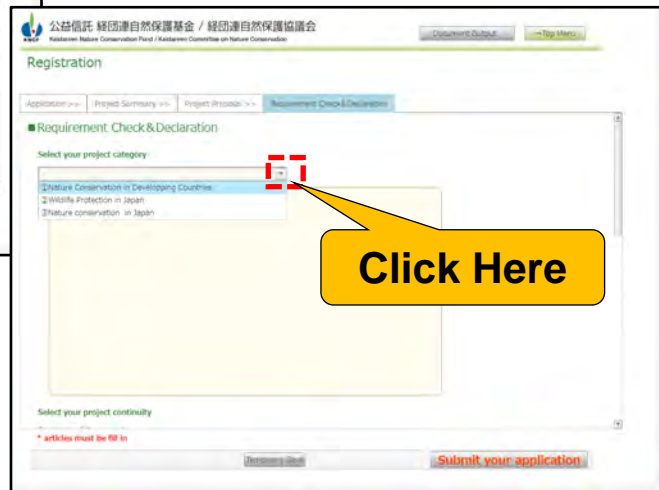
2.4 Requirement Check & Declaration

purpose: Please enter the information needed to confirm that your organization meets the requirements necessary for the grant application.

1) Click on the "Requirement Check & Declaration" tab



2) Select the corresponding project from the pull-down menu



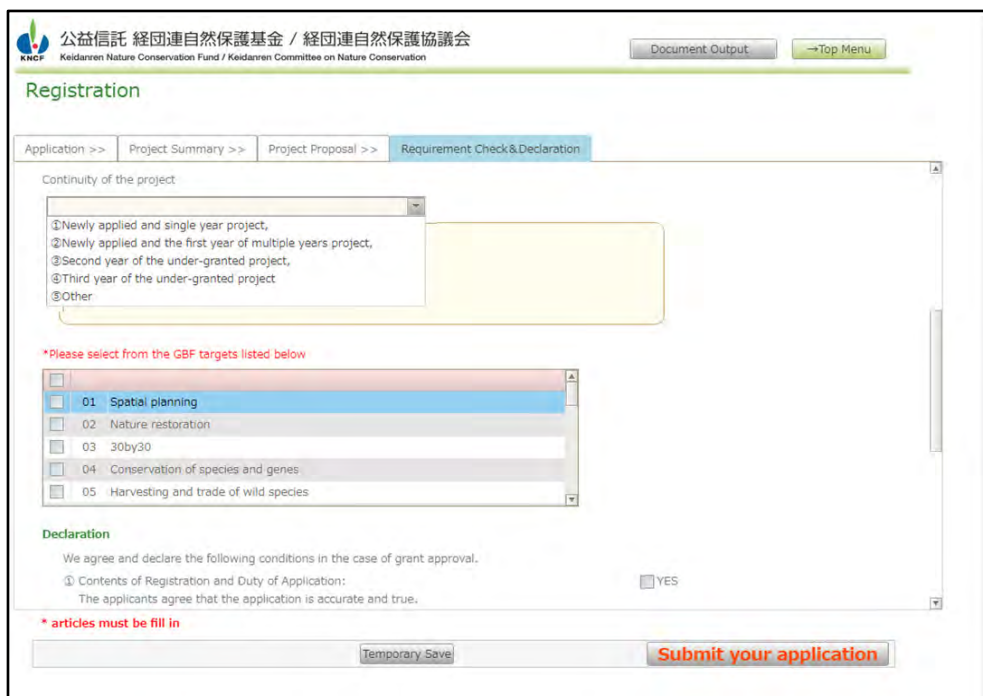
Additional Info

Please choose whether the application is a new one or a continuing one. If you can't determine which one yours is then select "Other" and enter an explanation.



3) Applying Online

Step Two: How to make online application



公益信託 経団連自然保護基金 / 経団連自然保護協議会
Keidaren Nature Conservation Fund / Keidaren Committee on Nature Conservation

Document Output →Top Menu

Registration

Application >> Project Summary >> Project Proposal >> **Requirement Check & Declaration**

Continuity of the project

- ① Newly applied and single year project,
- ② Newly applied and the first year of multiple years project,
- ③ Second year of the under-granted project,
- ④ Third year of the under-granted project
- ⑤ Other

***Please select from the GBF targets listed below**

<input type="checkbox"/>	01 Spatial planning
<input type="checkbox"/>	02 Nature restoration
<input type="checkbox"/>	03 30by30
<input type="checkbox"/>	04 Conservation of species and genes
<input type="checkbox"/>	05 Harvesting and trade of wild species

Declaration

We agree and declare the following conditions in the case of grant approval.

① Contents of Registration and Duty of Application: YES

The applicants agree that the application is accurate and true.

*** articles must be fill in**

3) Applying Online

Step Two: How to make online application

2.5 Submitting your application

1) Make sure you have entered all required information and attached all the required documents in each tab and then click on the "Submit Your Application" button on the bottom right-hand side of the screen.

