

Keidanren Nature Conservation Fund Management System User Manual

Keidanren Nature Conservation Fund
Keidanren Nature Conservation Council Ver2.1
Date of Issue October 1st, 2024



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 2025 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.

1) The procedure	4
2) Online Registration Process	5
3) Applying Online	6

Step One: User Registration and How to Log In

1.1 User Registration	6
1.1 User Registration (Receiving your URL / ID / Password)	7
1.2 How to Log In	8
-System Resources & Tips 1	9
-System Resources & Tips 2	10
-System Resources & Tips 3	11

Step Two: How to make online application

2.1 Filling out your application (Registration)	12
-Filling out your application (Registration) 1	13
-Filling out your application (Registration) 2	14
2.2 How to fill out your Project Summary	15
2.3 How to upload your Project Proposal 1	16
How to upload your Project Proposal 2	17
How to delete your Project Proposal	18
2.4 Requirement Check and Declaration	19
2.5 Submitting your application	21
2.6 Confirming that your application is completed	22

Step Three: Checking your status

3.1 Checking your progress and results 1	23
3.1 Checking your progress and results 2	24

Step Four: Submitting Your Revised Plan & Bank Info

4) For Organizations to whom Grant is Approved	
4.1 Revising your Project Plan & Budget Plan 1	25
4.1 Revising your Project Plan & Budget Plan 2	26
4.2 Entering your bank account info	27
4.3 Revised Plan & Account Inf registration Update	28

Step Five: Submitting your Interim Report

5.1 Preparation of your Interim Report	29
5.2 Submission of your Interim Report	29

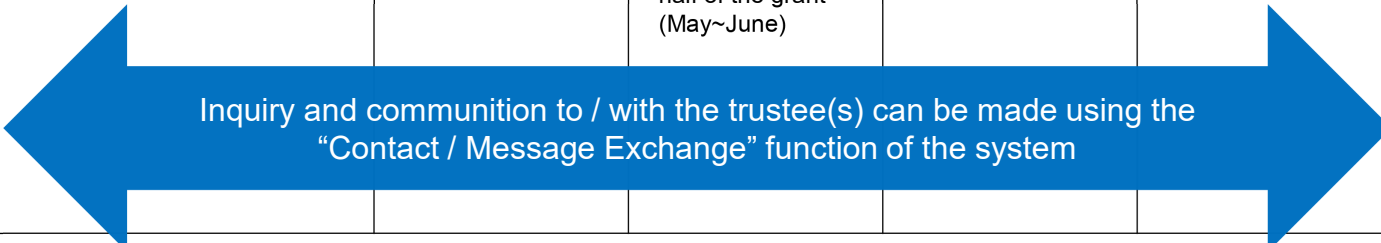
Step Six: Submitting your Final Report

6.1 Preparation of your Final Report	30
6.2 Submission of your Final Report	30

General Function("Upload documents / materials" and "Contact/Message Exchange")

A. Upload documents / materials	31
B. Contact / Message Exchange	32
For more information	33

The procedure

	Oct 1st~Dec 1st, 2024	Apr 1st, 2025	Apr~May	Oct	Apr, 2026
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
 <p>Inquiry and communion to / with the trustee(s) can be made using the "Contact / Message Exchange" function of the system</p>					

There will be no Interim Report for the Collaboration Grant, but an in-person annual report will be presented at the March Grant Review Committee meeting.

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 Nature Conservation Council web site → Keidanren Nature Conservation Fund → Call for application to Grant Program https://www.keidanren.net/kncf/en/fund/program → User Registration https://kncf.jp/entry/top.html	(Start) October 1st (TUE), 2024 9:00 (End) December 1st (SUN), 2024 17:00
1.2	Log in		

Step Two	How to make online application	https://kncf.jp/entry/	
2.1	Filling out your application	Main Menu → Registration button (each TAB)	(Start) October 1st (TUE), 2024 9:00 (End) December 1st (SUN), 2024 17:00 * 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) April 1st (TUE), 2025 9:00

<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 → Bank Account button	(Start) April 1st (TUE), 2025 9:00 (End) May 31st (SAT), 2025 17:00
4.2	Entering your bank account info & attaching your signature		
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) October 1st (WED), 2025 9:00 (End) October 31st (FRI), 2025 17:00
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) April 1st (WED), 2026 9:00 (End) April 30th (THU), 2026 17:00
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) October 1st (TUR), 2024 9:00 (End) April 30th (FRI), 2027 17:00 Note: In case of Collaboration Grant, (End) April 30th (TUE), 2030 17:00
B	Messaging Function	Main Menu → Contact / Message Exchange button	(Start) October 1st (TUR), 2024 9:00 (End) April 30th (FRI), 2027 17:00 Note: In case of Collaboration Grant, (End) April 30th (TUE), 2030 17:00

3) Applying Online

Step One: User Registration and How to Log In

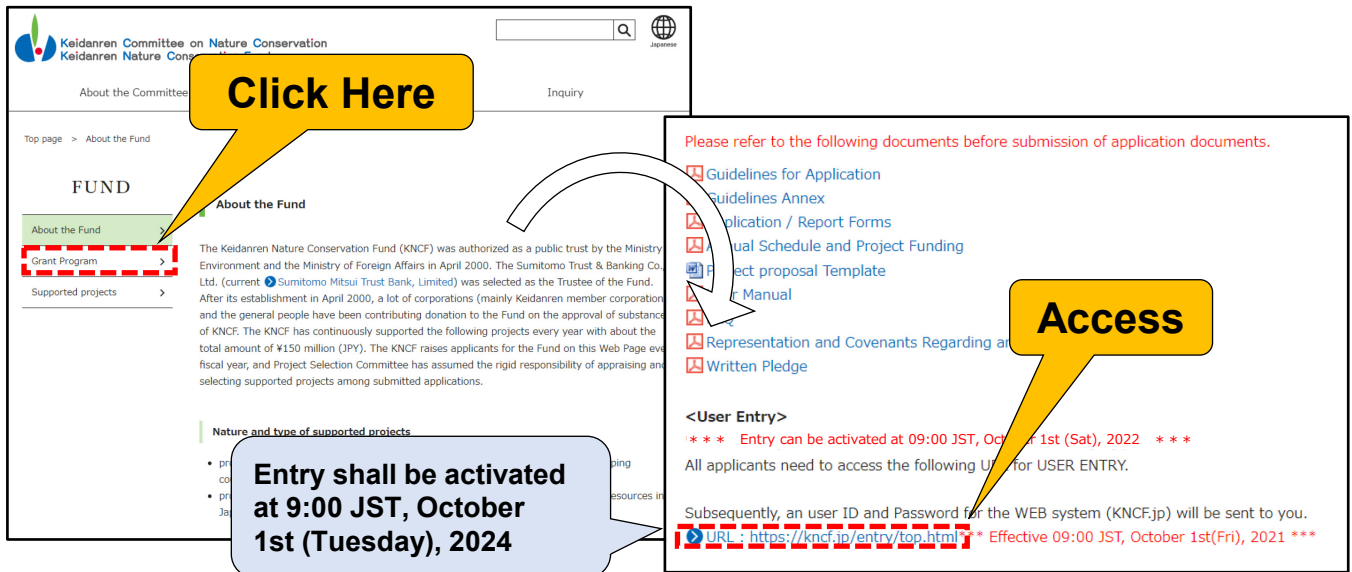
1.1 User Registration

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 (Tuesday), 2024

Please refer to the following documents before submission of application documents.

- Guidelines for Application
- Guidelines Annex
- Application / Report Forms
- Annual Schedule and Project Funding
- Project proposal Template
- Project Manual
- Representation and Covenants Regarding
- Written Pledge

<User Entry>

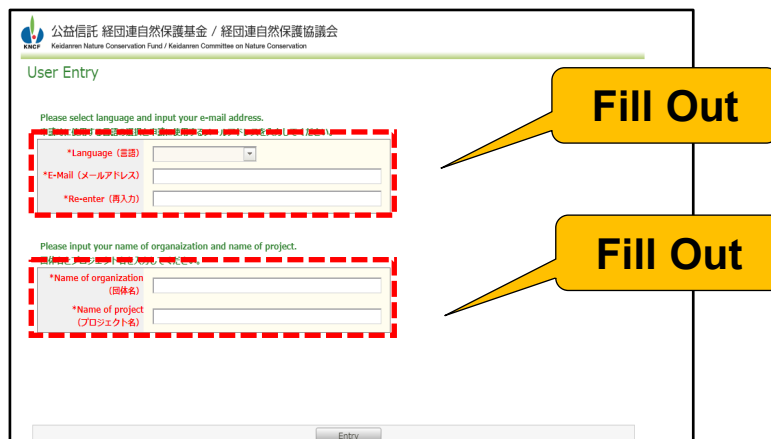
*** Entry can be activated at 09:00 JST, October 1st (Sat), 2022 ***

All applicants need to access the following URL for USER ENTRY.

Subsequently, an user ID and Password for the WEB system (KNCF.jp) will be sent to you.

URL : <https://knkf.jp/entry/top.html> *** Effective 09:00 JST, October 1st(Fri), 2021 ***

3) Follow the User Registration link provided on the 2024 Project Assistance application page. Fill out the fields in the screen that pops up.



Fill Out

Fill Out

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

User Entry

Please select language and input your e-mail address.

*Language (言語) [Dropdown]

*E-Mail (メールアドレス) [Text]

*Re-enter (再入力) [Text]

Please input your name of organization and name of project.

*Name of organization (団体名) [Text]

*Name of project (プロジェクト名) [Text]

Entry

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 2024-2025年度】 Notice of your login information

Organization Name
Name of Project Representative

Thank you for your application for Keidanren Nature Conservation Fund 2025.
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: ****

Password: ****

* 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 2024-000001】 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.or.jp/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"!!

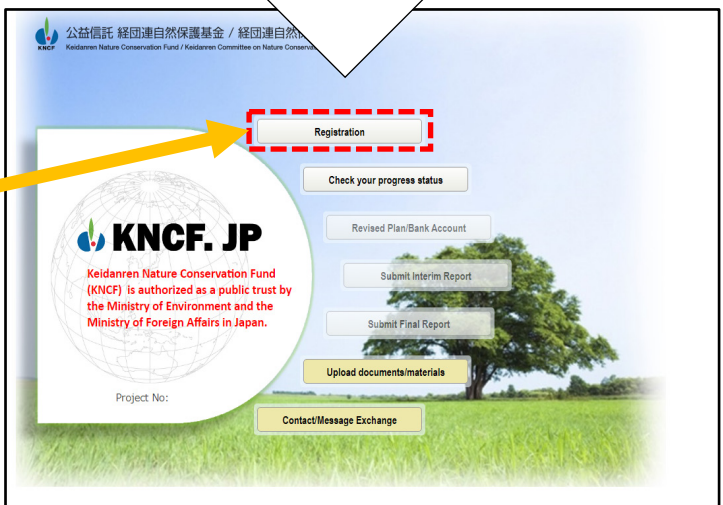
2) Enter your User ID and password to confirm that you're able to log in.

Depending on your Internet speed it should take about 5-10 seconds to log in



Before Logging In

Registering your application is covered in Section 2.1



After Logging In

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.



