

Keidanren Nature Conservation Fund Guidance for Application 2012 Guidelines for Application

Item	Description	Remarks
1. Projects Eligible for Grants	1-1. Nature conservation efforts in developing countries Projects meeting all of the following four conditions ■Projects carried out for the purpose of nature conservation in developing countries, particularly in the Asia-Pacific region. Priority is given to projects for preserving biodiversity. ■Projects expected to receive appropriate levels of cooperation from the host governmental agencies, related international organizations, nongovernmental organizations, and the local citizenry. ■Projects that do not serve the special interests of any specific corporation or individuals. ■Projects that will be carried out by persons with sufficient scientific expertise, or with the advice and cooperation of persons having such expertise.	
2. Eligibility	2-1. Nature conservation efforts in developing countries A group or organization meeting all of the following three conditions ■A group capable of making appropriate reports, as requested by the Fund, regarding progress in implementing the funded project and its financial status including budgetary matters and settlements of account. ■A group with corporate status or a similar level of public trust. ■A group with a record of at least three years of carrying out nature conservation projects.	
3. Term of grant	(1) Funding will be granted for a period of one year, from April 1, 2012 to March 31, 2013 . For multi-year projects, application for continued funding must be made for each subsequent year. A condition when applying for continued funding for a subsequent year is submission of an Interim Report for the current year of the project by the deadline for submission. (2) Funding of the same project is in principle limited to three years. (Funding will not be granted for four or more consecutive years.)	
4. Funding	4-1. Standard amount No standard funding amount is set. (The amount of assistance is decided based on the details of the project and the project budget plan.)	See Past Project Funding.
	4-2. Covered expenses (1) Expenses for purchasing or leasing materials and goods, for purchasing land, for purchasing or installing temporary buildings, or for their repair. (2) Personnel costs (labor costs for temporary staff, honoraria paid to experts, etc.) (3) Travel, transportation, and lodging expenses (utility charges for local office, food, etc.) (4) Communication and printing expenses (including translation and publication-related costs)	
	4-3. Expenses not covered by grant (1) Personnel costs (labor costs for permanent staff) (2) Outsourcing costs (outsourcing of all project work to a third party)	
5. Selection process	Based on the results of scoring by specialists or academic experts, the steering committee will perform an overall evaluation mainly according to the following criteria as the basis for selection. (1) Significance ■It must be an appropriate and effective project grounded in an awareness of current problems. (2) Benefits ■The project plan must be feasible. ■A suitable budget plan for implementing the project must be presented. (3) Reliability ■The applying organization must be seen to have sufficient experience and capability for carrying out the project activities.	
6. Application process	6-1. Schedule See the Annual Schedule regarding the timetable from application to the time after funding is granted.	See Annual Schedule.
	6-2. Application period Saturday, October 1 to Friday, December 9, 2011 (only applications received by the deadline (Japan Standard Time) will be valid)	
	6-3. Application forms See Application/Report Forms for the documents required in making application and after funding is granted.	See Application/Report Forms.

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	6-4. Application procedures	<p>(1) Request an Application for Assistance form at the following website. https://www01.sumitomotrust.co.jp/enquete/IB/public/input.html Or access the Keidanren Committee on Nature Conservation website: http://keidanren.or.jp/kncf/index.html</p> <p>(2) Instructions for making a grant application will be sent to the email address registered in step (1). Access the URL indicated in the email message to download an Application for Assistance form.</p> <p>(3) Enter all required information on the Application for Assistance form, referring to the sample given.</p> <p>(4) Send the Application for Assistance (3) as an email attachment (Word file or PDF file) to the reply address of the email received in step (2). (Please reply without changing the subject or email address.)</p> <p>【Note】 <u>If the attached file is larger than 2MB, split it into segments of 2MB or smaller and send them separately. Use of FTP or other large file transfer services is not supported.</u></p> <p>(5) Send the following reference materials to the Keidanren Committee on Nature Conservation. Please note that sent documents will not be returned.</p> <ul style="list-style-type: none"> ■ A copy of the return email (see (4)) ■ An overview of your organization ■ Maps and photos of the project site ■ Other supporting materials (financial statement, newsletter, etc.) <p>(6) After the application deadline and no later than Thursday, December 29, the Sumitomo Trust and Banking Co., Ltd., the trustee of the fund, will send a registration number to the email address registered in step (1).</p> <p>【Note】 <u>If no email with your registration number is received, inquire with the trustee by Friday, January 6, 2012. (Only applications for which a registration number has been notified will be reviewed.)</u></p>	<p>■ Trustee: Keidanren Nature Conservation Fund, Public Trust Team, Retail Business Planning and Promotion Department, The Sumitomo Trust and Banking Co., Ltd. Email: charitabletrust@sumitomotrust.co.jp</p> <p>■ Keidanren Committee on Nature Conservation 1-3-2, Otemachi, Chiyoda-ku, Tokyo 100-8188, JAPAN</p>
7. Funding decision	7-1. Notification of decision	<p>Upon conclusion of the review and selection process by the steering committee (scheduled to meet in mid-March 2012), the selection results will be notified by early April 2012 to all applicants to whom a registration number was issued, by email to the registered address.</p>	
	7-2. Submission of a revised plan	<p>(1) If the amount of the grant differs from the amount applied for, you will be asked to modify the originally submitted project plan and budget based on the decided amount, and to submit the following documents by email to the address on the right by Thursday, May 31, 2012. In modifying a plan, the basic aspects of the original plan must be retained and cannot be eliminated.</p> <ul style="list-style-type: none"> ■ A revised budget plan (only if the grant amount differs from the amount applied for) ■ Bank account for remittance of grant funds (mandatory) <p>(2) If major changes arise in the original project plan or budget after a grant is decided, promptly contact the trustee (Sumitomo Trust) and obtain approval. In case of failure to notify promptly and to obtain the approval of the trustee, you may be required to return part or all of the grant money.</p>	<p>■ Trustee: Keidanren Nature Conservation Fund, Public Trust Team, Retail Business Planning and Promotion Department, The Sumitomo Trust and Banking Co., Ltd. Email: charitabletrust@sumitomotrust.co.jp</p>
	7-3. Remittance of grant money	<p>(1) Payment of first half of grant Upon submission of the revised plan (or only your bank account information if the amount applied for is granted in full), the first half of the grant amount will be deposited in the designated account within approximately two weeks.</p> <p>(2) Payment of remaining amount The remaining half of the grant will be deposited in the designated account within approximately two week after submission of an Interim Report.</p>	
8. Reporting obligations	8-1. Schedule	<p>See the Annual Schedule for the timetable after funding is granted.</p>	<p>See Annual Schedule.</p>
	8-2. Interim Report	<p>An organization receiving funding is to submit an Interim Report (in any format) by Wednesday, October 31, 2012. The following items must be included in the Interim Report. Note that payment of the remaining portion of the grant money is conditional on receiving an Interim Report by the stated deadline.</p> <ul style="list-style-type: none"> ■ Project report (status of the project from April 1 to September 30 [mandatory]) ■ Financial report (financial status from April 1 to September 30 [mandatory]) ■ Reference materials (optional) 	