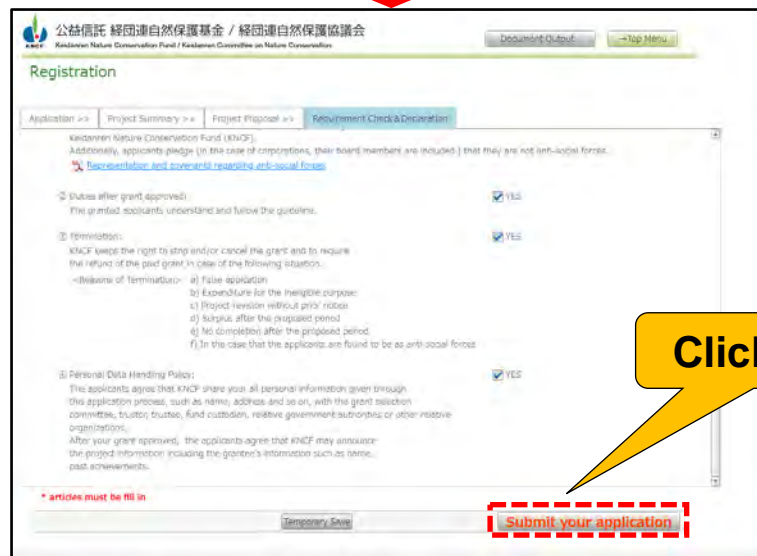


Next

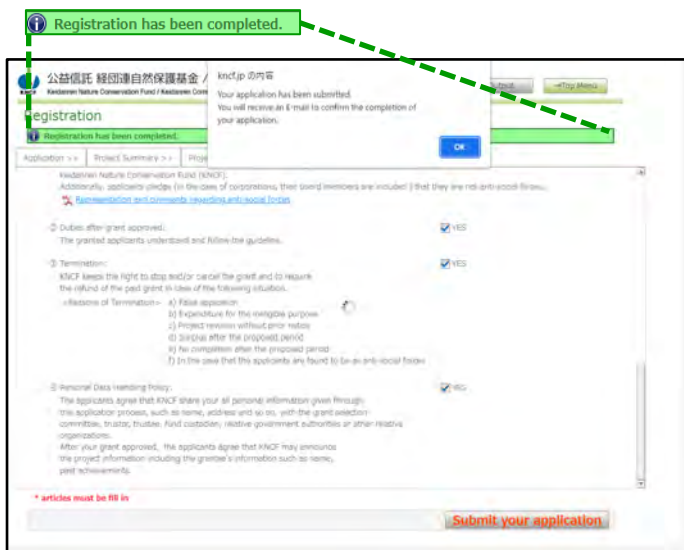
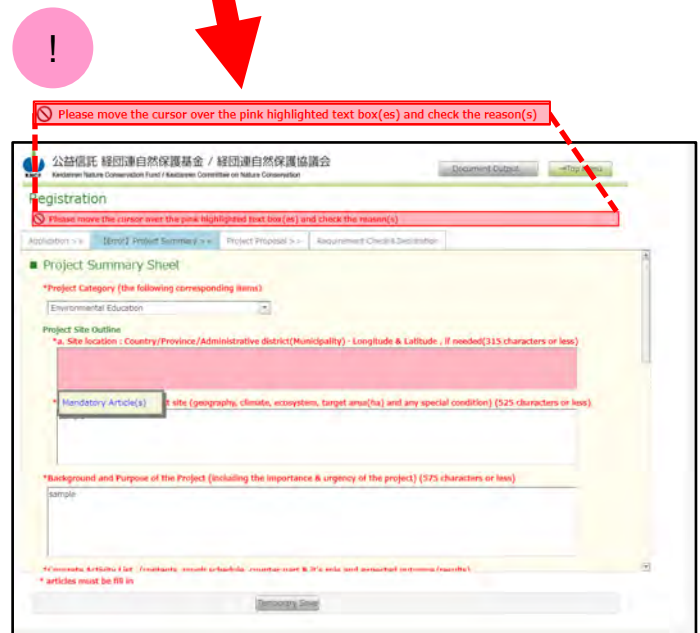
Next

Next

Next



Click Here

!

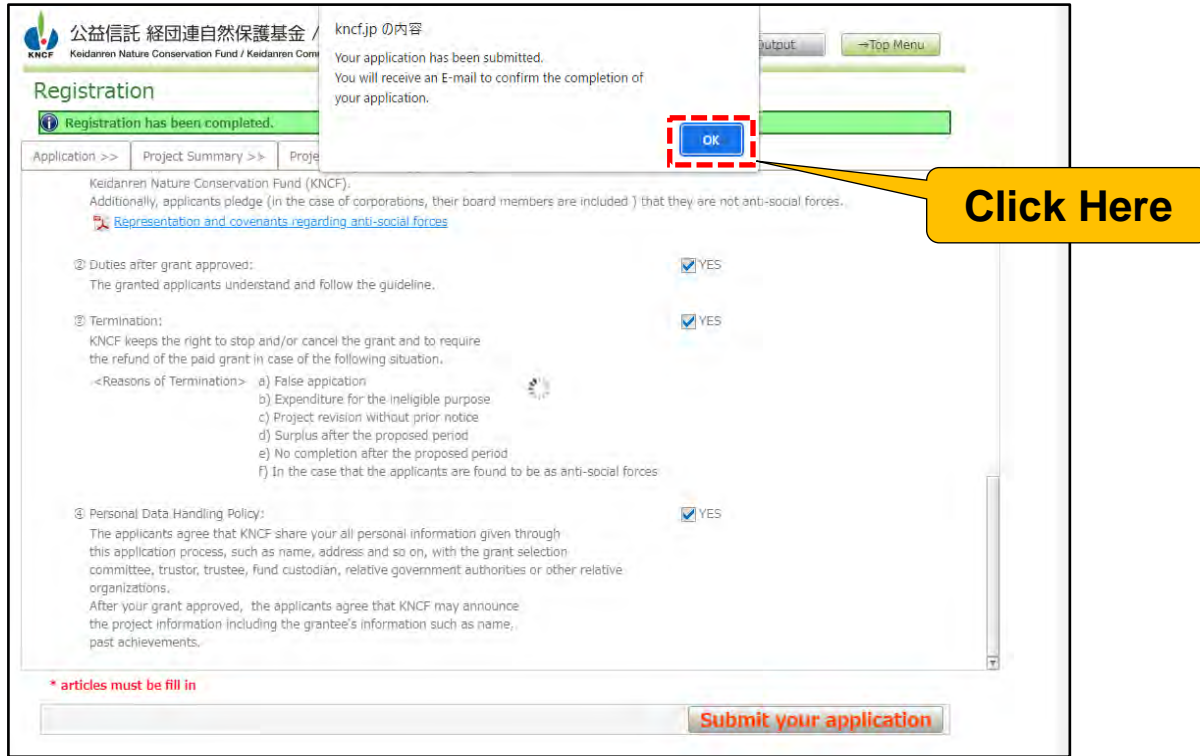
If you do not enter all the required fields then a red error message will appear over the tab with the missing information. Your cursor will automatically jump to the field with the missing information and an explanation of what's needed will be provided. You can edit an application you've already submitted as long as you do so before the deadline.

3) Applying Online

Step Two: How to make online application

2.6 Confirming that your application is completed

1) When your registration is completed then a pop-up will appear telling you that an automated message will be sent to the e-mail address you provided. Click on the OK button and then check your e-mail.



★ Sample of "Notice of completion" mail

【KNCF 公益信託 経団連自然保護基金-2】 Notice of completion of your application

Subject: 【KNCF 公益信託 経団連自然保護基金-2】 Notice of completion of your application
From: kncf@kncf.jp
Date: 2023/03/27 11:56
To: [redacted]

Organization Name
 Project Name

Thank you for your application for Keidanren Nature Conservation Fund 2024.
 Your application has been registered.

You can check your application form and submitted information on the WEB site of "KNCF.JP".
 You need your organization's ID and Password when you login the WEB site.

Your application form and submitted materials (1. Application and Declaration form, 2. Project Summary, 3. Project Details) cannot be revised after the application is closed.

