

Japan Fund for Global Environment (JFGE)

A Guide to the JFGE Grant Program Application for Fiscal Year 2013



■Introduction P1

1. Organization eligible for the Grant
2. Activities eligible for the Grant
3. Activities not eligible for the Grant
4. Expenses covered by the Grant
5. Expenses not covered by the Grant
6. Payment procedure for the Grant
7. Other requirements

■Application Process P4

1. Application acceptance period
2. Application method for Non-Japanese organizations
3. Grant types
4. Document to be submitted

■Procedural Flow of JFGE Operation for the Fiscal Year 2013 P6

- Table 1. Project Areas
- Table 2. Categories of Grant-eligible Expenses
- Table 3. Maximum Amount per Item and Important Notes

■Grant Application Form P16

■JFGE Grant Policies and Procedures (Experts) P23

■Reference material (Outline of JFGE, Grants project area) P29

Japan Fund for Global Environment (JFGE)

A Guide to the JFGE Grant Program Application for Fiscal Year 2013

Introduction

Environmental issues such as climate change, depletion of the ozone layer, desertification and deforestation of tropical forests continue to challenge 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 effects of these problems are not confined to immediate boundaries or regions, and cannot be solved by a single country, government, corporation or individual. Therefore, every effort to achieve environmental conservation must be carried out in the contexts of international collaboration.

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

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 body that makes decisions for the organization and implements the project for which the grant is requested;
- 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, and
- 6) The organization must be deemed to have the capacity to execute the project for which the grant is sought, judging from its previous activities and achievements.

2. Activities eligible for the Grant

Eligible activities that contribute to environmental conservation are undertaken by organizations as stipulated above. Activities are classified into three major categories.

- Category a.** Environmental conservation activities in developing areas implemented by Japanese NGOs/ NPOs
- Category b.** Environmental conservation activities in developing areas implemented by Non-Japanese NGOs/ NPOs
- Category c.** Environmental conservation activities in Japan implemented by Japanese NGOs/ NPOs

Notice

The JFGE identifies countries as developing ones on the List of Recipients of Official Development Assistance approved by the Development Assistance Committee, which is available at:

<http://www.oecd.org/dataoecd/9/50/48858205.pdf>

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

Project areas for environmental conservation are divided into the following **11 categories**. Please refer to

Table 1. Project Areas for further details. (p.7)

- 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. Activities related to the Great East Japan Earthquake
- k. Other environmental conservation activities

Additional requirements are as shown below.

*** Projects that fall under categories a and b must perform either:**

- (1) Actual implementation of afforestation, wildlife conservation, prevention of pollution or other activities on the project sites in developing areas with the participation of the local communities or NGOs;
- (2) Provision of knowledge that local communities or NGOs in a developing area require to implement practical activities such as afforestation, wildlife conservation, and prevention of pollution; and
- (3) Conducting surveys and researches or holding international conferences to promote the activities listed in (1) or (2).

*** Projects that fall under category c must perform either:**

- (1) Tree and grass planting, recycling and other activities that are carried out with the participation of a wide range of citizens;
- (2) Environmental conservation promotion and education activities are implemented for the benefit of a wide range of citizens; and
- (3) Research activities that promote the activities listed in (1) or (2) above.

3. Activities not eligible for the Grant

Although projects that meet the above conditions, but fit into one of the following categories are **not** eligible for the grant.

- (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 whose purpose can be deemed as political 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 inappropriate for NGOs

4. Expenses covered by the Grant

Expenses incurred in the implementation of a grant project that are eligible for coverage are listed in Table 2 (p.8).

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 yenxnumber 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** eligible for coverage by the grant.

- (1) Personnel expenses for directors and full-time staff including wages, 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 or endowments offered to individuals or organizations.
- (3) Eating and drinking fee expenses

6. Payment procedure for the Grant

In providing the grant, the JFGE employs a “**reimbursement**” procedure. Grant money is paid only after the organization has completed the project and submitted receipts for expenses incurred in project execution. Therefore, it is necessary for grant organizations to separately secure funds to cover the initial expenses required for project implementation

7. Other requirements

- (1) Applications and its supporting documents (references) are fundamental materials in evaluating grant recipients; therefore, the contents of a project should be relatively stable, and significant changes after submission of the application are discouraged. In addition, substantial material changes to the contents and allocation of the project after adoption may result in withdrawal of grant support.
- (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 project and return of all funds. On-site interviews by JFGE staff may be required, particularly if projects are Type B. Any uncertainties in a project implementation may cause a review of financing.
- (3) Recipient organizations are required to compile and submit an annual report and self-evaluation sheet within a month from the termination of grant project or at the end of the fiscal year.
- (4) In the final year of the project, the JFGE will implement a terminal (post-project) evaluation by a third-party panel. The results of the evaluation will be reflected in the awarding policy of the grant the following year.

Application Process

1. Application acceptance period

The JFGE Grant program provides financial support for environmental conservation projects conducted by NGOs. Applications are accepted from January 4th to 25th, 2013; those received after January 25th will not be reviewed.

2. Application method for Non-Japanese organizations

Non-Japanese organizations are required to have a **representative** to apply for the grant on their behalf. The representative should be an individual living in Japan or an organization with a main office in Japan, which has experience in environmental conservation activities with Non-Japanese organizations, be able to communicate with Non-Japanese organizations in the local language, etc.

