

Guide Book of JFGE Grant Policies and Procedures 2023



《FY2023》

**Environmental Restoration and Conservation Agency
Japan Fund for Global Environment (JFGE)**

Last updated on April 14, 2023

Introduction

This Guide Book of JFGE Grant Policies and Procedures 2023 explain the procedure to submit Grant Application, Grant Disbursement and process of Project Evaluation. Since JFGE is partially based on governmental grant, detailed rules are determined. Please be aware to follow the rules settled in this guidebook carefully.

We highly appreciate your cooperation.

Important: This guidebook is unofficially translated into English based on official Japanese guidebook. This guidebook is only reference for non-Japanese readers. If any conflicts of information occur, always follow information in official Japanese guidebook. Also every document should be submitted in Japanese using official format through agent. Therefore, the entire deadline listed in this guidebook is the due date for the agent to submit the Japanese document to JFGE, not for foreign grantees to submit the documents in their language.

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*Check the page numbers

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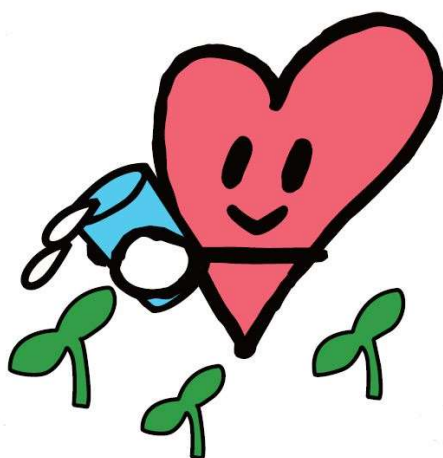
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	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April
Submission of Application and Reports		<div>5/16 JFGE Grant Application Form</div>						<div>From Nov to early December Grant Request</div>		<div>1/19 Application for Change in Grant project (if necessary)</div>			<div>4/10 Final Report</div>
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Chapter 1

Before you receive a grant

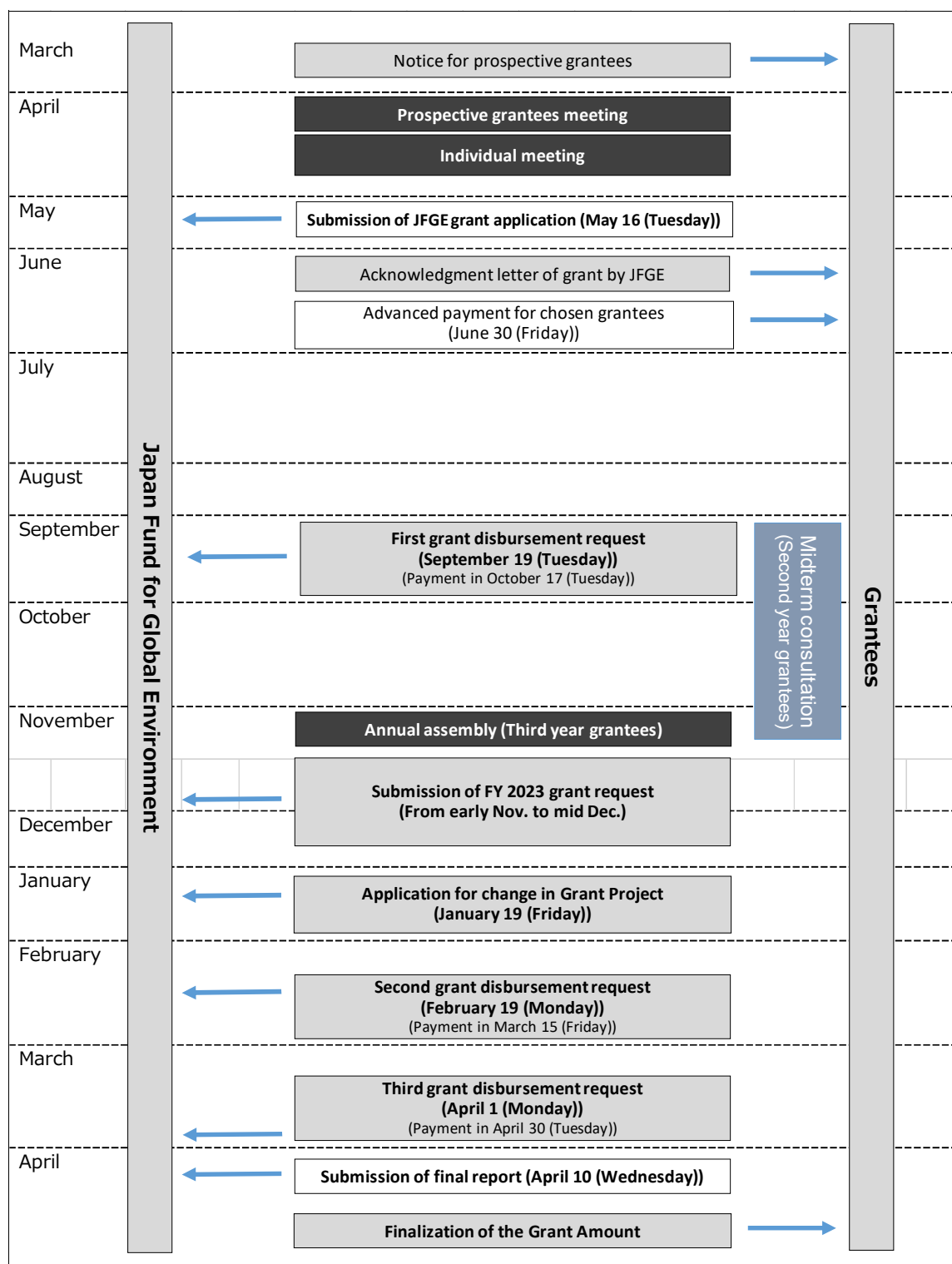


1 Basic procedures and annual overview

Grant period: April 1, 2023 to March 31, 2024

*** See the following page for more detailed information.**

○ FY2023 Schedule for JFGE Grant



**April
2023**

Prospective Grantees Meeting

Prospective grantees are required to attend to the Prospective Grantees Meeting in the office of the Japan Fund for Global Environment (JFGE), Kawasaki-shi, Kanagawa Prefecture. The meeting is composed of 1) group and 2) individual meetings.

For the grantees of the continued project, attendance to the group meeting is not compulsory, but for the new grantees. In the group meeting, Grant Disbursement information including the JFGE Grant Policies and Procedures, tips for the documentations and other relevant information are provided.

In the individual meeting, grantees and JFGE staff have a discussion regarding the project proposal to share the idea and goal of the project.

Grantees can withdraw the grant request if they do not agree with the JFGE Grant Policy and Procedures.

Travel expense and accommodation fee associated with attendance of the meeting are compensated from the grant.

The group and individual meetings are held via a web conferencing system or similar method.

For the agents of overseas grantees

The agents of the foreign grantees are also required to attend the above mentioned meeting (JFGE used to separately held meeting only for agents of overseas grantees, however we have cancelled it this year). Travel expense and accommodation fee associated with attendance of the meeting are compensated from the grant.

**May
2023**

JFGE Grant Application

After attending to the above meeting, grantees and agents are required to submit the Grant Application. This application is a revised version of the Grant Request, and the result of meeting with JFGE staff on the Prospective Grantees Meeting. Please be aware to reflect the discussion made in above meeting.

Application for Advanced Payment (only for chosen grantees)

For those grantees chosen for Advanced Payment (please refer to the Notification of tentative approval), also submit Application Form of Advance Payment of JFGE Grant.

**June
2023**

Notification of JFGE Grant final approval

JFGE issues the acknowledgement letter for the approved Grant Application.

Information of the approved grant project, such as the name of grantee and project title and more, is announced in public on JFGE website. The letter is issued in the beginning of June, but expenses of the grant project from April 1, 2023 are also covered by the grant. For those grantees applied for Advanced Payment will receive acknowledgement letter regarding the approval of Advanced Payment at the same time with grant final approval.

**Sep
2023-
Mar 2024**

1st -3rd Disbursement

Receipts and additional documents for the cost and expenses for the grant project shall be submitted. After inspection on the submitted documents, grant is disbursed into the designated bank account. In case of foreign grantees, the designated bank account will be given by agent. In other words, agent is responsible to wire-transfer the received fund to the grantees. For the disbursement, approximately one month will be taken from the due date of submission.

※See Chapter 2 and 3 for more detailed information.

**Year
round**

On-site Office Inspection

Around June through December, the JFGE staff visit the office of mainly the second year grantees to confirm the progress of activities and accounting documents. If any fraudulent behavior or improper management of accounting books, documents and other relevant items were found during the inspection, the entire grant shall be cancelled and said grantee will be subsequently be ordered to return the paid grant. Also a minute report regarding the wrong conduct, and oral explanation should be submitted.

**Jul & Oct
2023,
Jan2024**

Young Project Leader Training (only for Japanese grantees)

Young project leaders designated by JFGE are required to attend to the three training courses (July and October 2023, and January 2024) for their capacity building, such as project management skills and fund-raising. Wages for the training hours, travel expenses and accommodation fee can be compensated from the grant.

**Summer
to Fall**

Midterm Consultation (2nd year grantees)

When grant period planned for three years, grantees must attend midterm consultation in their 2nd year at JFGE office. Midterm consultation aims to improve the project by grantees reporting the progress of the project to Evaluation Council. In case of foreign grantees, agent presents the project progress on behalf of the grantees. Advice given from Evaluation council must be reflected in Final Report and 3rd year project proposal. Midterm consultation is held via a web conferencing system.

**Nov or
Dec
2023**

Annual Assembly of JFGE Grantees

Annual assembly of JFGE grantees is held for sharing the achievement of each project, information exchange and the peer review among grantees. Third year grantees are required to have a presentation to report their activity and achievement in front of peers and general public. In case of foreign grantees, agent presents the achievement on behalf of the grantees. Travel expenses and accommodation fee for the assembly can be compensated from the grant.

The assembly may be held online or via a similar method depending on the circumstances of the coronavirus crisis.

**April
2024**

Final Report

Final Report shall be submitted by the designated date in prescribed form. Progress and achievement of the project should be stated in detail with reference materials such as photos and other relevant documents.

At the time of creating the final report, 3rd year grantees are required to have a self-review meeting participated by the related stakeholders and also third party expert(s) to obtain their opinion.

For the final year project continuing more than three years, relevant grantees shall submit a summative report which reviews the grant project from the first year to the end. Contents of the summative report shall reflect a discussion during the self-review meeting.

The honorarium for the third-party evaluation can be paid from the grant.

**May
2024**

Finalization of the Grant Amount

With the submission of the final report, JFGE will finalize the total grant amount for FY2023. The finalized grant amount will be acknowledged to each grantee (in case of foreign grantees, it will be given to agent) by a letter and also the final grant amount will be announced in public on the JFGE website.



After
May
2024

Follow-up questionnaire
(For those who are Entry grant grantees of FY2023 and
final year of Step-up grant grantees in FY2022)

After the end of grant period, JFGE emails to grantees to ask on the circumstances of the current granted project. It's based on questionnaire, however the honorarium to answer the questionnaire won't be provided.

2 Points of attention regarding the procedures

(1) Keep to the deadlines

During the grant period, several documents shall be submitted to the JFGE office. If the deadlines are not met, several procedures such as disbursement of the grant will be suspended and the request might be rejected.

(2) Present the reliable documentary proof and keep the original document carefully

Based on the JFGE Grant Policies and Procedures, disbursement is allowed for the cost and expenses related to the granted project.

In line with the abovementioned policy, following substantive and formal requirements must be fulfilled.

① Substantive Requirement :

All information, entries in the account book, receipts and documentary proof must be met in accordance with the submitted grant application. In order to avoid the suspicion such as the disbursement of nonexistent cost and expenses, unnecessary travel expenses, etc. grantees need to present fair and accurate records, receipts and evidence to prove the activities and incurred expenses.

② Formal Requirement :

Grantees shall create necessary documents such as JFGE Grant Application Form and Grant Disbursement Request with the designated format, and submit them on or before the deadline.

Grantees are required to compile the “Balance of Revenues and Expenditures under Grant” for the grant project activities as well as the safekeeping of the account book, receipts, vouchers and bank account books for a period of seven years upon receipt of the letter “Final Grant Amount for FY2023” on completion of the said year’s activities.

Regarding the assets that grantees obtained by the grant, a compilation of an inventory book may be required for the proper management, and at the time of safekeeping or disposition of said assets, consent of the President of JFGE-ERCA may be required.

(3) Prepare for the on-site inspection and audit

Around June through December, the JFGE staff visit the office of mainly the second year grantees to provide guidance and conduct an inspection on grant activities, and financial and accounting procedures (on-site inspection). Further, after the grant period ends, the JFGE staff conduct an on-site audit as required.

In the event of any fraudulent behavior or improper management of accounting books, documents and other relevant items to be revealed, the entire grant shall be cancelled and said grantee will be ordered to return the received grant. Also, audit may visit grantees office when necessary.

(4) Contact JFGE at the time of tax return

In the event of tax return, please contact JFGE. Return of the received grant may occur.