2023 KNCF Grant Projects will be selected and the result will be uploaded on the WEB site by the end of March.
 All applicants shall check the result on the WEB site after the Trustee's notice.

* This E-mail is delivered from a send-only address. No reply mail will be sent from this address.
 In case of inquiry, please use the "Contact/ Message Exchange" function from the TOP MENU.

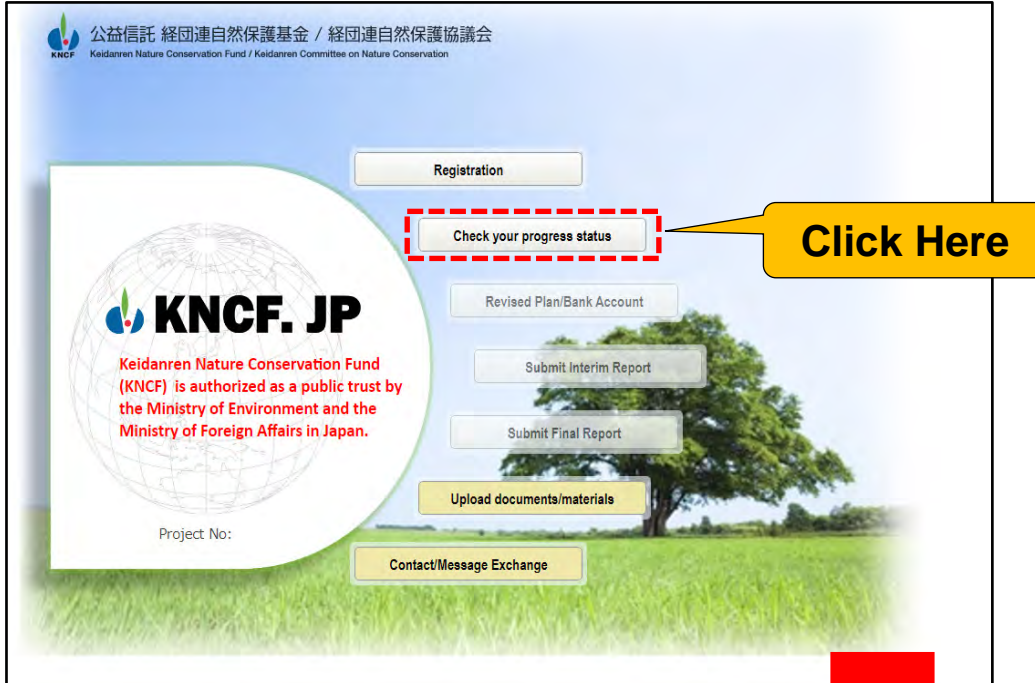
Trustee: Keidanren Nature Conservation Fund,
 c/o Public Trust group, Retail Fiduciary Business Department,
 Sumitomo Mitsui Trust Bank, Limited (E-mail; charitabletrust@smtb.jp)

3) Applying Online

Step Three: Checking your status

3.1 Checking your progress and results 1

1) Click on "Check your progress" on the main menu



If a decision has not been made yet

2) Your organization's progress will be displayed



If your status says "temporarily saved" then your application hasn't been submitted yet



3) Applying Online

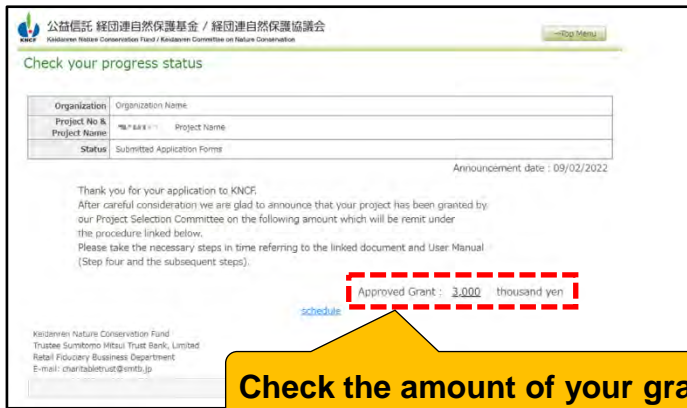
Step Three: Checking your status

3.1 Checking your progress and results 2

3) After submitting your application, a decision will be made and the word “Message” will be displayed that will tell you whether your application has been accepted or rejected. If it has been accepted then you will also be able to check the amount awarded.

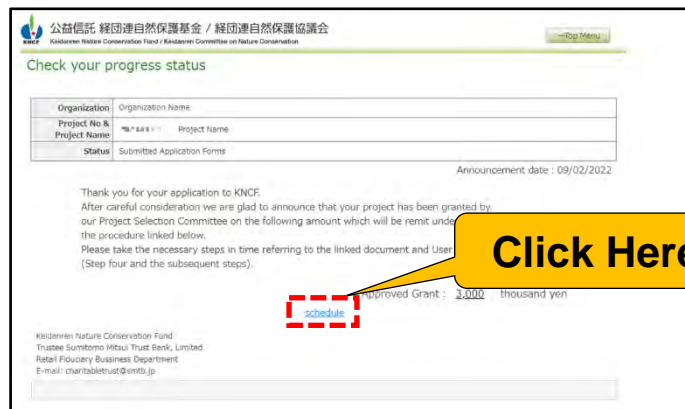
★Examples of acceptance / rejection messages

Accepted



If your application was accepted

4) If your grant is approved then you will be directed to submit your revised plan / bank account information



If your application is not accepted



4) For Organizations to whom Grant is Approved

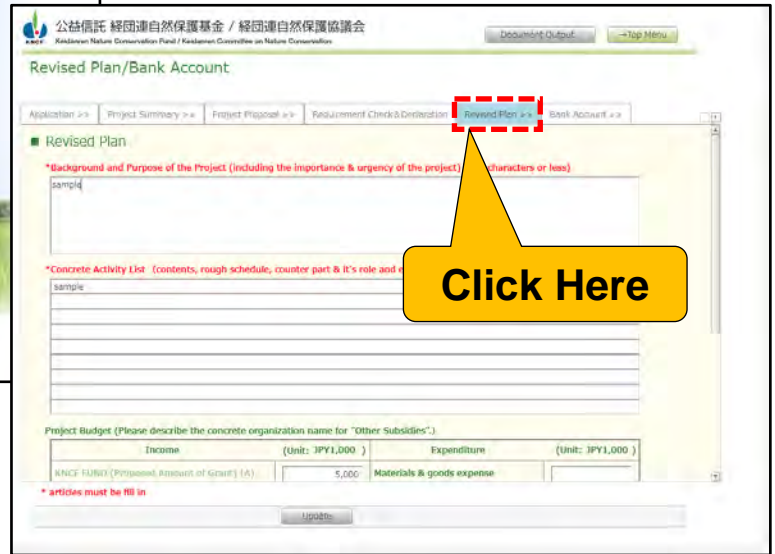
Step Four: Submitting Your Revised Plan & Bank Info