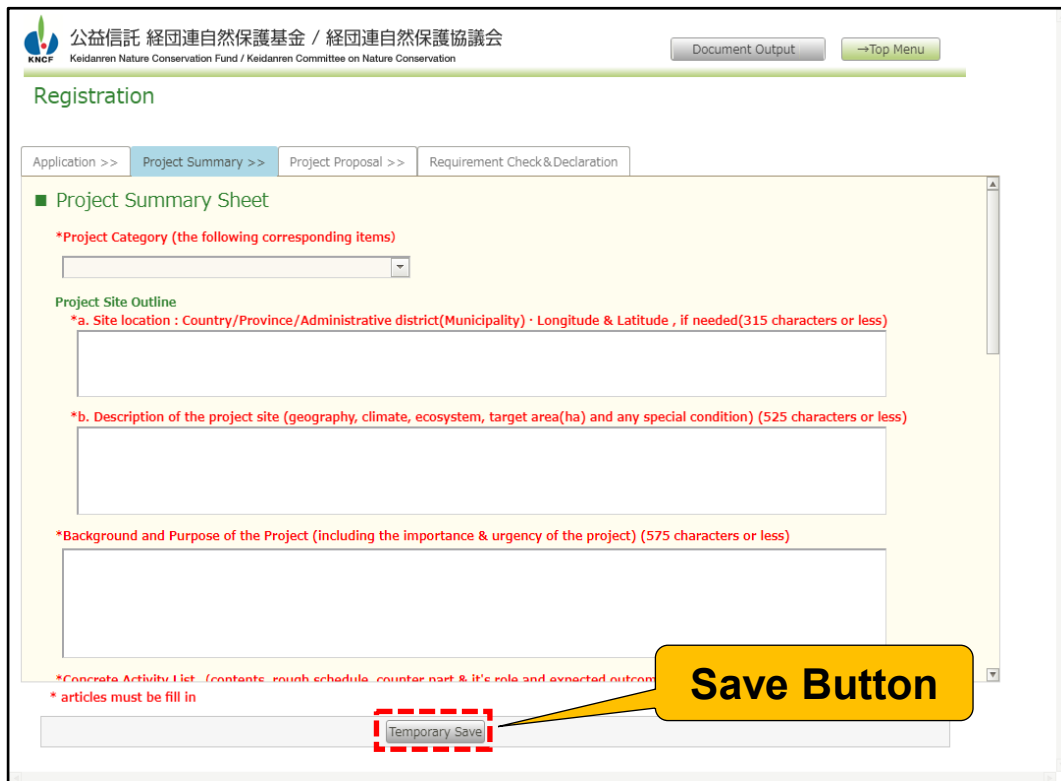
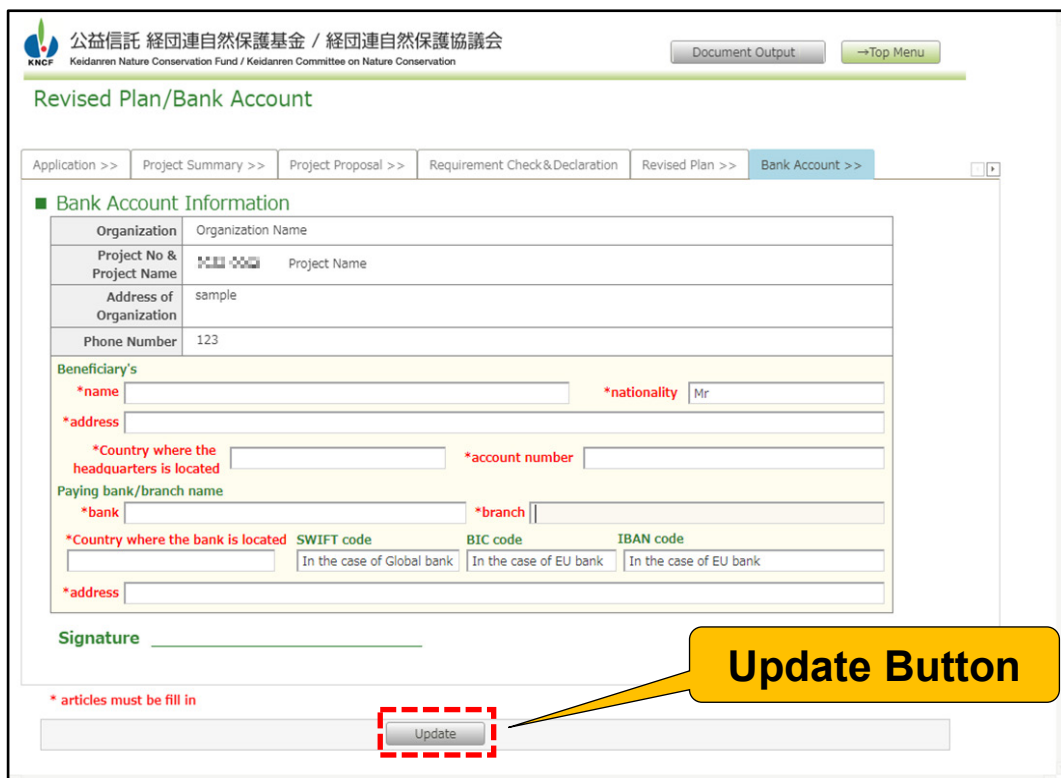
3) Applying Online

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

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

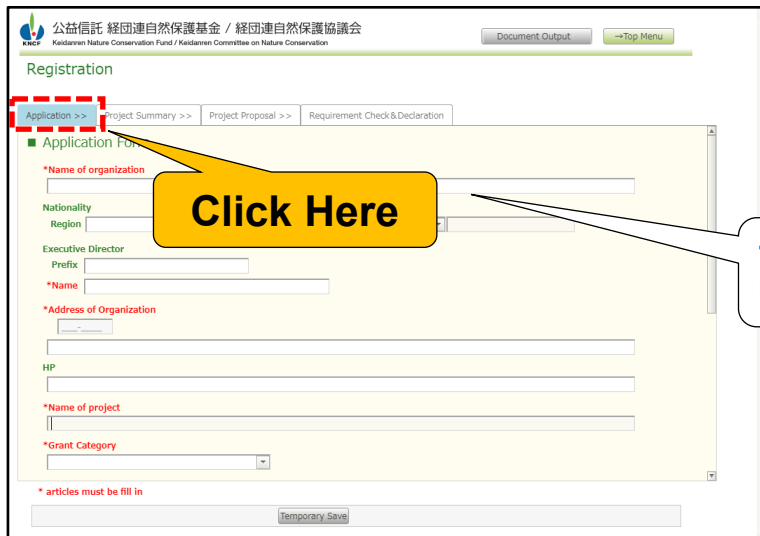
2.1 Filling out your application (Registration)

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



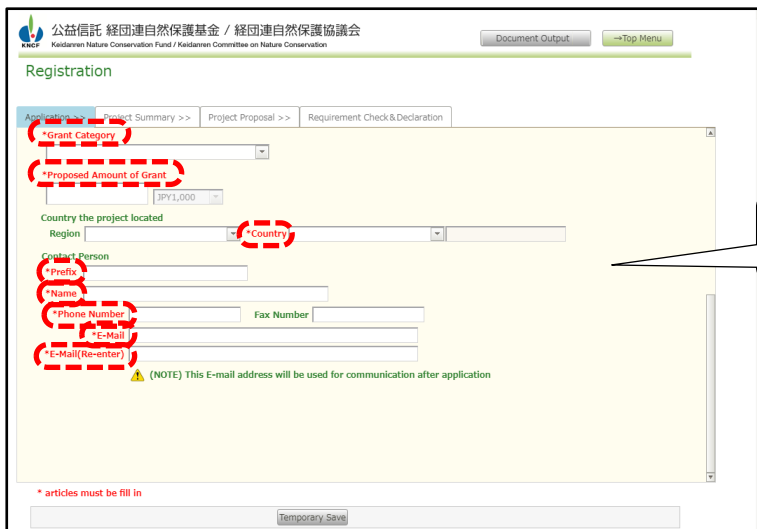
Tip: Depending on your Internet speed it may take about 10 seconds to enter the registration screen

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

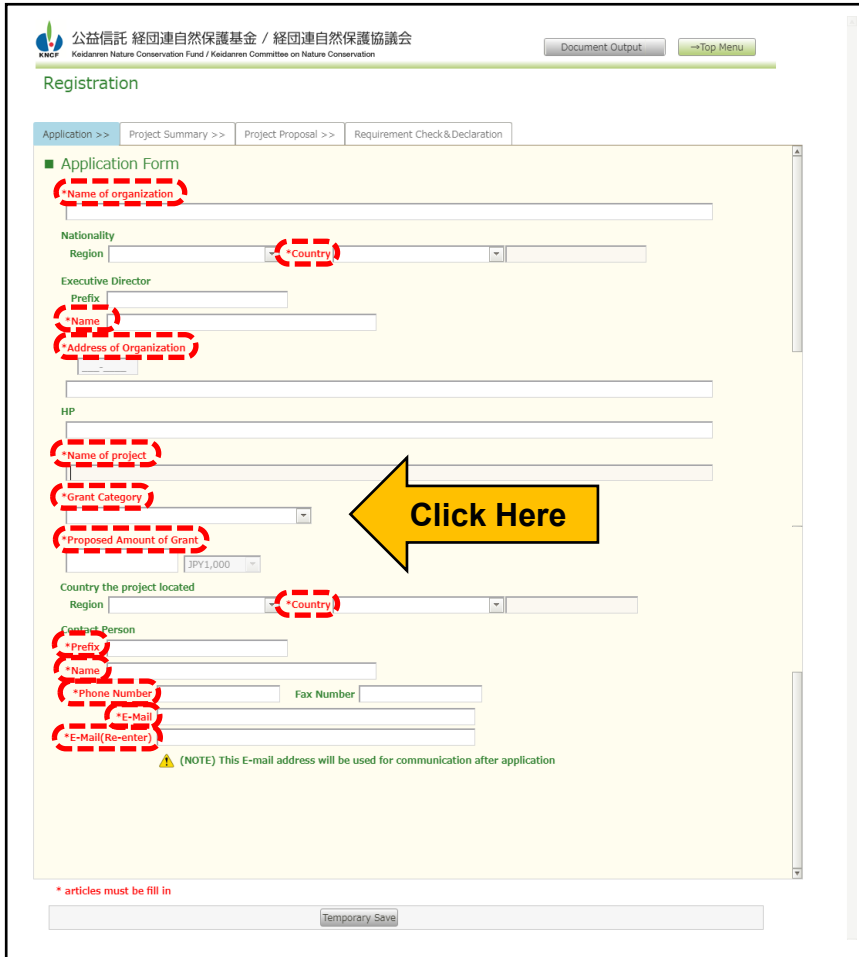
3) Applying Online

Step Two: How to make online application

2.1 Filling out your application (Registration) 1

1) Please fill in the requested information

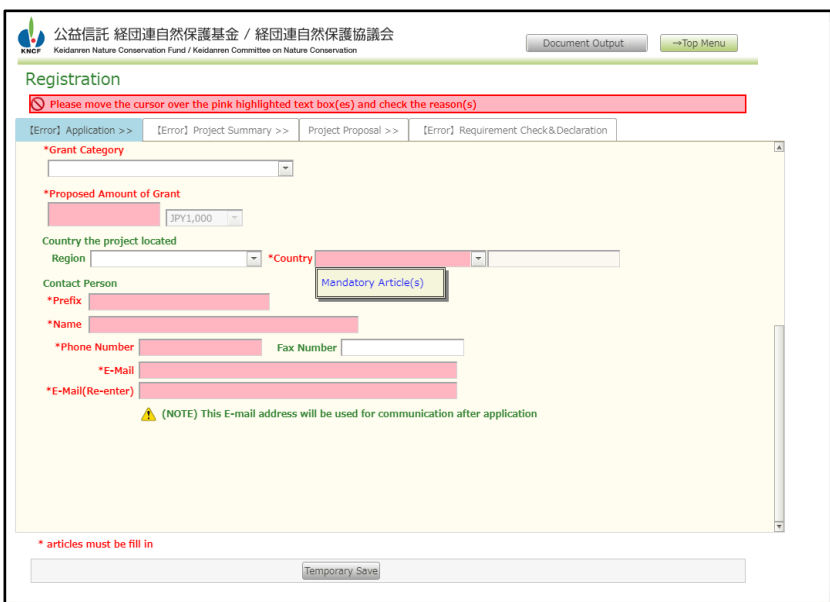
Fields with a red asterisk are mandatory