(5) Conduct internal check of all the executed documents before submission

All the requests for the grant disbursement shall be executed based on the attached objective references such as receipts and documentary proof. Therefore, grantees need to conduct thorough self-checkup to avoid administrative trouble with JFGE caused by mistakes, errors or omissions in the documents. Grant recipient shall establish a workable administrative structure to provide sufficient examination and support which will contribute to the prevention of the aforesaid matters.

(6) Follow the guidance of JFGE in the event of changes in grant project

In the event of modification or alteration on the plan of the grant project, grantees are required to inform about it in advance to the JFGE staff and follow the guidance. Significant changes of the grant project without consultation shall result in the cancellation of the grant regardless of reasons.

In addition, in case of any other change in representatives and other matters, it is required to report the change in the prescribed form (Report of Change: page 128).

(7) Compile all the documents in line with the prescribed format

- ① Each document shall be filled in according with the style and order of the prescribed format. Neither cases of typing and handwriting to compile the documents, no changes shall be made in the style and number of columns and orders.
* As each format may change each fiscal year, please download the latest version from the website every time instead of reusing the format of the previous year.
- ② Keep a copy of the submitted documents during prescribed period of time.
- ③ All documents shall be submitted to ERCA by system.
- ④ In case of quoting separate documents, describe the contents of quotation briefly in the format rather than putting mere description of "see attached".
- ⑤ Note the registration number provided to each grantee, and write it where indicated.

3 Treatment of Purchased Articles by the Grant

(1) Treatment of acquired assets by the grant

① Manage the acquired assets faithfully

Assets acquired through the grant project shall be managed carefully and utilized efficiently to maximize its performance and utility.

② Disposal of acquired assets by the grant

At the time of disposal of the assets purchased by the grant, approval of the president of JFGE-ERCA shall be needed (as to the movable assets such as machinery and equipment, such consent is required for those assets which acquisition value or maximized value exceeds JPY500,000) . Any income from the disposal of the acquired assets shall be returned to the JFGE (See “Acknowledgment Letter of Grant by JFGE”).

③ Compilation and safekeeping of Asset Management Book

Compilation and safekeeping of asset management book shall be required to fulfill the aforesaid paragraphs ① and ②. The photocopy of the asset management book shall be submitted with the final report.

(2) Indication of JFGE trademark

JFGE granted project shall be required to indicate JFGE trademark and present a note to show the project is supported by the JFGE grant. Check the guidance below. Lack of fulfilling the above two conditions may result in self-pay of the cost.

- As for the facilities, machinery, public release, brochures, equipment, articles, whatever the items funded by the JFGE Grant, indication of “Purchased and/or manufactured by the JFGE Grant” is required. In the absence of such indication, they cannot be funded. And moneymaking with the items funded by the JFGE grant is prohibited. For example, printed materials funded by the JFGE grant shall be distributed for free.
- As for the seminars, symposiums and other events, the indication of “Event coordination made available by the JFGE Grant” is required. In the absence of such indication, they cannot be funded.

Also pamphlet or booklet for the event shall be free of charge if it is funded by the JFGE Grant.

- As for the public release of research and study results funded by the JFGE Grant on the academic or general publications, the indication of “Research and/or study made available by the JFGE Grant” is required.

<Sample Text>

This booklet was released with funding from Japan Fund for Global Environment grant of Environment Restoration and Conservation Agency.

This pamphlet was funded by the grant program of Japan Fund for Global Environment. This project (symposium) is supported by the Japan Fund for Global Environment of the Environmental Restoration and Conservation Agency.

(3) Trademark of JFGE

The seal trademark shall be affixed to any item funded by the JFGE Grant.

(In the case where it is difficult to attach a sticker, for example on an item that gets wet, please write “Japan Fund for Global Environment” or “JFGE” with a permanent marker, etc.)

The trademark is available in different sizes.

In case of printing to the papers, please contact JFGE staff



(4) The secondary use of the past achievements, reference materials, photos and related materials

As for the secondary use of the past achievements, reference materials, photos and other related materials funded by the grant, grantees are required to submit a secondary use application form to JFGE.

For materials whose copyright belongs to a third party, contact the right holder to obtain the permission and negotiate the terms/fees directly in order to avoid unnecessary conflicts.

4 Cooperation in JFGE publicity

Public contributions and donations constitute a significant financial source of JFGE, therefore public trust and cooperation are essential to sustain NGO・NPO support program by JFGE. In order to raise public awareness of our role through the opportunities generated from our grant projects, all granted project shall be widely advertised and notified to the public.

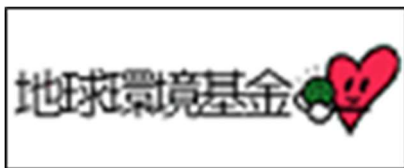
(1) Active publicity of the granted project

JFGE granted project shall be advertised actively through various media, such as your website, YouTube, Facebook, Twitter, etc. At the time of taking interviews from media (such as newspaper, radio, TV, and more) name and role of JFGE shall be stated accompanying with the story of your project.

(2) JFGE web banner for your website

Following web banners shall be displayed on your website for a direct link to the JFGE website during the granted period. Please contact JFGE staff for more details.

■ JFGE web banners



- Size: 100px×40px
- File: JFGE banner white

< Link: <http://www.erca.go.jp/jfge/index.html> >

(3) Follow JFGE on Twitter and Instagram

JFGE distributes the information regarding our activities on twitter and Instagram. Follow and retweet are welcoming (available only in Japanese).

Twitter

Account Name : 地球環境基金
Account ID : @ERCA_kikin
URL : http://twitter.com/ERCA_kikin

Instagram

Account Name : 地球環境基金
Account ID : erca_kikin
URL : http://instagram.com/ERCA_kikin

Facebook

Account Name : 地球環境基金 JFGE
Account ID : @JFGE.erca.jp
URL : <https://www.facebook.com/JFGE.erca.jp>

(4) JFGE Fund Collection Box

JFGE always accepts donations, therefore the cooperation for collecting donation is highly appreciative. For example, setting fund collection boxes and leaflets at the time of seminar or event of your project, it would be highly appreciated.

JFGE can provide items for the advertisements for such cooperative grantees.



Slim Type Fund Collection Box
(Size 20×11cm)



Globe Type Fund Collection Box
(30cm in diameter)

(5) Request for publicity in the media, etc.

If you are interviewed by the media on your granted project, please inform the reporters that it is funded by the JFGE. Further, if the granted project is covered by the media, please notify the JFGE of the fact.

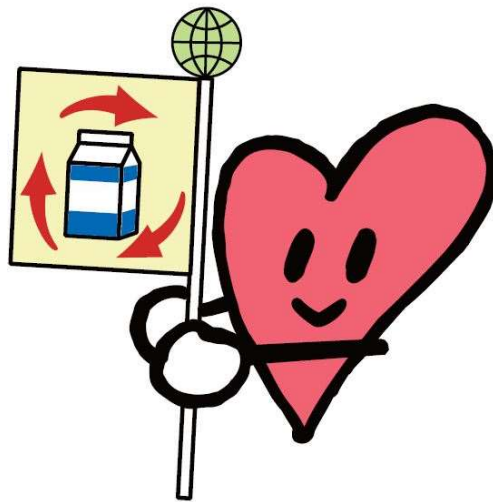
(6) Request for cooperation

JFGE periodically publishes "JFGE Newsletters" and other numerical written mediums to raise the public awareness of the granted projects, and the activities of JFGE grantees are frequently featured in the publication. Accordingly, some grantees may be asked for a cooperation to write and interviewed articles for the publications.



Chapter2

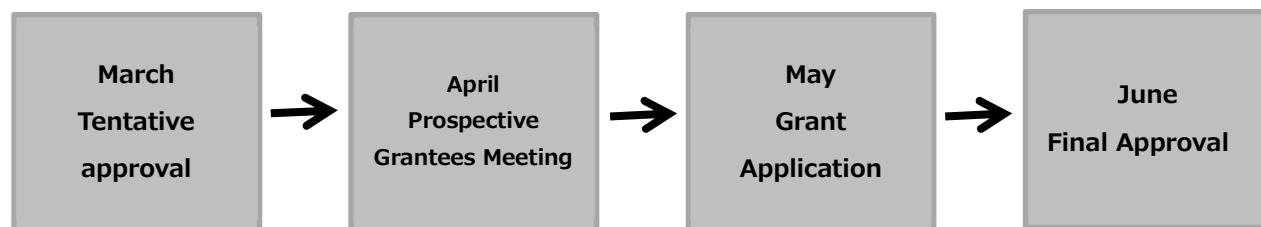
Steps from a tentative approval to a final approval



1 Steps from a tentative approval to a final approval

(1) Flow to a final approval

Several steps shall be taken to turn a tentative approval into a final approval as a flow chart shows below.



Tentative Approval : After careful examination of the grant request, superior proposals are admitted as “Notification of Tentative Approval”. Be aware that several proposals might be admitted on the different grant menu from the request.

Prospective Grantees Meeting : Prospective grantee and JFGE staff discuss about the project in details to share the vision and objectives of the project, and make the consent for the attainable goal. Also several administrative processes, regarding to the JFGE grant, are explained, such as annual schedule, a method of managing accounting work, project evaluation, etc. Prospective grantees are required to attend the meeting at a designated date.

Grant application : On the basis of the prospective grantees meeting and individual meeting, activities and expenses for grant disbursement shall once more be submitted. If there is any deficiency or doubt in the contents of the grant application, correction may be requested. The contents of the grant application is for grant disbursement.

Final approval : Acknowledgment letter of grant for one year based on the contents of the grant application.

2 Prospective Grantees Session for overseas organization

At the time of the Prospective Grantees Meeting in April, agents of the foreign organization are required to attend to the session for a meeting with JFGE staff. A concept of the meeting is basically the same as prospective grantees meeting above. Agents are also required to share the information of the overseas project site such as social conditions, potential risks, cultural and social difference between Japan and there, etc.

3 Partial Advance Disbursement

Some reputed grantees have right to receive the approved grant partially in advance. Partial advance disbursement is allowed only for the grantees that fulfill the following conditions;

-
- Grantees with sufficient bookkeeping and accounting capacity that has been verified on the past disbursement processes
- Necessity of advance disbursement

Only the eligible grantees for the partial advance disbursement can find a notice of this matter on the letter of the tentative approval of JFGE grant.

(1) Upper Limit for the partial advance disbursement

Upper limit of the advance payment is 50% or less amount of the total approved grant. Eligible grantees can apply the expected amount in units of 10,000 yen.

(2) Disbursement Period

End of June

(After the acknowledgement letter of JFGE grant approval was sent)

(3) Procedure for the expenditure adjustment

- ① Using the online application system, complete the advance disbursement application after submitting the grant application form and registering the bank account for transfer of grant.
- ② Eligible grantees for the advance disbursement need to adjust expenditure items during the 1st disbursement period, and in case the applied amount exceeds the amount of advance payment, the difference will be deposited in the account.

(4) Procedure for the return of leftover

- ① Grant leftover shall be returned to the JFGE as defined in Article 16 of the JFGE Grant Policies and Procedures.
- ② JFGE issues a bill for the leftover as defined in Article 16 of the JFGE Grant Policies and Procedures, and then the said grantee shall return the money by the specified date.

4 JFGE Grant Application

(1) Deadline

16 May, 2023

(2) Documents to be submitted through the online application system

- 1 Grant Application Form
 - Attachment 1. Annual Activity Schedule
 - Attachment 2. Member List of Decision-Making Body of the organization such as Board of Directors for the current fiscal year
 - Attachment 3. A copy of Employment Contract for Young Project Leader
 - Attachment 4. Checklist of Legal Compliance in the working country (only for Japanese organizations operating overseas)
- 2 Request Form of Registration of Bank Account for Transfer of Grant and a scan data of the bankbook`s cover page.
- 3 Application for Partial Advance Disbursement

(3) Notes

Please fill out the grant application after reconsidering your project within the range of the tentatively approved amount.

Approximately 20% of total budget shall be prepared on the grantees side.

Please download the designated form from JFGE website.

(4) Other documents to be submitted

Request Form of Registration of Bank Account for Transfer of Grant

- 1) Disbursement from the JFGE to a grantee shall be made via a wire transfer to the bank account specified by the grantee.

Grantee is required to have a designated bank account under the name of the organization for the purpose of receiving the grant. Bank account under the name of an individual is not eligible for the disbursement of the grant. However, if the Grant is to be transferred into a bank account under the name of an individual who serves as agent of an overseas organization, such individual bank account shall be deemed sufficient for the disbursement of the grant. Remember to fill in the branch code (branch number) of such bank account.
- 2) Designate a valid account with city, regional, local commercial banks, credit finance unions, credit

association, Japan Post Bank, or labor banks for the Grant to be transferred.

- 3) Submit a copy of the bankbook's cover page or the website page and "Request Form of Registration of Bank Account for Transfer of Grant".

Member List of Decision-Making Body of the organization such as Board of Directors for the current fiscal year (Free Format)

Submit a latest "Member List of Decision-Making Body of the organization such as Board of Directors for the current fiscal year" to complement the difference in the business year from the time of submitting the Grant Request. Also remember to fill out the form that refers to different employment types (full-time paid/unpaid and part-time paid/unpaid). Information shall be provided about all employees including the board of directors.

