

Keidanren Nature Conservation Fund (KNCF) 2023 Grant Program Guidelines for Application

1. Application Period

From 9:00am October 1st (Saturday) to 5:00pm December 1st. (Japan Standard Time)

Submission will be conducted through the Keidanren Nature Conservation Fund Management System (Hereinafter, 'the System')

2. Activity Requirements for Application

Region: Activities that are mainly based in the Asia-Pacific region or inside Japan.

Fields:

- (1) Activities that involve the preservation of biodiversity.
- (2) Activities intended to solve social issues that contribute to biodiversity preservation and that are applicable to Goals of SDGs.
- (3) Activities to support human resource development in order to preserve biodiversity, including environmental education.

All of the above activities should support the “Post-2020 Global Biodiversity Framework” (GBF).

-Note 1 : This policy will remain effective until FY 2030.

-Note 2 : In the entry column, “1. Project Objective” on Project Proposals, applicants must specify any of the 21 target(s) listed as the “2030 action targets” proposed in the GBF your project will contribute to achieve.

-Note3: As GBF will not be determined until COP 15, which is scheduled to be held in December 2022, please plan your activities based on the current tentative framework as shown below.

<https://www.cbd.int/doc/c/abb5/591f/2e46096d3f0330b08ce87a45/wg2020-03-03-en.pdf>

Other Requirements:

Confirm that you have satisfied the following requirements.

(1) Appropriate cooperation has been obtained from the government organizations, related international organizations, non-governmental organizations and local residents in the locations of the target projects.

(2) The results do not benefit any particular organization or individual.

(3) The project is implemented by experts with scientific knowledge, or the advice and cooperation of experts with scientific knowledge has been obtained in implementing the project.

In case of projects in Japan, refer to Japanese version of the Guidelines.

3. Requirements for Applying Organizations

1) Applicant must be an organization that satisfies the following conditions:

(1) It is able to appropriately report its activities, budgets and financial status of granted projects, when requested by KNCF.

(2) It has incorporated status, or is a voluntary organization with societal credibility equivalent to an incorporated organization.

(3) It has a record of conducting nature conservation projects for 3 years or more

2) Applicant must submit the documents listed below;

(1) Financial statements or certified audits for the past 3 years.

(2) For incorporated organizations, documents that show proof of such incorporation

(However, this does not apply to the Basic A Grant and Basic B Grant that will be explained in the Grant Categories.)

4. Grant Categories

(1) Basic A Grant

Grant for small-scale projects of 1 million Yen or less for the first-time applicant to the

KNCF Grant Program. While basically a single-year grant, applicants may be consecutively accepted for three years. Note that in order to reduce the burden of the applying organizations, application and reporting documents have been simplified.

(2) Basic B Grant

Grant for small-scale projects of 1 million Yen or less for local grass roots organizations conducting activities in countries designated by the UN as Least Developed Countries. While basically a single-year grant, applicants may be consecutively accepted for three years. Note that in order to reduce the burden of the applying organizations, application and reporting documents have been simplified.

(3) Standard Grant

Mid-sized grant that follows the conventional KNCF Grant Program. The upper limit is 10 million Yen. KNCF expects these projects to either be in their initial stages or to offer new approaches to solving problems. Applications may be made each year for a consecutive 3-year period.

(4) Collaboration Grant

Large-size grant with an upper annual limit of 20 million Yen with the requirement that applying projects are collaborative projects involving multiple organizations. KNCF especially wishes to support projects that involve cooperation with governments, local society and businesses and that serve as models for NGOs. The grant is designed for a continuous period of three years.

However, if the Steering Committee determines that the status of the progress of the project is insufficient, funding may be stopped even in the middle of the project.

5. Grant period

The grant period will be a 1-year period from April 1st, 2023 (Saturday) to March 31st 2024 (Sunday). However, the period for the Collaboration Grant is in principle, a three-year period ending March 31st, 2026.

6. The Scope of Grants

1): Applicable Expenses

(1) Purchase and rental of goods/materials, purchase and installation of lots/structures, as well as the expenses to repair the above items

(2) Personnel costs (labor costs for temporary staff directly involved in the project, rewards for experts)

(3) Travel, transportation, and lodging expenses including utility charges for local offices, food

(4) Communication and printing expenses including translation and publishing-related costs

2) Non-Applicable Expenses

(1) Personnel costs (labor costs for permanent staff)

(2) Outsourcing costs (outsourcing of all project work to a third party)

Moreover, even in the case of partial outsourcing, no more than 10% of the total grant amount may be applied to the outsourcing costs.

7. How to Apply

1) Schedule

Refer to the “Application and Report Forms”.

2) Application Period

From October 1st, 2022 (Saturday), 09:00 to December 1st (Thursday), 17:00 (The applications that are completed by 17:00 Japan Standard Time will be valid)

3) Application Procedures

(1) Access the System

Application can only be conducted by using the System during the period stated above

(2) Conduct user registration

In order to log into the System, obtain the necessary User ID and password by conducting the registration process in the URL below referring to “User Manual”. User registration is available from October 1st, 2022 (Saturday), 09:00, JST.