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

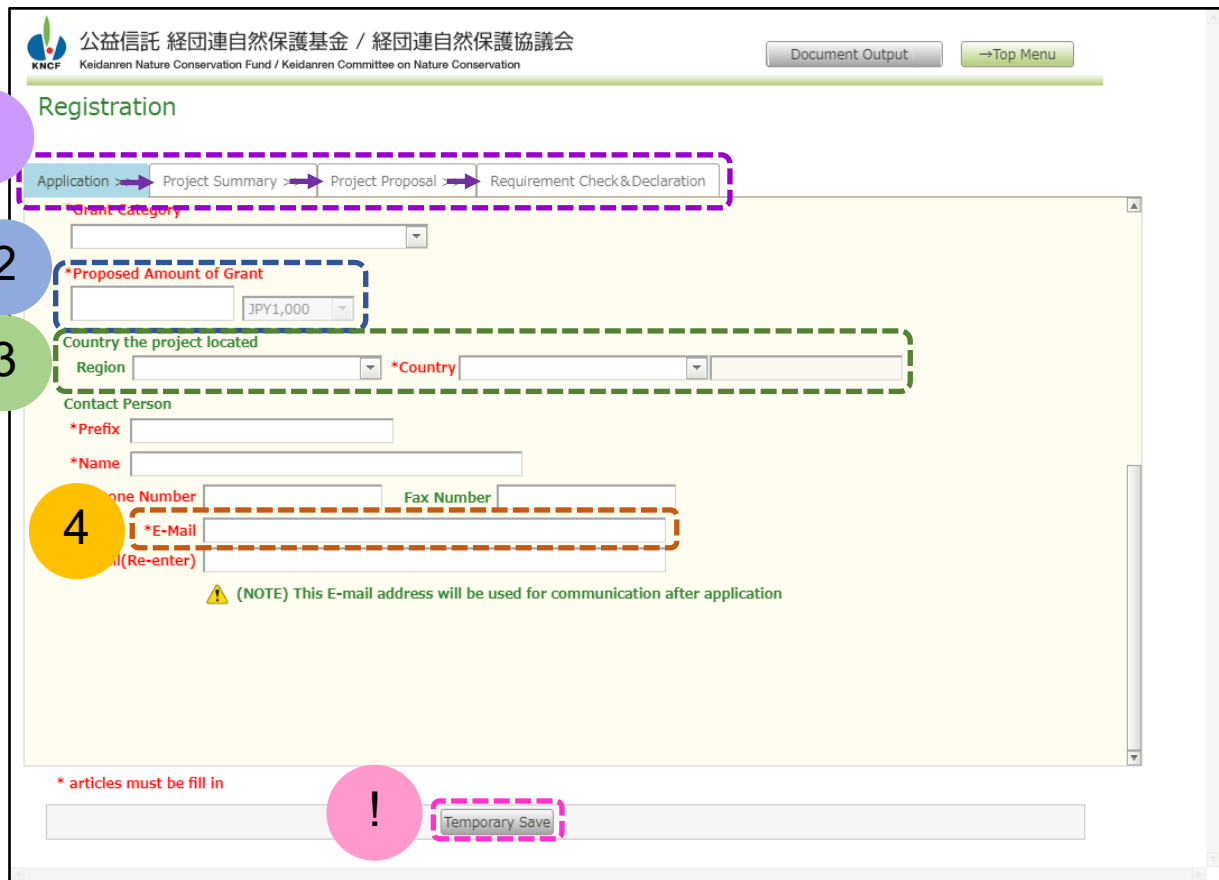
2) If field is not filled out correctly then a red error message will appear beside the relevant field



3) Applying Online

Step Two: How to make online application

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 header with the KNCF logo and the text '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). Below the header, there are two buttons: 'Document Output' and '→Top Menu'. The main content area is titled 'Registration' and contains a navigation bar with four tabs: 'Application', 'Project Summary', 'Project Proposal', and 'Requirement Check&Declaration'. The 'Application' tab is selected. Below the navigation bar, there are several input fields and dropdown menus. Callout 1 points to the navigation bar. Callout 2 points to the 'Grant Category' dropdown menu. Callout 3 points to the 'Country the project located' section, which includes a 'Region' dropdown menu and a '*Country' text box. Callout 4 points to the '*E-Mail' input field. Below the input fields, there is a note: '(NOTE) This E-mail address will be used for communication after application'. At the bottom of the form, there is a red asterisk indicating that certain fields are mandatory, and a 'Temporary Save' button. An exclamation mark icon is placed next to the 'Temporary Save' button.

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.

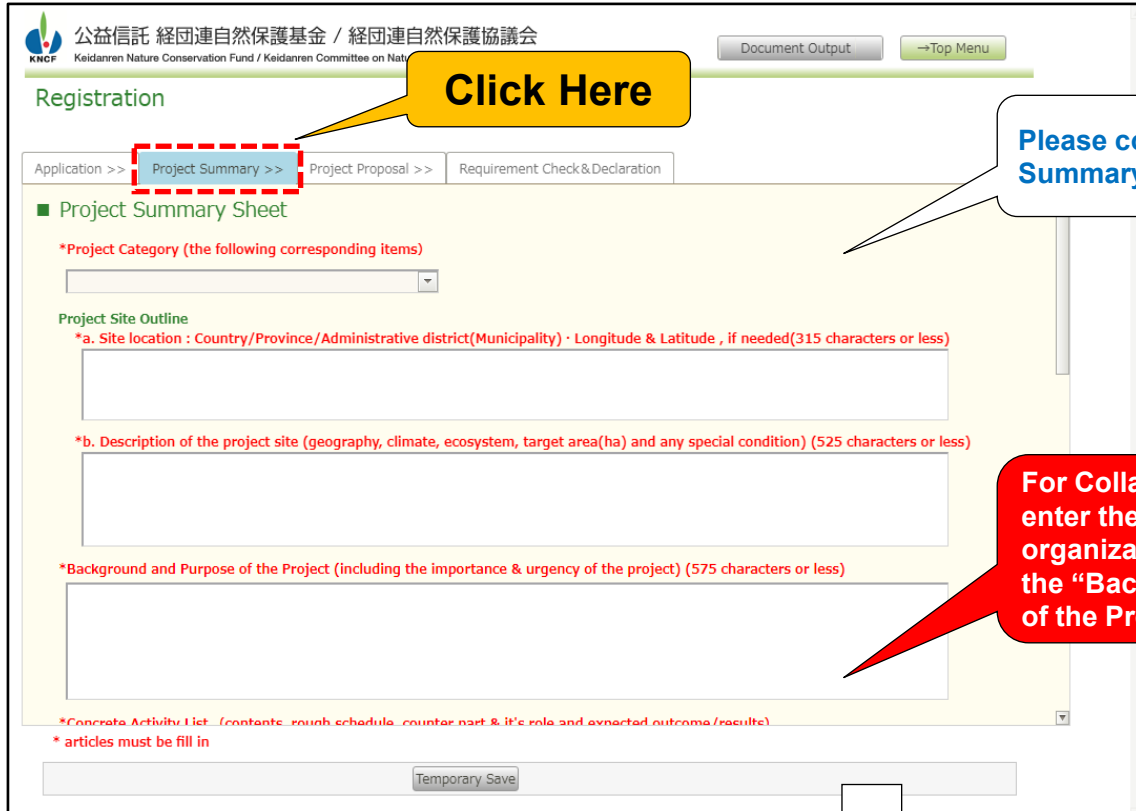
! You can save your application with the "Temporarily Save" button even if you have not completed all the required fields.

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)

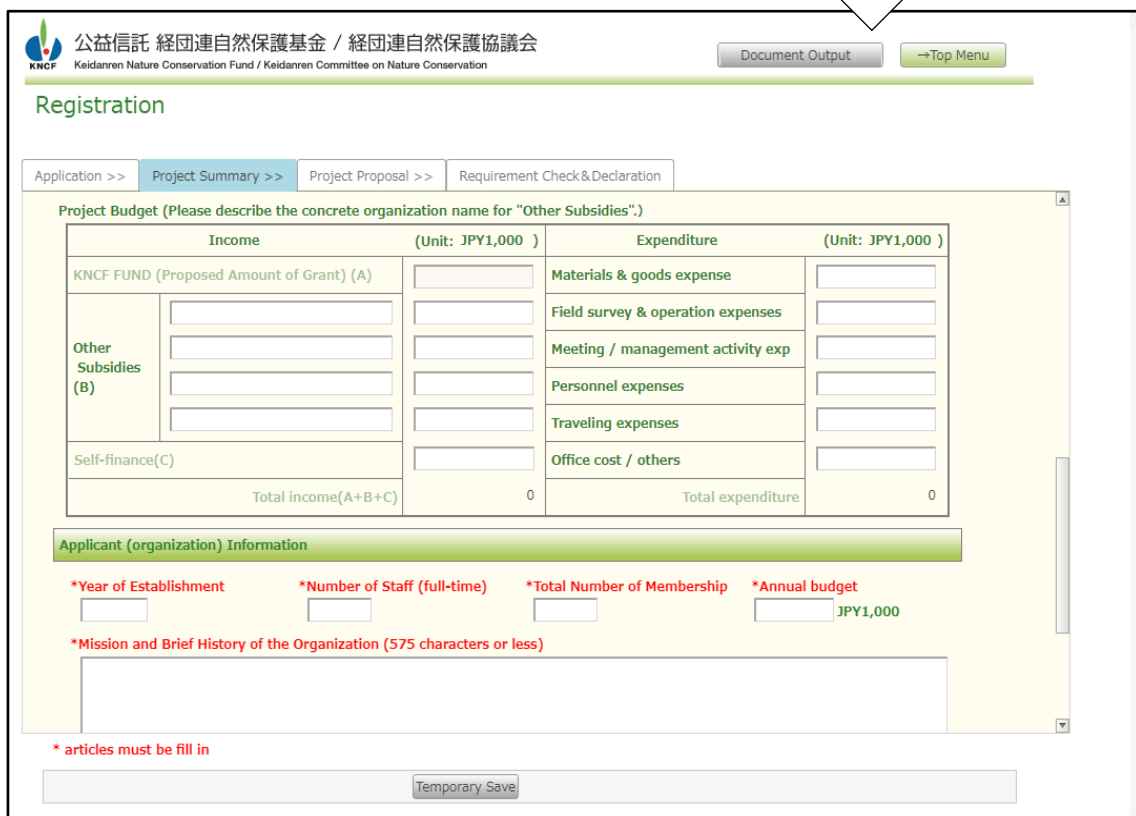
*Background and Purpose of the Project (including the importance & urgency of the project) (575 characters or less)

*Concrete Activity List (contents, rough schedule, counter part & 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

