

Grant Policies and Procedures

The Japan Fund for Global Environment



Revised in April 2011

The Japan Fund for Global Environment
The Environmental Restoration and Conservation Agency of Japan

Introduction

The Japan Fund for Global Environment (JFGE) was founded in May 1993 to promote environmental conservation activities through providing financial and other supports for environmental conservation activities of the non-governmental/non-profit organizations. The JFGE is funded by investments from the government, donation from individuals and contribution from corporations to be managed to realize gains (interests) which, along with the government subsidy to complement operational amounts and expenses, are utilized by the JFGE in providing financial support for environmental conservation activities of the NGOs.

The purpose of this guideline is to facilitate administrative and accounting procedures for NGOs/NPOs supported by the JFGE grants. This guideline includes important notes in administrative procedure for receiving grant, including application for a grant, request for a payment, activity reports, compilation of ledgers and other account books, and safekeeping of the aforesaid.

The main modifications for “Grant Policies and Procedures” in 2011 are:

1. The maximum amounts per item (see “3.2 Breakdown of Costs and Expenses under Grant Coverage, Maximum Amount Per Item and Important Notes”
2. The necessary attachment for grant payout application
3. The format of the application documents

We truly hope this guideline will be of use for adequate and efficient accounting and administrative procedures.

April 2011

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Enquiry and Submission of Documents to :

**The Japan Fund for Global Environment
The Global Environment Fund Department
of The Environmental Restoration and
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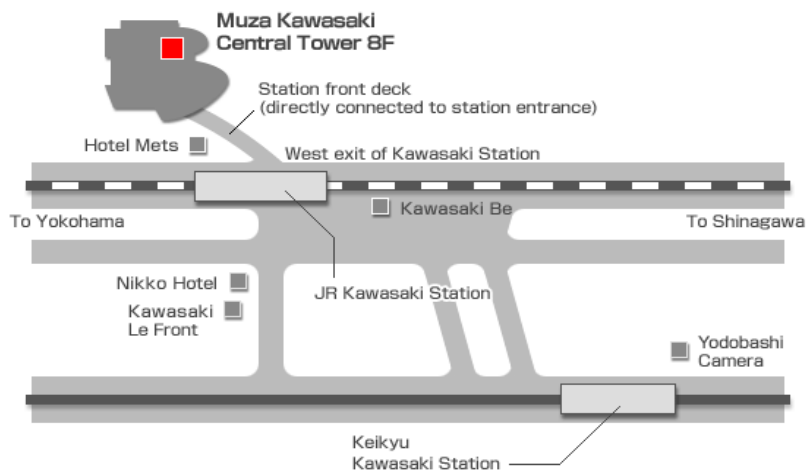
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