Keidanren Nature Conservation Fund (KNCF) 2025 Grant Program Application/Report Documents List

The necessary documents and procedures for application to the KNCF are listed below. The deadline for the application is 5pm on DEC 1, 2024, JST.

		Points of Caution	User Manual Page (English)	Small-Scale Grants — First-time applicants (Basic Grant A)	Small-Scale Grants — For NGOs in Least Developed Countries (Basic Grant B)	Mid-Scale Grant — Standard Grant	Large-Scale Grant — Collaboration Grant
Application Documents	1. Grant Application Form (Pledge Form)	Submit the Application Form using KNCF Management System.	P12-14, P19-21	◎	◎	◎	◎
	2. Project Summary Table (Japanese)	Submit the using the Project Summary Table using KNCF Management System.	N/a	(Japanese Organizations only)	—	(Japanese Organizations only)	(Japanese Organizations only)
	2. Project Summary Table (English)	Submit the Project Summary Table usingKNCF Management System. (Japanese organizations should also input their information in English.)	P15	◎	◎	◎	◎
	3. Project Proposal	FInd the templates for each application categoriy posted on KNCF Website and fill the form. Submit the Project Proposal using KNCF Management System.	P16-18	◎	◎	◎	◎
	4. Reference Materials	Access the KNCF website and use the templates in the various application menu folders to input information. Then, submit the reference materials using KNCF Management System.	P32	◎	◎	◎	◎

Below, see the necessary documents/procedures for approved organizations to receive grants. After the grant amounts have been determined, revise the project plans and budgets in the following manner.
[Even if the approved grant amount is the same as the applied amount, be sure to conduct the update procedures.]
If revised project plans and budgets are not submitted by the deadline of May 31st, 2025, 17:00 JST, the decision to issue grants may be reconsidered.

		Points of Caution	User Manual Page (English)	Small-Scale Grants — First-time applicants (Basic Grant A)	Small-Scale Grants — For NGOs in Least Developed Countries (Basic Grant B)	Mid-Scale Grant — Standard Grant	Large-Scale Grant — Collaboration Grant
Revised Plan and Budget	1. Project Proposal	Input the Project Proposal using KNCF Management System.	P25-26	◎	◎	◎	◎
	2. Bank account for remittance of grant	The account name is supposed to be the same as the name of the applying organization. Input the bank account information using the KNCF Management System.	P27	◎	◎	◎	◎
	3. Written Pledge	Confirming that you have no objections to the written information, have the representative of your organization sign the written pledge, convert it to a PDF and upload through the Upload document/materials function of KNCF Management System. The form can be downloaded from the URL below. https://www.keidanren.net/kncf/en/fund/program	P32	◎	◎	◎	◎

Below, the necessary documents and procedures for the Interim Report (April – September).
If the Interim Report is not submitted by the deadline of October 31st, 2025, 17:00 JST, the remittance of the 2nd half grant may be reconsidered.
For the Collaboration Grant, no interim report will be made, but an in-person annual report will be made at the March Grant Review Committee meeting.

		Points of Caution	User Manual Page (English)	Small-Scale Grants — First-time applicants (Basic Grant A)	Small-Scale Grants — For NGOs in Least Developed Countries (Basic Grant B)	Mid-Scale Grant — Standard Grant	Large-Scale Grant — Collaboration Grant
	1. Interim Report Summery	FInd the templates posted on KNCF Website and fill the form. Submit the Project Proposal using KNCF Management System.	P29	◎	◎	◎	–

		Points of Caution	User Manual Page (English)	First-time applicants (Basic Grant A)	For NGOs in Least Developed Countries (Basic Grant B)	Standard Grant	Collaboration Grant
Interim Report	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, 2026, 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	Collaboration Grant
Final Report	1．Final Report Summery	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	◎	◎	◎	◎