

2.1 Grant Request Form

○ **Deadline**

Friday, 30th of May, 2014

Documents to be submitted at the time of grant application

New Projects

- 1 Grant Application Form (Form No. 3, Part 1 to Part 3)
- 2 Request Form of Registration of Bank Account for Transfer of Grant
- 3 2014 Survey Form of Preferred Timing of Grant Payout
- 4 Confirmation sheet -staff and contact for the granted project
- 5 List of Members of Decision-Making Bodies including Board of Directors and Council of Board directors of the Latest Financial year

Continued Projects

- 1 Grant Application Form (Form No. 3, Part 1 to Part 3)
- 2 Request Form of Registration of Bank Account for Transfer of Grant
- 3 2014 Survey Form of Preferred Timing of Grant Payout
- 4 Confirmation sheet -staff and contact for the granted project
- 5 List of Members of Decision-Making Bodies including Board of Directors and Council of Board directors of the Latest Financial year

Notes

- From 2014, separate forms are required for new projects and continued projects for applying.
- When the Grant project implemented, approximately over 20% amount of own capital is mandatory as well as the expenditure statement.

NOTE: Representatives for Non-Japanese organizations need to submit forms in Japanese.

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No.	
<u>JFGE Grant Request Form for Fiscal Year 2014</u>	
Date:	
To Mitsuhiko FUKUI, President, Environmental Restoration and Conservation Agency	
Representative in Japan	
Address: _____	Address: _____
Name of the organization: _____	Name of the Representative (organization) : _____
Name of the President: _____ Seal	President of the organization: _____ Seal
	Name of the Representative(individual): _____ Seal
In accordance with the provisions defined in Article 4 of the JFGE Grant Policies and Procedures, we submit our application for the JFGE Grant for our project, which we plan to carry out as described below.	
Description	
Grant program	Entry Grant Regular Grant
Project title	Region: _____ Project: _____ (Project title should provide a clear description) *If the project is implemented in outside of Japan, be sure to include the country name or area.
Project category	Environmental conservation projects implemented in developing areas by Non Japanese NGO
Project type	a. Practical activities in the environment b. Provision and dissemination of information and raising awareness Select ONE from the left. c. International conferences d. Research
Project area	Select ONE from the P.11 of "Guide to the JFGE Grant Program Application"
The amount needed for the project	Total amount needed for the project : thousand JPY
	Grant amount requested for JFGE : thousand JPY (include Representative-related budget) : thousand JPY
Previous JFGE Grant(s) awarded to your organization: *If your organization has previously received a grant from the JFGE, list all fiscal years for which grant was received.	

***For all columns, please use only the space provided. Do not use a separate sheet.**

Important Notes on Grant Request Form

<Form No. 3, Part 1>

i) Name of Representative

For the foreign applicants, no particular individual stamps will be required.

ii) Project Title

Project title shall be filled in specifically and concisely in accordance with the Grant Request Form so as to clearly indicate the details of a grant project activity.

iii - v) Project Type, Category and Area

Type, Category, and Area shall be chosen from the listed choices (one for each) under the consultation with a dedicated staff from the JFGE or written in order for the choices to be consistent with the details of the current grant application as well as to complement possible differences in the particulars from those at the time of request.

vi) The amount need for the Project

The amount should indicate the whole amount of fund to be required to accomplish the Grant activity for this year including the application fee.

- Please fill in the desired amount of the JFGE.
- The grant amount will not exceed the sum of fund indicated in “The Letter of Acknowledgement.”
- The expense for the representative work shall be included.

(Details of the project for which the grant is requested)

<p>1. Project Summary</p> <p>*Please describe the objective, effect, detailed approach (who, where, when, to whom, what) briefly.</p>
<p>2. The problem that the recipient is approaching</p> <p>* Describe the situation of the area and background information specifically so that thorough understanding of the problem will be engaged, using objective data.</p>
<p>3. The necessity and validity of the project for approaching the problem</p> <p>*Please describe how the project can contribute to solve the problem addressed. Fill in with the detailed process to solve.</p>

Notes on Grant Request Form:**1. Project Summary**

-Please describe the project enabling the sound understanding of what the recipients is trying to do.

2. The Problem the recipient is approaching

-Please describe the situation of the problem area and its background information specifically as well as the current situation and problems using objective data

3. The necessity and validity of the project for solving the problem

-Please describe how the project can contribute to solve the problem addressed.