The representative will serve to communicate between the organization and the JFGE, to prepare the required documents in Japanese on behalf of the organization, and to respond to questions from the JFGE. Additionally, the representative is responsible for transferring paid money from the JFGE to the organization. Expenses incurred in the capacity of representative can be included as project expenses.

3. Grant types

Two types of grants are available for fiscal year 2013, Type A and Type B. **Type B is only available to organizations that have not previously been awarded the JFGE Grant.** Only one grant type is allowed per organization. Grant characteristics are shown below.

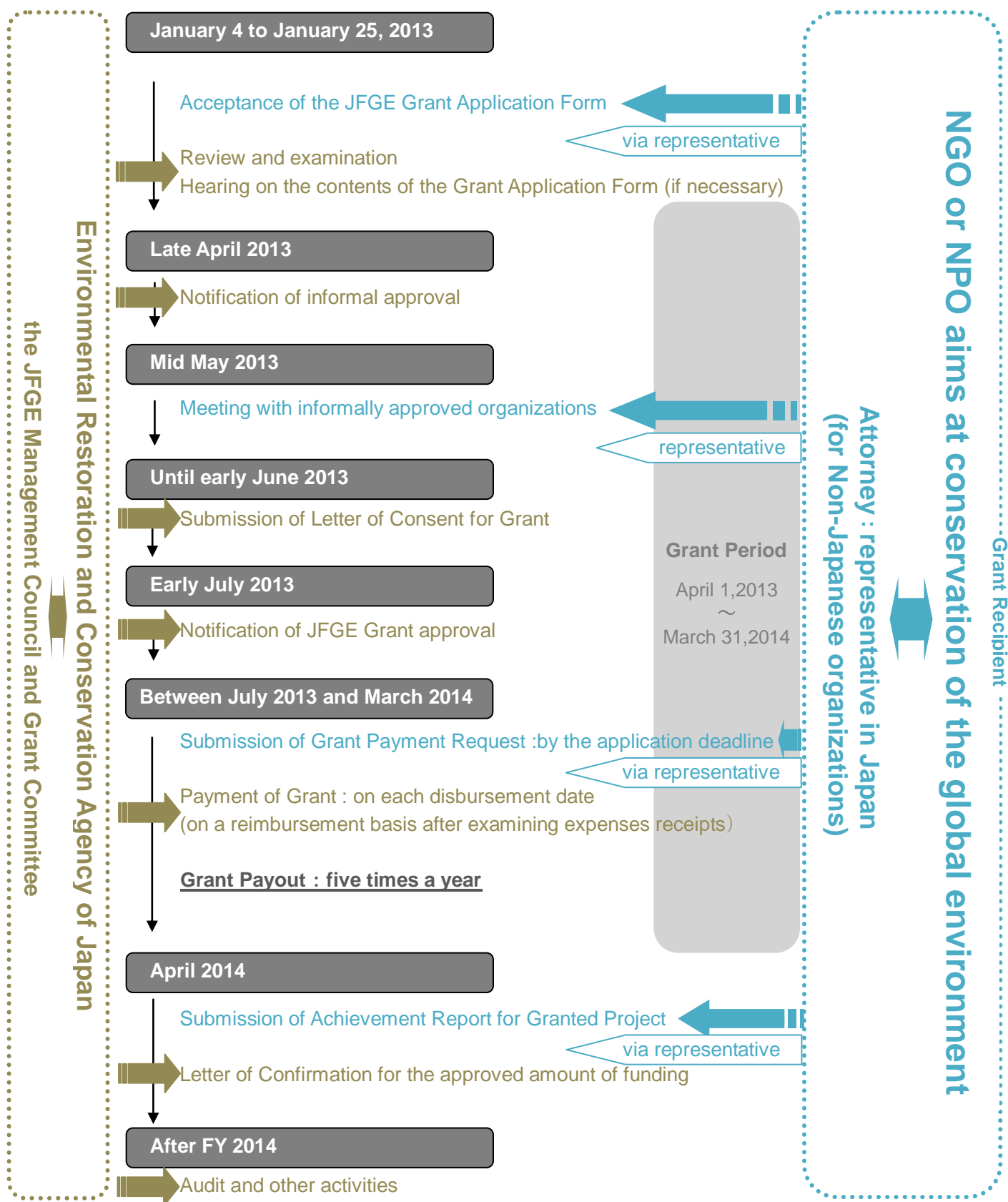
	Type A	Type B
Duration	April 1, 2013 to March 31, 2014 Project duration up to 3 years , contingent upon annual review	April 1, 2013 to March 31, 2014 Project duration : 1 year (only available to organizations that have not yet received the JFGE Grant)
Amount	Minimum per project: 1 million yen	Minimum per project: 500 thousand yen
	Average grant per project in developing areas: approximately 4 million yen	

4. Documents to be submitted

	Documents to be submitted	Number of submission	Notice
(1)	The completed grant Application Form, page 1 through page 5 (hereinafter the "Application")	original and 1 copy	<ul style="list-style-type: none"> • A4-size paper must be used. Use recycled paper if possible. • For a project that extends over two or more fiscal years, please attach a description and planned income and expenditure for the activities during fiscal year 2013 in all columns except "Annual Plan" on Page 2 of the Application. • 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 (2010, 2011, and 2012)	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, please include a map of the project site.
(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 (or the representative in Japan if the applicant is a Non-Japanese organization) 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 a representative 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 a representative in Japan, in addition to the documents specified in (1) to (7). • The Power of Attorney must bear the signature of the representative 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 representative in Japan and the Non-Japanese organizations

Procedural Flow of JFGE Operation for the Fiscal Year 2013



- ★ Above the grant procedural flow is based on the Japanese fiscal year starts from April 1 to next March 31.
- ★ All application forms for JFGE should to be written **in Japanese**.

