

Japan Fund for Global Environment (JFGE)

2017 Guide to the JFGE Grant Request
for Non-Japanese organizations



We are open for grant requests during:

- November 16, 2016 to December 14, 2016 for Continued Project
- December 15, 2016 to January 16, 2017 for New Project

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NOTE:

- **Information in this guide might be changed due to the circumstances of the operational budget establishment for JFGE grant FY2017.**
- **Please be aware that this guide is only a reference for non-Japanese reader. For official information, please refer to Japanese guide.**
- **The information covered within this guide is for non-Japanese organization. Further information is available within Japanese guide for Japanese organization.**

Major changes from FY2016

- Application period

Depending on either the project is new project or continuous project, the application period differs.

- November 16, 2016 to December 14, 2016 for Continued Project
- December 15, 2016 to January 16, 2017 for New Project

- Grant programs

Please refer to page 6 for details.

- Grant Request Form

Only one Grant Request Form is used for both new and continuous projects.

Main Guidance

1. Introduction

Environmental issues such as global climate change, desertification and deforestation of tropical forests, loss of biodiversity are posing challenges to modern society. Unsustainable consumption of natural resources in both developed and developing countries threaten not only the supply of resources themselves but also whole ecosystems. Likewise, the impact of these problems is not confined to the administrative boundaries or regions, and so cannot be solved without borderless cooperation. Therefore, international collaboration is important for the environmental conservation for the future.

The Japan Fund for Global Environment (JFGE), a division of the Environmental Restoration and Conservation Agency of Japan (ERCA) was established in 1993 by an initial endowment from the Japanese government together with contributions from the private sectors, including individuals and private corporations. The interest accrued from these fund management is then used to support for the activities of non-governmental organizations (NGOs) and non-profit organizations (NPOs) aiming at environmental conservation.

2. Our Vision and Mission

Vision of JFGE

Today, it is more and more important that each citizen tries to solve various environmental problems by changing their good intentions into concrete actions.

Environmental NGOs/NPOs will play an essential role in creating the future desirable environment. They will connect individual voices, efforts, and actions, to win society's sympathy, and expand a "chain of action" through on-site activities.

The expansion of a "chain of action" is required in many different areas or stages—from local levels based on each unique life, culture, and economy to global levels based on the relationship of various people of different cultures.

The activities of each environmental NGOs/NPOs at the core of the "chain of action" also are expected to be vary.

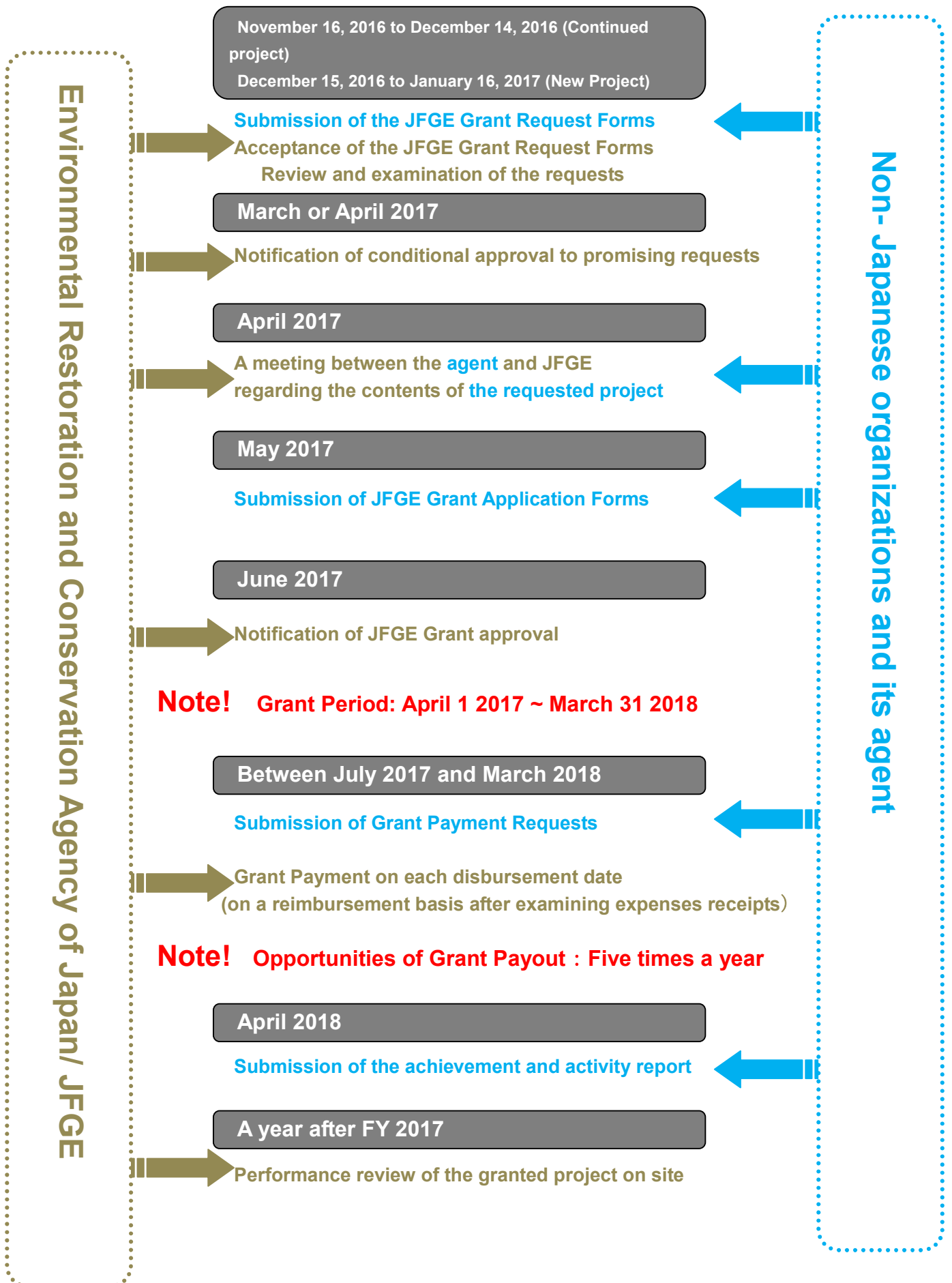
The JFGE will contribute to create sustainable societies through supporting efforts of these environmental NGO/NPOs—while respecting their independence, autonomy, and diversity—and facilitating collaboration with other donors, entrepreneurs, and governments.

