

Grant Application Form

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

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

Page 1

Please check the applicable box. Type A Type B

No.	
<u>JFGE Grant Application Form for Fiscal Year 2012</u>	
Date: Mr. Ryosaku Minato President, Environmental Restoration and Conservation Agency Address: _____ Address of the representative in Japan: _____ Name of the organization: _____ Name of the representative: _____ Name of the representative in Japan: _____ 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	a. Environmental conservation projects implemented in developing areas by Japanese NGO b. Environmental conservation projects implemented in developing areas by Non Japanese NGO c. Environmental conservation projects implemented in Japan by Japanese NGO
Project type	a. Practical activities in the environment b. Provision and dissemination of information and raising awareness c. International conferences d. Research
Project area	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-based society g. Conservation of the air, water and soil quality h. Comprehensive environmental education i. Comprehensive environmental conservation activities. j. 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. .	
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 details of the project for just FY2011, if the project will be applied for grant type B.**

***Please describe details of the project goals for FY2011 and whole the project term if the project will be applied for grant type A.**

(Proposed project)

Necessity • Validity of the project

***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

• FY 2012 achievement

(Implementation methods of the project)

***Describe the project 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)

***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)

***For cases that require two or more fiscal years to attain the project objective, please provide details of the entire plan.**

(Expected effects of the project)

*** 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		
	Donations		
	Subsidies and grant from other organizations		
	JFGE Grant		
	Total		
Expenses	Expenses to be funded by the grant	(1) Honorariums and wages	
		(2) Travel expenses	
		(3) Materials and supplies expenses (4) Construction costs for structures (5) Rental/service expenses	
	(6) Administrative expenses		(Note: Ensure that the amount of (6) does not exceed 10% of the total of expenses (1) to (5)).
	Subtotal		
Expenses paid from own funds			
	Subtotal		
Grand total			

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