Application for Partial Advance Disbursement

Grantees wishing to receive a partial advance disbursement should submit. Upper limit of the advance payment is 50% or less amount of the total approved grant.

Copy of Employment Contract for Young Project Leader

Grantees whose young project leaders are selected should submit a copy of the employment contract of the young project leader who applied at the time of the grant request. Young project leaders must attend training for them three times a year. In principle, replacement of young project leaders is not permitted (see pages 16-18 of the application guide).

NOTE: Please use this form as a reference. All documents are required to fill out in Japanese on Japanese Forms.

Part 1

No.	<u>JFGE Grant Application Form for Fiscal Year 2023</u>		
To , President Kotsuji, Environmental Restoration and Conservation Agency		Date:	
Agent information Postal code & Address:		Organization information Address:	
Name of the Agent(organization):		Name of the Organization:	
President of the organization:		Name of the President:	
Name of the Agent(individual):			
In accordance with the provisions defined in Article 6 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			
Grant program	Entry Grant	Continuous-Project Grant *Please select ONE from above	Step-up Grant
Year	___ FY of ___ year plan (Example: 1st FY of 3 year plan)		
Project title	Project title: _____ The name of the country or area should be included. Project title should provide a clear description.		
Project category	Environmental conservation projects implemented in developing areas by Non-Japanese NGO/NPO		
Project type	a. Practical activities b. Provision and dissemination of information and raising awareness c. Research d. International conferences *Please select ONE from the left.		
Project area			
The cost of the project	Total cost : thousand JPY Amount of JFGE Grant : thousand JPY (include Agent-related budget)		
Previous JFGE Grant(s) awarded to your organization: *If your organization has previously received grant from the JFGE, list all fiscal years.			

***Please fill the necessary information using the online application system.**

Important Notes on Grant Application Form

<Form No. 3, Part 1>

1. Grant Program

Please select one from Entry Grant, Continuous-Project Grant, and Step-up Grant.

Please fill into the number of FY and plan.

2. Project Title

Project title shall be filled in specifically and concisely in accordance with the Grant Request Form so as to clearly indicate the details of a grant project including its project site (country or region).

4. Project Type

Project Type shall be chosen from the listed choices under the consultation with JFGE staff.

5. Project Area

Project Area shall be chosen from the listed choices below:

- a. Nature Conservation, Preservation and Restoration
- b. Forest Conservation and Afforestation
- c. Prevention of desertification
- d. Environmentally Friendly Farming, etc.
- e. Building a Decarbonized Society, Climate Change Countermeasures
- f. Formation of a Recycling-based Society
- g. Air, Water, and Soil Conservation
- h. Comprehensive Environmental Education
- i. Comprehensive Environmental Conservation Activities
- j. Disaster Recovery Support, etc.
- k. Other Environmental Conservation Activities

6. The amount need for the Project

- The amount should indicate the whole amount of fund to be required to accomplish the grant activity for this year including the application fee.

- The grant amount will not exceed the sum of fund indicated in "Notification of Tentative Approval."

- The expense for the agent work shall be included.

Part 2-1

(Details of the applied project)

1. Project Summary

2. Problems/issues to tackle

3. Strategy to solve the problems/issues and countermeasures to tackle expected risk/burden

4. Measures planned to be taken based on discussion in Midterm Consultation

Only for grantee attended the Midterm Consultation

Also describe the reasons IF the discussion in Midterm Consultation cannot be merged into the project

Notes on Grant Application Form:

1. Project Summary

-Describe the project enabling the sound understanding of what the grantee is intend to do.

2. The Problems/issues to tackle

-Describe the situation of the problem area and its background information as well as the current situation and problems using objective data

3. Strategy to solve the problems/issues and countermeasures to tackle expected risk/burden

-Describe how the project can contribute to solve the problem addressed. Or, considering if the project is not conducted, describe how the situation will become as well as how much the project is awaited among the local community where the project will be conducted.

-Describe the specific reasons why the project is needed by the target area and target communities.

-Describe the anticipated external risks and measures to address them in implementing the project.

-For policy advocacy, consider where and how you will disseminate your recommendations.

4. Measures planned to be taken based on discussion in Midterm Consultation

-For the organization that had attended Midterm Consultation or Continuous Evaluation, please write how you will react to the advice from the third party specialist. If the advice cannot be merged into the project, describe its reason in details.

Part 2-2

(Details of the applied project)

5.The ultimate outcome of this project
How close are you to achieve the ultimate outcome?



The desirable outcomes that contribute to realize the ultimate outcome	How to measure
The achievements of outcome (actual values)	
Changes made from previous year's outcomes (if any)	



The outputs to realize the desirable outcomes and the detailed plan to realize the outputs	
Activity 1 ()	
Activity plans	Outputs
(First year)	
(Achievements)	
(Second year)	
(Achievements)	
(Third year)	
(Achievements)	

Activity 2 ()	
Activity plans	Outputs
(First year)	
(Achievements)	
(Second year)	
(Achievements)	
(Third year)	
(Achievements)	

*For continued project, please write the result of past years.

Notes on Grant Application Form

1. The ultimate outcomes of the project

- Describe in detail what kind of changes are expected to see in the target area and target communities of the project. If the specific outcomes are not filled in, JFGE staff may require you to reconsider the description.
- Select and describe words that give a concrete image of the state you wish to achieve for many people. Vague expressions, overly broad concepts, and catch phrases may be interpreted very differently by different people.

2. The desirable outcomes that contribute to realize the ultimate outcomes

- Describe the desirable outcomes discussed in the individual meeting with JFGE staff in April.
- Describe the situations that can be expected after the grant project is implemented.
- Describe the objective indicators that show that the current situation and problems have been improved and that the outcome is being achieved. Regarding the measuring indicators, quantitative indicators are preferable than qualitative indicators.
- If any changes made from previous year's outcomes, be sure to describe the changes.

3. The outputs to realize the desirable outcomes and the detailed plan to realize the outcomes

- If the project is in its initial year, describe the activity plans and outputs within the target year. Submit blanks for achievements.
- If the project is in the second year or later, transcribe the activity plans, outputs and achievements as stated in the previous year's report in the column for the previous year. Describe the activity plans and outputs for the current year. Leave blank the achievements for the current and subsequent years. Describe the activity plans and outputs for the following year.

☐ Outputs

- Describe the direct results of each activity.
- Fill the indicators that allow you to determine from an objective point of view that the outputs have been achieved.















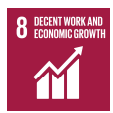


☐ Activity Plans

- Describe the specific activities (means) in the activity plans.
- For each activity, provide specifics on the target community, target area, timing and content.

- Organize and fill in which activities lead to which outputs.
- Revise the plan if something pointed out during the individual meeting with JFGE staff.
- If a logic model can be provided, attach it as a reference (optional, free format).

Part 2-3

(Details of the applied project)

Details of the applied project											
Please highlight SDGs (Sustainable development goals) goals and targets which are related to your project.											
goals		targets				goals		Targets			
 No poverty	1. 1	1. 2	1. 3	1. 4	 Reduced inequalities	10. 1	10. 2	10. 3	10. 4		
	1. 5					10. 5	10. 6	10. 7			
	1. a	1. b				10. a	10. b	10. c			
 Zero hunger	2. 1	2. 2	2. 3	2. 4	 Sustainable cities and communities	11. 1	11. 2	11. 3	11. 4		
	2. 5					11. 5	11. 6	11. 7			
	2. a	2. b	2. c			11. a	11. b	11. c			
 Good health and well-being	3. 1	3. 2	3. 3	3. 4	 Responsible consumption and production	12. 1	12. 2	12. 3	12. 4		
	3. 5	3. 6	3. 7	3. 8		12. 5	12. 6	12. 7	12. 8		
	3. 9					12. a	12. b	12. c			
	3. a	3. b	3. c	3. d							
 Quality education	4. 1	4. 2	4. 3	4. 4	 Climate action	13. 1	13. 2	13. 3			
	4. 5	4. 6	4. 7			13. a	13. b				
	4. a	4. b	4. c								
 Gender equality	5. 1	5. 2	5. 3	5. 4	 Life below water	14. 1	14. 2	14. 3	14. 4		
	5. 5	5. 6				14. 5	14. 6	14. 7			
	5. a	5. b	5. c			14. a	14. b	14. c			
 Clean water and sanitation	6. 1	6. 2	6. 3	6. 4	 Life on land	15. 1	15. 2	15. 3	15. 4		
	6. 5	6. 6				15. 5	15. 6	15. 7	15. 8		
	6. a	6. b				15. 9					
						15. a	15. b	15. c			
 Affordable and clean energy	7. 1	7. 2	7. 3		 Peace and justice	16. 1	16. 2	16. 3	16. 4		
	7. a	7. b				16. 5	16. 6	16. 7	16. 8		
						16. 9	16. 10				
						16. a	16. b				
 Decent work and economic growth	8. 1	8. 2	8. 3	8. 4	 partnership for the goals	17. 1	17. 2	17. 3	17. 4		
	8. 5	8. 6	8. 7	8. 8		17. 5	17. 6	17. 7	17. 8		
	8. 9	8. 10				17. 9	17. 10	17. 11	17. 12		
	8. a	8. b				17. 13	17. 14	17. 15	17. 16		
 Industry, innovation and infrastructure	9. 1	9. 2	9. 3	9. 4		17. 17	17. 18	17. 19			
	9. 5										
	9. a	9. b	9. c								

Important Notes on Grant Application Form

【SDGs goals and targets which are relates to your project】

- Please highlight 2 or more items of SDGs which are related to your project.
- Please highlight 1 or more items of SDGs for LOVE BLUE grant.

Part 2-4

(Details of the applied project)

6. Sustainability of the project, outcomes, and organization itself after the Grant

7. Collaboration with the stakeholders

Notes on Grant Application Form

6. Sustainability of the project, outcomes, and organization itself after the Grant

-*Describe the goals for the development or sustainability of the project's effects after the grant period.

- In order to hold the sustainability, describe what is necessary to keep the fund raising for the continuation and development of your project after the grant period, and how you plan to develop the next human resources.

- Describe the positive and negative impacts of the project.

- Describe the challenges to sustaining the project.

*If you have a plan to run the project as a business in the future, describe creation and expansion of demand, sales strategies, etc..

7. Collaboration with the stakeholders

- Describe the progress of collaboration with the relevant organizations with which you are currently collaborating. Describe in detail the status of the collaboration, including whether it has been established, is being requested to be established, is being consulted, is being coordinated, or will be consulted in the future.

- List separately those organizations with which you have already established a partnership and those with which you would like to establish such a partnership.

*If a stakeholder map can be prepared, attach it as a reference (optional, free format).

Part 2-5

(Details of the applied project)

Reference No. : 2022- -

Name :

8. Schedule of the Project Implementation schedule (1st FY~ 3rd FY)

Contents	Year Month	1st FY												2nd FY												3rd FY											
		4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
Activity 1																																					
Activity 2																																					
Activity 3																																					
Total Amount of the Project Cost		thousand JPY												thousand JPY												thousand JPY											

*Indicate the activity period with (horizontal line)

NOTE: If the applied project continues for multiple FY, please fill out the corresponding FY's implementation schedule

Part 2-6 Contents of grant project

No. : _____

Name : _____

Date : _____

9.Schedule (2023FY)

		April			May			Jun			Jul			Aug			Sep			Oct			Nov			Dec			Jan			Feb			Mar		
		B	M	E	B	M	E	B	M	E	B	M	E	B	M	E	B	M	E	B	M	E	B	M	E	B	M	E	B	M	E	B	M	E			
Activity 1							※1		※2	※3		※2	※3		※2	※3																					
																	※4		※5			※6	※6	※6	※6	※6	※7										
Activity 2		※5	※8	※7		※3		※8	※7・※3		※8	※7・※3		※8	※7・※3		※8	※7																			
Activity 3																			※9									※10		※11			※11		※11	※7	
																																				※1	

Please write down in detail of Grant application form 2-5. When you revise it, you need to write down the schedule on the day you submit. If the plan is not decided yet, please write down a rough schedule. Divide one month into beginning, mid and end, fill in the corresponding cell.

notices :

※1 Confirmation of survey location, ※2 conduct survey, ※3 summarize survey result, ※4 scheduling the date lecturer is available, ※5 opening application, ※6 study meeting, ※7 review, ※8 holding seminar, ※9 making proposal, ※10 confirmation of proposal, ※11 share proposal, ※12 reporting

Part 3-1 Budget breakdown

	Categories	Budget (1,000 JPY)		Contents
Income	JFGE Grant			
	Funds on hand (including donations, and grants from other organizations)			
	Total			
Expenses	Categories	JFGE Grant (1,000 JPY)	Funds on hand (1,000 JPY)	Total (1,000 JPY)
	1. Wages			
	2. Honorariums			
	3. Travel expenses			
	4. Materials and supplies expenses			
	5. Rental/service expenses			
	6. Administrative expenses			
	Total			

