

Interim Report	1. Interim Report Summary	Find the templates posted on KNCF Website and fill the form. Submit the Project Proposal using KNCF Management System.	P29	◎	◎	◎	-
	2. Project Report/Financial Report (Detailed reports)	A detailed report of the 1st Half activities (No mandatory format.) Submit the Project Report/Financial Reprt using KNCF Management System.	P29	-	-	◎	◎
	3. Receipts	Convert all receipts to PDF files and submit them using KNCF Management System.	P32	◎	◎	◎	◎
	4. Reference Materials	Access URLs for the project area maps, photos and videos, etc. Submit the documents using KNCF Management System.	P32	◎	◎	◎	◎
Below, the necessary documents and procedures for the Final Report (April - March). The deadline is April 30th, 2025, 17:00 JST.				Small-Scale Grants		Mid-Scale Grant	Large-Scale Grant
		Points of Caution	User Manual Page (English)	First-time applicants (Basic Grant A)	For NGOs in Least Developed Countries (Basic Grant B)	Standard Grant ^{2.}	Collaboration Grant ^{1.}
Final Report	1. Final Report Summary	Find the templates posted on KNCF Website and fill the form. Submit the Project Proposal using KNCF Management System.	P30	◎	◎	◎	-
	2. Project Report/Financial Report (Detailed reports)	A detailed report of the 1-year activities (No mandatory format.) Submit the Project Report/Financial Reprt usingKNCF Management System.	P30	-	-	◎	◎
	3. Receipts	Convert all receipts to PDF files and submit them using KNCF Management SystemK.	P32	◎	◎	◎	◎
	4. Reference Materials	Access URLs for the project area maps, photos and videos, etc. Submit the documents using KNCF Management System.	P32	◎	◎	◎	◎

1. Collaboration Grant: (1) October Interim Reports and April Final Reports will be necessary for Year 2 and Year 3 as well. Submit the reports using the the attachment function of the "Fund Management System".

(2) In addition to the above reports, Organizations that have received Collaboration Grants are expected to make an individual presentation at KNCF steering Committee which take place in July annually.

2. Standard Grant: NGOs that have received Standard Grants may be expected to make an individual presentation at KNCF steering Committee