Table 1. Project Areas

Project area		Examples
Conservation of Biodiversity	Nature protection, conservation and restoration	The activities that contribute to the protection of areas or habitats which are recognized to have worthy ecosystem ; Conservation of wildlife ; Research on threatened species ; management of invasive alien species
	Forest conservation and reforestation	The activities that contribute to the conservation of worthy forests ; Conservation of secondary forests (Satoyama) ; Reforestation of degraded land
	Prevention of desertification	Afforestation and tree/grass planting in deserts and surrounding areas ; Activities that promote proper irrigation
	Agriculture of environmental conservation type	Promotion of agro-forestry ; development and utilization of natural farming techniques ; conservation of terraced rice paddy fields
Mitigation and adaptation to climate change		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 ; Promotion Climate Adaptation in developing countries
Building of a recycle-based society		Waste reduction, reuse and recycling ; sustainable material cycle activities for proper waste treatment and prevention of illegal disposal of wastes ; natural resources and energy; promoting cyclical use of natural resources
Air, water and soil conservation		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		Promotion of environmental education, training and awareness raising
Comprehensive environmental conservation activities		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 ;
Activities related to the Great East Japan Earthquake		Environmental conservation activities related to the Great East Japan Earthquake
Other environmental conservation activities		Environmental conservation activities which have been not already described above

Table 2. Categories of Grant-eligible Expenses

Expense category	Expenses
(1) Honorariums and wages	<ul style="list-style-type: none"> - Honorariums paid to outside lecturers, experts etc - Manuscript fee - Wages paid to part-time staff and temporary workers * Honorariums and wages that paid to directors and full-time staff will not be supported by the grant. - Expenses incurred in the capacity of representative(individual)
(2) Travel	<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 (meals, travel allowances and per diem are excluded) - Others: Incidental travel expenses, including vaccinations, visa and passport issuance charges, travelers' personal accident insurance premiums, highway tolls, and airport tax * Travel expenses must be less than 50% of the total amount of the project.
(3) Materials and supplies	Expenses for the purchase of equipment, materials, books, and fixtures
(4) Construction of facilities	<ul style="list-style-type: none"> - Construction costs - Equipment set up costs
(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) - Interpretation, translation fees * Payment to directors and full-time staff inside the organization can 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.) * Includes labor paid based on the amount of work instead of daily wages.

<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 * Expenses should be limited to expendable office supplies and postage fees incurred in the execution of the granted project. * Routine office expenses such as office rents and utilities are not supported by the grant. - Expenses under this category should be equal to or less than 10% of the total sum of expenses (1) through (5).
---	--

Note: A ceiling is set for certain unit costs paid. In such cases, the portion that exceeds the limit must be borne by the grant recipient.

Table 3. Maximum Amount per Item and Important Notes

Category	Breakdown of Costs and Expenses	Maximum Amount	Important Notes
(1) Honorariums and wages	Honorariums: Honorariums to be paid to outside lecturers and experts	Maximum Amount JPY20,000 / Person / Day	<ul style="list-style-type: none"> ○ 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. ○ Payments to the executives, board directors, and staffs inside the organization will be supported by the grant <u>only if they are part time and unpaid workers.</u> ○ Payments to the part time, unpaid executives, board directors and staffs inside the organization shall be limited within 50% of total amount of honorariums. * Payments to the full-time executives, board directors and employees shall be excluded. <ul style="list-style-type: none"> ○ Rewards or salaries to the board members or full-time employees shall be excluded. ○ Maximum total salaries and wages per year is JPY 960,000. However, if requested grant money is <ol style="list-style-type: none"> 1) Over JPY4,000,000 less than 8,000,000 : limited JPY1,440,000 2) Over JPY8,000,000: limited JPY1,920,000 <u>Even though, maximum salaries and wages per person are limited up to JPY960,000/year in all cases.</u>
	* Special Provisions Maximum Amount (JPY/ Person / Day) Over 50 audience : JPY35,000 Over 150 audience : JPY50,000 However, at least 2hours actual working are needed		
	Salaries and Wages: Salaries and wages to pay for part-time staff	Maximum Amount JPY1,000/ hour	
	Fees of manuscript/ Writing articles	Maximum Amount JPY2,400/page	<ul style="list-style-type: none"> ○ 1 page shall be based on 400 words ○ Payments to the executives, board directors, and staffs inside the organization will be supported by the grant <u>only if they are part time and unpaid workers.</u> ○ Payments to the part time, unpaid executives, board directors, and staffs inside the organization shall be limited within 50% of total amount of manuscript fees.

(2) Travel Expenses	a. Transport Expenses		
	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	
	b. Accommodation Fees	Maximum Amount (JPY / Person / Day)	<ul style="list-style-type: none"> ○ Food and beverage shall be excluded.
	【within Japan】	7,800~8,700	
	【other countries】	11,600~19,300	
(5) Rental/ 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.
	【Simultaneous】	80,000	
	【Consecutive】	45,500	<ul style="list-style-type: none"> ○ Payments to the executives, board directors, and staffs inside the organization will be supported by the grant <u>only if they are part time and unpaid workers.</u>
	Translation Fees	(JPY/ person / page (180~200words))	<ul style="list-style-type: none"> ○ Payments to the part time, unpaid executives, board directors and staffs inside the organization shall be limited within 50% of total amount of Interpretation/ Translation Fees.
	【Japanese】	5,000	
	【Other Languages】	8,000	
	Rental Fees of Conference Hall	(JPY/Day)	<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).
	【within Japan】	200,000	
	【Other countries】	50,000	

* Reference: 100JPY=Approximately US\$75.838 (November 2011)

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

<http://www.erca.go.jp/jfge/subsidy/grant/flow.html> (Japanese)

* The table above is established in November 2012, so there are possibility the contents may be updated.