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	8-3. Final report	<p>An organization receiving funding is to submit a Final Report (in any format) by Tuesday, April 30, 2013. The following items must be included in the Final Report.</p> <ul style="list-style-type: none"> ■Project report (status of the project from October 1 to March 31 [mandatory]) ■Financial report (financial status from October 1 to March 31 [mandatory]) ■Reference materials (optional) 	
	8-4. Where to submit reports	<p>(1) Interim report</p> <ul style="list-style-type: none"> ■Project report: Send by email to the trustee (Sumitomo Trust and Banking) ■Financial report: Send by email to the trustee (Sumitomo Trust and Banking) ■Reference materials: Send by post to the Keidanren Committee on Nature Conservation <p>(2) Final report</p> <ul style="list-style-type: none"> ■Project report: Send by email to the trustee (Sumitomo Trust and Banking) ■Financial report: Send by email to the trustee (Sumitomo Trust and Banking) ■Reference materials: Send by post to the Keidanren Committee on Nature Conservation <p>【Note】 <u>When sending email attachments larger than 2MB, split them into segments of 2MB or smaller and send them separately. (Be sure to include your registration number on the subject line of the email.)</u> <u>Note that use of FTP or other large file transfer services is not supported.</u></p>	<ul style="list-style-type: none"> ■Trustee: Keidanren Nature Conservation Fund, Public Trust Team, Retail Business Planning and Promotion Department, The Sumitomo Trust and Banking Co., Ltd. Email: charitabletrust@sumitomotrust.co.jp ■Keidanren Committee on Nature Conservation 1-3-2, Otemachi, Chiyoda-ku, Tokyo 100-8188, JAPAN
	8-5. Inquiries	<p>(1) Inquire with the trustee (Sumitomo Trust and Banking) regarding the application requirements and procedures and reporting, etc.</p> <p>(2) Inquire with the Keidanren Committee on Nature Conservation regarding nature conservation projects and related matters.</p>	<ul style="list-style-type: none"> ■Trustee: Keidanren Nature Conservation Fund, Public Trust Team, Retail Business Planning and Promotion Department, The Sumitomo Trust and Banking Co., Ltd. Email: charitabletrust@sumitomotrust.co.jp ■Keidanren Committee on Nature Conservation Email: kncf@keidanren.or.jp
	8-6. Site visitation	<p>Site visitation may be made as necessary for confirming the progress of a funded project and its results.</p> <p>An organization receiving a grant may also be asked to present the project results at events jointly held by the Keidanren Committee on Nature Conservation and the Fund.</p>	
9. Personal information protection (privacy policy)	9-1. Purpose for use	<p>Personal information submitted by applicants is used solely for the purpose of selecting projects for funding and for administering grants.</p> <p>The results of funded projects may also be publicized on the Keidanren Nature Conservation Fund website or elsewhere.</p>	
	9-2. Provision to third parties	<p>When personal information of applicants is provided to a third party for achieving the purpose for use, a careful selection of vendors is made and proper oversight is exercised to ensure secure management of the personal information.</p>	
10. Other	10-1. Outsourcing	<p>Outsourcing of a funded project in its entirety to a third party is not allowed.</p> <p>Even in the case of partial outsourcing, no more than approximately 10 percent of the grant amount may be used to pay for outsourcing costs.</p>	
	10-2. Return of grant money	<p>The return of some or all of the grant money may be requested in the following cases.</p> <ol style="list-style-type: none"> (1) Discovery of a false declaration on the application. (2) Use of grant money for expenses other than those covered by the grant. (3) Failure to notify of changes in project plans. (4) Existence of left-over funds upon conclusion of the project year. (5) Inability to carry out the intended project. 	