Part 3-2 Budget breakdown

Categories	Contents	JFGE Grant (1,000 JPY)	Funds on hand (1,000 JPY)	Total (1,000 JPY)
Activity 1				
1. Wages				
2. Honorariums				
3. Travel expenses				
4. Materials and supplies expenses				
5. Rental/service expenses				
6. Administrative expenses				
Activity 1 sub total				
Activity 2				
1. Wages				
2. Honorariums				
3. Travel expenses				
4. Materials and supplies expenses				
5. Rental/service expenses				
6. Administrative expenses				
Activity 2 sub total				
Evaluations etc.				
3. Travel expenses				
Evaluations etc. Sub total				
Total				

Notes on Budget breakdown Forms

1. Refer to the “Budget breakdown of Amounts and Expenses under Grant Coverage” for proper breakdown of the amounts and expenses under the grant coverage.
- The payments of JFGE are subject to strict review. Any expenses that cannot be considered reasonable or are not covered by the grant (e.g., food and beverages) must be covered by the grantee's own funds. Please make sure to secure approximately 20% of the total activity amount for your own funds. Note that it is not 20% of the grant amount.
2. If the project is conducted more than 2 years, expenses of the current target year should be filled.
3. Administrative expenses shall be within 10% of the total amount of expenses.
4. Payment made overseas shall be converted into JPY in accordance with adequate currency conversion rate which will be rounded down at the decimal point. Refer to the “Benchmark Date of Foreign Exchange Conversion Rates”.
5. Be consistent in filling in the breakdowns such as number of persons, quantity, frequency, unit price, etc., as unclear cost description is supposed to be rejected.
6. Fill in the budget amount section with figures to be rounded down to the nearest thousand.
7. Consult with the JFGE staff when in applying any Grant, Foundation, or Service Fee to the Japanese national foundation or/and agency to avoid overlap expenditure in case of the granted project. It is not allowed to receive the Grant from any other than two Japanese National Foundation or Agency including the JFGE.
8. Accumulate the following expenses in the “Activity Evaluation”;
 - 1) Costs for attending Annual Assembly for JFGE grantees (in Tokyo)
 - 2) Other costs for other self-evaluation activities
 - 3) Costs for participation in young project leader training.
9. Foreign grantees shall include the agent-related expenses. The total amount of expenses for the activity and agent-related expenses will be the amount of the grant application.

Part 3-3 Expenditure breakdown related to the agent

Categories	contents	JFGE Grant (1,000 JPY)	Funds on hand (1,000 JPY)	Total (1,000 JPY)
1.Wages				
2.Honorariums				
3.Travel expenses				
4.Materials and supplies expenses				
5.Rental/service expenses				
6.Administrative expenses				
Total of Agent- related budget				

NOTE: This form should be filled out only by Non-Japanese organizations

Notes on Form of Budget breakdown related to Agent

Those who are appointed as agent shall pursue the following job tasks, and expenditures for their activities shall be accounted for the cost to be funded.

- 1) The work wage for the onsite training for the local participants, any registration fees, or fees for the Japanese document creation.
- 2) Travel expense for the onsite training up to one time per year.
- 3) Travel costs for attending the prospective grantees meeting including individual meeting (in Kawasaki or in Tokyo).
- 4) Communication fees for overseas or JFGE.

*The maximum wage shall be JPY1800 per hour in respect to the expertise of the agent.

- The payment should be categorized as “Wages” if the agent is an individual workforce, and as “Rental / Service expenses” if the agent belongs to a group or organization.
- The amount of expense will be determined by the sum of the recipient activity cost and the agent-related fees.
- Include agent-related expenses in Part 3-1.

5 Changes and Modification in the Initial Plan

(1) Procedures for changing the details of the grant application

- In case the particulars of the initial grant application or project plan need to be changed, consult with JFGE staff as soon as possible.
- If the changes correspond to the following conditions, “Application for Change in Grant Project” needs to be submitted.

Condition1. The amount of change exceeds more than 20% of the initial approved amount of each particular.

Condition2. The amount of change reaches over JPY100,000 from the initial approved amount of each particular.

However, if you plan to make a grant disbursement request even though the expenses are “0” in the Notification of JFGE Grant final approval, the procedure for change of project plan is required regardless of the amount. The project plan can be changed **once during the fiscal year**.

Submit by: no later than January 19, 2024 (Friday)

- In the case of changing the contents of the activities without permission, the changed part will not be the object of the grant regardless of the reason. If a grant has already been paid by the JFGE, the final approval may be canceled in whole or in part and the grant may be requested to be returned. Moreover, the date of the receipt for newly added expenses along with the change of the project plan shall be the date after the change of the plan.
- Administrative management expenses shall not exceed 10% of the “cumulative amount” of the “other amounts and expenses column” in the case of an application for change.

See the following examples to determine **when an “Application for Change in Grant Project” is required to be submitted**.

(1) Increase or decrease in change / original amount \leq 20%	...	No submission is required.
(2) Increase or decrease in change / original amount $>$ 20%, and increase or decrease in change \geq 100,000 yen	...	Submission is required.
(3) Increase or decrease in change / original amount $>$ 20%, and increase or decrease in change $<$ 100,000 yen	...	No submission is required.

(2) Notification of Other Changes

If there are any changes in the organization's address, the name of the representative, the account for transferring the grant, the address of the agent, the name of the organization, etc., please update the registration information in the online application system.

Chapter3

Grant Disbursement



1 Grant Disbursement

(1) Grant Disbursement

JFGE grant disbursement shall be conducted with the application form of “Grant Disbursement Request”. The application is examined by JFGE to check the appropriateness of entered items in the forms, and attached documentary proofs and vouchers. The grant is deposited in the designated bank account on the appointed day after the inspection of the submitted application. Refer to the following guidelines for the proper documentation of the application forms.

- ① JFGE Grant is paid for the eligible activities but for the organization itself. Hence the following expenditures are not covered by the grant.
 - i. Wages and honorariums for salaried staff of grantee’s organization (except the personnel chosen for Young Project Leader Program)
 - ii. All sorts of donation, contributions and gifts for individuals and organizations
 - iii. Food and drink costs
- ② JFGE Grant is based on the “Disbursement Method”, and so the advance payment by the grantee is required until the first disbursement of the grant is made. Hence approximately 20% of own financial resources are required for the activities. All activities for the JFGE Grant of 2023 shall be completed from 1 April 2023 to 31 March 2024 and evidenced by the dated receipts and vouchers issued within the aforesaid period. Accordingly, make sure all the account settlement procedures in relation to the grant to be completed by the end of March 2024.
- ③ Grantees may receive other subsidize, grant or financial support other than JFGE, however double request of the grant for the same expenditure is not admitted, i.e. expenditures covered by JFGE Grant cannot be covered by the other subsidize, and vice versa.
- ④ All expenditures on the JFGE Grant project activities need to be recorded on the account book separately from those on the other activities which are not covered by the JFGE Grant, and all receipts and vouchers in relation to the grant need to be kept tidy and in order. Make sure to submit your Grant Disbursement Request with the valid documentary proofs by predetermined deadline.

- ⑤ Grantee chosen for partial advance disbursement required to submit “Grant Disbursement Request” during 1st disbursement period for the latest. All documentary procedures are same with non-partial advance disbursement grantees.
- ⑥ As JFGE Grant is under the application of law “Proper budget execution of the grant”(Law No.179, 27 Aug 1955) , all submitted documents and all documentary proofs in relation to the JFGE Grant project, shall be fully furnished with necessary information such as date of activities, amount of expenditures, payee information , detail of particulars, calculation methods, etc.. All written contents shall be legible for proper inspection.

(2) Receipts and Documentary Proofs

At the time of the grant disbursement, receipts vouchers and other relevant documentary proofs shall be submitted, and the documentary proofs shall be prepared to fulfill the following requirements.

① Recruitments for the eligible receipt, vouchers and documentary proofs

At a minimum, receipts should contain:

- 1) unit of the currency
- 2) amount of money
- 3) clear description of the item or transaction
- 4) date of issue
- 5) name of recipient
- 6) name of issuer
- 7) address of issuer
- 8) seal or signature of the issuer
- 9) Clear indication of “Receipt”

Any sign of modification or correction makes the receipts invalid. Bank transaction may be used as a receipt, but the detail or breakdown of the transaction should be explained in blank space of the document.

<Notes>

• Amount of money

In some cases, grant application amount and amount of money on the receipt are not equal (partially applying for grant). At such times, write the grant application amount on the column of “Applied amount in JPY” and amount of money on the receipt in “Amount on Receipt” on the Table of Particulars of Documents.

- Payment date

Payment date is the date that the organization actually paid for the expenses. In case of reimbursement, date on the receipt of reimbursement payment shall be the payment date.

However, in case of foreign currencies, be aware that the payment date and the rate application date are different. Please refer to the following definition.

Definition of Payment date

currency	Payer	Pay by cash	Pay by credit card
Japanese currency	Grantee	Date of payment	Date of credit card withdrawal
	individual	Date on the receipt of reimbursement payment	

Definition of Rate application date

currency	Payer	Pay by cash	Pay by credit card
Foreign currency	Grantee	Date of payment	Date of credit card usage
	Individual		

*In case credit card withdrawal was done by Japanese currency, Japanese currency shall be applied.

- Name of the recipient

Official name of the organization shall be written on the receipt. In case the abbreviated name is used in the articles of association, it is also applicable on the receipt.

- Credit Card Payment

In case the credit card payment is made, detailed invoice shall be submitted.

(Transaction amount, date of usage, date of payment, contents, etc. shall be presented)

② Receipts attachment and sorting

The necessary information is to be filled on the account voucher, and the relevant receipt is to be pasted on it. The copy of that account voucher with receipt shall be submitted to JFGE at the time of the disbursement, and the original document should be archived for 7 years. In case the receipt or other relevant documents are too large to paste on the voucher, create reduced copy or attach them as appendix.

③ Receipt of reimbursement payment

Sample Format

<u>Receipt of Reimbursement Payment</u>	
	Date : _____
Recipient : _____	
Transaction Amount : _____	
<Contents>	
Issuer : _____	Sign _____
Address : _____	

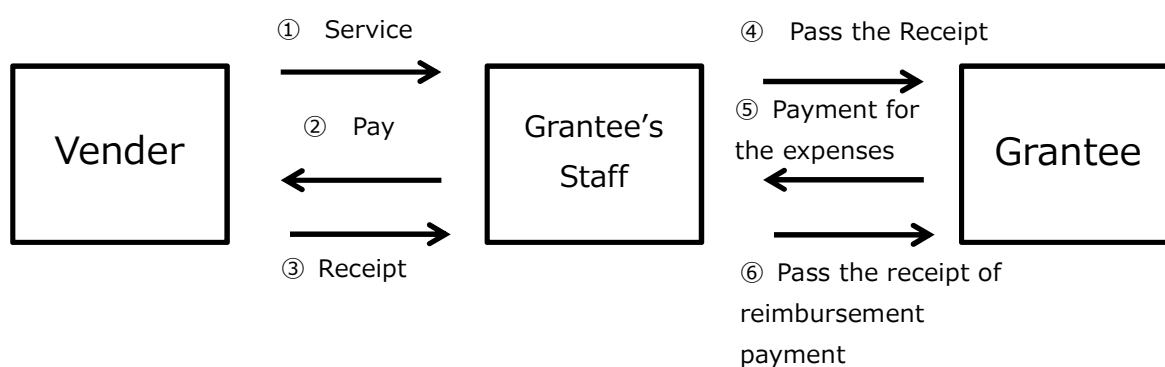
<Note>

In case the official name of your organization is not present on the receipt, receipt of reimbursement payment needs to be submitted.

Total expenses of the business trip can be summed up in one receipt of reimbursement payment. There is no need to create the receipt of reimbursement payment for each transportation fees or accommodation fees.

Simple Image of the receipt of advance payment

When grantee's staff paid for the services which should've been paid by the grantee, recipient of the vender's receipt will be the name of the staff. In these cases, grantee should prove the reimbursement to the staff by submitting receipt of reimbursement payment (JFGE provide grant when grantee paid the expenses).



(3) Points of Attention for the Grant Disbursement

① Minimal unit for the grant disbursement

The amount of cost of each item shall be rounded off to the nearest JPY1,000. Also any cost below decimal point shall be rounded off accordingly.

② Rules on maximum amount of disbursement

In case the expenditures of the Grant Recipient exceed the prescribed maximum amount, disbursements from JFGE shall be within the limited amounts on the List of Maximum Amount.

In offering rewards made at overseas, pay sufficient attention not to provide excessive amount by keeping the amount within the range generally accepted in the region in view of the GDP and other economic parameters.

③ Rules on changes and modification in the initial plan

In case of change in the amount exceeds more than 20% and JPY100,000 of the initial approved amount of each particular, such change shall be deemed the "Change in Particulars of Grant Application" (change in the particulars of activity set forth in the Article 9 of the JFGE Grant Policies and Procedures) which is subject to a prior approval of the President of the JFGE-ERCA through the submission of the "Application for Change in Grant Project". If the amount upon change is not exceeding JPY100,000, the aforesaid rules may be exempt. Refer to the following illustration as your guidance.

If $(\text{Amount Changed} - \text{Initial Amount}) / \text{Initial Amount} = \text{exceeded } 20\%$
and $\text{Amount Changed} - \text{Initial Amount} = \text{exceeded JPY100,000}$
...Submission of Form No.7-1 is required.