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 Applications

Necessity	<p>Projects implemented in 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><u>★additional point</u></p> <ul style="list-style-type: none"> • The project tackling urgent problems or pressing matters. <p><u>☆less point</u></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.
Universality, Innovativeness, Uniqueness	<p>Projects would better involving the participation of citizens beyond regions. Examples include activities implemented simultaneously throughout the country or regional activities involving multiple prefectures.</p> <p>Projects of great significance, such as unique or innovative projects that are expected to have widespread effect or serve as domestic good practice, will be considered even if they do not cover a wide area.</p> <p><u>★additional point</u></p> <ul style="list-style-type: none"> • The project leading to the best possible network through securing coordination and promotion of cooperation among relevant organs.
Effectiveness	<ul style="list-style-type: none"> • Clearly defined outcomes; the changes that will come about as a direct result of the project. • In general, the effectiveness of projects is judged on the following criteria: <p>Project type</p> <p>a. Practical activities in the environment</p> <ul style="list-style-type: none"> • The project is planned with some consideration as to how its operations, benefits can be continued after completion, and the activities are carried out with the participation/cooperation of local communities. • The project, that involves leader training/ capacity building/ technical guidance, is planned taking care of these trainees after the implementation. <p>b. Provision and dissemination of information and raising awareness</p> <ul style="list-style-type: none"> • Both the target and the method of distributing materials must be appropriate and effective. In addition, the effects of the project must also be considered through proposed activities such as the accurate estimation of the number of participants at seminars and symposiums and conducting of follow-up reviews.

	<p>d. Research</p> <ul style="list-style-type: none"> • The research contributes to practical activities and raising the awareness of environmental issues. <p><u>★additional point</u></p> <ul style="list-style-type: none"> • The project having a clear vision and setting reasonable goals for the best results.
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. • 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 capital access at least 20 % of the total budget to implement the project. • Organizations must provide a plan for self-sustaining development such as continuation of activities and securing of financing. <p><u>★less point</u></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 the stakeholders.
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. <p><u>★less point</u></p> <ul style="list-style-type: none"> • The project entrusts other organizations wholly with all activities. • The project entrusted by other organizations. • The project planned by other organizations.
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.

Contribution of projects to organizational development	<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. • Projects continuing from the previous fiscal year are expected to show steady progress in terms of achievements of the preceding year and to project future progress in subsequent action-plannings and project details.
Notice	Commons and differences between Type A and B (Grant characteristics refer to page 4)
<p>Common</p> <ul style="list-style-type: none"> • The considerations of “independence of the project” and “competence as an organization” are common to both. <p>Type B Exclusive</p> <p>In order to support more organizations, the awarding criteria for Type B grants are slightly different from those for Type A, which is following;</p> <ul style="list-style-type: none"> • Proposed projects is considerable can be similar to previous granted projects, when the project is judged as being beneficial to environmental conservation activities at the project site. • The certainty of project implementation will be considered based on past performance, expertise, and management system. If an organization has more than one year experience of activities or can provide evidence of activities equivalent to one year experience, it can apply. 	

Criteria for Application rejection

Projects that are deemed to fit into one of the categories listed below will not be eligible for the grant.
<ul style="list-style-type: none"> • Projects <ul style="list-style-type: none"> ...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

in Japan

- Practical activities are limited to an extremely small area (excepting the conservation of rare species)
- Provision and dissemination of knowledge or awareness raising activities are targeted at a small number of citizens.

outside Japan

- 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.

Grant Application Form

Note: representatives based in Japan for Non-Japanese organizations need to submit forms **in Japanese**.

Application Form 1 (related to Article 4 of the JFGE Grant Guidelines)

Page 1

Please check the applicable box. ☐Type A ☒Type B

No.		JFGE Grant Application Form for Fiscal Year 2	
Date:			
Mr. Mitsuhiro Fukui		Representative in Japan	
President, Environmental Restoration and Conservation Agency			
Address:		Address:	
Name of the organization:		Name of the organization:	
Name of the representative:		Name of the representative: 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			
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	<input type="checkbox"/> a. Environmental conservation projects implemented in developing areas by Japanese NGO <input checked="" type="checkbox"/> b. Environmental conservation projects implemented in developing areas by Non Japanese NGO <input type="checkbox"/> c. Environmental conservation projects implemented in Japan by Japanese NGO		
Project type	<input checked="" type="checkbox"/> a. Practical activities in the environment <input type="checkbox"/> b. Provision and dissemination of information and raising awareness <input type="checkbox"/> c. International conferences <input type="checkbox"/> d. Research		
Project area	<input type="checkbox"/> a. Nature protection, conservation and restoration <input type="checkbox"/> b. Forest conservation and tree/grass planting <input checked="" type="checkbox"/> c. Anti-desertification <input type="checkbox"/> d. Agriculture of environmental conservation type <input type="checkbox"/> e. Mitigation and adaptation to climate change <input type="checkbox"/> f. Building of a recycle-based society <input type="checkbox"/> g. Conservation of the air, water and soil quality <input type="checkbox"/> h. Comprehensive environmental education <input type="checkbox"/> i. Comprehensive environmental conservation activities. <input type="checkbox"/> j. Activities related to the Great East Japan Earthquake. <input type="checkbox"/> k. Other environmental conservation activities		
Objective and outline of the project	(Purpose and objective) *Provide a concise description of the purpose, significance and effects of the project.		
	(Project outline) *Provide a general outline of the project, detailing expenses that need to be funded by the grant. Please describe time, place, stakeholders, and activities.		
	Grant amount requested: _____ thousand yen		
(Notes)			
*If your organization is receiving consignee fees, subsidies or other funding either from the Japanese government or the governments of other countries, describe the particulars of such aid as well as the amount of money received. *If your organization is associated with governments at home and abroad, or if there be legal procedures or restrictions concerning the project or the target of the project, describe them here.			
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. Example: Received FY1999 and 2000 grants.			
			Reference number