Through this work the JFGE will help to steward an earth that will become the basis of well-being for future generations.

Mission of JFGE

1. Environmental NGOs/NPOs have become essential actors in building sustainable societies and environmental conservation. It is important for them to strengthen their capacities for finance, expertise, advocacy, mobilization, and communication that sustain their activities. Additionally, from now on it will be important for them to strengthen their capacity to promote collaboration with other stakeholders while respecting their independence, autonomy, and diversity.
As these activities are enhanced, we expect they will create a desirable environment by winning citizens' interest, expanding, and changing the socio-economic system. The JFGE aims to strengthen their support so that environmental NGOs/NPOs can meet those expectations. As they garner increased interest and trust both qualitatively and quantitatively, environmental NGOs/NPOs will strengthen their capacities.
2. It is impossible to build sustainable societies without local efforts. The JFGE places high value on local efforts that can contribute to community development. At the same time, we will support Environmental NGOs/NPOs so that these local efforts can expand from isolated ones to a "chain of action" through collaboration amongst stakeholders.
Lastly, environmental problems are linked globally, across national borders. Therefore, the JFGE will support environmental NGOs/NPOs that target international points of view so that these "chains of action" will link internationally.

3. Procedural Flow of JFGE Operation for the Fiscal Year 2017



4. Summary of Grant Programs

	Entry Grant	Continuous-Project Grant	General Grant
Objective	Grant to support grass-roots projects to expand	Grant to support grass-roots projects to take a root in the site as self-sustain project	Grant to support organizational growth by realizing projects efficiently through refining skills
Grant Period	1 year (One term per organization)	Maximum 3 years (One term per organization)	Maximum 3 years (two-year-break required for organization received Regular Grant for two terms in a row)
Organization Criteria	<ol style="list-style-type: none"> 1. At least 1 year experience in the related field to the proposed project 2. Organization established less than 10 years ago 3. First time to be granted by JFGE 	<ol style="list-style-type: none"> 1. At least 1 year experience in the related field to the proposed project 2. Organization either received Entry Grant in past three years or never received JFGE grant 	At least 3-year experience in the related field to the proposed project
Project Criteria	<ol style="list-style-type: none"> 1. Project to pursue environmental conservation 2. Grass-roots project 	<ol style="list-style-type: none"> 1. Project to pursue environmental conservation 2. Project aiming to continue similar project 3. Cooperation with various stakeholders for project expansion 	<ol style="list-style-type: none"> 1. Project to pursue environmental conservation 2. Project with either new issue, new topic, or new methodology involved
Range of Grant Amount (per year)	Minimum 500,000 JPY ~ Maximum 3,000,000 JPY	Minimum 500,000 JPY ~ Maximum 3,000,000 JPY	Minimum 2,000,000 JPY ~ Maximum 6,000,000 JPY

Major Changes in Grant Programs

In FY2016, JFGE newly established third party counsel to discuss “how to engage organization’s growth, independence, and sustainability”. As a result of the discussion, Grant Programs are rearranged to fulfill the vision and mission of JFGE.

1. For project to take a root within the project site

Major objection of Entry Grant hasn’t changed from FY2016. It engages newly established organizations to tackle the environmental issues at grass-roots level.

On the other hand, Continuous-project Grant is a newly developed grant program. The aim of this program is to support grass-roots projects to take a root in the site as self-sustain project.

By adding this Continuous-project Grant, JFGE aims to support organization continuously in order to realize self-sustain project.

2. Expanding projects for organization’s growth

General Grant is basically based on the previous Regular Grant, but the limitation of submitting grant request is added. Once the organization received General Grant for two terms in a row, the organization cannot apply for next two fiscal years. The purpose of the two-year break is to enhance the organization to become financially independent through taking strategical actions to obtain various source of income.

5. Essential Conditions

1. Organizations eligible for the Grant

Applicant must meet **all** of the following criteria:

- 1) The organization must be a non-governmental organization(NGO) or a non-profit organization(NPO)
- 2) The organization must possess an Articles of Incorporation or its equivalent bylaws
- 3) The organization must possess a well-established board of directors and work forces that make decisions for the organization and implements the activities of the proposed project
- 4) The organization must possess an accounting structure capable of bookkeeping and self-auditing
- 5) The organization must possess an office that serves as a base of their activities
- 6) The organization must prove that they have enough capacity to execute the proposed project by presenting the firm evidence, such as activity report of previous activities and achievements

2. Eligible activities for the JFGE Grant

Conservation activities that fall into following categories are eligible;

- a. Nature protection, conservation and restoration
- b. Forest conservation and tree/grass planting
- c. Anti-desertification
- d. Agriculture of environmental conservation type
- e. Mitigation and adaptation to climate change
- f. Building of a recycle-oriented society
- g. Air, water and soil conservation
- h. Comprehensive environmental education
- i. Comprehensive environmental conservation activities
- j. Other environmental conservation activities

Positive participation of local communities is highly desirable for practical activities such as afforestation, wildlife conservation, prevention of pollution, etc. and, also conducting surveys and researches or holding international conferences to promote the activities are recommended. And in any case, previous activity experience in the project site is needed.

Note! JFGE grant for overseas is exclusively for the environmental conservation activities implemented in **developing countries and areas**.

JFGE identifies countries and areas as “developing “ based on the List of Recipients of Official Development Assistance approved by the Development Assistance Committee, which is available at: <http://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf>

In accordance with this stipulation, projects implemented in South Korea and Russia are not eligible for the grant.

3. Activities not eligible for the Grant

Even if the proposed project meets the above conditions, it would be ineligible for the Grant if the project falls into one of the following conditions

- (1) Projects that are carried out as part of policy measures of a national administrative body of either Japan or the nation where the projects are to be implemented
- (2) Projects that are in effect carried out in the interests of a specific business operator
- (3) Projects for which the funds provided by the grant are expected to be recovered through some ways such as loans, advances, or investments
- (4) Projects that are deemed to be used for the purpose of political and/or religious propaganda
- (5) Projects that are funded by other sources than the JFGE Grant, such as subsidies or grants from the government of Japan or Japanese government bodies
- (6) Projects that extend financial aid or grants to other organizations
- (7) Projects that are deemed to be inappropriate and unsuitable for NGOs/NPOs

4. Expenses covered by the Grant

Check the Table 2 below (p.12-13) for the expenses covered by the grant.