If $(\text{Amount Changed} - \text{Initial Amount}) / \text{Initial Amount}$ is below 20%
and $\text{Amount Changed} - \text{Initial Amount}$ is below JPY100,000
...Submission of Form No.7-1 is NOT required.

④ Safekeeping of Account Books

Grantees are required to compile the "Balance of Revenues and Expenditures under Grant" for the granted project activities as well as safekeeping the account books, receipts, vouchers and bank account books for a period of 7 years upon receipt of the "Notice of Finalized Grant Amount" on completion of project activities. As to the movable assets such as the machinery and equipment which are worth JPY500,000 or higher at that time of acquisition or upon value inflation, the grantee shall maintain the "Acquired Assets and Residual Property Management Book" as well.

⑤ Payment for the grant project activities

Recipients of the grant basically shall be the host organization of grant project activities, but in case the grantees add up the expenses of the cosponsored, cooperated or supported activities with other organizations, submission of the proportional division of the expenses (honorariums, commuting expenses, venue rental fees, printing fees, etc.) on the activities with a statement of reasons is required.

⑥ Cancellation fees

Cancellation fees such as air fare and accommodation fees are not covered by the grant. In case of the unavoidable circumstances beyond the grantee's control occurred, the cancellation fees might be granted. Consult with the JFGE staff if such cases occurred.

2 Accounting Process of Foreign Currency

(1) Receipt

Receipts issued in foreign countries should be translated in Japanese or added supplementary notes in Japanese to clarify the information on it. At this time, translation should not be written on the original receipts, but rather on the copy of the receipt.

(2) Note

In case the issuance of the receipt is not expected, prepare a format of the receipts at your side, and use it at the time of the expenditure.

Signature of the issuer must present when seal cannot be provided.

(Sample)	
Receipt	
	Date: _____
To: _____	Amount : ○○○USD
IN PAYMENT OF ○○○○	
	Address : ○○○
	Name : ○○○
	Sign: ○○○

(3) Exchange rate of the foreign currency

At the time of exchanging the foreign currency into JPY, refer the exchange rate on the JFGE homepage.

Most of the exchange rate can be found on the JFGE homepage, but some currencies are not covered on the reference list. In case if you cannot find the exchange rate you want to know, ask JFGE staff in charge of your project for the exchange rate.

Date of issue of the receipt	Reference date for exchange
From 1 Apr, 2023 To 30 Jun, 2023	14 Apr, 2023
From 1 Jul, 2023 To 30 Sep, 2023	14 Jul, 2023
From 1 Oct, 2023 To 31 Dec, 2023	13 Oct, 2023
From 1 Jan, 2024 To 31 Mar, 2024	15 Jan, 2024

※Always apply the lower exchange rate among JFGE rate and rate used in grantee for the Grant Disbursement.

3 Breakdown of Costs and Expenses under Grant Coverage, Maximum Amount per Item and Important Notes

i) Wages (For grant-eligible activities only)

Expenses:

- Expenses for Young Project Leader Program
- Salaries for recruitment of local part-time staff
- Salaries for part-timers in and outside Japan
- Salaries for part-timers engaged in account settlement and processing
- Administrative fees of agent of your organization in Japan

Particulars of Costs and Expenses

Expenses for Young Project Leader Program (not applicable for foreign grantees)

【Maximum Amount: JPY1,800 / Person / Hour】

- To a person who is chosen as a Young Project Leader by JFGE
- Submission of employment contract of the said person is required on the grant application
- Payment for the Young Project Leader Program shall be done by bank transfer, hence the bank account statement is required
- Submission of reference documents regarding work hours, work contents, number of work attendance, etc. of the said person is required
- Duration of travel time to and from the working place, such as commuting or transit time, is not counted as working hours.

Salaries for part-timers

【Maximum Amount: JPY1,200 / Person / Hour】

- Wages to the full-time executives, the paid board directors and full-time employees of the grant recipient shall be ineligible.
- Only able to pay temporary workers (such as part-time staff) who are engaged in a grant project.
- It is desirable that the payments to the part-time staffs who are enrolled in the list of 【Confirmation sheet -staff and contact for the granted project】 are made through bank transfer.
- Payments made overseas shall be kept within a reasonable amount which is generally-accepted in each region in view of GDP and other economic parameters so that the amount shall not be excessive. Grantees may be asked to submit the data to explain the appropriateness of the wages paid overseas.

- Submission of receipts or bank account statement is required
- Submission of documentary proofs of working days (attendance record, work report, working hours etc.) is required.
- Duration of travel time to and from the working place, such as commuting or transit time, is not counted as working hours.
- In case the wages are paid to the organization where the part-timer belongs, allocate the expenditure to v . Rental/Services expenses.

«difference for full-time/part-time employee»

- full-time employee …Those who have an employment relationship with the grantee organization, work 4 days a week to 15 days a month or more, and work 32 hours or more a week
- part-time employee …Those who do not meet the above definition of full-time employee

Administrative fees of agent of your organization in Japan

[Maximum Amount: JPY1,800 / Person / Hour]

- Submission of documentary proofs of working days (attendance record, work report, working hours etc.) is required.
- Note the annual cumulative maximum amount for the agent is 300,000JPY
- In case the wages are paid to the organization where the part-timer belongs, allocate the expenditure to v . Rental/Services expenses.

JFGE Part-time Job Annual Cumulative Maximum Amount

Grant Amount	Maximum Part-time job Fee	Notice
~4 Million JPY	1.15 Million JPY	※Each category of annual cumulative Part-time job fee is maximum 1.15 million JPY per person ※No maximum amount of part time job changes even the paid grant amount less than the grant amount approval.
4.01~8.00 Million JPY	1.72 Million JPY	
8.01 Million JPY~	2.30 Million JPY	

ii) Honorariums (For grant-eligible activities only)

- Honorariums to outside lecturers and experts (seminar, practical training session and guidance)
- Manuscripts fees

Particulars of Costs and Expenses

Honorariums

【Maximum Amount: JPY20,000 / Person / Day】

- Payments to the full-time executives, the paid board directors and full-time employees of the grant recipient shall be ineligible.
- Honorariums for unsalaried part-time executives shall be paid in accordance with the following conditions:
 1. The sum of the honorariums paid to unsalaried part-time executives must be less than the 50% of total honorariums paid by the grantees.
 2. Name of the lecturer (unsalaried part-time executives) shall be confirmed on a web site, in a leaflet or on a program handout in advance or on the day (need to submit the documents as a documentary proof)
 3. Payment shall be made by bank transfer
 4. Honorarium for a lecture of internal seminar of your organization shall not be covered
- Payments made overseas shall be kept within a reasonable amount which is generally-accepted in each region in view of GDP and other economic parameters so that the amount shall not be overly excessive.

(An exception about a honorarium for a lecturer)

【Maximum Amount: ① JPY50,000/Person/Day】 when audience or participants exceed 150 people.

【Maximum Amount: ② JPY35,000/Person/Day】 when audience or participants exceed 50 people.

Necessary conditions

- Available when lecturer's working time for the event takes over two hours (identification of actual working hours, scale is required).

Notice

- Honorarium for unsalaried part-time executives in the grant recipient shall be excluded from this exception.

Manuscripts fees

【Maximum Amount: JPY2,400/Page】

- Requirement: Either receipts or bank transfer statement, Copy of Manuscripts/Writing Articles
- Approx. 200 words per A4 sized paper
- Exclusion:
 - 1) Payments to the full-time executives, the paid board directors and full-time employees of the grant recipient.
 - 2) Payments to the unpaid part-time directors of the grant recipient in case that the manuscripts are disclosed as an internal report.
- Payments made overseas shall be kept within a reasonable amount which is generally-accepted in each region in view of GDP and other economic parameters so that the amount shall not be overly excessive.
- The grant can cover 50% or less amount of manuscript fees that your organization paid for unsalaried part-time executives

iii) Travel expenses (For grant-eligible activities only)

Expenses:

- Actual Transport Fee : Aircraft, Railway, Bus, Taxi, Ship Fares
*Rent-a-car expenses shall be classified into v) Rental / Services Expenses
- Accommodation Expenses: Actual costs of lodging Fee (No Food and beverage, travel allowances, daily allowances are excluded)
- Others : Vaccination fees, Visa and passport fees, Travel insurance fees, Toll road fees, Airport taxes, Ticketing Service Charge and Other fees, Travel-related fees

Notice:

- * Distance of travel shall be represented by the boarding point, route, destination point and transportation means on the receipt book.
- * Documents, such as activity report, that indicates travelers engaged in grant activities at the destination shall be attached.
- * In case of using discount ticket or coupon, the actual expense shall be claimed.

Particulars of Costs and Expenses

Transport Expenses

☆Air-fare (Domestic, Overseas) 【Maximum amount: Direct Normal Economy Class Flight Fare】

- Receipts issued by the service provider and stub of boarding pass evidencing actual boarding shall be presented. In case of loss of the stub, boarding certificate issued by the airline shall be attached. But the stub of return trip of someone who comes to Japan from foreign country for Grant activity shall not be requested if following conditions are fulfilled,
 - 1) submission of a stub of the outward trip as a documentary proof
 - 2) submission of a copy of an air ticket including a homeward trip
 - 3) submission of documentary proofs that certify the passenger's activities in Japan
(ex: an advertising announcement shows the passenger as a seminar lecturer)
 - *Acquisition of mileage is not accepted. In case of mileage acquisition, it will not be covered by grant.
- The grant covers the air-fare of economy class only. You may travel with business class or other higher class seats, but need to pay the increased amount of air-fare with your own funds. In this situation, the price estimate sheet of normal

economy class, issued by the airline company, shall be presented.

[In case of Japanese domestic discount ticket]

- Submission of the boarding pass can be omitted if the following conditions are fulfilled,

- 1) Submission of a receipt
- 2) Submission of an itinerary document (certification of travel invoice / e-ticket, etc.) which shows such information as traveler's name, date, air route, destination, flight number, etc.

*In case of normal price airfare ticket, the boarding pass shall be submitted as usual.

☆ **Railway Fare** 【Maximum amount: Actual Costs】

- Receipts issued by the service provider shall be presented.
- Business class or any higher class seats are not covered by the grant.

☆ **Taxi Fare** 【Maximum amount: Actual Costs】

- Receipts issued by the service provider shall be submitted.
- The boarding and destination sites, purpose of use, and passenger name shall be distinct.
- Reason for traveling with taxi needs to be clarified since JFGE basically pay for public transportation cost.

☆ **Short-distance travel such as local bus, train or subway and other public transport in developing countries and areas** 【Maximum amount: Actual Costs】

- For domestic short-distance trips which cost less than JPY2,000 per travel, receipts may be replaced by the "Transport Allowance Management Book " or a document specifying date, purpose of use, type of transportation, passenger's name and address, and amount paid.
- Commutation cost of board directors and staffs of the grant recipient shall be ineligible.

☆ **Ferriage Fare** 【Maximum amount: Actual Costs】

- Receipts issued by the service providers shall be submitted
- Eligible 2nd-class cabins only.

☆ **Accommodation Fees**...Actual lodging fees, relevant service charges and taxes.

【Maximum amount: Subject to the maximum amount by each region in and outside Japan】

- Receipts issued by the service providers as well as detailed supporting documents shall be presented.
- Lodging of more than 2 people shall be evidenced by documents specifying name of guests, number of rooms, number of days of stay and date of stay.
- Receipts issued overseas bearing neither sign nor stamp of the issuer shall be unacceptable.
- Payment via a travel agency shall be accompanied by a stay certificate and a receipt of stay issued by the accommodation provider.
- When using package accommodation via a travel agency, meet requirements below:
 1. Round trip shall be evidenced by a stay certificate (if using the air, stub of boarding pass evidencing actual boarding shall be also accompanied).
 2. Package fees of transportation and accommodation shall be broken down as detailed as possible for easy comparison with non-package prices. In case of **describing the specified information such as traveler, date, destination, logging information shown, a stay certification can be omitted.**
 3. If there are any activities implemented other than NOT-Grant project within its traveling period, accommodation fees of the number of stays engaged in the grant project activity, and amount of air-fare and railway fare corresponding to the grant project activity shall be acceptable.

In this case, amount corresponding to the grant project activity shall be evidenced by describing the basis for calculation (ex. Apply half of the airfare because of engaging in the grant project activity and other activities in the same number of days).
- Food and beverage costs included in the accommodation fees shall be excluded before grant claim. (JPY1,000 of the accommodation fees in Japan, or the one-eighth amount of the accommodation fees outside Japan shall be excluded as the cost of one meal, if food and beverage costs are unclear.)

Telephone and FAX costs incurred at the place of lodging shall be classified into vi) Administrative expenses.