***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)

(Current situations of the area where the project is to be executed and background information on how the area was chosen for the project)

○Current situation ・ Problems

***Please describe the situation of the area and background information specifically so to see the current situation and problems.**

(Proposed project)

○Necessity ・ Validity of the project

***Please describe the situation of the area where the project is carried out and the project target in such a manner that the necessity of the project is clear.**

○Achievement of the project

・ Several years achievement (The goal of the project as a whole act : Output)

Example:

・ Raising awareness in the community of garbage recycling instead of only separation into burnable and non-burnable garbage, and building a recycling system in the region C.

・ Carrying out the following activities.

1) Holding a seminar 10 times, with the participation of a total of 100 people.

2) Obtaining the agreement of the parties concerned, to set up a recycling box for each town in the whole region. (10 sites total)

・ FY 2013 achievement (The goal of the project : Output)

***Please describe details of the project goals for FY2013 and whole the project term if the project will be applied for grant type A.**

***Please describe details of the project for just FY2013, if the project will be applied for grant type B.**

(Implementation methods of the project)

***Please describe details of the project in FY2013 in relation to the expenses required. If the project is to be carried out with the participation/cooperation of local communities or non-governmental organizations, please provide details.**

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

(Implementation schedule)

Example:

(month) (year): Conduct a questionnaire survey No. of survey(s) conducted

From (month) (year) to (month) (year): Survey of the current situation of the project site

(month) (year): Hold an educational seminar for local people (First round)

From (month) (year) to (month) (year): Set up the recycling box

From (month) (year) to (month) (year): Survey of the post situation of the project site

(month) (year): Coordination of the activities and writing a report

(month) (year): Report the situation to the relevant organizations

***Provide an implementation schedule corresponding to the execution method of the project, showing rough disbursement timing of expenses. Attach flow charts, schedule calendars, etc., if necessary.**

(Annual plan for three years which involve past project)

Example:

Steps taken during the previous fiscal year:

This fiscal year:

Next fiscal year:

***For cases that require two or more fiscal years to attain the project objective, please provide details of the entire plan. For activities over the past years, you can also include them. For grant type B, please describe if there is a plan of fiscal year 2014.**

(Expected effects of the project (Performance targets: Outcome))

• Expected effects of the project through the implementation of multi-year activities (Performance targets for the whole project: Outcome)

•

• Expected effects of the project through the implementation of fiscal year 2013 (Performance targets: Outcome)

*** Describe the project's expected effects with respect to how they relate to specific activities of the project, including the attainment of the project goal and indicators of project success.**

Page 3(Breakdown of income and expenses)

(Example)		Name of the organization		
Account categories			Budget(yen)	Breakdown
Income	Funds on hand		2,500	Membership fees
	Donations		1,000	Donation from yyy
	Subsidies and grant from other organizations		500	Subsidy from xxx foundation
	JFGE Grant		3,000	* Amount to fill in Page 1 "Grant amount requested"
	Total		7,000	
Expenses	Expenses to be funded by the grant	(1) Honorariums and wages	800	Honorariums paid to lecturers @JPY20,000×12 man-days = 240,000 Part-time staff @JPY1,000×8hours×70days = 560,000
		(2) Travel expenses	600	Lecturers (Tokyo-Osaka) JPY300,000 Staff (Tokyo-Kyoto) JPY200,000 Part-time staff (Tokyo-Kobe) JPY100,000
		(3) Materials and supplies expenses	200	Books and other materials JPY20,000 Tools and equipment JPY180,000
		(4) Construction costs for structures	0	
		(5) Rental/service expenses	1,130	Interpreters (Consecutive)@JPY45,000×2 man-days = 90,000 Rental of an event hall @JPY200,000 ×3 days = 600,000 Translation fee(JP→EN)@JPY6,000×10 pages = 60,000 Vehicle rentals @JPY15,000×2 vehicles = 30,000 Printing costs for reports @JPY1,000×100 copies = 100,000 Printing costs for fliers @JPY20×2,500=50,000 Printing costs for brochures @JPY200×1,000=200,000
		(6) Administrative expenses	270	JPY2,730,000 (total sum from (1) to (5)) ×10% = JPY273,000 (upper limit for (6)) (Note: Ensure that the amount of (6) does not exceed 10% of the total of expenses (1) to (5)).
		Subtotal	3,000	* Amount to fill in Page 1 "Grant amount requested"
	Expenses paid from own funds	Honorariums	200	Honorariums paid to lectures 200,000
		Travel expenses	0	
		Materials and supplies expenses	500	Tools and equipments 500,000
Rental/service expenses		920	Gasoline 920,000 Storehouse rent 500,000	
Labor costs		1,380	Staff labor costs 1,380,000	
××××		1,000	×××× 1,000,000	
	Subtotal	4,000		
Grand total		7,000		