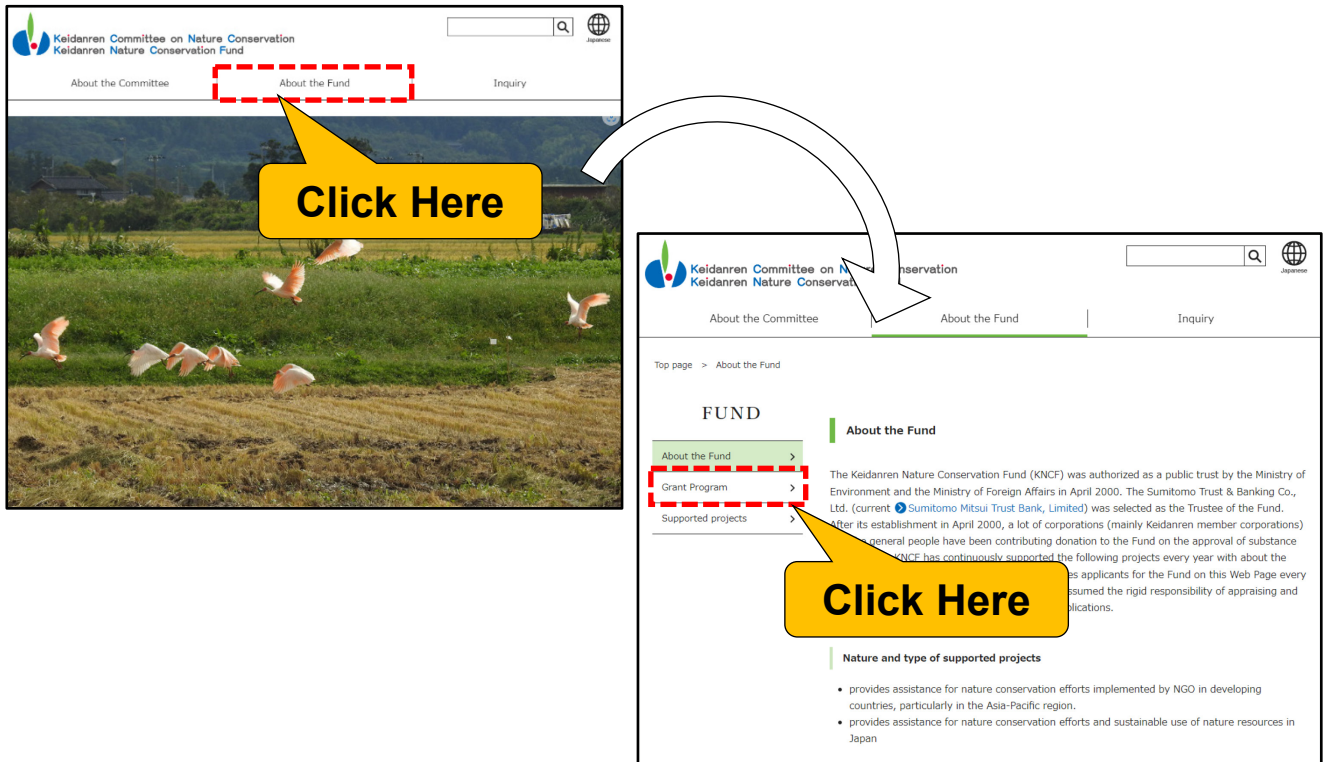
Temporary Save

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, 2024 To 17:00 JST, December 1st, 2024

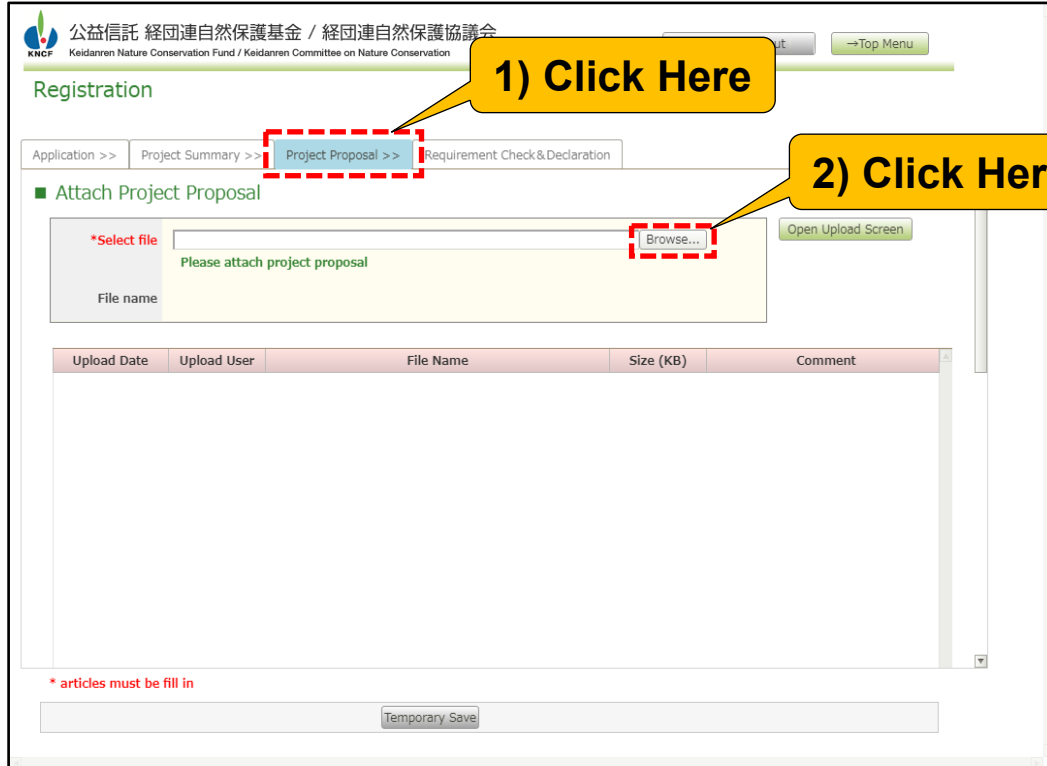
Entry is activated at 9:00 (JST), October 1st, 2024

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



Registration

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

■ Attach Project Proposal

*Select file Browse...

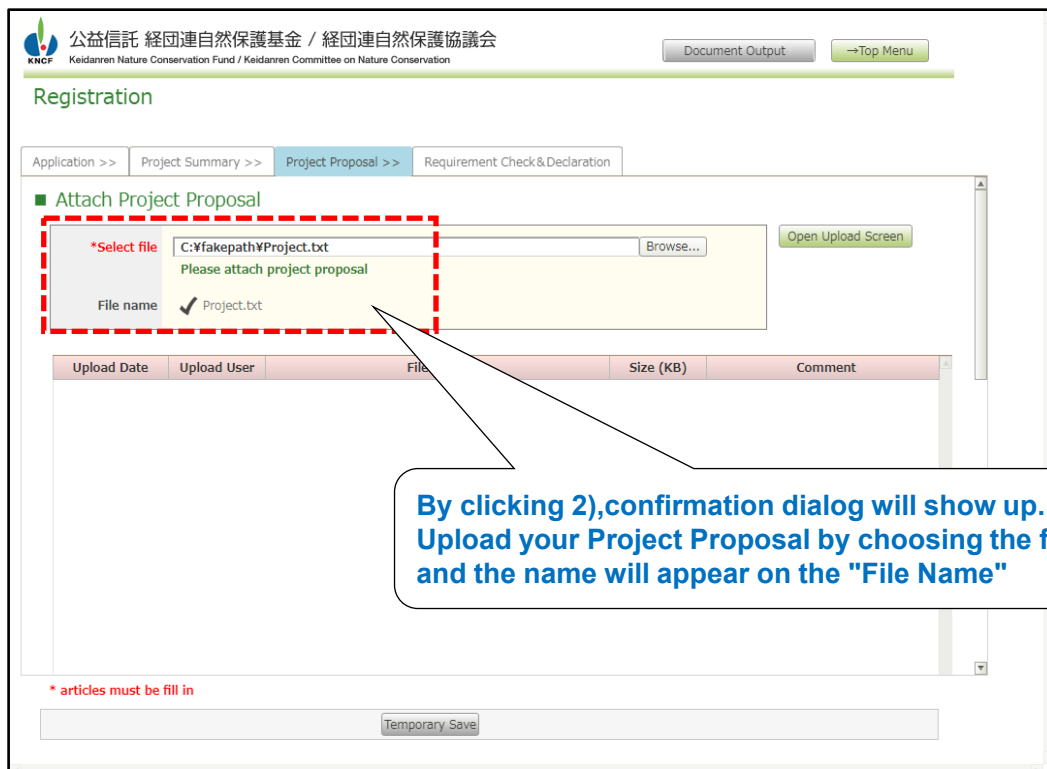
Please attach project proposal

File name

Upload Date	Upload User	File Name	Size (KB)	Comment
-------------	-------------	-----------	-----------	---------

* articles must be fill in

Temporary Save



Registration

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

■ Attach Project Proposal

*Select file Browse...

Please attach project proposal

File name ✓ Project.txt

Upload Date	Upload User	File	Size (KB)	Comment
-------------	-------------	------	-----------	---------

* articles must be fill in

Temporary Save

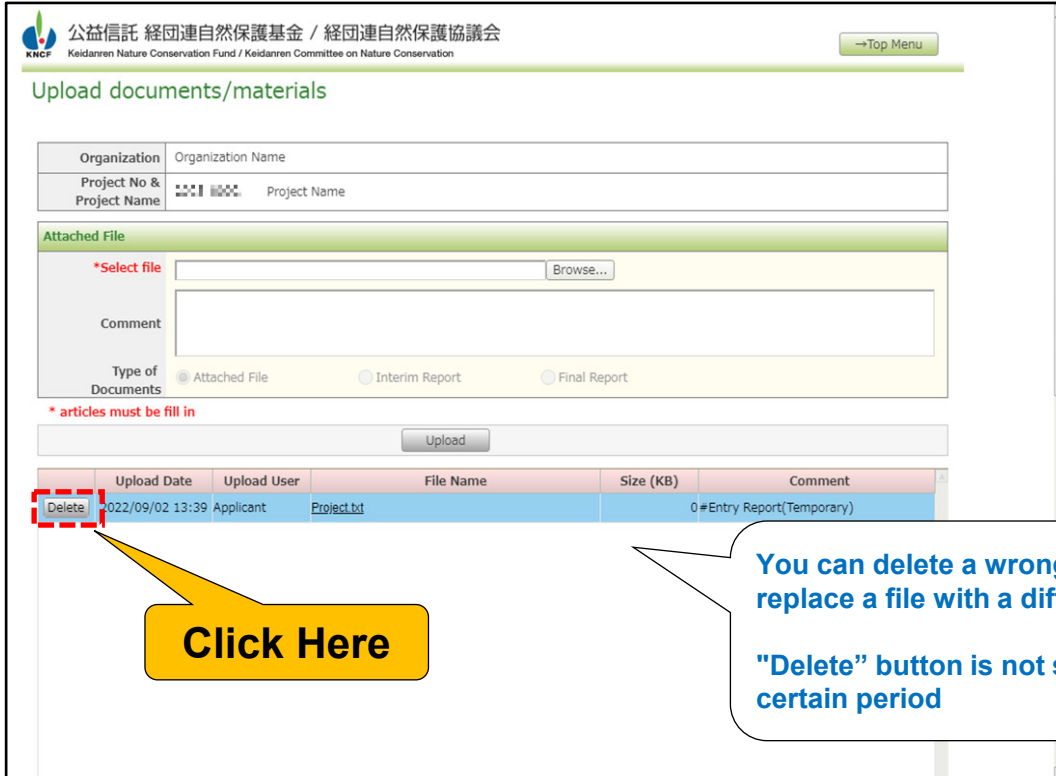
By clicking 2),confirmation dialog will show up. Upload your Project Proposal by choosing the file and the name will appear on the "File Name"

3) Applying Online

Step Two: How to make online application

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

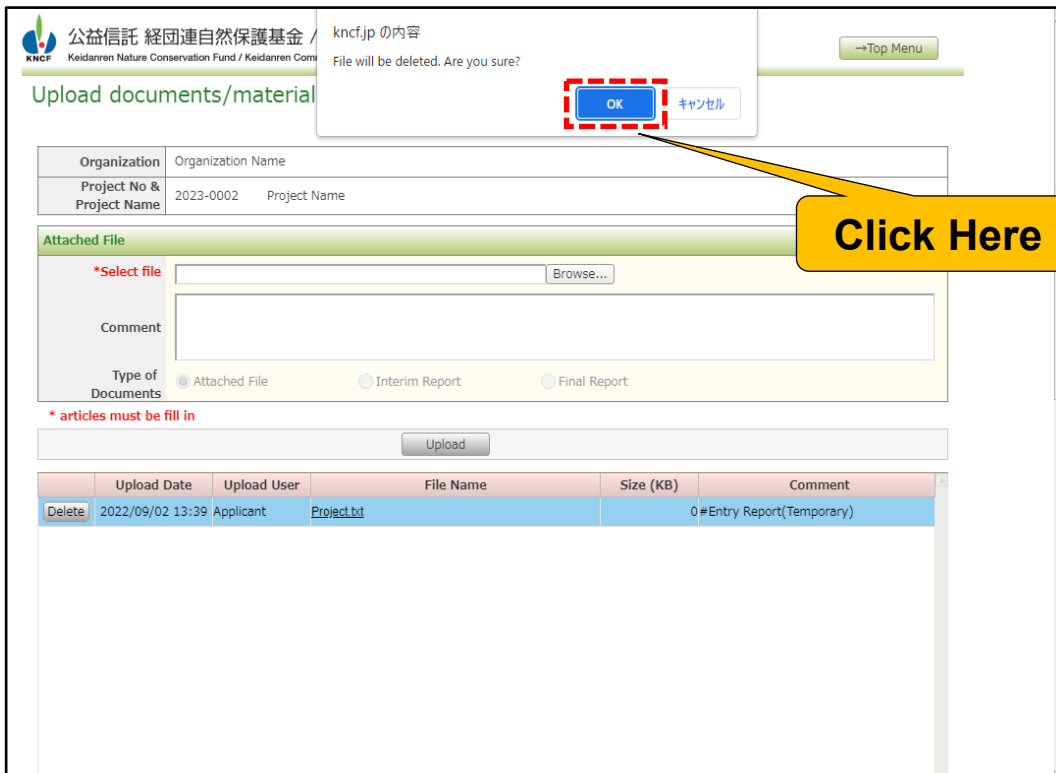
	Upload Date	Upload User	File Name	Size (KB)	Comment
Delete	2022/09/02 13:39	Applicant	Project.txt	0 #Entry Report(Temporary)	

You can delete a wrong file or you can replace a file with a different one.