Note! Certain grant-eligible expenses have a limit. For example, the upper limit of fees of manuscript paid to its writers is up to 2,400 Japanese yen per page. If an organization has paid fees of manuscript that exceeds the ceiling, the JFGE will reimburse no more than 2,400 yen×number of page, with the difference to be borne by the grant organization.

5. Expenses not covered by the Grant

The expenses listed below are **not** covered by the grant.

- (1) Personnel expenses for PAID directors and staffs, office rents (including any utilities and water charges) and expenses necessary for routine operation of the organization (including the publication of house organs).
- (2) Contributions and/or endowments to individuals or organizations.
- (3) Eating and drinking fee expenses

6. Payment procedure for the Grant

In providing the grant, the JFGE employs “**reimbursement**” payment methods. That means the grant is paid only after the organization has carried out the activities and submitted the receipts for accrued expenses. Therefore, it is necessary for grant organizations to have secure funds to cover the initial cost/expenses for the project.

7. Requirements and treatments for “Agent”

Non-Japanese organizations **must have a contract** with an agent (individual or organization) for JFGE Grants.

Criteria of the Agent

The Agent must meet a criterion or both criteria below;

- 1) A person who has Japanese citizenship or foreigner who has permanent residence permit of Japan, possessing a bank account available for JPY (he/she does not necessarily live in Japan, but he/she must participate into the meeting with JFGE at the headquarter of ERCA)
- 2) An organization with a main office in Japan

In both cases above, it is necessary that the agent is;

- A) Having the participative experience to the conservation activities implemented by the applicant overseas organizations
- B) Able to communicate with the applicant overseas organization by English / local language

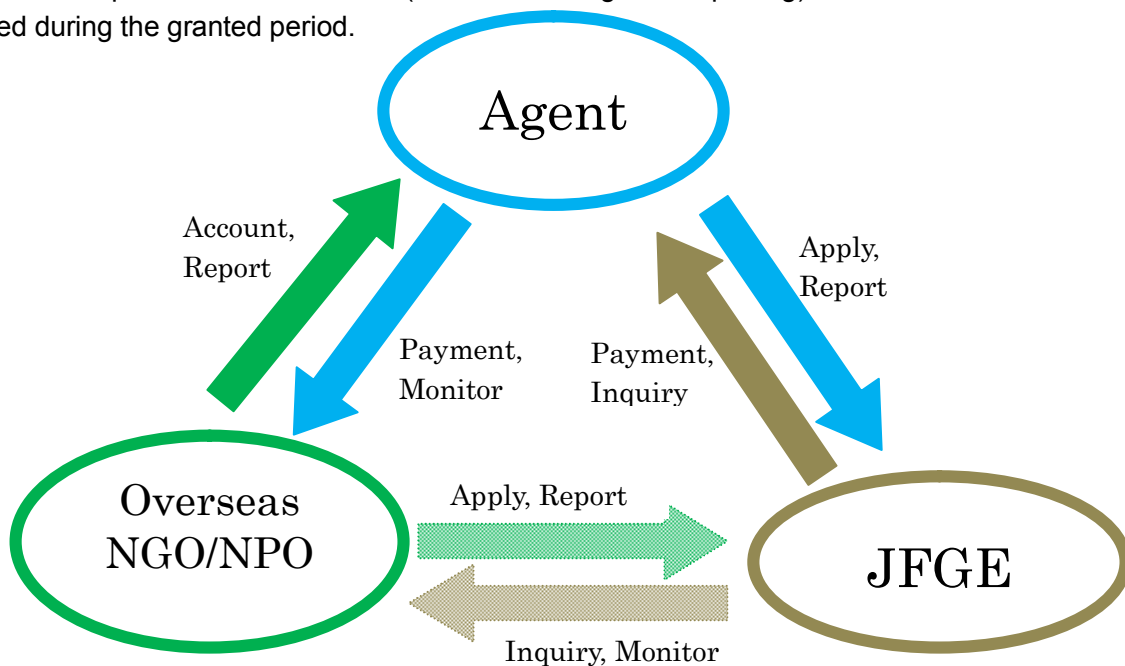
Roles of Agent

Once the proposed project is granted by JFGE, the agent is required to play a role as a “bridge” between the applicant organization and JFGE through the project duration.

The agent has to play following roles in detail;

- 1) Prepare the required documents for accounting and report **in Japanese**
- 2) Answer to the inquiries by JFGE and Convey them to the organization
- 3) Monitor and Give appropriate facilitation for the project
- 4) Visiting the project site for the work above iii.
- 5) Transfer Grant money for the organization
- 6) Participate into the opinion-exchange meeting between the agent and JFGE
- 7) Participate into the Activity Report Session in the final year
- 8) Participate into the Interim evaluation meeting with a panel of third-party
- 9) Participate into the post-project review on site

Agent is to mediate the communication between JFGE and overseas organization, and so the submission of procedural documents (both accounting and reporting) and other related tasks will be required during the granted period.



Work flow between the Organization, Agent and JFGE

Expenses related to agent

Overseas organization needs to sum up the agent-related expense on the “Budget breakdown related to agent” which is separated from the project expenses. The agent-related expenses are as follows;

- i. Wages for preparing the required Japanese documents for accounting and report to JFGE, and for monitoring and facilitation for the project
- ii. Travel expenses for monitoring and facilitation for the project (once per fiscal year)
- iii. Travel expenses for participation to the opinion-exchange meeting between JFGE and agent
- iv. Travel expenses for participation to the activity report session and the mid-term evaluation
- v. Communication expenses with the organization and JFGE

Note! The Maximum amount of wage for agent is 300,000 JPY per FY regardless of the designated amount of grant.