☆ **Airport tax and fees, Travel insurance, Vaccination, Visa / Passport issuance fees, Toll road fees, Other travel-related expenses 【Maximum**

amount: Actual Costs]

- Valid tickets shall be presented for the airport taxes and toll road fees specifying amount of fees, date, place and purpose in relation to a grant project
- Term of validity of issued passport supposed to be minimum necessary
- Receipts for reimbursement shall be attached for the receipts with description of addressee.
- Claim for travel insurance shall be accompanied by documents evidencing the insured and the insurance coverage.
- Rent-a-car (cars, minibuses, motorcycle and more) shall be classified into v) Rental/services expenses

<FYI> Maximum Amount of Accommodation Expenses

Overseas Travel

	Designated City JPY19,300	A JPY16,100	B JPY12,900	C JPY11,600
South East Asia, Korea, Hong Kong	See Below		○	
South West Asia (incl. China)				○
North America		○		
Central and South America				○
Europe		○		
Oceania			○	
Middle East		○		
Africa				○

(Designated City)

Singapore, Los Angeles, New York, San Francisco, Washington, Geneva, London, Moscow, Paris, Abu Dhabi, Jeddah, Kuwait, Riyadh, Abidjan

iv)Materials and supplies expenses (For grant-eligible activities only)

Expenses:

- Machinery purchase costs, Equipment purchase costs, Material purchase costs, Book purchase costs
- Fuel expenses (chain saw oil etc.) *Gasoline must be claimed by v. Rental/Service Expenses

Notice:

*Needed to consider the necessity for purchasing materials and supplies.

Costs associated with the Capital equipment and any hardware/software supplies such as PC, Digital Camera, DVD player, FAX machine, are excluded.

Gifts, presents, prizes and any personal property (belongings) are also excluded.

*Total amount of the materials and supplies expenses shall not exceed 50% of the total Grant.

*In case of materials and supplies expenses, expense more than JPY0.5 million, grantee must submit price estimate sheet from at least 2 suppliers.

Particulars of Costs and Expenses
<p>☆Machinery purchase costs, Equipment purchase costs, Material purchase costs, Book purchase costs, Fuel expenses (chain saw oil etc.) [Maximum amount: Actual Costs]</p> <ul style="list-style-type: none">• Requirement: Receipt issued by the supplier if the purchase costs over 10 thousand yen.• Clear description of name of purchased articles, unit price and quantity is inevitable.• Attachment Required: Specifications, delivery notes, invoices and other relevant documents with clarifying reason and the necessity of the purchase shall be noted.• Take clear photograph of purchased item with JFGE sticker on as a proof if the purchase costs over 10 thousand yen.• Clear indication of name and title of book is required for books and video tapes.• In case of claim fuel expenses, state information of dates and quantity of machines.

v) Rental/Services expenses (For grant-eligible activities only)

Expenses:

- Interpretation / Translation fees
- Conference hall fees :Inclusive of setup fees such as rental of electronic equipment and installation of billboard (No food, beverage, and flower costs are allowed). Temporary rental of office premises for Grant project shall be included.
- Rental fees of vehicles: Rental fees of vehicles, driver's salary and gasoline and Parking fees etc.
- Printing fees : Printing, Layout fees, and binding fees of reports and posters
- Delivery fees of goods and items: Inclusive of costs and expenses incurred from delivery of materials and documents directly related with granted project.

(Postage fees incurred from ordinary course of duties shall be classified as vi) administrative expenses).

- Rental fees of machinery: Inclusive of costs and expenses incurred from driving.
 - Coordination fees of local activity survey, outsourcing fees of research and analysis (cost only under the grant eligible activities)
 - Event Insurance (Insurance for Volunteers etc.)
 - Outsourcing Fees of proxy (cost only under the grant eligible activities)
 - Construction costs for structures
- * All payments summed up based on the workload rather than the date of service shall be classified into this category.

Notice:

- * Interpretation and translation fees to the unpaid part-time directors of the grant recipient shall be allowed subject to the bank transfer. (In this case, the announcement of the conference materials which show the director interpreted or a part of the draft translated by director shall be attached.)
- * Total amount of outsourcing fees shall not exceed 50% of the total Grant.
- * **Outsource fee payment such as research, website development and updating it requires submission of invoice along with receipt, contract paper, specification document for submission.**

Particulars of Costs and Expenses

☆ Interpretation Fees

【Maximum amount: Simultaneous Interpretation JPY80,000 / Person / Day】

【Maximum amount: Interpretation JPY45,500 / Person / Day】

- Interpreters of Interpretation agencies or professional freelances are eligible.
Case1 when hired the interpreter who belongs to an interpretation agency, attachment of certificate of registration is required.
Case2 when hired freelance professional interpreter, documentary proofs are required to proof the information of past interpretation performance (description of the past records, date of activity, contract and receipt, etc.) and interpreter's resume.
- Payments made overseas shall be kept within a reasonable amount which is generally-accepted in each region in view of GDP and other economic parameters so that the amount shall not be overly excessive.
- Payments to the full-time executives, the paid board directors and full-time employees of the grant recipient shall be ineligible.
- Payments to the unpaid part-time directors and staffs engaged in the activities under grant directly shall be eligible.
- Interpretation fees to the unpaid part-time directors and staffs of the grant recipient shall be within 50% of the total amount of interpretation fees.
- Receipts shall be submitted in all cases. Name of the project which required an interpreter service shall be stated in the notes column or blank column of the receipt or the prescribed format to affix receipts.

☆ Translation fees

【Maximum amount: JPY5,000 / Page (translate into Japanese), JPY8,000 / Page (translate into other than Japanese)】

200 words per A4 sized paper of original document is the baseline.

Translators of translation agencies or professional freelances are eligible.

Case1 when hired the translator who belongs to the translation agency, attachment of certificate of registration is required.

Case2 when hired freelance professional translator, documentary proofs are required to proof the information of past translation performance

(description of the past records, date of activity, contract and receipt, etc.) and translator's resume.

- Payments made overseas shall be kept within a reasonable amount which is generally-accepted in each region in view of GDP and other economic parameters so that the amount shall not be overly excessive.
- Payments to the full-time executives, the paid board directors and staffs and full-time employees of the grant recipient shall be ineligible.
- Payments to the unpaid part-time directors and staffs engaged in the activities under grant directly shall be eligible.
- Translation fees to the unpaid part-time directors of the grant recipient shall be within 50% of the total amount of interpretation fees.
- Receipts shall be submitted in all cases.
- Whole or a part of the translated materials shall be attached.

☆ **Rental Fees of Conference Hall [Maximum amount:**

JPY200,000 / Day [Japan],

JPY50,000 / Day [Overseas]]

Additional fees for 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)
- Receipts, specifications, invoices and other documents specifying the particulars shall be submitted.
- Purpose of use shall be stated in the notes column or blank column of the receipt or the prescribed format to affix receipts.
- Evidential document for the Grant activity information in the conference hall shall be attached.

☆ **Rental Fees of Vehicles ... Rental of vehicles and hiring of drivers for grant activity only**

[Maximum amount: Actual Costs]

- In case of using rental vehicles, specifications and other supplementary documents shall be presented.
- Payments to the borrowing vehicles under private ownership are basically ineligible. But in case there are no other choices, guideline materials for

calculation shall be attached. If it is difficult to prepare such documents, please make sure to consult with JFGE before the submission of Grant Payout Application.

- Payments of rental fees made overseas shall be kept within a reasonable amount which is generally-accepted in each region in view of GDP and other economic parameters so that the amount shall not be overly excessive.
- Maintenance costs and accident-related costs of the vehicles shall be excluded.

☆ **Gasoline/Fuel Fees 【Maximum amount: Actual Costs】**

- Attachment Required :

Official receipts issued by the fuel provider with the record of operation with dates, purpose of use, destination mileage. Submitting record of operation can be substitute the alternative receipt described dates, purpose of use, destination mileage that can be checked.

Receipts for reimbursement shall be attached for the receipts with description of addressee.

- In case that the same private car is used to operate in the grant project frequently, the copies of "Gasoline fees payout application form" are available to claim the Grant Disbursement Request instead of receipts. * Gasoline fees payout application form: the proof shows the usage of gasoline (date, purpose of use, route, mileage, fuel consumption, a sum and the receiver's sign). In this case, substitution is available when calculate the fuel consumption every three month (categorized as from April to June, from July to September, from October to December, from January to March) and showing the evidential proof by the gasoline provider.
- Fuel consumption shall be cut to 1st places of decimals.

☆ **Parking Fees 【Maximum amount: Actual Costs】**

- Parking fees shall be accompanies with documentary proofs such as valid parking ticket specifying amount of parking fees, date, place and also purpose of use to a grant activity shall be showed.
- Receipts for reimbursement shall be attached for the receipts with description of addressee.

☆ **Printing Costs•••Reports, Posters and Others**

- Besides the receipts issued by suppliers, particularly specifications and other documents shall be presented.

<ul style="list-style-type: none"> • Indication on Articles funded by the JFGE Grant • Whole or a part of the printed material shall be attached. • In case of printing cost more than JPY0.5 million, grantee must submit price estimate sheet from at least 2 suppliers.
<p>☆ Delivery costs of articles・・・Courier services, Postage fees 【Maximum amount: Actual Costs】</p> <ul style="list-style-type: none"> • Besides the receipts issued by suppliers, particularly specifications and other documents shall be presented. • Postage fees incurred from ordinary correspondence shall be classified in the vi) Administrative expenses.
<p>☆ Rental of Equipment 【Maximum amount: Actual Costs】</p> <ul style="list-style-type: none"> • Besides the receipts issued by suppliers, specifications, invoices and other documents specifying the particulars shall be presented. • In case of borrowing equipment under private ownership, guideline materials for calculation shall be attached.
<p>☆ Research Outsource Fees 【Maximum amount: Actual Costs】</p> <p>Outsource fees shall be within 50% of the total amount of the grant</p> <ul style="list-style-type: none"> • For cases in which suppliers or outsourcing is involved, receipts, specifications, quotations, invoices and other documents specifying the particulars as well as contracts, reports of accomplishment upon termination of contract, and the results shall be attached. • The outsourcing job must be a job which cannot be directly completed by grantees. <p>*In case of outsource fee more than JPY0.5 million, grantee must submit price estimate sheet from at least 2 institutes or firms.</p>
<p>☆ Construction costs for structures 【Maximum amount: Actual Costs】</p> <p>Construction fees shall be within 50% of the total amount of the grant</p> <ul style="list-style-type: none"> • For case in which suppliers or outsourcing is involved ,receipts, specification, quotations, invoices, and other documentary proofs specifying the particulars, as well as contracts, reports of accomplishment upon termination of contract and work shall be attached. • For purchase of construction related articles or materials, documents shall be presented in accordance with iv) Materials and supplies expenses.

vi) Administrative expenses (For grant-eligible activities only)

Expenses:

- Office supply: Consumable stationery items, Copying, Photo films, Photo development etc.
- Communication Fee : Telephone, FAX, Postage, Transfer fees, etc.
- * Although submissions of a copy of the receipts of the administrative management expenses are not required, the Grant recipient needs to keep the receipts safe.
- *Fixed and regular costs such as office rent, utility costs shall not be covered.
- ***The total amount shall not exceed 10% of the total of i) to v).**

Particulars of Costs and Expenses
<p>☆ Communication and delivery expenses (Telephone, FAX, Postage, Transfer fees), Office supply expenses (Consumable stationery items, Copying, Photo films, Photo development etc.)</p> <p>【Maximum amount: Actual Costs】</p> <ul style="list-style-type: none">• Adequate calculation benchmark shall be presented by the grantees in breaking down one-time monthly payments into phone bills, internet fees and others (e.g. Calculation based on the percentage of the Grant project against the annual total project fees of the grantees).

4 Examples of Documentation-Grant Disbursement Request Form

Form No. 9 (See Article 13)

< Disbursement No. 2 >

2022 Grant Disbursement Request Form The Japan Fund for Global Environment

No. :

Date :

Enter the Reference Number of the Grant Recipient, if any.

Attn. : President Kotsuji,

Environmental Restoration and Conservation Agency

From : Name of the organization : XX Association

Name of Representative : Kankyo Mamoru

Address : 1-2-3 XX, Chiyoda-ku, Toyo, Japan

Provide the postal code.

123-4567

Make sure to fill in the name and address of agent to work on behalf of grantees.

(For Overseas Case 2)

Enter the date of Acknowledgment Letter of Grant by JFGE and Reference Number.

Name of agent:

Address of agent:

I/We hereby wish to have the Grant approved by the Acknowledgment Letter of Grant by the JFGE (No. 1/ Dated: XX March 2023) to be disbursed as follows in accordance with the Article 13 of the JFGE Grant Policies and Procedures.

Descriptions

Enter the same activity name as the one on the Acknowledgment Letter of Grant by JFGE.

1. Name of Grant Project : Restoration and Conservation of Remote Area
for Formation of Sustainable Society

2. Amount of Grant (in JPY) : JPY1,263

Enter the amount claimed (rounded down to the nearest 1,000).

3. Transfer Account :

(1) Name of Bank : XXX Bank

(2) Name of Branch and Toranomom Branch

Branch Code (Branch No.) : 123

(3) Account Type : Saving/ Current (Please circle one.)

(4) Account No. : 1234567

(5) Account Holder : Kankyo Mamoru, Representative of XX Association

Note: Please attach the documentary proof specifying above bank account information.

Caution: All documentation submitted to JFGE must be written in Japanese in official Japanese format. Please be aware that this format is only a reference for foreign grantees to understand the procedure of JFGE.