"Delete" button is not shown after certain period

Click Here

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



公益信託 経団連自然保護基金 / kncf.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

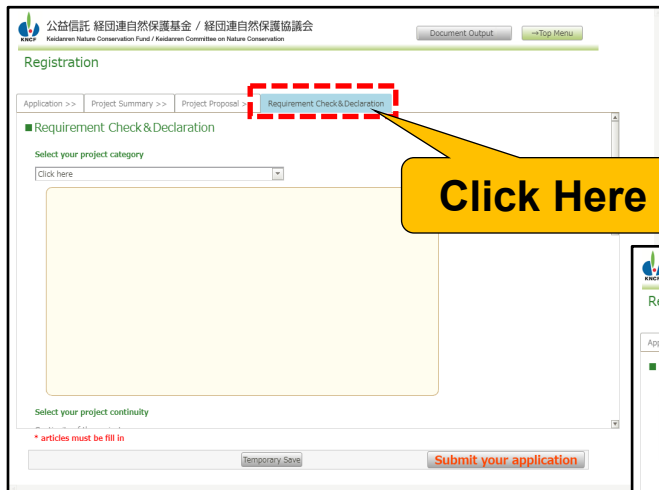
3) Applying Online

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
Keidanren Nature Conservation Fund / Keidanren 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**

☐ 01 Spatial planning

☐ 02 Nature restoration

☐ 03 30by30

☐ 04 Conservation of species and genes

☐ 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**

Temporary Save

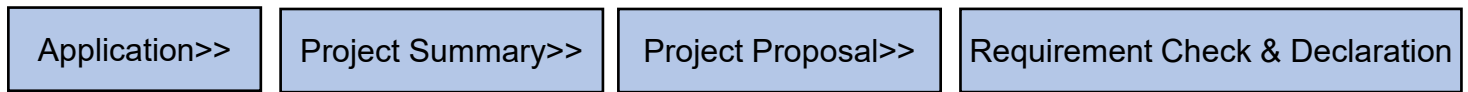
Submit your application

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.

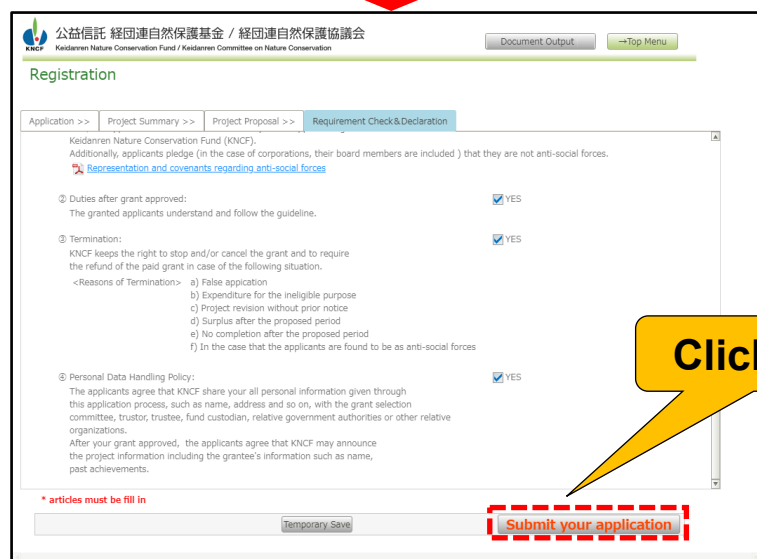


Next

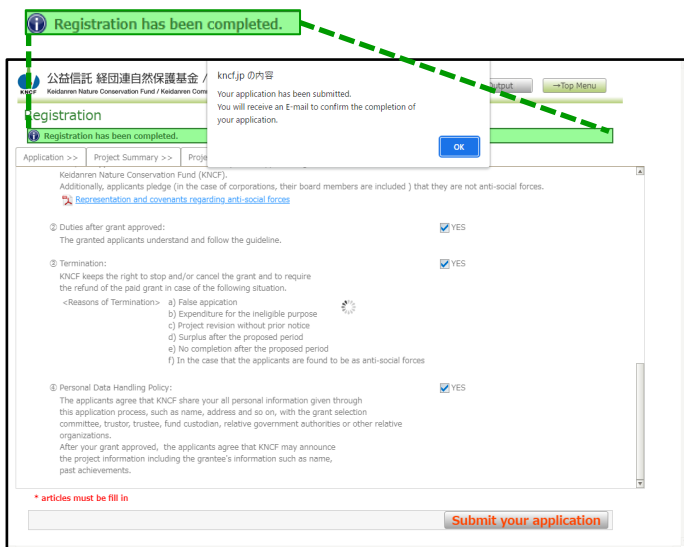
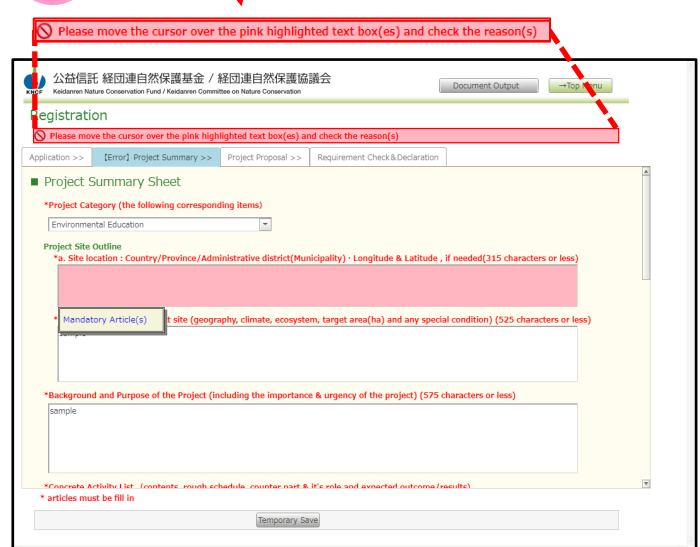
Next

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.



公益信託 経団連自然保護基金 / Keidanren Nature Conservation Fund / Keidanren Com

Registration

Registration has been completed.

Application >> Project Summary >> Project Details

knkf.jp の内容
Your application has been submitted.
You will receive an E-mail to confirm the completion of your application.

Output →Top Menu

OK

Click Here

Keidanren Nature Conservation Fund (KNCF).
Additionally, applicants pledge (in the case of corporations, their board members are included) that they are not anti-social forces.
[Representation and covenants regarding anti-social forces](#)

② Duties after grant approved:
The granted applicants understand and follow the guideline. ☒ YES

③ Termination:
KNCF keeps the right to stop and/or cancel the grant and to require the refund of the paid grant in case of the following situation.
<Reasons of Termination> a) False application ☒ YES
b) Expenditure for the ineligible purpose
c) Project revision without prior notice
d) Surplus after the proposed period
e) No completion after the proposed period
f) In the case that the applicants are found to be as anti-social forces

④ Personal Data Handling Policy:
The applicants agree that KNCF share your all personal information given through this application process, such as name, address and so on, with the grant selection committee, trustor, trustee, fund custodian, relative government authorities or other relative organizations.
After your grant approved, the applicants agree that KNCF may announce the project information including the grantee's information such as name, past achievements. ☒ YES

* articles must be fill in

Submit your application

★Sample of "Notice of completion" mail

【KNCF 自然保護基金】 Notice of completion of your application

Subject: 【KNCF 自然保護基金】 Notice of completion of your application
From: knkf@knkf.jp
Date: 2024/04/25 13:56
To: knkf@knkf.jp

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.

2025 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

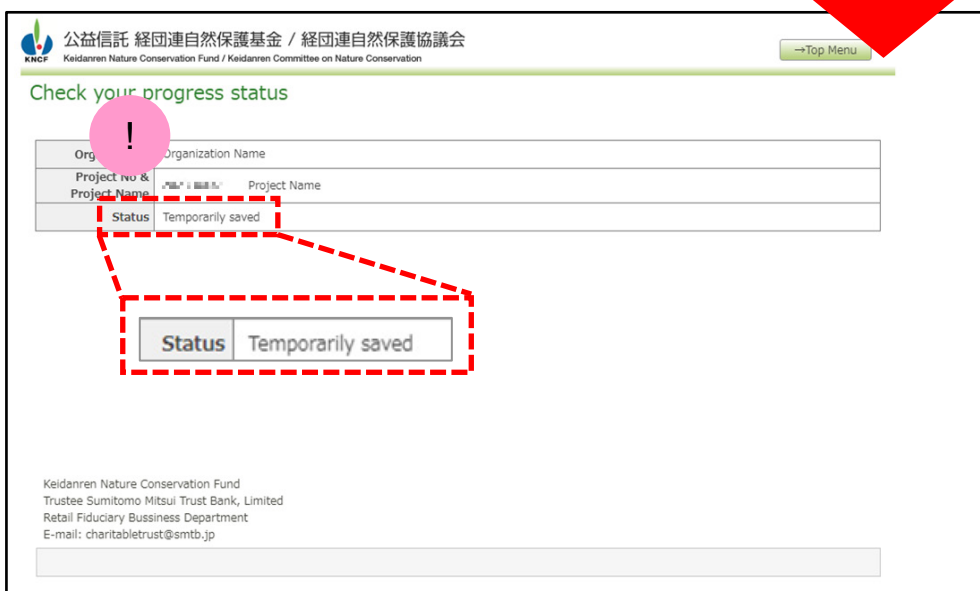
3.1 Checking your progress and results 1

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

NEXT

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



Check your progress status

Organization	Organization Name
Project No & Project Name	Project Name
Status	Submitted Application Forms

Announcement date : 04/01/2025

Thank you for your application to KNCF.
After careful consideration we are glad to announce that your project has been granted by our Project Selection Committee on the following amount which will be remit under the procedure linked below.
Please take the necessary steps in time referring to the linked document and User Manual (Step four and the subsequent steps).