-Or, considering if the project is not conducted, please describe how the situation will become as well as how much the project is awaited among the local community where the project will be conducted.

(Details of the project for which the grant is requested)

4. Objective of the project

4-1. The ultimate outcomes of this project

***Please describe how the problem can be solved, the community or the society can be changed, and the ideal situation can be realized in about 5 years by developing your project even after the Grant period. Describe with concrete indicators.**

4-2. The outcomes expected during the Grant period

Please describe how the problem can be solved, the community or the society can be changed, and the ideal situation can be realized during the Grant period. Describe with concrete indicators.

4-3. The outputs during the Grant period

Please describe what actions or direct changes you are realizing by the activities for each fiscal year (FY), with concrete indicators

Notes on Grant Request Form

1. Objective of the project

The ultimate outcomes of this project

-Please describe “The ultimate Goal” regarding the shared goal with the JFGE staff at the explanation session.

-Details shall be described as the “effects” that can be expected by the activities after the target year as well as in the several year-span during when the grant project is implemented. If the specific goal is not filled in the Form, JFGE staff requires reviewing the description.

*If the Grant project is at its initial year, please describe the effect limiting within the target year. Also, please explain about the concrete indicators to measure the success level of project.

2. The outcomes expected during the Grant period

-Please describe the prospective benefit upon accomplishment of the project. Also, please explain about the concrete indicators to measure the outcome at the end of the project.

3. The outputs during the Grant period

-Please describe about the detailed outputs through the project. Also, please explain about the concrete indicators to measure the outputs of the project.

(Details of the project for which the grant is requested)

5. Implementation plan

***Please describe when, where, to whom, and what you are conducting for each FY to achieve the outcomes.**

6. Sustainability of the project, outcomes, and organization itself after the Grant

***Please describe how you will keep developing the project, outcomes, and how the autonomy of your organization (finance or staffs) will be achieved.**

7. Collaboration with the stakeholders

***Please indicate the collaborators (outside organizations or individuals) , and the coordination status as well.**

Notes on Grant Request Form

5. Implementation plan

-Please provide the action plan.

-For each activities, when, where, to whom, and what you are conducting to achieve the outcomes.

-“Which activities lead to which outcomes” should be described.

6. Sustainability of the project, outcomes, and organization itself after the Grant

-*Please describe how you will keep developing the project, outcomes, and how the autonomy of organization (finance or staffs) will be achieved

- In order to hold the sustainability, please describe what is necessary to keep the fund raised and how you plan to develop the next human resources.

7. Collaboration with the stakeholders


*Please indicate the collaborators (outside organizations or individuals), and the coordination status.

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(Details of the project for which the grant is requested)

8. Implementation schedule first FY~ third FY

Year and Month Contents	First FY												Second FY												Third FY											
	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
Activity 1																																				
Activity 2																																				
Activity 3																																				
Total amount for the project																																				


*Indicate the activity period with  (horizontal line)

NOTE: If the proposed project are continued for several FY, please fill out the several FY implementation schedule

(Details of the project for which the grant is requested)

8. Implementation schedule first FY~ fifth FY

Activity	First FY	Second FY	Third FY	Fourth FY	Fifth FY
Month	4 5 6 7 8 9 10 11 12 1 2 3	4 5 6 7 8 9 10 11 12 1 2 3	4 5 6 7 8 9 10 11 12 1 2 3	4 5 6 7 8 9 10 11 12 1 2 3	4 5 6 7 8 9 10 11 12 1 2 3
Activity 1					
Activity 2					
Activity 3					

*Indicate the activity period with  (horizontal line)

NOTE: This form should be used for Front Runner Grant.

	Categories	budget (1,000 JPY)		contents
Income	Funds on hand(including donations, and grants from other organizations)			
	JFGE Grant			
	Total			
Expense	Categories	JFGE Grant (1,000 JPY)	Funds on hand (1,000 JPY)	Total (1,000 JPY)
	1.Wages			
	2. Honorariums			
	3. Travel expenses			
	4. Materials and supplies expenses			
	5. Rental/service expenses			
	6. Administrative expenses			
	Total			