3-3-2 Table of Breakdown of Payout

Table of Breakdown of Payout

< Disbursement No. X >

Name of Organization : XX Association (Unit : JPY1,000)					
	Finalized Grant Amount a.	Cumulative Amount of Grant Paid b.	Amount requested at this time c.	Sum b. and c. d.	Balance a. - d
Total Amount (i) to vi))	3,200	810	1,263	2,073	1,127
i) Wages	350	100	64	164	186
ii) Honorariums	500	200	20	220	280
iii) Travel expenses	750	500	102	602	148
iv) Materials and Supplies expenses	550	0	54	54	496
v) Rental/services expenses	850	0	1,020	1,020	△ 170
vi) Administrative expenses	200	10	3	13	187

Total amount of “vi) Administrative Management Expenses” should not be more than 10% of the combined amount of i), ii), iii), iv) and v).

Please make sure that neither the summed amount in each row does not exceed “20% of finalized grant amount” nor “JPY100,000”. When it exceed, the application for the change is required.

3-3-3 Table of Particulars of Documents

Table of Particulars of Documents

< Disbursement No. 2 * Applied amount in JPY in the first column shall be rounded down to the nearest 1,000.

Item of Costs and Expenses	Receipt No.	Date	Particulars	Amount on Receipt	Currency Rate	Conversion into JPY	Applied Amount in JPY	Notes (Name of Payee etc.)
i) Wages	I	8/31	Part-time wages	64,000	—	—	64,000	Chikyu Hanako
Applied Amount in JPY	64		Subtotal				64,000	
ii) Honorariums	1	9/10	Rewards to symposium lecture	20,000	—	20,000	20,000	Kankyo Taro
Applied Amount in JPY	20		Subtotal				20,000	
iii) Travel Expenses	I	7/1	Lecture's Transport Allowance	27,500	—	—	27,500	Kankyo Travel
	II	7/1	Lecture's Transport Allowance	26,180	—	—	26,180	Kankyo Travel
	III	9/14	Lecture's Accommodation Fee	8,400	—	—	7,400	Kankyo Travel
	IV	9/10	Lecture's Transport Allowance	36,100	—	—	35,100	Kankyo Hotel
	V	9/12	Staffs transport Allowance	1,100	—	—	1,100	OX△travel
	VI	9/29	Staffs transport Allowance	1,580	—	—	1,580	Kawanaka
	VII		Staffs transport Allowance	3,580	—	—	3,580	Shinrin Sota
Applied Amount in JPY	102		Subtotal				102,440	Shinrin Sota
iv) Materials and supplies expenses	I	6/10	Hydrangea Seedling	51,450	—	—	50,000	Global
	II	9/14	Book	4,200	—	—	4,200	Seedling

Applied Amount in JPY								XX Book Store
54			Subtotal				54,200	
v) Rental/services expenses	I	8/30	Printing fee	315,000	—	—	315,000	Kankyo Printing
	II	9/10	Conference hall rental fee	147,800	—	—	147,800	XX Hall
	III	9/10	Equipment Rental Fee	354,060	—	—	354,060	XX Plannning
	IV	9/10	Symposium Interpreter	90,000	—	—	80,000	XX Corporation
	V	9/29	Translation fee	30,000	—	—	30,000	Midorikawa Kiyoshi
	VI	9/10	Car Rental Fee	\$80.5	108.50	8,734	8,734	XX Rent-a-Car
	VII	9/10	Gasoline fee	\$14.2	108.50	1,540	1,540	Matumiya gas station
Applied Amount in JPY	viii	9/20	Biotope Construction	532,350			83,000	Kankyo Construction
1,020			Subtotal				1,020,134	
vi) Administrative expenses	I	8/1	Telephone Bill	3,000	—	—	1,000	XX Telephone
	II	9/15	Photo Developing	1,080	—	—	1,000	XX Photo
Applied Amount in JPY	III	9/20	Courier Service	1,780	—	—	1,300	XX Logistics
3			Subtotal				3,300	

As to the phone bills, 1/3 of the amount on the receipt shall be covered based on the calculation that the JFG Grant account for 1/3 of annual operating costs of the organization.

*** As to the receipts shown by the roman numbers, sample documentary proof are presented in the following pages.**

3-3-4 Documentary Proof of Account Vouchers

i) Wages

Receipt No. i) – I

Particulars	Dispatch of invitations and preparations for the “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”		
Rate / Volume	@JPY1,000 x 64Day / Hour	=	Amount claimed: JPY 64,000
	JPY64,000		

(Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.

- Do not exceed the prescribed maximum rate (**Part-timer wages : JPY1,000 / hour**).

(Check the guideline for the exceptional cases of maximum annual wages)

*** Please see separate sample attachment of the part-timers work management.**

Check Points

<p>Receipt</p> <p><u>31 August 20xx</u></p> <p>JPY64,000</p> <p>For the services rendered on 8/3, 4, 7, 12– 15, and 17 for the dispatch of invitations and preparations for the “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”.</p> <p>The payment above has been duly acknowledged.</p> <p>Address : 2-5-2 XX, Setagaya-ku, Tokyo, Japan</p> <p>Name : Chikyu Hanako</p>	<p>Enter the name of the grantee</p> <p><u>To : XX Association</u></p>	<p>Enter the date of payment</p>	<p>No other activity is included other than grant project activity.</p> <p><input type="radio"/></p>
			<p>Date of work and notes are entered.</p> <p><input type="radio"/></p>
			<p>Name of the Grant Recipient Organization is entered in the payee column.</p> <p><input type="radio"/></p>
			<p>No board member or full-time employee of the Grant Recipient Organization is to receive the disbursement.</p> <p><input type="radio"/></p>
			<p>No paid board member or full-time employee of the Grant Recipient Organizations to receive the disbursement.</p> <p><input type="radio"/></p>
	<p>Provide the date of work and particulars.</p>		<p>Address and name of the payee is entered with seal impression.</p> <p><input type="radio"/></p>
	<p>Enter payee address and name with seal impression.</p>	<p>Be sure to review this checklist.</p>	<p>Amount claimed is within the maximum limit.</p> <p><input type="radio"/></p>

Part-Timer Wage Management Book (August 20xx)

Name of Part-Time Staff : Chikyu Hanako

Address of Part-Time Staff : 2-5-2 XX Setagaya, Tokyo, Japan

Date	Work Hour	Hours	Work descriptions	Manager
8/1				
8/2				
8/3	9:00 ~ 18:00	8	Preparation of Invitation for International Symposium on Restoration of Remote Area	(Seal or signature)
8/4	9:00 ~ 18:00	8	Preparation of Invitation for International Symposium on Restoration of Remote Area	(Seal or signature)
8/5				
8/6				
8/7	9:00 ~ 18:00	8	Dispatch of Invitation for International Symposium on Restoration of Remote Area	(Seal or signature)
8/8				
8/9				
8/10				
8/11				
8/12	9:00 ~ 18:00	8	Documentation on International Symposium on Restoration of Remote Area	(Seal or signature)
8/13	9:00 ~ 18:00	8	Documentation on International Symposium on Restoration of Remote Area	(Seal or signature)
8/14	9:00 ~ 18:00	8	Documentation on International Symposium on Restoration of Remote Area	(Seal or signature)
8/15	9:00 ~ 18:00	8	Documentation on International Symposium on Restoration of Remote Area	(Seal or signature)
8/16				
8/17	9:00 ~18:00	8	Compilation of List of Participants in International Symposium on Restoration	(Seal or signature)

			of Remote Area	
8/18				
8/19				
8/20				
8/21				
8/22				
8/23				
8/24				
8/25				
8/26				
8/27				
8/28				
8/29				
8/30				
8/31				
Total	64 Hours (a)			

Enter the working hours
excluding break time

* **8 hour work (net) excluding 1 hour break.**

Part-Time Wage Rate : JPY1,000/Hour x (a) = JPY64,000 (Total Monthly
Wage)

Receipt stamp
(Seal or
signature)

ii)

Honorariums

Receipt No. ii) – I

Particulars	Lecture for the “International Symposium on Restoration of Remote Area and Formation of Sustainable Society” on 10 September 20xx	
Rate / Volume	@JPY20,000 x 1Day = JPY20,000	Amount claimed: JPY 20,000

(Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.

- Do not exceed the prescribed maximum rate (**Expert rewards: JPY20,000/ hour**).
(Check the guideline for exceptional cases of honorariums)

Check Points

No other activity is included other than grant project activity.	<input type="radio"/>
Date and notes are clearly indicated.	<input type="radio"/>
Name of the Grant Recipient Organization is entered in the payee column.	<input type="radio"/>
No board member or full-time employee of the Grant Recipient Organization is to receive the disbursement.	<input type="radio"/>
No paid board member or full-time employee of the Grant Recipient Organizations to receive the disbursement.	<input type="radio"/>
Address and name of the payee is entered with seal impression.	<input type="radio"/>
Amount claimed is within the maximum limit.	<input type="radio"/>

Receipt

10 September 20xx

To : XX Association

JPY20,000

For the services rendered as lecturer for the
“International Symposium on
Restoration of Remote Area and
Formation of Sustainable Society”.

The payment above has been duly acknowledged.

Address : 5-4-3, Nakazakiminami, Kita-
ku, Osaka,
OSAKA, Japan

Name : Kankyo Taro

**Be sure to review
this checklist**

iii) Travel

expenses

Receipt No. iii) – I

Name of Business Traveler	Denen Midori		
Purpose of Duty	Meeting with lecturer for the "International Symposium on Restoration of Remote Area and Formation of Sustainable Society"		
a. Travel	Departure to Arrival Points		Date of Travel
	Tokyo and Shinosaka		
	Via	Nagoya	7 / 1 7 / 3
			Form of Transportation (Please circle applicable one.) Airplane / <u>National Railway</u> / Private Railway / Ship / Bus / Subway / Others ()
b. Stay	Place of Stay		No. of Nights
			Date of Stay
Rate / Volume	@ 27,500	x 1person	= Amount claimed: JPY 27,500

(Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.

- In case of lump sum payment or credit card payment, particulars of each price and invoices shall be attached in addition to the receipts.
- In case of travel via airplane, boarding pass or stub showing the name of the payee shall be attached in addition to the receipts (Check the guideline for the case able to apply without boarding pass).
- In case of any food and beverage costs included in the receipt from the hotel, you should exclude such costs from application form before claim.

Check Points

No other activity is included other than grant project activity.	<input type="radio"/>
Receipt is duly issued by the service provider.	<input type="radio"/>
Date and notes are clearly indicated.	<input type="radio"/>
Name of the Grant Recipient Organization is entered in the payee column.	<input type="radio"/>
Particulars and invoices are	

Receipt

No.123456789-01

1 July 20XX

To : XX Association

JPY27,500

For the transport incurred from taking Hikari
bullet train.

The payment above has been duly acknowledged
(inclusive of the consumption tax).

Kankyo Travel Railway Corporation

Tokyo Station

Thank you for your patronage of our services.

attached for in case of lump sum payment to travel agency.	
Passenger took designated class of coach train (No business class bullet train is allowed.)	○
No airline seat upgrade fee is included. .	
Boarding pass or stub of the flight is attached.	
Maximum accommodation allowance is observed.	
No food and beverage fees are included in the accommodation fees.	
Breakdown of accommodation is attached in case of accommodation by multiple people.	
Accommodation receipt issued overseas is duly stamped.	

* A fee breakdown should be provided in the blank on the receipt, especially
when taking several kinds of transportation.

iii)

Travel Expenses

Receipt No. iii) – II

(Please fill in the transport expenses and accommodation expenses in separate sheet)

Name of Business Traveler	Kankyo Taro		
Purpose of Duty	Transport allowance of lecturer for the "International Symposium on Restoration of Remote Area and Formation of Sustainable Society"		
a. Travel	Departure to Arrival Points		Date of Travel
	Haneda and Itami		7 / 1 7 / 3
	Via		
			Form of Transportation (Please circle applicable one.) <u>Airplane</u> / National Railway / Private Railway / Ship / Bus / Subway / Others ()
b. Stay	Place of Stay		No. of Nights
Rate / Volume	@ 26,180 x 1 person = 26,180		Amount claimed: JPY 26,180

(Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.

- In case of lump sum payment or credit card payment, particulars of each price and invoices shall be attached in addition to the receipts.
- In case of travel via airplane, boarding pass or stub showing the name of the passenger shall be attached in addition to the receipts. (Check the guideline for the case able to apply without boarding pass).
- In case of any food and beverage costs included in the receipt from the hotel, you should exclude such costs from application form before claim.
- Acquisition of mileage is not accepted. In case of mileage acquisition, it will not be covered by grant.

Check Points

No other activity is included other than grant project activity.	○
Receipt is duly issued by the service provider.	○
Date and notes are clearly indicated.	○
Name of the Grant Recipient Organization is entered in the payee column.	○
Particulars and	

Receipt

No. 987654321-99
1 July 20XX

To : XX Association

JPY26,180

For the transport incurred from the flight
between Haneda and Itami.

The payment above has been duly
acknowledged (inclusive of the
consumption tax).

