

Grant Application Form Note: Domestic representatives of overseas 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 2010</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. *Insert description here	
Project title	Region: _____ Project: _____ (Project title should provide a clear description) *If the project is implemented overseas, be sure to include the country name or area.
Project category	a. Environmental conservation projects implemented in developing areas by Japanese non-governmental organizations b. Environmental conservation projects implemented in developing areas by overseas non-governmental organizations c. Environmental conservation projects implemented in Japan by Japanese non-governmental organizations
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. Promotion of environmentally sound agriculture e. Prevention of global warming f. Development of a society with an environmentally sound material cycle 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. 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)

(Targets (quantitative or qualitative aspects))

Example:

- 30% reduction in the amount of household garbage (currently 50 t, to be reduced to 35 t).
- Raising awareness in the community of garbage recycling instead of only separation into burnable and non-burnable garbage.

***Please describe details of the project for just FY2010, if the project will be applied for grant typeB.**

(Current situation of the area where the project is to be executed and background information on how the area was chosen for 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.**

(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)

(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.**

(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

From (month) (year) to (month) (year): Trial run of the model system

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

Example:

Steps taken during the previous fiscal year: _____

This fiscal year: _____

Next fiscal year: _____

Page 3

(Breakdown of income and expenses)

(Example)

			Name of the organization	Group XXX
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	
	Total		7,000	
Expenses	Expenses to be funded by the grant	(1) Honorariums and wages	800	Honorariums paid to lecturers @20,000 yen×12 man-days = 240,000 Part-time staff @ 8,000 yen×70 man-days = 560,000
		(2) Travel expenses	600	Lecturers (Tokyo-Osaka) 300,000 Staff (Tokyo-Kyoto) 200,000 Part-time staff (Tokyo-Kobe) 100,000
		(3) Materials and supplies expenses	200	Books and other materials 20,000 Tools and equipments 180,000
		(4) Construction costs for structures	0	
		(5) Rental/service expenses	1,130	Interpreters @45,000 yen×2 man-days = 90,000 Rental of an event hall @200,000 yen×3 days = 600,000 Translation fee @6,000 yen×10 pages = 60,000 Vehicle rentals @15,000 yen×2 vehicles = 30,000 Printing costs for reports @1,000 yen×100 copies = 100,000 Printing costs for fliers @20×2,500=249,000
		(6) Administrative expenses	270	Printing costs for brochures @200×1,000=200,000 2,730,000 yen (total sum from (1) to (5)) ×10% = 273,000 yen (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	
	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		

1. Expense categories to be funded by the grant are listed in Categories of Grant-eligible Expenses (Table 1).
2. Payments made overseas 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 1,000 yen)
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.

Power of Attorney (for use by overseas organizations)

Power of Attorney

President

Environmental Restoration and Conservation Agency of Japan

To apply for a grant for fiscal year 2010 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.

Organization	Representative in Japan
Name of Organization: Address: Telephone & Fax number: Date: Signature:	Name of Representative: Address: Telephone & Fax number: Date: Signature: