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| **Project Proposal (Project Details)**  **(****Name of Applying Organization：　　　　　　　　)** |

**[Request to Applicants]**

**Please briefly describe your project in about 5 1-sided A4 pages (Font size of 11 points).**

**For First-time applicants (Basic Grant A) and**

**for NGOs in Least Developed Countries (Basic Grant B)**

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.

1. Detailed Activity (Describe the activities to be conducted in the current fiscal year)

3. Please describe the results that you expect to achieve.

4. Activity schedule (Please use the format while using the entry examples as a reference)

Please fill in the activity schedule using the example entries as a reference

**3. Activity Schedule**

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| **Activities/Tasks** | **Apr** | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |  |
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4. Income and Expenditure Budget Plan (Please fill in the budget plan using the example entries as a reference)

Note: Please explain the income and expenditures for each fiscal year

※　 Be sure to use U.S. Dollars as the currency unit

**6.** The name and contact information of the experts from outside the applying organization who will provide advice and guidance for the project implementation.

**Please attach any recommendations that you may have.**

**They will be considered during the evaluation.**

**７．**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 considered during the evaluation.

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| **１０．**Applicant Profile **（**OrganizationName**；　　　　　　　　　）** |

1. **Organization:**
2. **Structure**
3. **No. of employees**

**Directors, permanent Staff, Non-permanent staff, the number of members**

1. **Representative**

**Full name, Date of birth, Address**

**(2)Organizational History:**

**(3)Purpose:**

**(4)Past Activities (Implementation Year, main organization, project scale (Budget):**

**Note: If you have any articles or Web entries that would help us understand your past activities, please provide the URLs or access information.**

(**5) Activities in the Target Country:**   
(Please include past activities, current activities, and planned activities.)

**Note: If you have any articles or Web entries that would help us understand your activities, please provide the URLs or access information.**

As reference materials, you made include guidance on your organization, target country introductions, activity site photos/maps, and other materials, etc. However, please use the Fund Management System to upload the documents as attachments to your application.

{Postal Mail Address}

1-3-2, Otemachi, Chiyoda-ku, Tokyo 100-8188, JAPAN Keidanren Committee on Nature Conservation  
Tel: (03) 6741-0981