Approved Grant : 3,000 thousand yen

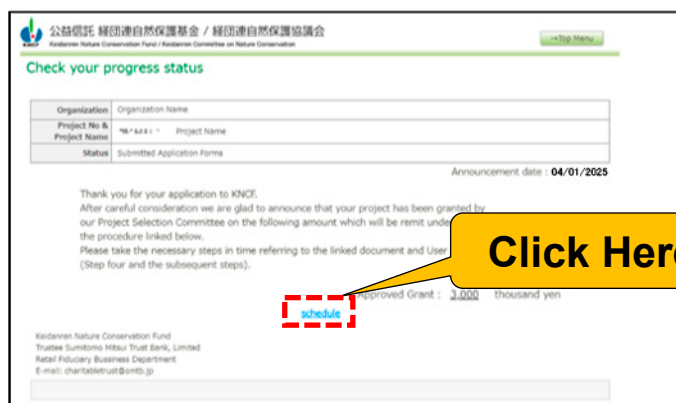
schedule

Kaidannen Nature Conservation Fund
Trustee Sumitomo Mitsui Trust Bank, Limited
Retail Fiduciary Business Department
E-mail: charitabletrust@smfb.jp

Check the amount of your grant

If your application was accepted

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



Check your progress status

Organization	Organization Name
Project No & Project Name	Project Name
Status	Submitted Application Forms

Announcement date : 04/01/2025

Thank you for your application to KNCF.
After careful consideration we are glad to announce that your project has been granted by our Project Selection Committee on the following amount which will be remit under the procedure linked below.
Please take the necessary steps in time referring to the linked document and User Manual (Step four and the subsequent steps).

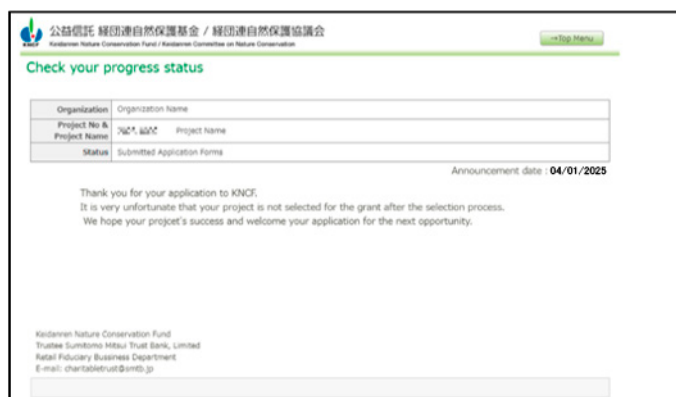
Approved Grant : 3,000 thousand yen

schedule

Kaidannen Nature Conservation Fund
Trustee Sumitomo Mitsui Trust Bank, Limited
Retail Fiduciary Business Department
E-mail: charitabletrust@smfb.jp

Click Here

If your application is not accepted



Check your progress status

Organization	Organization Name
Project No & Project Name	Project Name
Status	Submitted Application Forms

Announcement date : 04/01/2025

Thank you for your application to KNCF.
It is very unfortunate that your project is not selected for the grant after the selection process.
We hope your project's success and welcome your application for the next opportunity.

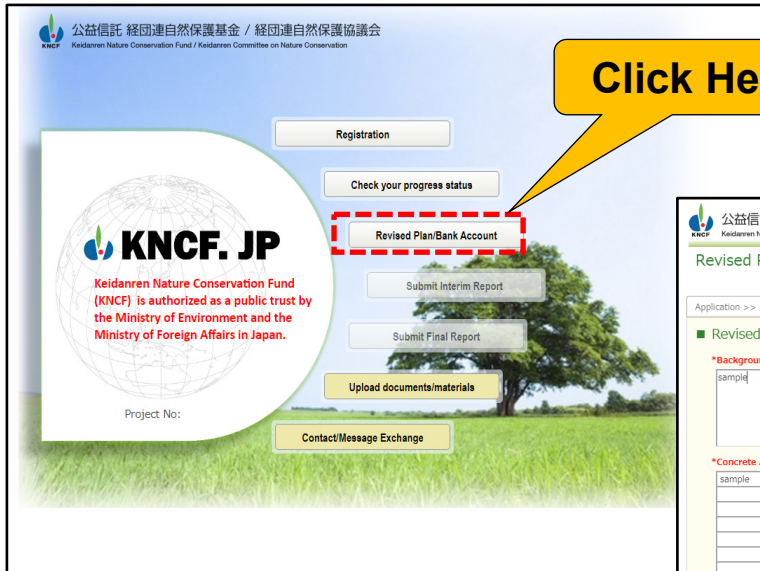
Kaidannen Nature Conservation Fund
Trustee Sumitomo Mitsui Trust Bank, Limited
Retail Fiduciary Business Department
E-mail: charitabletrust@smfb.jp

4) For Organizations to whom Grant is Approved

Step Four: Submitting Your Revised Plan & Bank Info

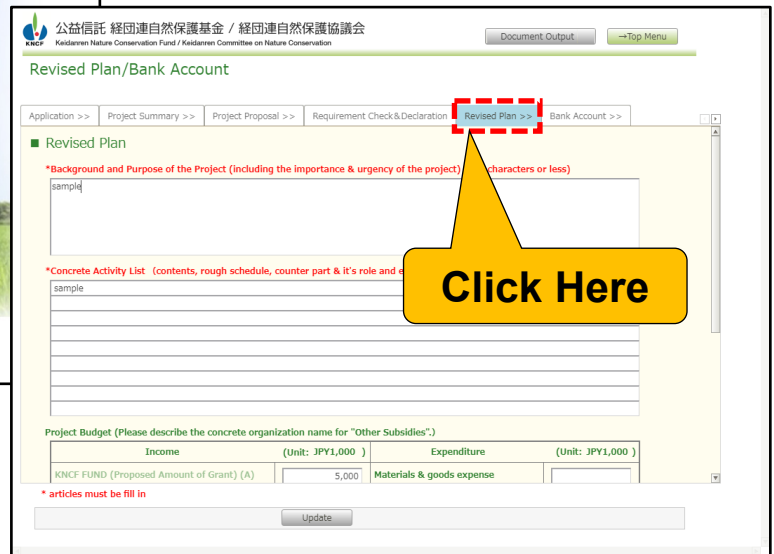
4.1 Revising your Project Plan & Budget Plan 1

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



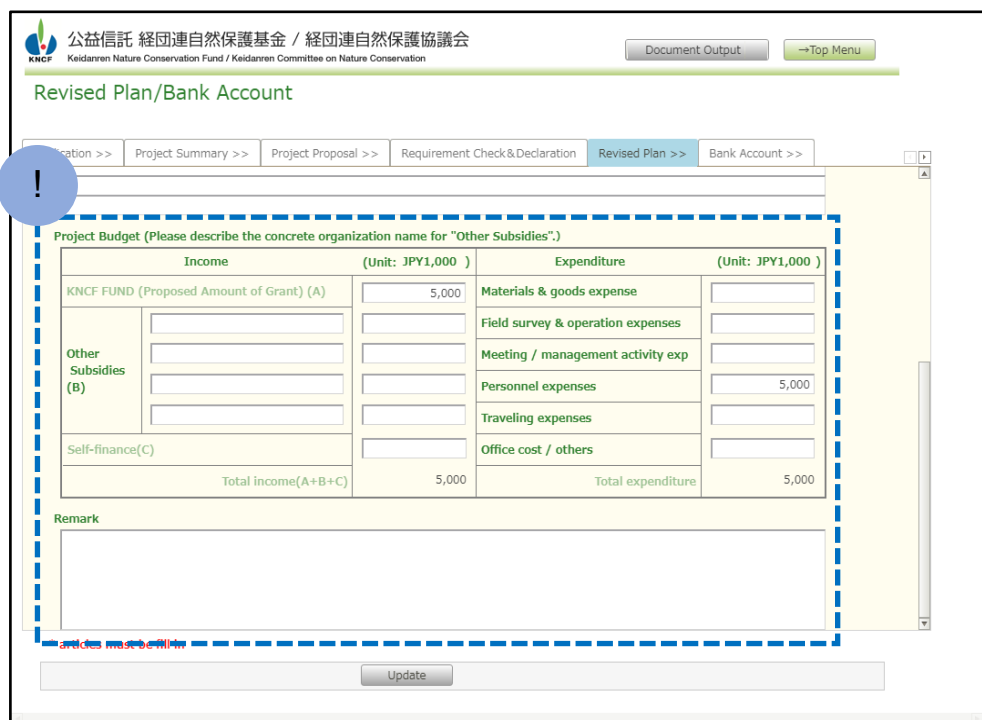
Click Here

2) Click on the “Revised Plan” tab



Click Here

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.



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)		5,000	Materials & goods expense		
Other Subsidies (B)			Field survey & operation expenses		
			Meeting / management activity exp		
			Personnel expenses		5,000
			Traveling expenses		
Self-finance(C)			Office cost / others		
Total income(A+B+C)		5,000	Total expenditure		5,000

Remark

Articles must be fill in

Update

!

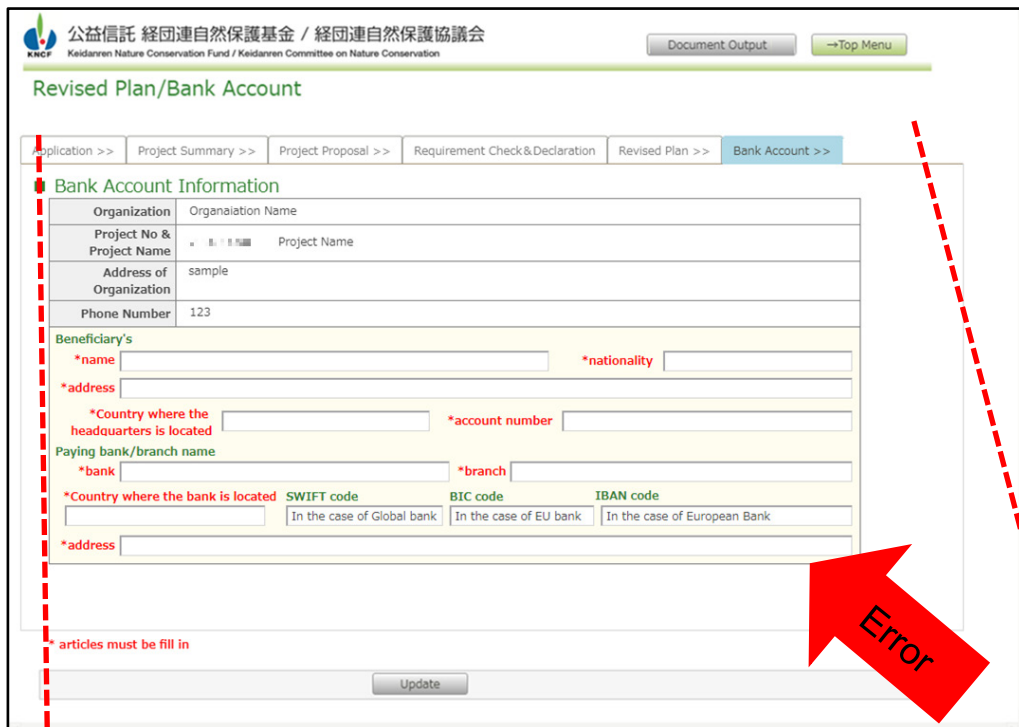
The grant amount entered in your Revised Plan must match the actual amount awarded to you by KNCF. An error message will appear if the two amounts do not match.