4.1 Revising your Project Plan & Budget Plan 1

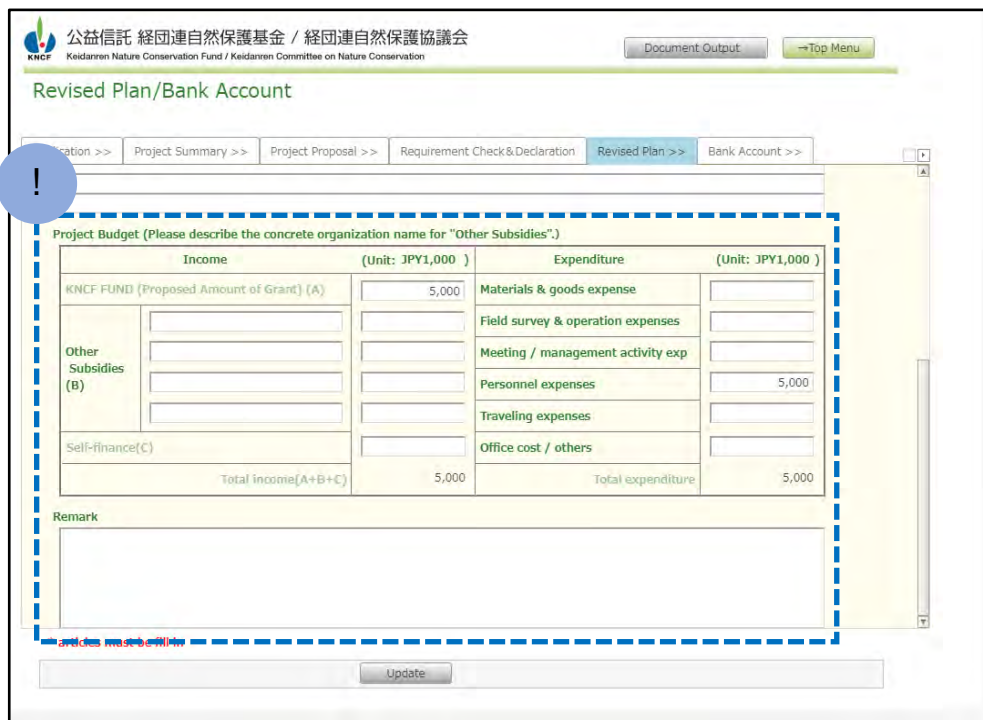
1) Click on “Revised Plan / Bank Info” button on the main menu



2) Click on the “Revised Plan” tab



3) The information you have provided during registration will be displayed on the screen. Please update the page with the actual amount you have been awarded, your activity plan, and your expense report.



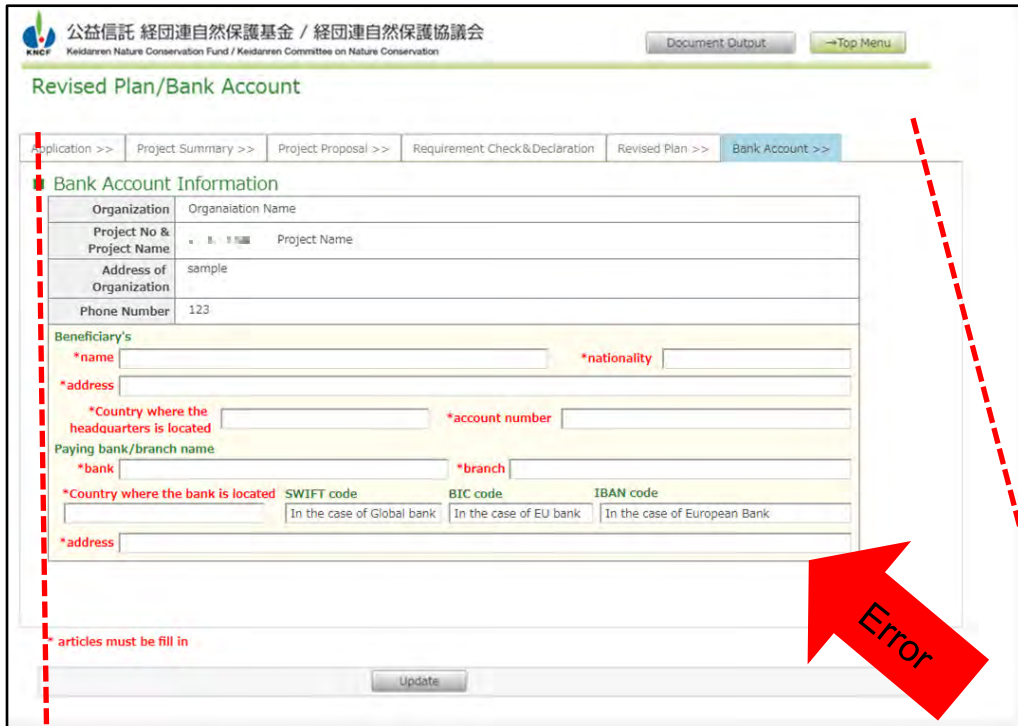
! The grant amount entered in your Revised Plan must match the actual amount awarded to you by KNCF. An error message will appear if the two amounts do not match.