8. Other requirements

- (1) Applications and its supporting documents (references) are fundamental on evaluation of grant recipients. So the contents of a project proposal should be stable and consistent, and if

substantial material changes on the contents and allocation of the project are made after submission, the JFGE grant support may be dismissed.

- (2) If deemed necessary, the JFGE will implement certain measures, such as requesting additional reports and conducting an investigation of organizational books and records by JFGE staff. Any disclosure of fraudulent processes will result in immediate cancellation of the grant support and return of all paid funds. On-site interviews by JFGE staff may be required, and any uncertainties in a project implementation may cause firm audit compliance review.
- (3) Every year (Beginning of April), JFGE staff and Agent have meeting (opinion-exchange meeting between the agent and JFGE described page 6) will implement at JFGE office in Kawasaki city. For travel expenses to Kawasaki city will be covered by JFGE grant.
- (4) In second year of the project, JFGE will implement a mid-term evaluation by a third-party panel (oral interview with evaluation panel members), and the agent is required to come to the JFGE office for the event.
- (5) Recipient organizations are required to compile and submit mid-term /annual activity report. Additionally, in the final year of the grant support period, participation into the activity report session may be requested.
- (6) Performance review of the granted project on site
- (7) One year after finishing the grant project (only for 3 years project), JFGE evaluation council will conduct an impact evaluation. After the feedback of the evaluation, JFGE grant considerations in examine grant request may change in future.
- (8) JFGE supports the Personal (private) Information Protection Law in Japan.

6. Submission Process of Grant Request Forms

1. Documents to be submitted

NOTE: Following documents should be prepared in Japanese. Continuing grant projects from FY2015 (or FY2014) don't need submit (2)(3)(5)(6), if no changes have made on them.

	Documents to be submitted	Number of submission	Notice
(1)	The completed grant Request Form, page 1 through page 5 (hereinafter the "Request")	original and 1 copy	<ul style="list-style-type: none"> • A4-size paper must be used. Use recycled paper if possible. • Even if your project is expected to last for two or more fiscal years, write the single annual budget plan on the request form Page 3-1, 3-2, 3-3. • In case of conducting surveys and researches, the document should provide a list of attendees engaged in the survey and their expertise in Application Page 5.
(2)	The organization's Articles of Incorporation or equivalent bylaws	1 copy	<ul style="list-style-type: none"> • A Japanese version must be provided.
(3)	A register of members who constitute the board of directors or equivalent decision-making body of the organization	1 copy	
(4)	Organization's statement of accounts for the past three years	1 copy	<ul style="list-style-type: none"> • If the account has not yet been settled, please submit a plan or projection. • Organizations in existence for less than three years may submit available data.
(5)	Reports, photographs and other materials showing the outline of similar activities in the past three years	1 copy	<ul style="list-style-type: none"> • If the organization has, in the past three years, engaged in projects similar to that for which the grant is sought, reports, photographs and other materials that provide a general outline of these projects should be submitted. • Previously existing materials are acceptable.
(6)	Other background materials that provide details of the project	1 copy	<ul style="list-style-type: none"> • For site-specific activities, such as nature conservation, surveys and afforestation • General geographic map(s) and thematic map(s) of project site should be presented.

(7)	Blank official postcard (for acknowledgement of receipt of the Application)	1 postcard	<ul style="list-style-type: none"> • The JFGE will confirm receipt of the Application by stamping the postcard with its seal and mailing it back to the applicant. Confirmation of receipt cannot be given over the phone. • Print the name and address of the person to whom confirmation should be sent (agent in Japan) on the front of the postcard, and the name of the organization and project title on the back.
(8)	'Power of Attorney' and documents explain a relationship between an Non-Japanese organization (Applicant) and agent in Japan	original	<ul style="list-style-type: none"> • Non-Japanese organizations are required to submit a 'Power of Attorney' and documents explain a relationship between an Non-Japanese organization(Applicant) and agent in Japan, in addition to the documents specified in (1) to (7). • The Power of Attorney must bear the signature of the agent of the Applicant organization. If, however, the original signed Power of Attorney has not arrived in time for submission, the JFGE will accept a faxed copy as a temporary measure, in consideration of the time required for communications between the agent in Japan and the Non-Japanese organizations

If you are bringing the documents to our office with you, please follow the map direction below;