NEXT

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	Organisation 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

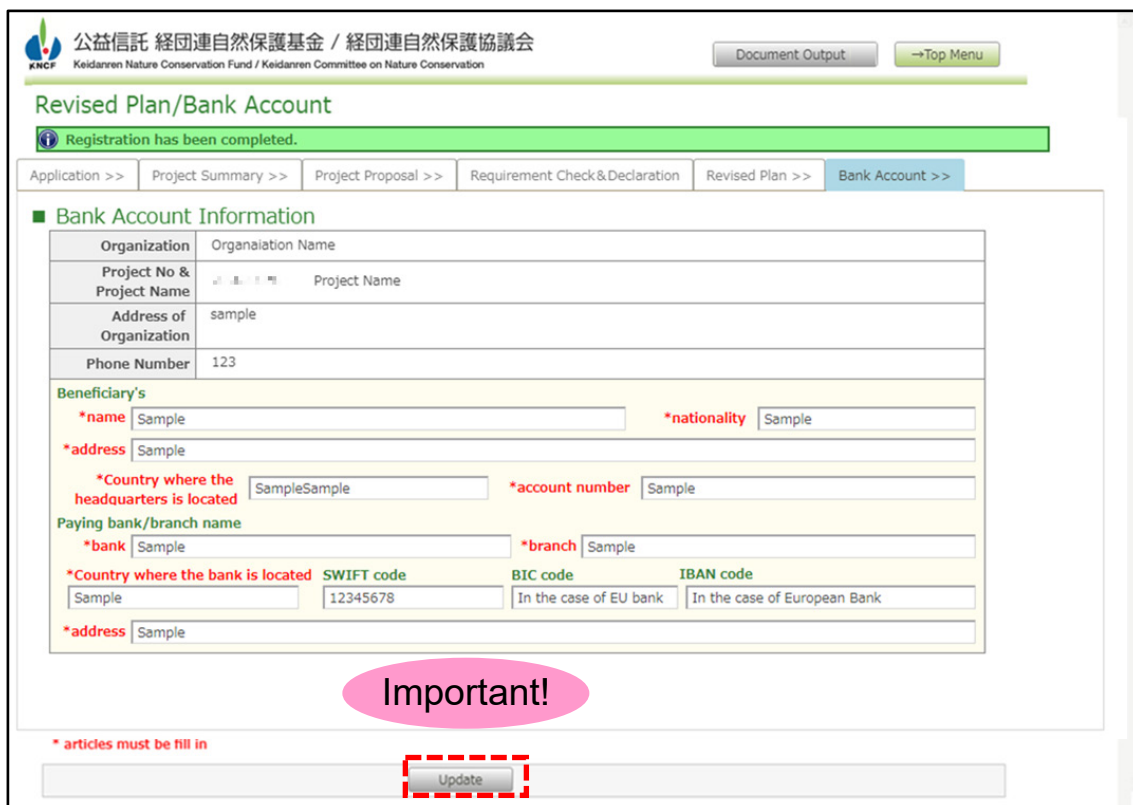
In the case of Global bank In the case of EU bank In the case of European Bank

*address

articles must be fill in

Update

⊘ 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

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

Bank Account Information

Organization	Organisation 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

Important!

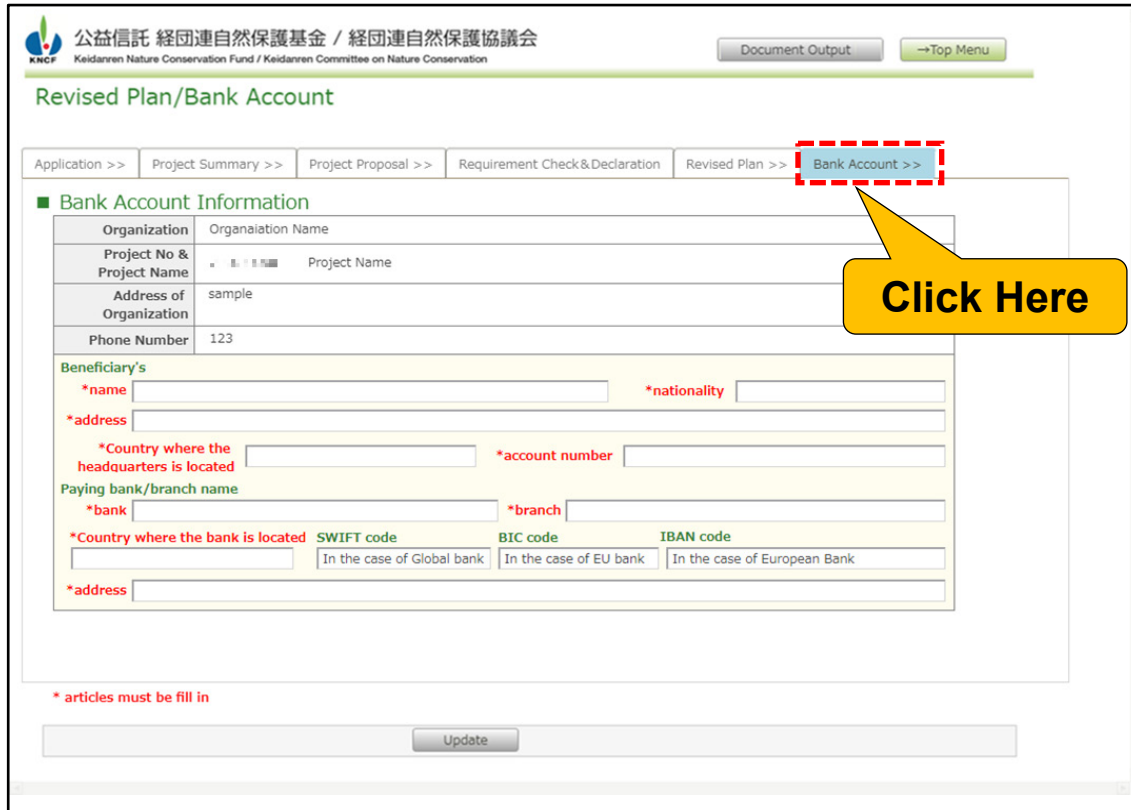
If the amount you have been rewarded is the same as the amount you have applied for, then you still need to click on the Update button even though nothing has been changed. Your Revised Plan will not be recognized by the system if you skip this step.

4) For Organizations to whom Grant is Approved

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

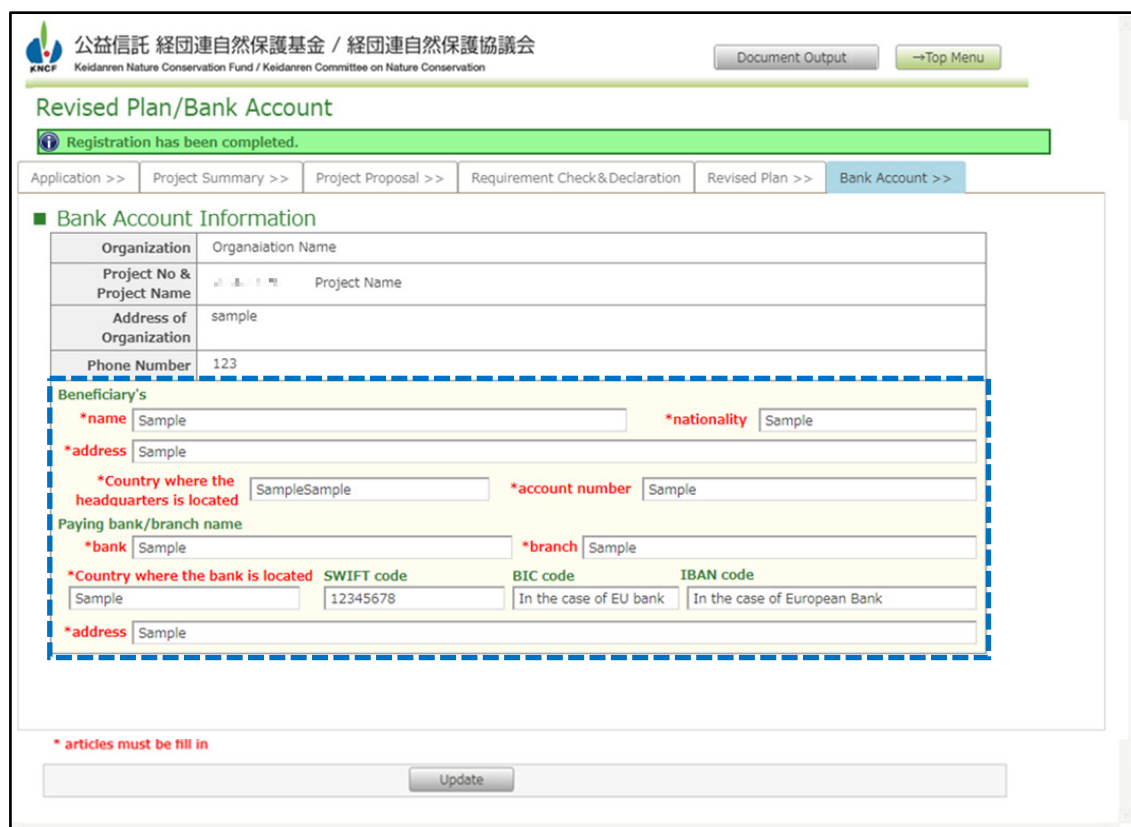
In the case of Global bank In the case of EU bank In the case of European Bank

*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

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 *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

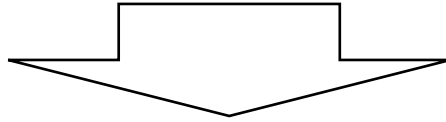
NEXT

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】

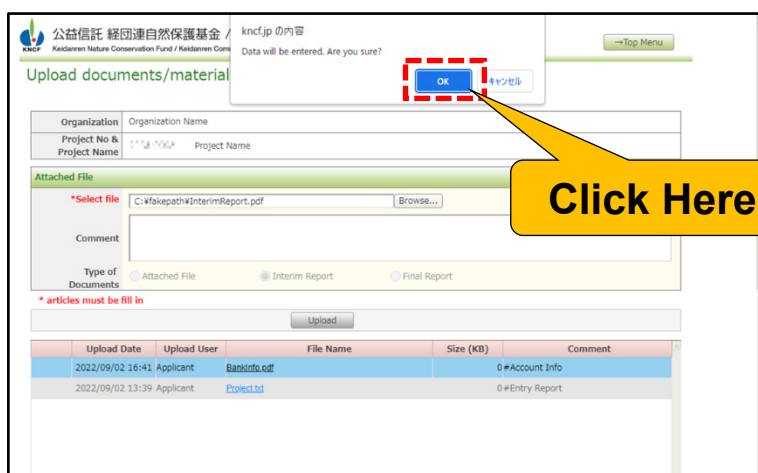
5.2 Submission of your Interim Report

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.

There will be no Interim Report for the Collaboration Grant, but an in-person annual report will be presented at the March Grant Review Committee meeting.



公財信託 経団連自然保護基金 / knct.jp の内容
Kaidanren Nature Conservation Fund / Kaidanren Com Data will be entered. Are you sure?

Upload documents/material

Organization Organization Name
Project No & Project Name 〇〇〇〇〇〇 Project Name

Attached File
*Select file C:\filepath\InterimReport.pdf Browse...