- Expense categories to be funded by the grant are listed in Categories of Grant-eligible Expenses (Table 2).
- Payments made in outside of Japan are given at yen equivalents using appropriate exchange rates.
- Administrative expenses classified under (6) must not exceed 10% of the total sum of expenses (1) to (5).
- For the Budget column, state the amount in thousands of yen (discard any fractional sum of less than JPY1,000).
- Total for the income column must match the grand total of the expense column.
- Travel expenses must not exceed 50% of total expenditures.

Page 4 (Organization profile)

(Phonetic transcriptions in kana) Name of the organization	Name of the organization	Representative 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.	
	Example: Chairman—Directors—Administration office └─Members Auditor	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	Example: Established as a voluntary organization in (date) with the objective of XXXX. Commenced execution of XXX project in (date). Approved as a specified nonprofit organization in (date). *Please provide the name of the legal entity and the acquisition date exactly. (Including plans to acquire.)		
Objectives	Example: Implement the following projects to achieve XXX, with the aim of XXX. 1..... 2.....		
Past activities	Fiscal Year 2012 (Plan)	Fiscal Year 2011	Fiscal Year 2010
	(Example) Publication of the house organ (X times a year) Implementation of XXX (X times a year) Implementation of XXX (a project supported by a grant from XXX) Survey on XXX (commisioned by the Ministry of XXX)	(Example) Implementation of XXX (X times a year) Execution of project XXX	(Example) Implementation of XXX (X times a year)
	*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.		
Contact person (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 representative in Japan.		

Confirmation Sheet - List of Staff and Expert for the JFGE Grant Project in the Fiscal Year 2013

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	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.**

Power of Attorney (for use by Non-Japanese organizations)

Power of Attorney

Mr. Mitsuhiro Fukui

President

Environmental Restoration and Conservation Agency of Japan

To apply for a grant for fiscal year 2013 from the Japan Fund for Global Environment, I hereby nominate _____ to act as our representative in Japan who will deal with all procedural matters regarding this application and subsequent implementation of the proposed project: _____ if the grant is approved.

Both the applying parties and their Japanese representative have read and understood the above.

Applicant organization	Representative in Japan
Name of Organization:	Name of Representative/Organization:
Address:	Name of the person in charge of the Organization:
	Address:
Telephone & Fax number	Telephone & Fax number:
Date:	Date:
Signature:	Signature:

JFGE Grant Policies and Procedures (Excerpts)

JFGE Grant Policies and Procedures (Excerpts)

Article 1: Purpose

The purpose of the JFGE Grant Policies and Procedures is to establish general rules for the provision of financial aid by the Environmental Restoration and Conservation Agency of Japan (ERCA) in order to support non-governmental activities for environmental conservation on the basis of the stipulations of Article 23 of the Service Procedures of the ERCA (ERCA Regulations No. 1, 2004).

Article 2: Grant-eligible projects

1. Projects eligible for the JFGE Grant (hereinafter “Grant-eligible projects”) are those that contribute to human welfare through environmental conservation and securing a healthy and cultural life for all individuals. Grant-eligible projects are classified into the following categories:

1) Activities for environmental conservation implemented in developing areas by non-governmental organizations (not-for-profit organizations engaged in activities on their own initiative) with their primary office in Japan, conducted in response to the needs of the local communities or non-governmental organizations in these areas, and that fall under any one of the following categories:

a. Implementing local afforestation projects, projects to support the protection and propagation of wildlife, projects to prevent pollution arising from daily activities or other similar projects, to be carried out in developing regions with the participation of the local communities.

b. Providing, through training or any other methods for local communities, the knowledge required for the implementation of local afforestation projects, projects to support the protection and proliferation of wildlife, projects to prevent environmental pollution arising from daily activities or other similar projects, to be carried out by local residents in developing areas.

c. Conducting research or holding international conferences to promote such activities as described in paragraphs a and b above.

2) Activities for environmental conservation implemented in developing areas in response to the needs of local communities, and that are applicable to any one of the preceding paragraphs a, b or c, carried out by non-governmental organizations with main offices in areas other than Japan.

3) Activities carried out by non-governmental organizations with main offices in Japan for the purpose of promoting environmental conservation in Japan, and that fall under any of the

categories described below:

a. Tree and grass planting projects, material collection projects for recycling resources and other projects that are significantly meaningful to or will be executed with the participation of a broad range of the Japanese population.

b. Raising awareness and dissemination of knowledge related to environmental conservation targeted at a broad range of the Japanese population.

c. Research activities aimed at the promotion of the activities listed in subparagraphs a and b.

2. The following projects shall not be supported by the grant: projects that are carried out as part of national policy measures in the areas of resources, energy, and others; projects aimed to introduce plants for pollution prevention or other purposes for use by a specific business; projects for which a return of investment is expected; or any other projects that are not deemed appropriate for a non-governmental organization to undertake.

3. Other governmental subsidies, grants and committed finances cannot be applied concurrently for submitted projects.

Article 3: Expenses eligible for grants

1) Expenses eligible for the grant shall be expenses directly required for the execution of the proposed project and which fall under the category of expense items listed in the Appendix (Expense items to be covered by the grant), and shall be disbursed in a fixed amount.