4) For Organizations to whom Grant is Approved

Step Four: Submitting Your Revised Plan & Bank Info

4.1 Revising your Project Plan & Budget Plan 2



公益信託 経団連自然保護基金 / 経団連自然保護協議会
Keidanren Nature Conservation Fund / Keidanren Committee on Nature Conservation

Document Output → Top Menu

Revised Plan/Bank Account

Application >> Project Summary >> Project Proposal >> Requirement Check&Declaration Revised Plan >> Bank Account >>

Bank Account Information

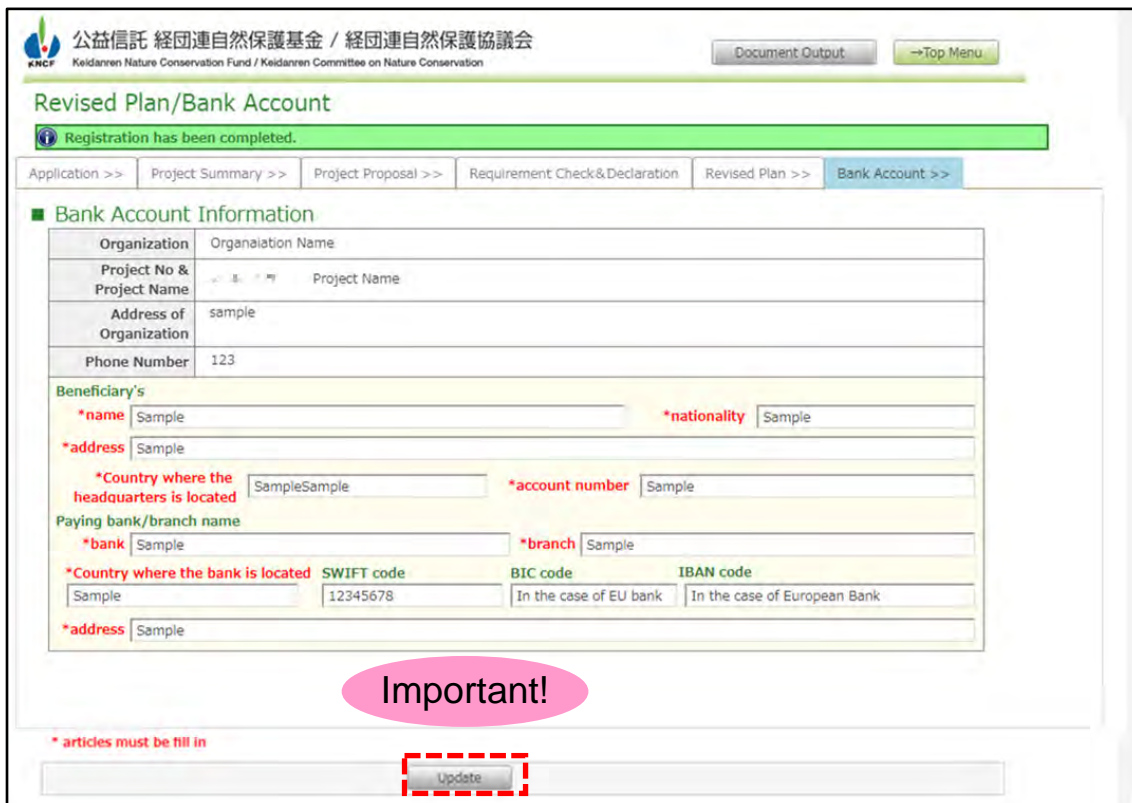
Organization	Organization Name		
Project No & Project Name	Project Name		
Address of Organization	sample		
Phone Number	123		
Beneficiary's			
*name		*nationality	
*address			
*Country where the headquarters is located		*account number	
Paying bank/branch name			
*bank		*branch	
*Country where the bank is located	SWIFT code	BIC code	IBAN code
	In the case of Global bank	In the case of EU bank	In the case of European Bank
*address			

articles must be fill in

Update

Error

⊘ Please move the cursor over the pink highlighted text box(es) and check the reason(s)



公益信託 経団連自然保護基金 / 経団連自然保護協議会
Keidanren Nature Conservation Fund / Keidanren Committee on Nature Conservation

Document Output → Top Menu

Revised Plan/Bank Account

Registration has been completed.

Application >> Project Summary >> Project Proposal >> Requirement Check&Declaration Revised Plan >> Bank Account >>

Bank Account Information

Organization	Organization Name		
Project No & Project Name	Project Name		
Address of Organization	sample		
Phone Number	123		
Beneficiary's			
*name	Sample	*nationality	Sample
*address	Sample		
*Country where the headquarters is located	SampleSample	*account number	Sample
Paying bank/branch name			
*bank	Sample	*branch	Sample
*Country where the bank is located	SWIFT code	BIC code	IBAN code
Sample	12345678	In the case of EU bank	In the case of European Bank
*address	Sample		

articles must be fill in

Update

Important!

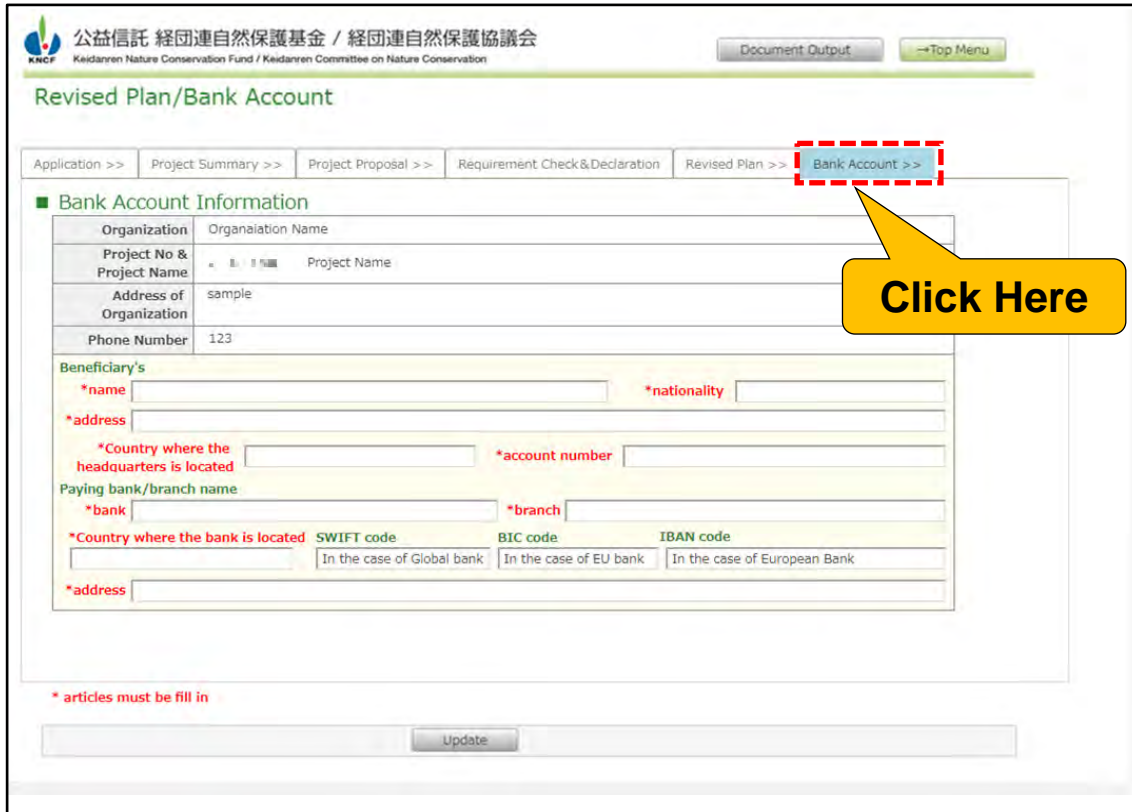
Important!