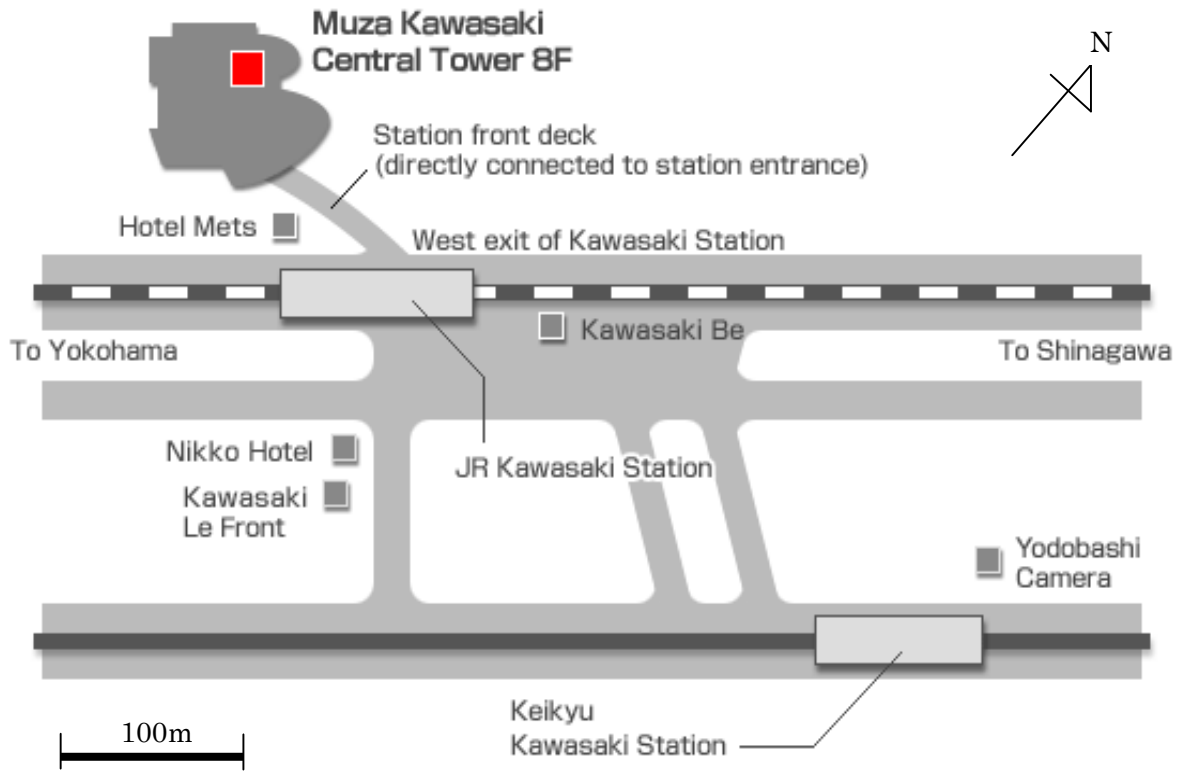


Table 1. Project areas

Project area		Examples
Conservation of Biodiversity	Nature protection, conservation and restoration	<ul style="list-style-type: none"> The activities that contribute to the protection of areas or habitats which are recognized to have worthy ecosystem Wildlife conservation Research on threatened or endangered species The activities of either management of invasive species or Wildlife (especially birds and mammal)
	Forest conservation and reforestation	<ul style="list-style-type: none"> The activities that contribute to the conservation of worthy forests Reforestation of degraded land Conservation of secondary forests (<i>Satoyama</i>)
	Prevention of desertification	<ul style="list-style-type: none"> Afforestation and tree/grass planting in deserts and surrounding areas Activities that promote proper irrigation
	Agriculture of environmental conservation type	<ul style="list-style-type: none"> Promotion of agro-forestry Development and utilization of natural farming techniques Conservation of terraced rice paddy fields
Mitigation and adaptation to climate change		<ul style="list-style-type: none"> The activities that promote utilization of soft renewable natural energy; popularization of energy-saving lifestyles Utilization of low-emission automobiles other activities aimed at the reduction of greenhouse gas emissions
Building of a recycle-based society		<ul style="list-style-type: none"> Waste reduction, reuse and recycling - Sustainable material cycle activities for proper waste treatment and prevention of illegal waste disposal Waste management and promoting cyclical use of natural resources
Air, water and soil conservation		<ul style="list-style-type: none"> Protection of the ozone layer ; Acid rain control and other measures to prevent air pollution Prevention of water pollution including river, lake and marsh ; protection of marine environment Prevention of soil pollution ; reduction and non-use of toxic chemicals
Comprehensive environmental education		<ul style="list-style-type: none"> Activities for ESD (Education for Sustainable Development) promotion Promoting comprehensive environmental education for awareness raising Training and awareness raising through environmental education
Comprehensive environmental conservation activities		<ul style="list-style-type: none"> Uncategorized project areas; covering multi-disciplinary activity areas Creation of environmental friendly cities through the collaboration of citizens, businesses, local communities, and governments Promotion of green purchasing Research to formulate comprehensive environmental policy recommendations
Other environmental conservation activities		<ul style="list-style-type: none"> Environmental conservation activities which have been not already described above

Table 2. Categories of Grant-eligible Expenses

Expense category	Expenses
(1) wages	<ul style="list-style-type: none"> - Wages for unsalaried part-time staffs and volunteers are covered by the grant Note! Wages for salaried full-time directors and staffs of the organization will not be supported by the grant. - Expenses incurred in the capacity of the agent (individual)
(2) Honorariums	<ul style="list-style-type: none"> - Honorariums paid to outside lecturers, experts etc. - Manuscript fee Note! Honorariums for salaried full-time directors and staffs will not be supported by the grant
(3) Travel Expenses	<ul style="list-style-type: none"> - Transportation: Airplane, railway, bus, and boat fares (Expenses for rental cars fall into category (5) below.) - Hotels: Actual hotel expenses Note! Meals and drinks, daily allowances are excluded - Others: Incidental travel expenses, including visa and passport issuance charges, and highway tolls
(4) Materials and supplies	<ul style="list-style-type: none"> - Expenses for the purchase of equipment, materials, books, and fixtures
(5) Rentals/services	<ul style="list-style-type: none"> - Costs for conference hall rental: Set-up costs incurred in holding a conference (lease of equipment, setting up signboards, etc. Eating and drinking fee expenses are excluded.) - Fees for temporarily leased office space are included if required by the project - Vehicle rentals: Drivers for rented vehicles, fuel charges, etc. - Leasing and rentals of machinery, including expenses incurred in the operation of machinery - Transportation of supplies: Includes supply delivery charges and postage for mailing questionnaires (ordinary postage is classified into the administrative expenses below) - Construction costs - Equipment set up costs - Interpretation, translation fees Note! Payment to PAID directors and staffs will not be supported by the grant. - Printing and other fees required for the preparation of reports, layout and posters - Fees for outsourcing surveys, etc. - Expenses incurred in the capacity of representative(organization) (When the outsourcing is needed, it is necessary to exchange contract which determine obviously the business outline, the basis of budget calculation, the period of contract, copyright policy, and so on.).

<p>(6) Administrative expenses</p>	<ul style="list-style-type: none"> - Office supplies: Includes office supplies and stationery, copying charges, cost of film and film development - Communication charges: Telephone, fax, postage, etc. <p>Note! Expenses should be limited to expendable office supplies and postage fees incurred in the execution of the granted project.</p> <p>Note! Routine office expenses such as office rents and utilities are not supported by the grant.</p> <ul style="list-style-type: none"> - Expenses under this category should be equal to or less than 10% of the total sum of expenses (1) through (5).
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Note! In case the paid cost exceeds designated ceiling (See table 3 below for the upper limit of expenses), the exceeded portion must be covered by the grant recipient.