2) The effective duration of the execution of the granted project shall be annually from April 1 of the present year to March 31 of the ensuing year.

Article 4: Submission of a JFGE Grant Application Form

Organizations applying for the JFGE Grant shall submit the “JFGE Grant Application Form” (Form 1) to the President of Environmental Restoration and Conservation Agency of Japan (ERCA) (hereinafter “the President”) within the specified period.

Article 5: Informal approval and notification of Granted projects

1. Upon receipt of the Application as per the preceding article, the President shall have the Application reviewed and examined, select projects to be granted and determine the amount of the grant on an informal basis. The President shall inform the applicants to this effect with a “Notification on Informal Approval of JFGE Grant” (Form 2).

2. The President can dissolve informal approval of granted projects when there is evidence that

matches Article 15-1-1 and will inform organizations with a notification.

Article 6: Submission of a Letter of Consent for the JFGE Grant

Upon receipt of the informal approval as stipulated in the preceding article, the applicant, if desiring to accept the grant, shall submit a “Letter of Consent for JFGE Grant” (Form 3) to the President within the period decided by the President.

Article 7: Approval and notification of the Grant

- 1) Upon receipt of the letter as stipulated in the preceding article, the President shall review the letter and approve the implementation of the grant, and notify the applicant to this effect with the “Notification of JFGE Grant Approval” (Form 4).
- 2) If deemed necessary for the appropriate implementation of the grant according to the preceding paragraph, the President may decide on the provision of the grant after modifying any part of the Application or setting certain additional conditions.

Article 8: Withdrawal of Grant Application

- 1) Upon receipt of the notification from the President, as stipulated in Paragraph 1 of the preceding article, the applicant (hereinafter “Grant recipient organization”) intending to withdraw the Application on the grounds of disagreement with the modified or additional conditions of the Notification of the JFGE Grant, shall submit the “Letter of Withdrawal of Application from JFGE Grant” (Form 5) within the period specified by the President.
- 2) Upon receipt of the Letter of Withdrawal, the approval made on the grant related to the subject Application shall be considered as non-existent.

Article 9: Approval for modification of a Granted project

- 1) Any grant recipient organization that wants to change any part of the contents of the granted project (excepting minor modifications) shall submit an “Application Form for Approval of Change in the JFGE-Granted Project” (Form 6) to the President to obtain his or her approval in advance.
- 2) When giving an approval according to a request as described in the preceding paragraph, the President may modify the contents of the grant approval or specify certain conditions to the grant, if deemed necessary.

Article 10: Approval for the suspension or discontinuation of a granted project

- 1) When a grant recipient organization intends to suspend or discontinue a granted project, it must submit an “Application Form for Approval of Suspension or Discontinuation of JFGE-Granted Project” (Form 8-1) to the President and obtain his/her approval in advance.
- 2) Upon receipt of an “Application Form for Approval of Suspension of Discontinuation of JFGE-Granted Project”, the president shall have the report reviewed and will inform organizations with a notifications when he/she will approve cancellation or abandon the JFGE-granted project.

a. When the report ceased as a part, submit an “Letter of Confirmation for Approval of Suspension of Discontinuation of JFGE-Granted project”. (Form 8-2)

b. When the report canceled or abandoned, submit an “Letter of Confirmation for Approval of Suspension of Discontinuation of JFGE-Granted project”. (Form 8-3) However, when the notification is occurred, organizations are regarded as no grant money issued according to Article 14.

Article 11: Report on the delay of Granted project

In the event that a grant recipient organization expects to be unable or to have difficulty completing a project within the planned period, the organization must immediately notify the President to this effect and ask for direction.

Article 12: Submission of a request for payment of Grant money

When requesting payment of grant money, a grant recipient organization shall submit a “JFGE Grant Payment Request” (Form 8) to the President within the designated period.

Article 13: Submission of Achievement Report on the Granted Project

Upon completion of a granted project (including cases where the suspension or discontinuation was approved for granted projects), a grant recipient organization shall submit an “Achievement Report on JFGE Granted Project” (Form 9) to the President within one month from the date (of completion, termination or cancellation) or April 10 of the ensuing fiscal year, whichever is earlier.

Article 14: Determination and notification of the amount of Grant money

Upon receipt of the achievement report as stipulated in the preceding article, the President shall have the report reviewed, and if the achieved results of the granted project are in conformance with the specified conditions of approval for the grant (including the details of the grant if it was approved in according with the stipulation of Article 9, or other modifications), confirm the amount of grant money to be paid, and notify the grant recipient organization of the amount with the “Letter of Confirmation of Approved Amount of Funding” (Form 10).

Article 15: Cancellation of Grant approval

1) The President may cancel all or part of an approval given to any grant in any of the following instances:

- a. When any part of an Application made for a grant or procedure of payment is proved invalid.
- b. A grant recipient organization uses any part of the grant for any purpose other than for the granted project.
- c. Execution of the granted project is made in default of the specified details given with the approval or any of the conditions attached thereto.
- d. A grant recipient organization refuses, impedes or avoids the President’s investigation as stipulated in Article 18 hereof without a justifiable reason, or

e. A grant recipient organization is found to be in violation of any of the provisions of the JFGE Grant Policies and Procedures.

2) Having cancelled a grant as provided in the preceding paragraph of this article, the Chairman shall notify a grant recipient organization to the effect with the “Notification of Cancellation of JGFE Grant Approval” (Form 11).