If the amount you have been rewarded is the same as the amount you have applied for, then you still need to click on the Update button even though nothing has been changed. Your Revised Plan will not be recognized by the system if you skip this step.

Step Four: Submitting Your Revised Plan & Bank Info

4.2 Entering your bank account info

1) Click on the Bank Account Info tab



公益信託 経団連自然保護基金 / 経団連自然保護協議会
Keidanren Nature Conservation Fund / Keidanren Committee on Nature Conservation

Document Output →Top Menu

Revised Plan/Bank Account

Application >> Project Summary >> Project Proposal >> Requirement Check&Declaration Revised Plan >> **Bank Account >>**

Bank Account Information

Organization	Organization Name
Project No & Project Name	Project Name
Address of Organization	sample
Phone Number	123

Beneficiary's

*name *nationality

*address

*Country where the headquarters is located *account number

Paying bank/branch name

*bank *branch

*Country where the bank is located SWIFT code BIC code IBAN code

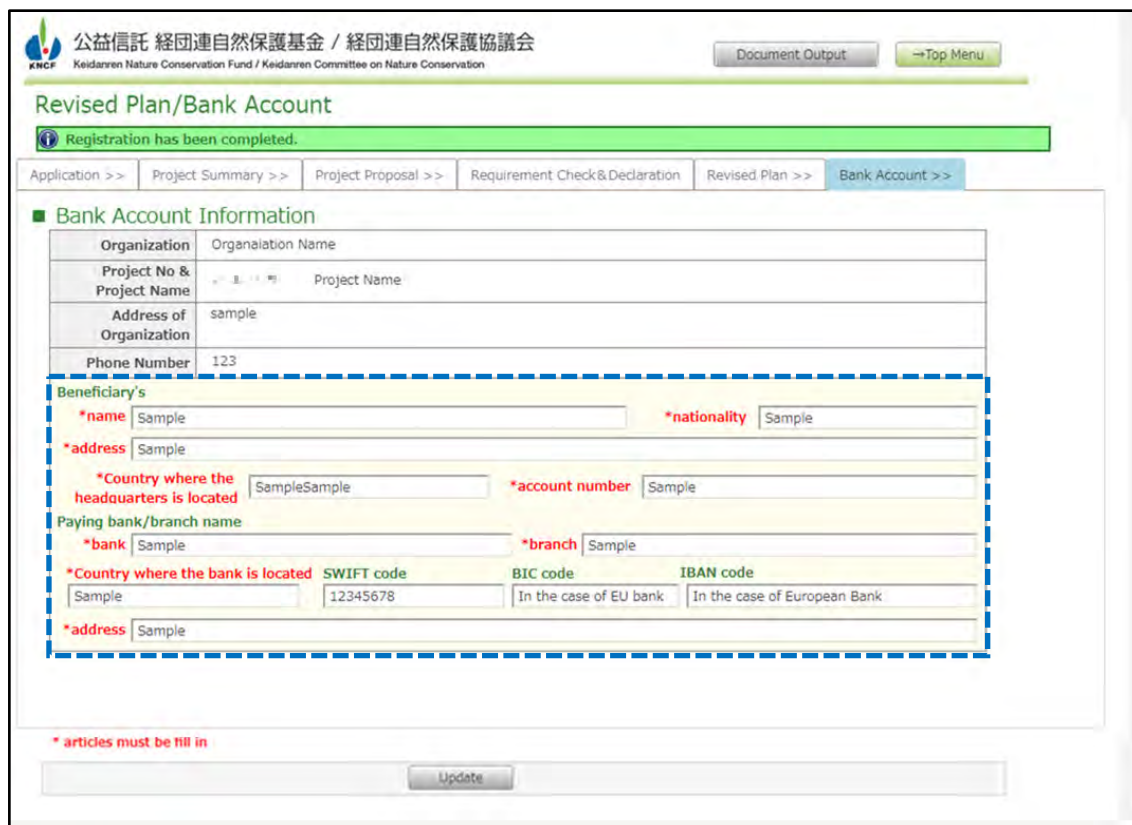
In the case of Global bank In the case of EU bank In the case of European Bank

*address

* articles must be fill in

Update

2) Enter your bank account information



公益信託 経団連自然保護基金 / 経団連自然保護協議会
Keidanren Nature Conservation Fund / Keidanren Committee on Nature Conservation

Document Output →Top Menu

Revised Plan/Bank Account

Application >> Project Summary >> Project Proposal >> Requirement Check&Declaration Revised Plan >> **Bank Account >>**

Bank Account Information

Organization	Organization Name
Project No & Project Name	Project Name
Address of Organization	sample
Phone Number	123

Beneficiary's

*name *nationality

*address

*Country where the headquarters is located *account number

Paying bank/branch name

*bank *branch

*Country where the bank is located SWIFT code BIC code IBAN code

*address

* articles must be fill in

Update



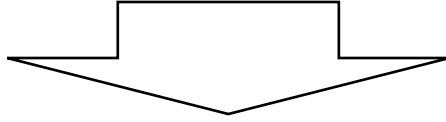


4) For Organizations to whom Grant is Approved

Step Four: Submitting Your Revised Plan & Bank Info

4.3 Revised Plan & Account Inf registration Update

Upon completion of Registration, click Update button



Completed

4) For Organizations to whom Grant is Approved

Step Five: Submitting your Interim Report

5.1 Preparation of your Interim Report

Prepare an Interim Report (in free format) containing the followings.