Table 3. Maximum Amount per Item and Important Notes

Category	Breakdown of Costs and Expenses	Maximum Amount	Important Notes
(1) Wages,	<p>Salaries and Wages: Salaries and wages paid for part-time staff</p>	<p>Maximum Amount JPY1,000/ hour (Part time wage) JPY1,500/hour(Agent)</p>	<p>*Payments to the paid executives, board directors and employees shall be excluded.</p> <p>○Maximum total salaries and wages per year is JPY 960,000. However, if requested grant money is</p> <p>1) Over JPY4,000,000 less than 8,000,000 : limited JPY1,440,000 2) Over JPY8,000,000: limited JPY1,920,000</p> <p><u>Even though, maximum salaries and wages per person are limited up to JPY960,000/year in all cases.</u></p> <p>*The Maximum amount of wage for Agent is 300,000 JPY per year regardless of the Grant amount.</p>
(2) Honorariums	<p>Honorariums: Honorariums to be paid to outside lecturers and experts</p>	<p>Maximum Amount JPY20,000 / Person / Day</p>	<p>○ Payments shall be kept within a reasonable amount which is generally-accepted in each region or country in view of GDP and other economic parameters so that the amount shall not be overly excessive.</p> <p>○Payments to the executives, board directors, and staffs inside the organization will be supported by the grant <u>only if they are unpaid.</u></p> <p>○Payments to the executives, board directors, and staffs inside the organization will be supported by the grant <u>only if they are unpaid.</u></p>
	<p>*Special Provisions</p> <p>Maximum Amount (JPY/ Person / Day)</p> <p>Over 50 audience : JPY35,000</p> <p>Over 150 audience : JPY50,000</p> <p>However, at least 2hours actual working are needed</p>		
	<p>Fees of manuscript/ Writing articles</p>	<p>Maximum Amount JPY2,400/page (word)</p>	

(3) Travel Expenses	<u>a. Transport Expenses</u>			
	Airplane fare	Actual Costs <u>limited up to reasonable Normal Economy Class Flight Fare</u>	<ul style="list-style-type: none"> ○ No business class or any higher class seats are allowed. ○ Commutation costs of executives, board directors, and staffs inside the organization shall be excluded. 	
	Railway Fare	Actual Costs	<ul style="list-style-type: none"> ○ Applicable to 2nd-class cabins grade. 	
	Freight Fare	Actual Costs		
	<u>b. Accommodation</u>	Maximum Amount (JPY / Person / Day)		<ul style="list-style-type: none"> ○ Food and beverage shall be excluded.
	<u>Fees</u>			
	【Japan】	7,800~8,700	<ul style="list-style-type: none"> ○ JPY8,700 *Tokyo 23 wards Districts, *City: Saitama, Chiba, Yokohama, Kawasaki, Sagami-hara, Nagoya, Kyoto, Osaka, Sakai, Kobe, Hiroshima, Fukuoka ○ JPY7,800 Excluding city listed above 	
	【other countries】	Maximum Amount (JPY / Person / Day) 11,600~19,300	<ul style="list-style-type: none"> ○ JPY19,300 Singapore, Los Angeles, New York, San Francisco, Washington DC, Geneva, London, Moscow, Paris, Abu Dhabi, Jeddah, Kuwait, Riyadh, Abidjan ○ JPY16,100 North-America, Europe, Middle-East ○ JPY12,900 East-South Asia, Korea, Hong Kong, Oceania ○ JPY11,600 South-West Asia, Middle-South America, Africa 	

Rental/ (5) services expenses	Interpretation Fees	Maximum amount (JPY/ person / day)	<ul style="list-style-type: none"> ○ Only the payment to professional individual/ companies shall be acknowledged. ○ Payments to the executives, board directors, and staffs inside the organization will be supported by the grant <u>only if they are unpaid.</u>
	【Simultaneous】	80,000	
	【Consecutive】	45,500	
	Translation Fees	(JPY/ person / page (180~200words))	<ul style="list-style-type: none"> ○ Food and beverage served at the conference and other costs incurred from gatherings shall be excluded. ○ Setup fees of booths, rental of electronic equipment and installation of billboard (except for rental fees of the conference hall) may be separately allocated as actual costs (Decorative items such as bouquets are excluded).
【into Japanese】	5,000		
【 into other Languages】	8,000		
	Rental Fees of Conference Hall	(JPY/Day)	
	【within Japan】	200,000	
	【Other countries】	50,000	

* Please use the updated exchange rate in JFGE website linked below while the project implementation.

<http://www.erca.go.jp/jfge/subsidy/grant/rate.html>

* The table above is established in October 2014, and the contents may be updated by the fluctuation of foreign exchange.

Awarding policy

JFGE Grants are awarded following deliberations by the JFGE Management Council and Grant Committee. Organizations should fill in application forms after careful review of the general considerations listed below.

Considerations in examining grant requests

Common points	Necessity	<p>Projects implemented outside of Japan in particular, must address local needs and promote the participation of the local communities or NGOs. In addition, applying organization must demonstrate awareness of the socioeconomic circumstances and national character of the project site(s).</p> <p>★additional point</p> <ul style="list-style-type: none"> • The project tackling urgent problems or pressing matters. <p>☆less point</p> <ul style="list-style-type: none"> • Applied that are similar to or the same as a previous JFGE Granted. • If funds are mainly allocated for materials and supplies and construction costs. • Organizations continuous activities.
	Effectiveness	<ul style="list-style-type: none"> • Projects should have appropriate contents ,schedule, and economic budget plan • Projects must be set clear not only the subject but also promotion method for the certainty of the impact by implementation of the project <p>★additional point</p> <p>Describe how to make the partnership with appropriate positioning the stakeholders.</p>
	Certainty of implementation	<ul style="list-style-type: none"> • Projects must be set clear accomplishment through the project activities supported by a realistic, concrete implementation plan based on thorough research and preparation. • Projects should have the obvious logic for accomplishing the objective, and the obvious target (to whom, for what, what will be the ultimate change). • Projects should have certain objective indicator. • The organization must possess knowledge, experience or expertise to efficiently execute the project. In addition, if the project is carried out in developing areas, the political situation of that region must also be taken into consideration. • Expenses incurred will be reimbursed through the payment procedure of the grant. Thus, organizations should make budget of own capitol access to certain extent of the total budget to implement the project. • Organizations must provide a plan for self-sustaining development such as continuation of activities and securing