Categories	contents	JFGE Grant (1,000 JPY)	Funds on hand (1,000 JPY)	Total (1,000 JPY)
Activity 1				
1. Wages				
2. Honorariums				
3. Travel expenses				
4. Materials and supplies expenses				
5. Rental/service expenses				
6. Administrative expenses				
Activity 1 sub total				
Activity 2				
1. Wages				
2. Honorariums				
3. Travel expenses				
4. Materials and supplies expenses				
5. Rental/service expenses				
6. Administrative expenses				
Activity 2 sub total				
Evaluations etc.				
3. Travel expenses				
Evaluations etc. Sub total				
Total				

Notes on Breakdown Forms

1. Please refer to the “Breakdown of Amounts and Expenses under Grant Coverage” for proper breakdown of the amounts and expenses under the grant coverage.
2. If the activities are conducted more than 2 years, expenses of the current target year should be filled.
3. Administrative expenses shall be within 10% of the total amount of expenses.
4. Payment made overseas shall be converted into JPY in accordance with adequate currency conversion rate which will be rounded down at the decimal point. Please refer to the “Benchmark Date of Foreign Exchange Conversion Rates”.
5. Please be as concrete as possible in filling in the breakdowns as unclear cost description is supposed to be rejected.
6. Please fill in the budget amount section with figures to be rounded down to the nearest thousand.
 7. Please consult the JFGE staff when in applying any Grant, Foundation, or Service Fee to the Japanese national foundation or/and agency to avoid overlap expenditure in case of the granted project. It is not allowed to receive the Grant from any other than two Japanese National Foundation or Agency including the JFGE.
8. “Evaluations” include the following;
 - 1) Costs for attending Explanation/Information Session (in Kawasaki)
 - 2) Costs for attending Project Forum (in Tokyo)
 - 3) Costs for attending Interim Project Report (only for the second year recipients)
 - 4) Other costs for other self evaluation activities
9. Oversea based recipients shall include the cost of the attorney/representative related expenses such as representative expense.

Categories	contents	JFGE Grant (1,000 JPY)	Funds on hand (1,000 JPY)	Total (1,000 JPY)
1. Wages				
2. Honorariums				
3. Travel expenses				
4. Materials and supplies expenses				
5. Rental/service expenses				
6. Administrative expenses				
Total of Representative-relat ed budget				

NOTE: This form should be filled out only by Non- Japanese organizations

Notes on Form of Budget breakdown related to Attorney/Representative Works

Those who are appointed as attorneys/representatives shall pursue the following job tasks, and expenditures for their activities shall be accounted for the cost to be funded.

- 1) The work wage for the on site training for the local participants, any registration fees, or fees for the Japanese document creation.
 - 2) Travel expense for the on site training up to one time.
 - 3) Travel costs for attending semi annual representative conference (in Kawasaki or in Tokyo).
 - 4) Communication fees for overseas or JFGE.
*The maximum wage shall be JPY1500 per hour in respect to the expertise of the representative.
- The payment should be categorized as “Wages” if the attorney/representative is an individual workforce, and as “Rental / Service expenses” if the attorney/representative belongs to a group or organization.
 - The amount of expense will be determined by the sum of the recipient activity cost and the representative related fees.

2-1-2 Request Form of Registration of Bank Account for Transfer of Grant

- 1) Disbursement from the ERCA to a Grant Recipient shall be made via a wire transfer to the bank account specified by the Grant Recipient.
Grant Recipient is required to have a designated bank account under the name of the organization that the Grant Recipient belongs to for the purpose of receiving the Grant. No bank account under the name of an individual is qualified for the disbursement of the Grant. However, if the Grant is to be transferred into a bank account under the name of an individual who serves as proxy in the activities of an overseas organization (Case II), such individual bank account shall be deemed sufficient for the disbursement of the Grant. Please remember to fill in the branch code (branch number) of such bank account.
- 2) Please designate a valid account with city, regional, local commercial banks, credit finance unions, credit association, Japan Post Bank, or labor banks for the Grant to be transferred into.
- 3) Please ensure that the seal impression on the “Request Form of Registration of Bank Account for Transfer of Grant” is consistent with the seal impression on the Grant Application Form. In case of change to the particulars in the initially registered bank account, please submit the “Report of Change in Application Particulars”.
- 4) Please submit a copy of the bankbook’s cover and “Request Form of Registration of Bank Account for Transfer of Grant”.