- Report Summary (Activity Report and Income & Expenses Statement) 【Mandatory】
- Activity Report (Achievements and Challenges for the period of April 1st~September 30th) 【Mandatory】
- Income and Expenditure Report (for the period of April 1st~September 30th) 【Mandatory】
- Reference material 【Optional】

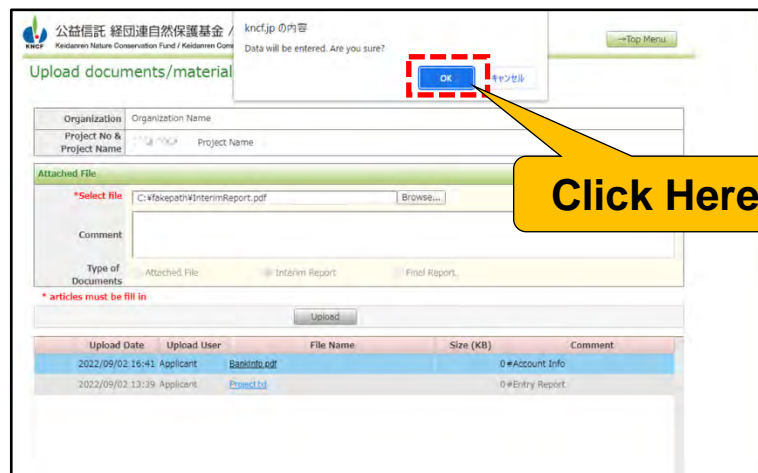
5.2 Submission of your Interim Report

Click on the "Submit Interim Report" button on the main menu. "Upload documents/materials" screen will appear.

Upload your Interim Report (free format). Maximum size of each file is to be 25MB.

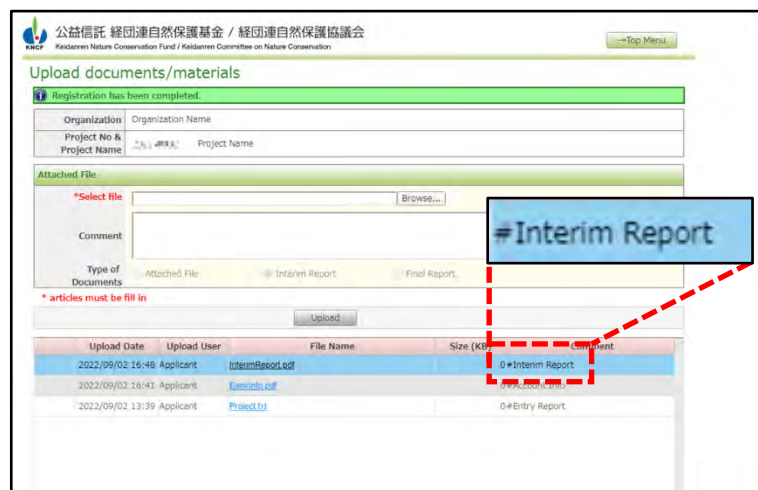
If "#Interim Report" appears under the list of Attached File, then your Interim Report has been successfully uploaded.

In addition to the first year reporting requirement, Collaboration Grantee during the remaining grant period must upload Interim Report in every October and annual Final Report in every April using "Upload documents/materials".



The screenshot shows the 'Upload documents/material' form. At the top right, there is a blue 'OK' button highlighted with a red dashed box. A yellow callout bubble with the text 'Click Here' points to this button. Below the form fields, there is a table of attached files.

Upload Date	Upload User	File Name	Size (KB)	Comment
2022/09/02 16:41	Applicant	BaekInfo.pdf	0	#Account Info
2022/09/02 13:39	Applicant	Project.td	0	#Entry Report



The screenshot shows the 'Upload documents/materials' form after successful submission. A green message at the top says 'Registration has been completed.'. The table of attached files now includes a new entry for the interim report.

Upload Date	Upload User	File Name	Size (KB)	Comment
2022/09/02 16:48	Applicant	InterimReport.pdf	0	#Interim Report
2022/09/02 16:41	Applicant	BaekInfo.pdf	0	#Account Info
2022/09/02 13:39	Applicant	Project.td	0	#Entry Report



Step Six: Submitting your Final Report

6.1 Preparation of your Final Report

Prepare a Final Report (in free format) containing the followings.

- Report Summary (Activity Report and Income & Expenses Statement) **【Mandatory】**
- Activity Report (Achievements for the period of April 1st~March 31st) **【Mandatory】**
- Income and Expenditure Report (for the period of April 1st~March 31st) **【Mandatory】**
- Reference material **【Optional】**

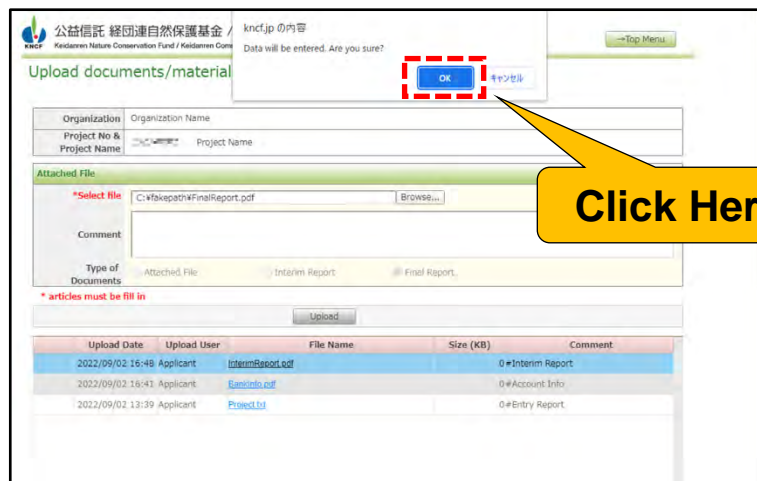
6.2 Submission of your Final Report

Click on the "Submit Final Report" button on the main menu. "Upload documents/materials" screen will appear.

Upload your Final Report (free format). Maximum size of each file is to be 25MB.

If "#Final Report" appears under the list of Attached File, then your Final Report has been successfully uploaded.

In addition to the first year reporting requirement, Collaboration Grantee during the remaining grant period must upload Interim Report in every October and annual Final Report in every April using "Upload documents/materials".

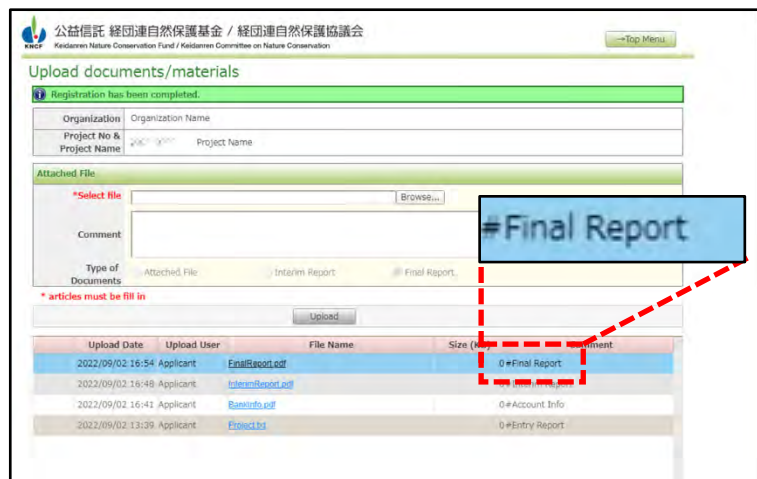


Organization: Organization Name
Project No & Project Name: Project Name

Attached File
*Select file: C:\fakepath\FinalReport.pdf
Comment:
Type of Documents: Attached File, Interim Report, Final Report

* articles must be fill in

Upload Date	Upload User	File Name	Size (KB)	Comment
2022/09/02 16:48	Applicant	InterimReport.pdf	0	0#Interim Report
2022/09/02 16:41	Applicant	BasicInfo.pdf	0	0#Account Info
2022/09/02 13:39	Applicant	Project.tbl	0	0#Entry Report



Registration has been completed.

