

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

Page 1

Please check the applicable box. Type A Type B

No.	
JFGE Grant Application Form for Fiscal Year 2013	
Date: Mr. Mitsuhiro Fukui President, Environmental Restoration and Conservation Agency	
Representative in Japan	
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	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. Activities related to the Great East Japan Earthquake. 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.	
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)

· 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)

***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. 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)

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- 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		Membership fees
	Donations		Donation from yyy
	Subsidies and grant from other organizations		Subsidy from xxx foundation
	JFGE Grant		* Amount to fill in Page 1 "Grant amount requested"
	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	* Amount to fill in Page 1 "Grant amount requested"	
Expenses paid from own funds	Honorariums		
	Travel expenses		
	Materials and supplies expenses		
Rental/service expenses			
Labor costs			
xxxx			
	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.

Page 4 (Organization profile)

(Phonetic transcriptions in <i>kana</i>) 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.	
		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 2012 (Plan)	Fiscal Year 2011	Fiscal Year 2010
	*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.**