Article 16: Return of the Grant

In the event of the cancellation of grant approval in accordance with the provision of Paragraph 1 of the preceding article, the President shall order the grant recipient organization to return all or part of the grant already reimbursed, if any, by setting the term of the return payment.

Article 17: Additional charge and arrearage charge:

1) A grant recipient organization, when ordered to return the grant in accordance with the provisions of the preceding article, must pay an additional charge, calculated at the annual rate of 10.95%, of the amount of the grant according to the number of days from the date on which the grant was received to the date of the return payment.

2) The terms of payment of the grant to be returned as stipulated in the preceding article shall be within 20 days from the date on which the return payment is ordered. An arrearage charge at the annual rate of 10.95% shall be charged according to the number of days from the day after the due date to the actual date of payment if the grant recipient organization fails in the return payment of the grant to the President within the specified term of payment.

3) The President may exempt a grant recipient organization from the payment of all or part of such additional charges and/or arrearage charges according to paragraphs 1 and 2 above at the request of the recipient organization if the President recognizes the failure of payment as unavoidable for some reason.

Article 18: Investigations

1) The President, if it is deemed necessary for the purpose of the performance of the grant, may request a grant recipient organization to provide a report or authorize the members of Environmental Restoration and Conservation Agency of Japan to have access to the recipient organization's premises to examine its books, records and other documents or to make inquiries to the concerned parties.

2) The President may, upon determining that the granted project is not in compliance with the specification or conditions of the grant approval as the result of the above investigation, instruct a grant recipient organization to take necessary measures to make it compatible to the said specifications and/or conditions.

3) A grant recipient organization then must comply with the instruction of the preceding paragraph in good faith.

Article 19: Audit, etc., of the amount of the Grant after confirmation

1 A grant recipient organization must hold all books, records and other documents concerning the granted object in safe-keeping for five (5) years from the date on which the Letter of Confirmation of Approved Amount of Funding was received in accordance with the stipulation of Article 14.

2 The provisions of Articles 15 to 18 shall be applicable to the period specified in the preceding paragraph.

Article 20: Exemption

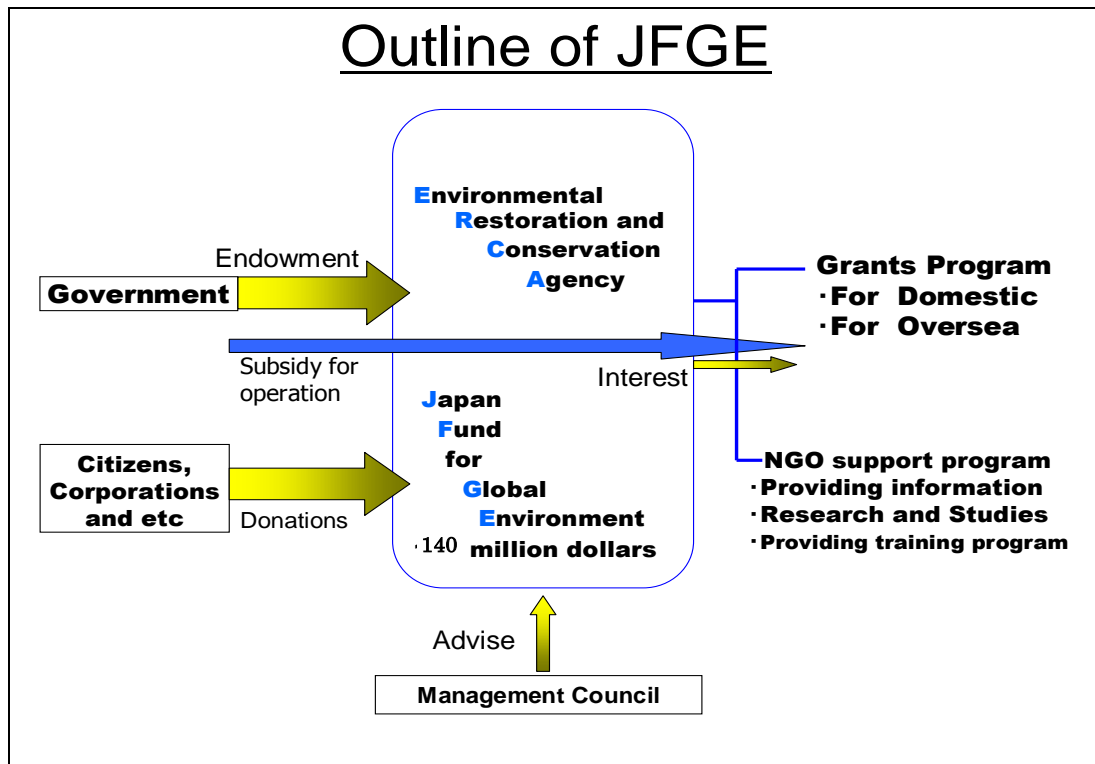
The President may, upon recognizing that it would be difficult for a grant recipient organization to comply with a specific part of the provisions of the JFGE Grant Policies and Procedures because the organization has its main office outside Japan, or due to the laws, customs or any other unavoidable circumstances of the foreign country concerned, exempt the organization from the application of such part of the provision at his or her discretion.

Supplementary provision

The JFGE Grant Policies and Procedures shall come into force on October 13, 2009, and applies from July 2, 2009.

Reference material

Outline of JFGE



Grants Project area