Organization: Organization Name
Project No & Project Name: Project Name

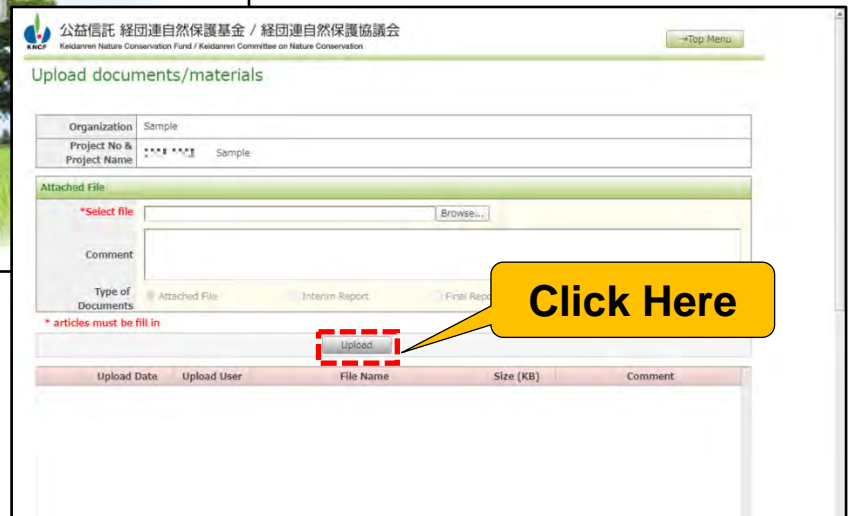
Attached File
*Select file:
Comment: #Final Report

* articles must be fill in

Upload Date	Upload User	File Name	Size (KB)	Comment
2022/09/02 16:54	Applicant	FinalReport.pdf	0	0#Final Report
2022/09/02 16:48	Applicant	InterimReport.pdf	0	0#Interim Report
2022/09/02 16:41	Applicant	BasicInfo.pdf	0	0#Account Info
2022/09/02 13:39	Applicant	Project.tbl	0	0#Entry Report

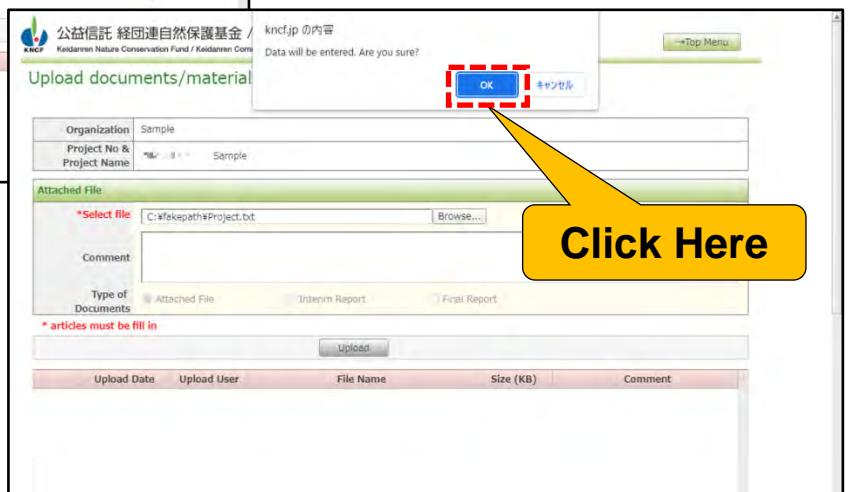
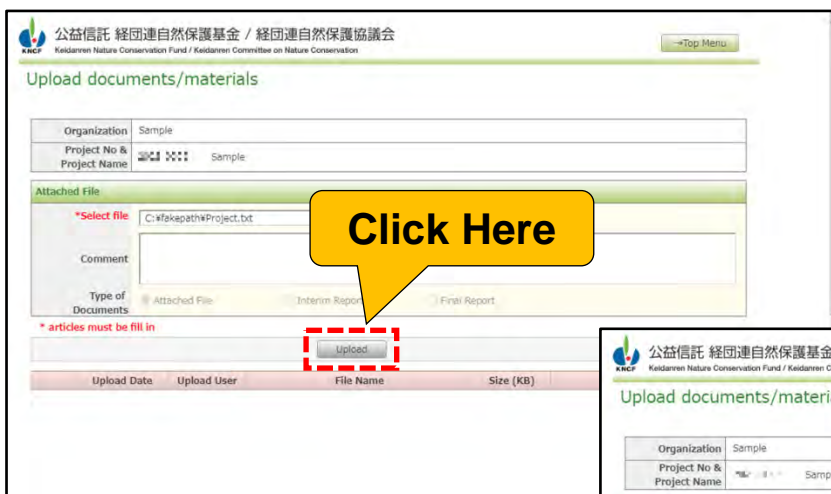
A. Upload documents / materials

1) Click on "Upload documents/materials" on the main menu



2) Choose the file you want to attach

3) Click Upload after selecting the file you want to attach.
You can upload extra documents as needed



4) After clicking on Upload a popup will appear. Click OK

B. Contact / Message Exchange

! After User Registration, you must use this message function for all email contacts with KNCF.

1) Click on “Contact/Message Exchange” on the main menu



2) Write your message within the “Message Entry” field and click “Entry”.



Using this function, an email message will automatically be sent to the KNCF’s administration offices including trustee.

KNCF’s administration offices may also send messages including various notices to registered email address of the organization from KNCF Management System.



For more information



Keidanren Nature Conservation Fund
Trustee: Sumitomo Mitsui Trust Bank, Limited
Charitable Trust Team
Phone: +81-352328910
Email: charitabletrust@smtb.jp

(about nature conservation activity)
Trustor: Keidanren Committee on Nature Conservation
Phone: +81-367410981
Email: kncf@keidanren.or.jp