2-1-3 Survey Form of Preferred Timing of Grant Payout

- 1) Grant shall be disbursed in accordance with the “Reimbursement Method” which is subject to the submission of the “Grant Payout Application Form” in agreement with the progress of a grant project activity as well as the relevant documentary proof thereof. Please compile a rough draft of the “Survey Form of Preferred Timing of Grant Payout” in accordance with the Grant Activity Plan as the form will serve as a benchmark to oversee the annual funding plan of the Grant Recipient as well as to aid administrative procedures handled by the ERCA.
- 2) Period of a grant project shall be from April 1st of the corresponding year to the end of March of the following year. Please make sure that all account settlement procedures related to the Grant are completed by late March in order to facilitate account settlement procedures handled by both the Grant Recipient and the ERCA. Please refer to the “Grant Payout Schedule of 2014” for detailed information on the Grant payout schedule such as the application deadline and the disbursement date.

2-1-4 Confirmation sheet – staff and contact for the granted project

Please provide information on members involved in the granted project, along to describe the Full/part-time, Paid-/unpaid employee in the blank. Also, fill in information of several contacts when it happens to confirm bank transfer or in case of emergency.

Besides, please provide the English name of Organization, name of Activity, and the Homepage Address (URL) in case of being asked the granted project from oversea.

2-1-5 List of Members of Decision-Making Bodies including Board of Directors and Council of Board directors of the Latest Financial year (Free Format)

Please remember to submit an updated “List of Members of Decision-Making Bodies including Board of Directors and Council of Board directors of the Latest Financial year” to complement the difference in the business year from the time of submitting the Grant Request Form. Also, please remember to fill out the form that refers to different employment types (full-time paid/unpaid and part-time paid/unpaid). Information shall be provided about all employees including the board of directors.

2.2 Procedures for Change in Application Particulars

In case changes to the particulars of the initial application need to be made, please take the following procedures.

2-2-1 Report of Change in Application Particulars

- i) In case of change in the Grant Project Activity Plan after the Grant application has been successfully confirmed, please consult JFGE's dedicated staff as well as submit the Application for Change in Grant activity, the Table of Particulars of Change and the Reason for Change. Especially, change in the amount exceeding 20% of the finalized amount in relation to each item of the amounts and expenses which reach over JPY100, 000 may require the approval from the president of ERCA. The recipients shall make formal application of change when expenses on the offer letter indicates "0" amount but the recipients need to apply for the grant request. The grant's recipient project can be modified up to once a year.
- ii) In case of any unauthorized change in the particulars of a grant project activity, without prior consent, the Grant Recipient shall return to the JFGE the amount equivalent to the Grant provided.
- iii) In procedures for change, the Administrative Management Expenses shall not exceed 10% of the cumulative Amount out of "Other Amounts and Expenses Column".

2-2-2 Report of Other Changes

Please remember to submit the "Report of Change in Application Particulars" indicating the date of change in case of change in particulars entered on the "Application for Change in Grant Project" such as the address of the Grant Recipient, name of the representative, bank account for the transfer of the Grant, seal impression of the Grant Recipient, address of the representative or the name of the Grant Recipient (except for the change in the Grant Activity, Amounts and Expenses under Grant Coverage, Amount of Grant).

(There is no need to submit a report if changes are made to the Grant Activity, Amounts and Expenses under Grant Coverage or the Amount of Grant).

FAQs

① Request For Grant Payment

Q 1 Can we change the activity details written on the application form for grant when applying for the request of payment?

A 1 In the explanation session for the prospective recipients, the recipients may have to recreate the request form supervised by the ERCA staff members when explained about the application review process. If the needs of amendment occur in the stage of applying for the grant application, the recipients may consult with JEFG staff to recreate the application.

Q 2 There occurred a need to make a change on the project planning leading to the project reformation, which lead to the budget balance change. Could this change be possible?

A 2 Please consult with the ERCA staff before you make the change to create such forms as “application for the change”, “breakdown of the change”, and “statement of reason for the change”. This is available up to one time in a year.

Q 3 Is there any limit for expenditure?

A 3 There are some costs designated with the maximum percentage of the cost. For example, equipment purchase fee, construction fee, or service fee for the outer party must be limited up to 50 % of the grant.

②Period of Grant

Q 1 We have paid the expenses before the official acknowledgement for the grant was sent. Could these fees be granted?

A 1 If the payment is conducted between 1st of April to 31st of March next year, the recipient can include it in the request for grant payment.