		<p>of financing.</p> <p><i>★less point</i></p> <ul style="list-style-type: none"> • Projects with representatives (individuals or organizations) of the Non-Japanese organization that are not directly related to the project. • Not enough planning and measurement during the project phase. • Projects having not enough project members and without the cooperation of stakeholders.
	sustainability	<ul style="list-style-type: none"> • Have a vision for developing the project after the Grant autonomously.
	Independence	<ul style="list-style-type: none"> • All stages of the project, from planning to execution, must be undertaken by the organization applying for grant. If outsourcing of these tasks comprises a substantial portion of the total budget, the project approval will be considered as lower priority. • In particular, for projects carried out outside Japan, the organization must not be overly reliant on (i.e. engage in excessive outsourcing to) a local collaborating or counterpart organization for project implementation.
	Competence as an organization	<ul style="list-style-type: none"> • In addition to knowledge, experience and expertise, the organization must possess adequate capabilities to carry out the project, which is following; <ul style="list-style-type: none"> Accounting competency The organization must have established methods of own accounting control. Administrative capability The organization must have the general ability to prepare and keep documents. • In collaborative project involving multiple organizations, the managing organization, which also communicates with the JFGE, is required to meet the requirements listed above.

Viewpoints in grant request examination of each grant menu

General Grant	High social impact	<ul style="list-style-type: none"> • Projects which focus on important environmental problem and can be expected to have powerful influence on society
	Contribution for the organization growth	<ul style="list-style-type: none"> • The applying organization's short-, medium- or long-term plan should incorporate the project as a mechanism of future growth. Also, even in the case of projects that continue for more than one year, annual activities should contribute to future growth of the organization or otherwise the approval priority will be low.

Continuous-pr oject Grant	Take a root in the project site	<ul style="list-style-type: none"> • Obvious vision and strategy exists to fulfill grass-roots projects to take a root in the site as self-sustain project.
Entry Grant	Local partnership	<ul style="list-style-type: none"> • Obvious vision for the partnership with local people

Criteria for Application rejection

Projects that are deemed to fit into one of the categories listed below will not be eligible for the grant.

- Projects
 - ...are part of the normal functions of the organization.
 - ...excessive outsourcing of survey work and webpage design and construction.
 - ...proposed research activities judged insufficient for contributing to practical applications or in raising awareness.
 - ...considered to be political or religious propaganda.
 - ...implemented for some profit of particular organization.
 - ...deemed to lack of urgency or necessity.
 - ...financially supported by the government or government-related agencies.
 - ...offers financial aid to other organizations.
 - ...inappropriate to activities implemented by NGOs.
 - ...deemed to be inadequately prepared due to the lack of a concrete implementation plan.
 - ...unrelated to environmental conservation.
 - ...implemented to enforce policy by Japanese or other countries governmental agencies, or for the benefit of specific businesses.
 - ...involving the use of loans, financing, or investments.
- Multi-year projects of final objectives or contents differ significantly from the initial proposal
- Applicants that are deemed to lack of financial necessity as grant recipients.

For projects to be implemented, the following points will NOT be approved

- The organization compromises its independence by complete reliance on local counterparts in carrying out the project.
- The system to ensure continuous operation and benefits after the completion of the project is deemed inadequate.
- The project does not satisfy local people's needs.
- There is no or little participation of cooperation with local communities.

Others

- The required support is considered to be dispensable if its income from donations is significantly large compared to the requested support from the grant. This also applies when the amount brought forward is particularly large compared with the requested grant support. When the organization's total amount of the asset is recognized as the abundant fund operations beyond the project budget, the project is considered low in priority to approve.

Request Form

Check list of the needed documents

NOTE: Following documents should be prepared in Japanese.

	Documents to be submitted	Number of submission	Check by Organization	Check by JFGE
(1)	The completed grant request forms, page 1 through page 5	original and 1 copy		
(2)	The organization's Articles of Incorporation or equivalent bylaws	1 copy		
(3)	A register of members who constitute the board of directors or equivalent decision-making body of the organization	1 copy		
(4)	Organization's statement of accounts for the past three years	1 copy		
(5)	Reports, photographs and other materials showing the outline of similar activities in the past three years	1 copy		
(6)	Other background materials that provide details of the project	1 copy		
(7)	Blank official postcard (for acknowledgement of receipt of the Application)	1 postcard		
(8)	'Power of Attorney' and documents explain a relationship between an Non-Japanese organization (Applicant) and agent	original		

NOTE: Agent for Non-Japanese organization needs to submit forms in Japanese.

Page 1

No.	<u>JFGE Grant Application Form for Fiscal Year 2017</u>		
<p>Date: _____</p> <p>To Mitsuhiko FUKUI, President, Environmental Restoration and Conservation Agency</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Address: _____</p> <p>Name of the organization: _____</p> <p>Name of the President: _____ Seal</p> </div> <div style="width: 45%;"> <p style="text-align: center;">Agent in Japan</p> <p>Address: _____</p> <p>Name of the Agent (organization) : _____</p> <p>President of the organization: _____ Seal</p> <p>Name of the Agent (individual): _____ Seal</p> </div> </div> <p>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.</p>			
Description			
Grant program	Entry Grant	Continuous-Project Grant	General Grant
Project title	Region: _____ Project: _____ *Please be sure to include the country name or area. **Project title should provide a clear description		
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. Research d. International conferences		
Project area	Select ONE from the P.13 of "Guide to the JFGE Grant Request"		
The amount needed for the project	Total amount needed for the project :		thousand JPY (FY2017)
	Grant amount requested for JFGE : (include Agent-related budget) :		thousand JPY (FY2017) thousand JPY (FY2017)
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.**

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

1. Project Summary

***Please describe the objection, effect, detailed approach (who, where, when, to whom, what) briefly.**

2. The problem you are approaching

*** Describe the situation of the area and background information specifically so to see the current situation and problems using objective data.**

3. Strategy to solve the targeted issue and measures against expected risk

***Please describe how the project can contribute to solve the problem issued. Fill out the detail process to solve it here.**

*** Regarding activity plan in the third year, please describe measures based on the mid-term consultation.**

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

<p>4. Objective of the project</p> <p>4-1. GOAL of this project (the higher-order objective to intended impact contributing to the environmental, social, or society via outcome)</p> <ul style="list-style-type: none"> ● Coral's natural habitat is conserved in _____ district.



