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| **Project Proposal** **(Name of Applying Organization; )** |

\* Please fill it out briefly with a total length l**ess than 14 pages** in total (**font size 11** at A4 size).

**For Collaboration Grant**

1. **Project objective**

Note: In addition to written description, please specify which target(s) your project contributes to the achievement of from the “21 Targets” listed as the “2030 Action Targets” proposed in “Post-2020 Global Biodiversity Framework” (GBF) expected to be adopted at the “Convention on Biological Diversity:COP15” to be held in December this year.

**2. Project implementation plan**

(Please describe the projects by year and item~~s~~.)

Note; For project, please describe not only fiscal year for which this application is being submitted but also susequent FYs.

1. 1st Fiscal Year
2. 2nd Fiscal Year2
3. 3rd Fiscal Year

**3．Expected concrete activity results**

1. 1st Fiscal Year
2. 2nd Fiscal Year2
3. 3rd Fiscal Year

**4. Activity schedule**

1. 1st Fiscal Year
2. 2nd Fiscal Year2
3. 3rd Fiscal Year

Please refer to the sample and instructions attached

**4. Activity schedule**

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| --- | --- | --- |
| **Activities / Tasks** | **FY２０２X** | **Remarks** |
| **Apr.** | **May** | **Jun.** | **Jul.** | **Aug.** | **Sep.** | **Oct.** | **Nov.** | **Dec.** | **Jan.** | **Feb.** | **Mar.** |
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Note: Please create 3 pages for each fiscal year.

**5. Income and Expenditure Budget plan**

Please refer to the sample and instructions attached

Note;

1. Describe each FY.
2. Divide expenditure type into individual “Exp Item” and describe i)the total amount, ii)the amount for each funding source, and iii)calculation basis.for each. Indicate also whether each funding source is fixed or expected.
3. Add rows for Exp Item and columns for Funding Source as appropriate
4. Convert local, or US, currency into in Japanese yen.

**（１）1st Fiscal Year**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Total Amount** | **KNCF’s Grant** | **Self Finance** | **Other Funding Souce 1** | **Other Funding Souce 2** |
| **Total**  |  |  |  |  |  |
| **Exp Item 1** |  |  |  |  |  |
| **Exp Item 2** |  |  |  |  |  |
| **Exp Item 3** |  |  |  |  |  |
| **Exp Item 4** |  |  |  |  |  |
| **Exp Item 5** |  |  |  |  |  |

**（２） 2nd Fiscal Year**

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| --- | --- | --- | --- | --- | --- |
|  | **Total Project** | **KNCF’s Grant** | **Self Finance** | **Other Funding Souce 1** | **Other Funding Souce 2** |
| **Total** |  |  |  |  |  |
| **Exp Item 1** |  |  |  |  |  |
| **Exp Item 2** |  |  |  |  |  |
| **Exp Item 3** |  |  |  |  |  |
| **Exp Item 4** |  |  |  |  |  |
| **Exp Item 5** |  |  |  |  |  |

**（３） 3rd Fiscal Year**

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| --- | --- | --- | --- | --- | --- |
|  | **Total Project** | **KNCF’s Grant** | **Self Finance** | **Other Funding Souce 1** | **Other Funding Souce 2** |
| **Total** |  |  |  |  |  |
| **Exp Item 1** |  |  |  |  |  |
| **Exp Item 2** |  |  |  |  |  |
| **Exp Item 3** |  |  |  |  |  |
| **Exp Item 4** |  |  |  |  |  |
| **Exp Item 5** |  |  |  |  |  |

**Please add rows for Exp Item and add columns for Funding Source as appropriate**

**6. The name and contact information of the experts outside of applicant’s who will provive advice and guidance for the project implementation .**

Note; Attach recommendations, if any, which will be positively evaluated.

**7. Local approvals (if you need local government approvals or agreements with local residents, please describe the contents)**

Note; Attach contracts or agreement with local governments or local communities, if any, which will be positively evaluated.

**8. Partners (if you partner with a local NGO or other international organization on the projects, please list the names of the organizations)**

Note; Attach contracts or cooperative agreements with international organizations or NGOs, or recommendations concerning your project from the partner, if any, which will be positively evaluated.

**9. Japanese Introducer (Name and contact information)**

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| **10. Applicant Profile****(Name of Applying Organization; )** |

1. **Historical background**

・date: Date of foundation

・History including past activities;

Indicate year, supported party, project cost, and web-site for each activity.

1. **Organization**
2. Form of the organization

・Organization with legal personality；

　　Attach official document(s) proving your legal status

・Voluntary organization or group

 Attach external audits of operations and accounting, if any.

・Staff number

・Director

・Permanent staff

・Non-permanent staff

Attach an organizational Chart

1. Representative

・Full name

・Birth date

・Home address

・Mobilephone#

・Major accomplishment

・Other affiliations and positions.

1. Website URLs
2. **Activities in the country implementing the project in the past, ongoing, and planned .**
3. **Financial Situation**

Attach income and expenditure statement as well as balance sheet, preferably audited, for last three fiscal years. For audited, attach the auditor's comment and signature, if any.

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| Send materials to the following address only if data cannot be sent by email. Note that submitted materials will not be returned.【Postal Mail Address】 1-3-2, Otemachi, Chiyoda-ku, Tokyo 100-8188, JAPAN Keidanren Committee on Nature Conservation |