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

(3) Begin the application process

Refer to the “Guideline Annex KNCF 2023 Application Process” and the “User Manual” for detailed explanation of the application process

Note that the Application Entry button will automatically become inoperative after the deadline on December 1st, 2022 at 17:00, JST.

4) Upload necessary application information and documents

Regarding the Information/documents required for application and for reports after the grant implementation, refer to the “Guideline Annex KNCF 2023 Application Process” All information and documents must be input and/or uploaded by using the System.

5) Enter your application using the Application Entry button.

8. Grant determination

1) Results of screening

The KNCF Steering Committee will conduct screening and selection in mid-March 2023 (tentative schedule).

After April 1st, 2023, 09:00, JST, the selection results can be viewed at the System "Check your Progress Status" page

2) Plan revision

(1) For projects grants that have been approved, revise the project plan and budget to correspond to the approved grant amount. Submit the revised plan and budget by May 31st, 2023, 17:00, JST, using the System.

Changes to the basic elements of the original plan will not be allowed.

(2) Information/documents to be submitted

Refer to the “Guideline Annex KNCF 2023 Application Process” and the “User Manual” for detailed explanation of the revision process. Even if the approved grant amount is the same as the applied amount, be sure to conduct update procedures on the System in accordance with the User Manual. The pledge can be downloaded from the URL below.

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

(3) If a major change arises in the original project plan or budget after a grant is decided, promptly contact the trustee (Sumitomo Mitsui Trust Bank, Limited). If the applicant fails to make contact or does not receive the approval of the trustee, the applicant may be requested to return part or all of the grant.

3) Grant remittance

(1) Remittance of 1st Half grant

If the “Revised Project Plan” and “Bank account for remittance of grant funds” are submitted by the end of April, 50% of the amount of the grant will be transferred to the designated bank account by the end of May. If they are submitted by the end of May, 50% of the amount of the grant will be transferred to the designated bank account by the end of June.

(2) Remittance of 2nd Half grant

The remaining half of the grant will be deposited in the designated account by the end of November after submission of an Interim Report.

9. Reporting Obligations

1) Schedule

Regarding the schedule, please refer to the “Annual Schedule and Project Funding”.

2) Interim Report

(1) Organizations that have received grants must submit an “Interim Report” by October 31st, 2023, 17:00 (Strictly adhere to the deadline).

(2) Documents to be submitted

Refer to the “Guideline Annex KNCF 2023 Application Process” and the “User Manual” for

detailed explanation of the Interim report.

3) Final Report

(1) Organizations that have received grants must submit a “Final Report” by April 30th, 2024, 17:00, JST (Strictly adhere to the deadline).

(2) Documents to be submitted

Refer to the “Guideline Annex KNCF 2023 Application Process” and the “User Manual” for detailed explanation of the Final report.

Note: Organization Collaboration Grant has been granted is expected to make an individual presentation at KNCF steering Committee which take place in July annually.

5) Inquiries

After User Registration, inquiries may be made to the trustee and/or the trustor using the System menu [Contact/Message exchange].

(1) Please make any inquiries regarding Guidelines, Application and reports to the trustee, Sumitomo Mitsui Trust Bank, Ltd.

(2) Please make any inquiries regarding nature conservation activity to the trustor, Keidanren Committee on Nature Conservation

6) Onsite Inspection

Onsite Inspection may be carried out as necessary for confirming the progress and the results of the granted project. Organizations may also be asked to present the project results at symposiums or other events jointly held by the Keidanren Committee on Nature Conservation and KNCF.

10. Protection of personal information

1) Purpose of Use

Personal information submitted by applicants is used solely for the purpose of grant selection, grant administration, and inspection by authorities. The results of funded projects will be publicized on the Keidanren Nature Conservation Fund website or other media.

2) Provision to Third Parties

When personal information of applicants is provided to a third party to achieve the aforementioned purpose for use, a careful selection of vendors is made and proper oversight is exercised to ensure secure management of the personal information.

11. Return of Grant

The return of a part or all of the grant may be requested in the following cases:

- (1) Discovery of a false declaration on the application.
- (2) Use of the grant for non-applicable activities.
- (3) Failure to notify of changes in project plans.
- (4) Surplus at the end of the fiscal year.
- (5) Failure to carry out the planned project.
- (6) Identification as an anti-social force as described in Representation and Covenants regarding an Anti-Social Force.

Separate Document Refer to the declaration that “We are not an Anti-Social Force” • Agreement regarding covenant”

In addition, when suspicion of unauthorized expenditure or unreported surplus arises during or one year after the granted period, the trustee may conduct an investigation of the grant recipient regarding grant usage and /or confirmation of vouchers related to the project. Therefore, grant recipients are requested to maintain the documents related to the reports.