4-2. OUTCOME of the project (which is intended to contribute to GOAL above)	How to measure the OUTCOME
<ul style="list-style-type: none"> ● The number of harmful creature which eats coral reef decreased __ %. 	<ul style="list-style-type: none"> ● Measured by the research of the number of harmful creature which is counted every year.



4-3. OUTPUT of the project (The products, capital goal of changes resulting from the intervention which are relevant to the achievement of outcomes during the Grant period), and Activity plan to intended to contribute to OUTCOME	
Activity 1 : Planting coral and exterminate harmful creature	
○ Activity Plan	○ Output
(first year)	
<ul style="list-style-type: none"> ● Execute a field study of coral's natural habitat for __ times in the _____ coast. 	<ul style="list-style-type: none"> ● Select __ places for planting coral.
(second year)	
<ul style="list-style-type: none"> ● Collect examples of "planting eco-tourism" and make a visit. 	<ul style="list-style-type: none"> ● Number of examples: __
(third year)	
<ul style="list-style-type: none"> ● Design a trial model of "planting eco-tourism" which fits to the concerned area. 	<ul style="list-style-type: none"> ● Number of trial models: __
Activity 2 : Spreading and enlighten the coral-conservation	
○ Activity Plan	○ Output
(first year ~ second year)	
<ul style="list-style-type: none"> ● Hold a coral-conservation seminar for __ times. 	<ul style="list-style-type: none"> ● Number of participants : __ person
(third year)	
<ul style="list-style-type: none"> ● Hold a coral-conservation seminar for __ times. ● Prepare and distribute " 3-year summary report". __ copies 	<ul style="list-style-type: none"> ● Number of participants : __ person ● Distribute __ copies to _____
Activity 3 : Build "working together" structure *only first year	
○ Activity Plan	○ Output
(first year)	
Visit external stake holder and suggest a plan for "working together" situation.	Visit __ times. Agree about holding continuous meeting.

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

5. 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.**


6. Collaboration with the stakeholders
***please indicate the collaborators (outside organizations or individuals) , and the coordination status as well.**

7. Application status of other national-level grant

(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 is continued for several FYs, please fill out the several FYs implementation schedule.

	Categories	Budget (1,000 JPY)		Contents
Income	Funds on hand(including donations, and grants from other organizations)			ex. membership fee, grant from ____
	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.				
Evaluations etc. Sub total				
Total				

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 agent-related budget				

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

Confirmation Sheet - List of Staff and Expert for the JFGE Grant Project in the Fiscal Year 2017

Name of the organization :				
Project type :			Project area :	
*Be sure to describe "list of members for the project" below.				
List of members for the project	Please describe managers, workers, and accountants who involve in the project (including the part-time job and volunteers, etc.).			
Title	Name	Years of Experience	Employment status(Paid/Unpaid)	Remarks
In case of conducting surveys and researches, be sure to describe below.				
List of members for conducting surveys and researches	In case of conducting surveys and researches, the document should provide a list of attendees engaged in the survey and their expertise.			
Name	Affiliation	Contents of Expertise		

***Please add the line properly if the description column is insufficient.**

Page 5 (Organization profile)

Name of the organization	Name of the organization	Agent of the organization: Name: Title:	
Location of the principal office	Address: Tel:		
Date of establishment			
Structure of the organization	Structure	If the organization has membership, provide the number and composition.	
		Number of individual members: XX/annual dues of XX thousand yen Number of corporate members: XX/annual dues of XXX thousand yen Number of full-time directors: Number of part-time directors: Number of full-time staff: Number of part-time staff:	
History	*Please provide the name of the legal entity and the acquisition date exactly. (Including plans to acquire.)		
Objectives			
Past activities	Fiscal Year 2016 (Budget)	Fiscal Year 2015	Fiscal Year 2014
	*If your organization has previously undertaken projects similar to the project for which JFGE Grant is requested, or projects that are supported, subsidized or commissioned by public bodies, be sure to list them.		
Financial information	Total income (JPY)	(JPY)	(JPY)
	Total expenditures (JPY)	(JPY)	(JPY)
	Current term profit or loss (JPY)	(JPY)	(JPY)
Website URL	http://www.		
Agent's contact information (Section/division and name)	Contact address: Name: Tel: Fax: E-mail: *Provide the name of a person who is available to handle inquiries about the details of the project and who can be reached during normal business hours. In case of a Non-Japanese organization, give the contact address of the agent in Japan.		

(海外の団体用(for use by overseas organizations))

Power of Attorney

事務委任状

Environmental Restoration and Conservation Agency

独立行政法人環境再生保全機構 理事長 福井 光彦 殿

To apply for a grant for fiscal year 2017 from the Japan Fund for Global Environment, I hereby nominate _____ to act as our agent who will deal with all procedural matters regarding this application and subsequent implementation of the proposed project: _____

_____ ,
if the grant is approved.

私は、2017年度地球環境基金助成金要望書の提出に関し、
_____を代理人と定め、助成交付が決定された場合には、2017年度の地球環境基金のすべての助成手続に関し、一切の事務処理権限を委任します。

Both the applying parties and their agent have read and understood the above.

上記の委任書に関し、申請団体、代理人の間にて了承されたことを署名いたします。

申請団体署名欄 (Organizations)	代理人署名欄 (Agent)
Name of Organization:	代理人氏名 :
Address:	代理団体 :
Email:	代理人住所 :
Telephone & Fax number:	Eメール :
TEL: FAX:	電話・ファックス番号 :
Date:	TEL: FAX :
Signature:	日付 :
	署名又は印 :

Applicant Organization :

Agent (Organization) :

Agent (Individual) :

1. 要望団体の活動に関わった実績について述べて下さい。

Please describe your experience related to the proposed project.

2. 要望活動の代理人を引き受けることにより、①活動地や活動団体に果たし得る役割 ②日本の市民社会や地球環境基金に果たし得る役割 について述べて下さい。

Please describe your possible contribution for the I) project sites and applicant organization, and II) Japanese civil society, by undertaking the agent.

3. 添付資料 Do you have any attachments? Answer below.

(いずれかに丸を付けて下さい)

有/Yes

点/piece

無/No

Outline of JFGE