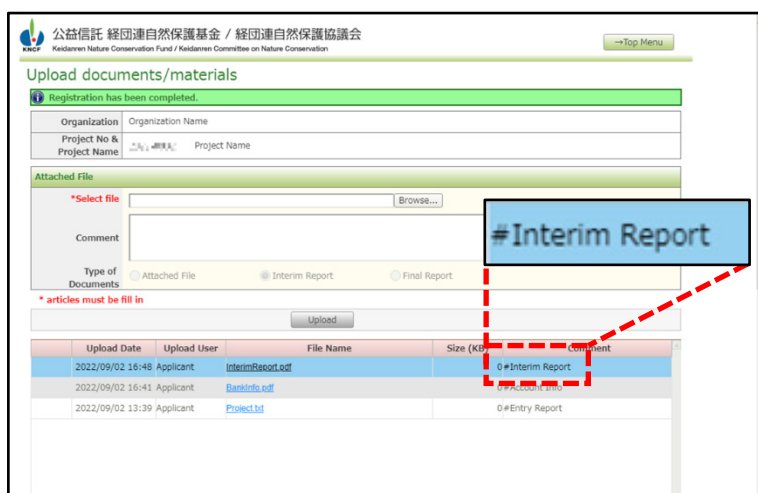
Comment

Type of Documents
☐ Attached File ☒ Interim Report ☐ Final Report

* articles must be fill in

Upload

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



公財信託 経団連自然保護基金 / 経団連自然保護協議会
Kaidanren Nature Conservation Fund / Kaidanren Committee on Nature Conservation

Upload documents/materials

Registration has been completed

Organization Organization Name
Project No & Project Name 〇〇〇〇〇〇 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
2022/09/02 16:48	Applicant	InterimReport.pdf	0	#Interim Report
2022/09/02 16:41	Applicant	Bankinfo.pdf	0	#Account Info
2022/09/02 13:39	Applicant	Project.td	0	#Entry Report

NEXT

4) For Organizations to whom Grant is Approved

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】

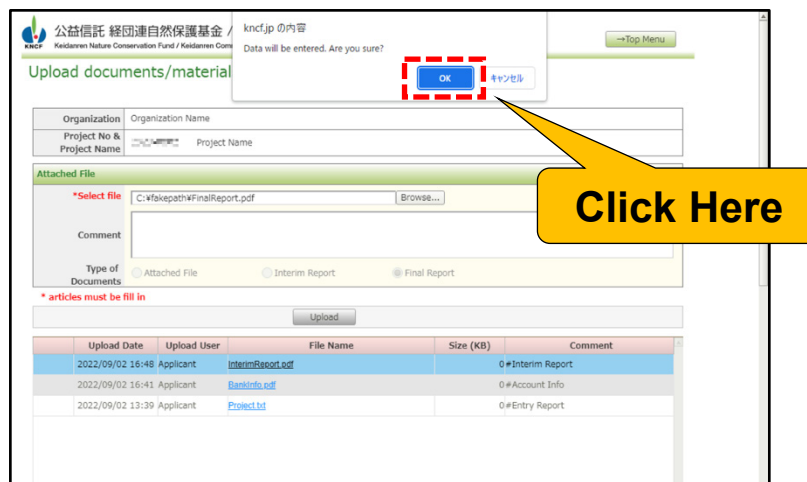
6.2 Submission of your Final Report

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.

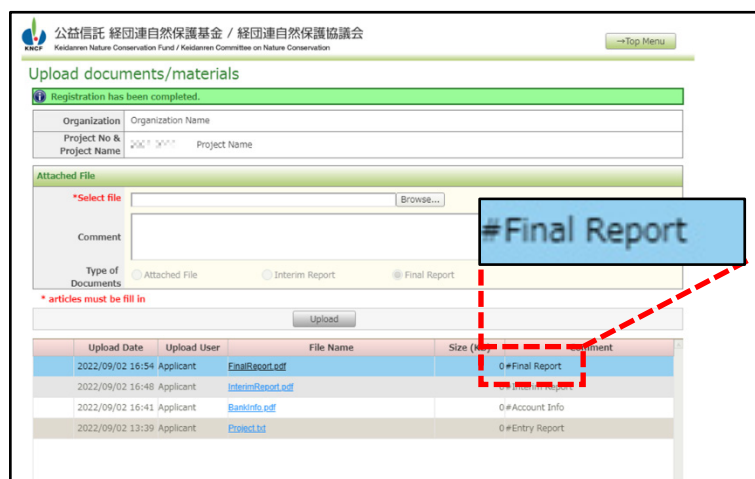
If "#Final Report" appears under the list of Attached File, then your Final Report has been successfully uploaded.

There will be no Interim Report for the Collaboration Grant, but an in-person annual report will be presented at the March Grant Review Committee meeting.



The screenshot shows the 'Upload documents/materials' screen. At the top, there is a header with the KNCF logo and text. Below the header, there is a form with fields for 'Organization Name' and 'Project Name'. A red dashed box highlights the 'OK' button, and a yellow callout bubble with the text 'Click Here' points to it. Below the form, there is a table with columns: 'Upload Date', 'Upload User', 'File Name', 'Size (KB)', and 'Comment'. The table contains three rows of data.

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	BankInfo.pdf	0	#Account Info
2022/09/02 13:39	Applicant	Project.txt	0	#Entry Report

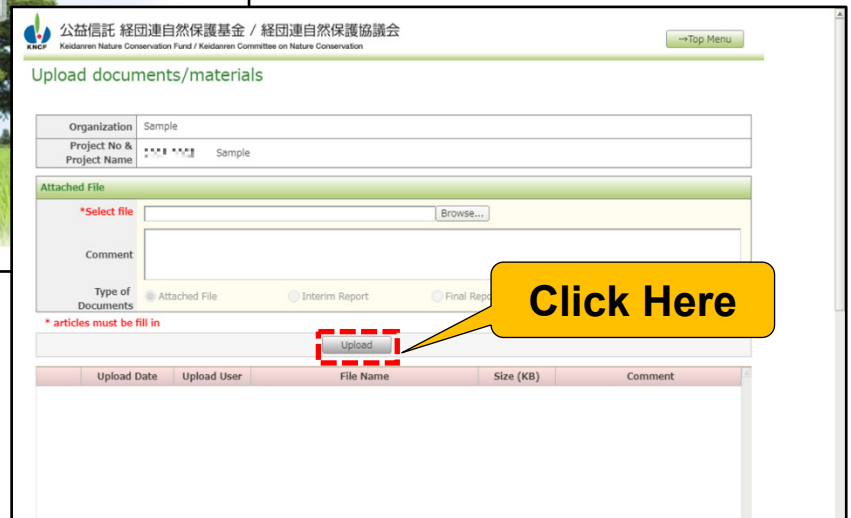


The screenshot shows the 'Upload documents/materials' screen after the final report has been uploaded. A green banner at the top indicates 'Registration has been completed.' Below the form, there is a table with columns: 'Upload Date', 'Upload User', 'File Name', 'Size (KB)', and 'Comment'. The table contains four rows of data. A red dashed box highlights the '#Final Report' entry in the 'Comment' column.

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

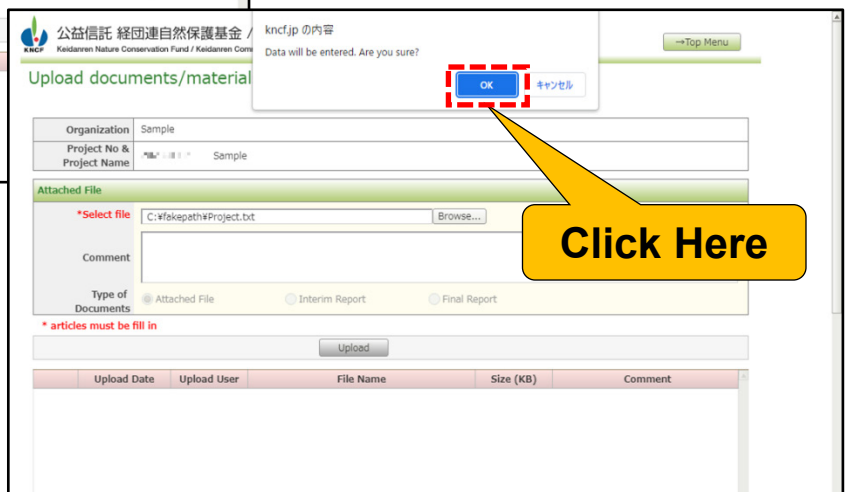
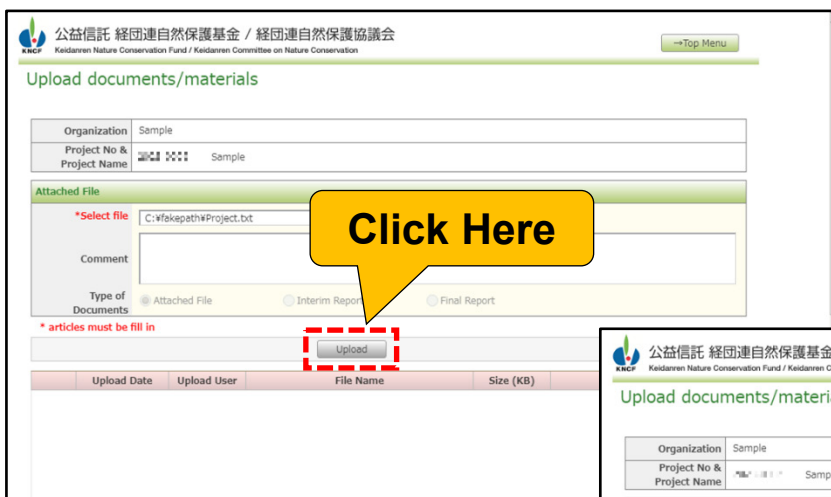
A. Upload documents / materials

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



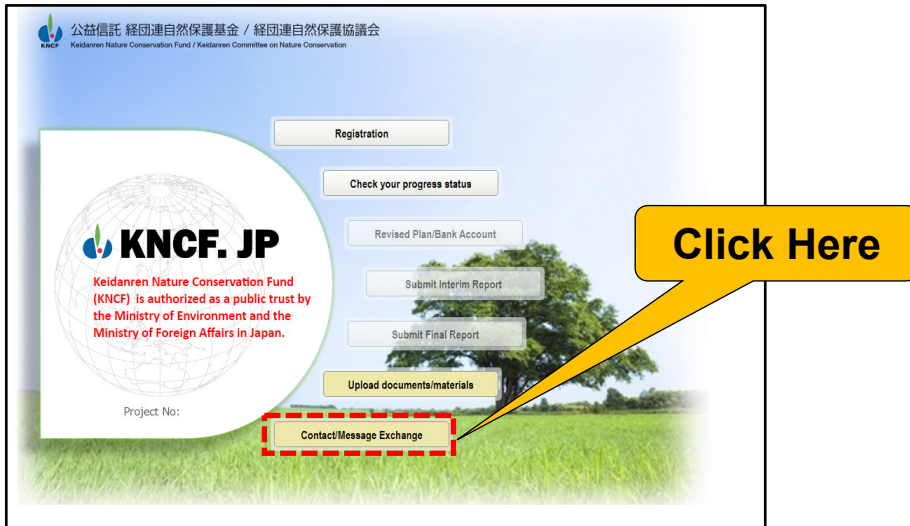
4) After clicking on Upload a popup will appear. Click OK

B. Contact / Message Exchange

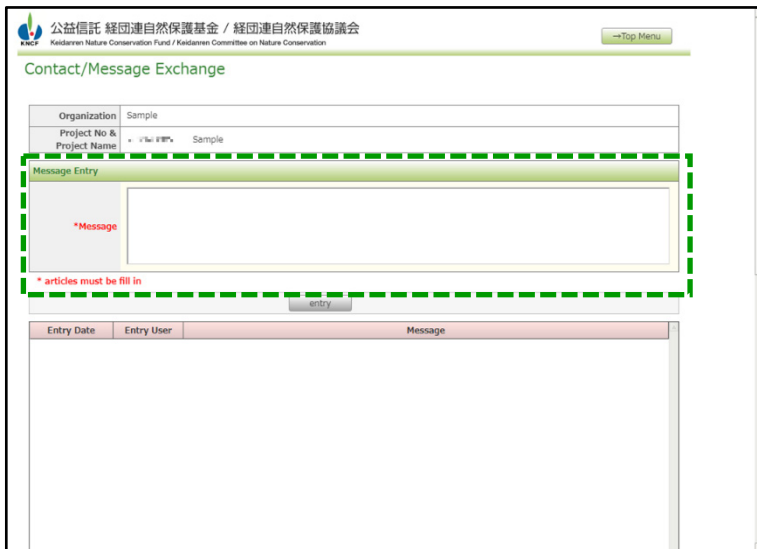
!

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”.



The screenshot shows the "Contact/Message Exchange" form. At the top, there are fields for "Organization" (Sample) and "Project No & Project Name" (Sample). Below these is the "Message Entry" section, which is highlighted with a green dashed border. It contains a text area for writing a message, a red asterisk and the word "Message" to the left, and a note below: "* articles must be fill in". Below the text area is an "entry" button. At the bottom, there is a table with columns "Entry Date", "Entry User", and "Message".

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.



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 Nature Conservation Council
Phone: +81-367410981
Email: kncf@keidanren.or.jp