Address : 9-8-7 XX, Shinjuku, Tokyo,
Japan

Name : Kankyo Travel
Corporation

invoices are attached for in case of lump sum payment to travel agency.	
Passenger took designated class of coach train (No business class bullet train is allowed.)	
No airline seat upgrade fee is included.	<input type="radio"/>
Boarding pass or stub of the flight is attached.	<input type="radio"/>
Maximum accommodation allowance is observed.	
No food and beverage fees are included in the accommodation fees.	
Breakdown of accommodation is attached in case of accommodation by multiple people.	
Accommodation receipt issued overseas is duly stamped.	

AMA | A STAR ALLIANCE MEMBER **ANK**

Boarding Pass

BOARDING PASS

Kankyo Taro

DESTINATION DATE

Haneda / Tokyo 1 July

TOKYO/HANEDA

FLIGHT

AMA 38

SEAT No. Smoking GATE

9 F 10

Please board **10 minutes before**

AMA | A STAR ALLIANCE MEMBER **ANK**

Boarding Pass

BOARDING PASS

Kankyo Taro

DESTINATION DATE

Itami / Osaka 3 July

OSAKA/ITAMI

FLIGHT

AMA 56

SEAT No. Smoking GATE

5 G 10

Please board **10 minutes before**

Attach the
boarding
pass as
evidence

iii)Travel

Expenses

Receipt No. iii) – III

(Please fill in the transport expenses and accommodation expenses in separate sheet)

Name of Business Traveler	Kankyo Taro		
Purpose of Duty	Accommodation of lecturer for the “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”		
a. Travel	Departure to Arrival Points		Date of Travel
	Via		Form of Transportation (Please circle applicable one.) Airplane / National Railway / Private Railway / Ship / Bus / Subway / Others ()
b. Stay	Place of Stay	No. of Nights	Date of Stay
	Akasaka, Minato-ku, Tokyo	1	14 September 20xx
Rate / Volume	@ 8,400 x 1 person = 8,400		Amount claimed: JPY 7,400

(Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.

- In case of lump sum payment or credit card payment, particulars of each price and invoices shall be attached in addition to the receipts.
- In case of travel via airplane, boarding pass or stub showing the name of the payee shall be attached in addition to the receipts. (Check the guideline for the case able to apply without boarding pass).
- In case of any food and beverage costs included in the receipt from the hotel, you should exclude such costs from application form before claim.

Check Points	
No other activity is included other than grant project activity.	<input type="radio"/>
Receipt is duly issued by the service provider.	<input type="radio"/>
Date and notes are clearly indicated.	<input type="radio"/>
Name of the Grant Recipient Organization is entered in the payee column.	<input type="radio"/>
Particulars and invoices are attached for in case of lump sum payment to	<input type="radio"/>

<p align="center"><u>Receipt</u></p> <p>To : Mr. Kankyo Taro XX Association</p> <p>No. <u>43218765-09</u></p> <p align="right"><u>14 September 20xx</u></p>				
Date	Particulars	Charge	Credit	Balance
9/14	Deposit		8,400	
	Room Change	7,000		
	Breakfast	1,000		
	Tax	400		
Total		JPY8,400	JPY8,400	

Payment of the above has been acknowledged.

1-2-4 Akasaka, Minato-u, Tokyo,
Japan
Kankyo Hotel

PAID

travel agency.	
Passenger took designated class of coach train (No business class bullet train is allowed.)	
No airline seat upgrade fee is included. ..	
Boarding pass or stub of the flight is attached.	
Maximum accommodation allowance is observed.	○
No food and beverage fees are included in the accommodation fees.	
Breakdown of accommodation is attached in case of accommodation by multiple people.	
Accommodation receipt issued by overseas travel agency is stamped.	

Exclude food expenses if any. If its cost is included in the hotel receipt, it should be extracted to claim the grant.

iii)Travel Expenses

Receipt No. iii) – IV-1

(Please fill in the transport expenses and accommodation expenses in separate sheet)

Name of Business Traveler	Daich Mori		
Purpose of travel	International Symposium on Restoration of Remote Area and Formation of Sustainable Society		
a.Travel	Departure to Arrival Points		Date of travel
	Osaka station – Tokyo station		9,10 September
	Via	Nagoya	
			Transportation (Please circle applicable one) Airplane/ <u>National Railway</u> / Private Railway/Ship/Bus/Subway/ Others (Taxi)
b.Stay	Place of Stay		No. of Nights
	Minato-ku, Tokyo		1
			Date of Stay 9 September 20xx
Unit price/Quantity	@ 36,100 × 1 (see attachment) = JPY36,100		Amount claimed: JPY 35,100

(Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.

- In case of lump sum payment or credit card payment, particulars of each price and invoices shall be attached in addition to the receipts.
- In case of travel via airplane, boarding pass or stub showing the name of the payee shall be attached in addition to the receipts. (Check on the guideline for the case able to apply without boarding pass).
- In case of any food and beverage costs included in the receipt from the hotel, you should exclude such costs from application form before claim.

Check Points

No other activity is included other than grant project activity.	<input type="radio"/>
Receipt is duly issued by the service provider.	<input type="radio"/>
Date and notes are clearly indicated.	<input type="radio"/>

Receipt

NO. 12345

1 September 20xx

To: ○○○☆☆☆☆ Association

JPY36,100

For transportation and accommodation for Daich Mori

The payment above has been duly acknowledged.

city, Address: 2-3-4, ABC-cho, Naka-ku, Sakai-

OSAKA, Japan

○×△ Travel company

TEL : 06-○○○○-△△△△

FAX : 06-○○○○-□□□□

Name of the Grant Recipient Organization is entered in the payee column.	○
Particulars and invoices are attached for in case of lump sum payment to travel agency.	○
Passenger took designated class of coach train (No business class bullet train is allowed.)	
No airline seat upgrade fee is included. ..	
Boarding pass or stub of the flight is attached.	
Maximum accommodation allowance is observed.	○
No food and beverage fees are included in the accommodation fees.	○
Breakdown of accommodation is attached in case of accommodation by multiple people.	
Accommodation receipt issued overseas is duly stamped.	

1 September 20xxTo: ○○○☆☆☆☆ Association**TRAVEL ITINERARY****○×△ Travel Company**

ABC-cho, Naka-ku, Sakai-city,

OSAKA

TEL : 06-○○○○-△△△△

FAX : 06-○○○○-□□□□

Name of traveler Daich Mori
 Travel start /end date 9 September 20xx/ 10 September 20xx
 Hotel/ Date of check-in Chikyu Kankyo Hotel/ 9 September 20xx

Date

9-Sep Transportation JPY13,850

From	To	Departure	Arrival	
Osaka	Tokyo	13 : 55	16 : 40	Nozomi No.123

9-Sep Accommodation JPY8,400

Room charge JPY7,400 (including tax)

Breakfast JPY1,000 (including tax)

10-Sep Transportation JPY13,850

From	To	Departure	Arrival	
Tokyo	Osaka	16 : 30	19 : 10	Nozomi No.123

It is not necessary to submit stay certification if staying information is provided, including traveler's name and staying date; however, it requires documentary proof that the traveler works for the granted project.

iii) Travel Expenses

Receipt No. iii) – V

(Please fill in the transport expenses and accommodation expenses in separate sheet)

Name of Business Traveler	Kawanaka Hiroko		
Purpose of Duty	Delivery of Equipments and Materials for the “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”		
a. Travel	Departure to Arrival Points		Date of Travel
	Nagoya Station to Nagoya University		10 September
	Via		
			Form of Transportation (Please circle applicable one.) Airplane / National Railway / Private Railway / <u>Ship</u> / Bus / Subway / Others (TAXI)
b. Stay	Place of Stay		No. of Nights
Rate / Volume	@ JPY1,100 x 1set = JPY1,100		Amount claimed: JPY 1,100

(Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.

- In case of lump sum payment or credit card payment, particulars of each price and invoices shall be attached in addition to the receipts.
- In case of travel via airplane, boarding pass or stub showing the name of the payee shall be attached in addition to the receipts. (Check the guideline for the case able to apply without boarding pass)
- In case of any food and beverage costs included in the receipt from the hotel, you should exclude such costs from application form before claim.

Check Points

No other activity is included other than grant project activity.	<input type="radio"/>
Receipt is duly issued by the service provider.	<input type="radio"/>
Date and notes are clearly indicated.	<input type="radio"/>
Name of the Grant Recipient Organization is entered in the payee column.	*
Particulars and invoices are attached for in case of lump sum payment to	

Receipt		
	No. 2670	
Date :	10	September
	20xx	
Vehicle No. :	100999	
	00	
Fare :	JPY1,100	
Total :	JPY1,100	

Attach receipt for reimbursement claim, if payee name is not stated on the receipt issued by the service provider

travel agency.	
Passenger took designated class of coach train (No business class bullet train is allowed.)	
No airline seat upgrade fee is included.	
Boarding pass or stub of the flight is attached.	
Maximum accommodation allowance is observed.	
No food and beverage fees are included in the accommodation fees.	
Breakdown of accommodation is attached in case of accommodation by multiple people.	
Accommodation receipt issued overseas is duly stamped.	

10 September 20xx	
Receipt for Reimbursement Claim	
<u>To : XX Association</u>	
<u>Amount : JPY1,100</u>	
<p>As taxi fare from the Nagoya Station to Nagoya University for the delivery of equipments and materials for the “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”.</p>	
<p>Name : Kawanaka Hiroko</p> <p>Address : 9-8-7 XX, Arakawa-ku, Tokyo, Japan</p>	

- 1

(Please fill in the transport expenses and accommodation expenses in separate sheet)

Name of Business Traveler	Shinrin Sota		
Purpose of Duty	Staff Transport Allowance		
a. Travel	Departure to Arrival Points	Date of Travel	Form of Transportation (Please circle applicable one.)
	See Separate Note	9 / 12	Airplane / <u>National Railway</u> / Private Railway / Ship / <u>Bus</u> / Subway / Others ()
b. Stay	Place of Stay	No. of Nights	Date of Stay
Rate / Volume	@ x = See appendix	Amount claimed: JPY 1,580	

(Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.

- In case of lump sum payment or credit card payment, particulars of each price and invoices shall be attached in addition to the receipts.
- In case of travel via airplane, boarding pass or stub showing the name of the payee shall be attached in addition to the receipts (Check the guideline for the case able to apply without boarding pass).
- In case of any food and beverage costs included in the receipt from the hotel, you should exclude such costs from application form before claim.

*** Please attach the Transport Allowance Management Book (for claims below JPY2,000) in separate sheet.**

Check Points

No other activity is included other than grant project activity.	<input type="radio"/>
Receipt is duly issued by the service provider.	<input type="checkbox"/>
Date and notes are clearly indicated.	<input type="radio"/>
Name of the Grant Recipient Organization is entered in the payee column.	<input type="checkbox"/>
Particulars and invoices are attached for in case of lump sum payment to travel agency.	<input type="checkbox"/>

Passenger took designated class of coach train (No business class bullet train is allowed.)	
No airline seat upgrade fee is included. .	
Boarding pass or stub of the flight is attached.	
Maximum accommodation allowance is observed.	
No food and beverage fees are included in the accommodation fees.	
Breakdown of accommodation is attached in case of accommodation by multiple people.	
Accommodation receipt issued overseas is duly stamped.	

To : XX Association

Transport Allowance Management Book (National Railway (JR) and Subway - Short Distance)

Name of Payee (Passenger): Shinrin Sota

Address of Payee (Passenger): XX-XX-XX, Yokohama-shi, Kanagawa, Japan

Date	Purpose	Journey	Form of Transportation	Fare	Acknowledgment
12 / 9 / 20xx	Hearing from Professor Yamada of XX University	Yokohama Sta. to Fujisawa Sta.	JR Tokaido Railway	400	(Seal or signature)
		Fujiwasa Sta. to XX University	XX Bus	390	(Seal or signature)
		XX University to Fujisawa Sta.	XX Bus	390	(Seal or signature)
		Fujisawa Sta. to Yokohama Sta.	JR Tokaido Railway	400	(Seal or signature)
Total Amount (JPY)				1,580	

Paid date 12, September, 20xx

Receipt stamp
(Seal or signature)

<In the case of short distance>

iii) Travel Expenses

Receipt No. iii) – VII – 1

(Please fill in the transport expenses and accommodation expenses in separate sheet)

Name of Business Traveler	Shinrin Sota		
Purpose of Duty	Staff Transport Allowance		
	Departure to Arrival Points	Date of Travel	Form of Transportation (Please circle applicable one.)
a. Travel	See Separate Note	8 / 10 9/20 9/23	Airplane / <u>National Railway</u> / Private Railway / Ship / <u>Bus</u> / Subway / Others ()
b. Stay	Place of Stay	No. of Nights	Date of Stay
Rate / Volume	@ x = See appendix	Amount claimed: JPY 3,580	

- (Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.
- In case of lump sum payment or credit card payment, particulars of each price and invoices shall be attached in addition to the receipts.
 - In case of travel via airplane, boarding pass or stub showing the name of the payee shall be attached in addition to the receipts (Check the guideline for the case able to apply without boarding pass).
 - In case of any food and beverage costs included in the receipt from the hotel, you should exclude such costs from application form before claim.

*** Please attach the Transport Allowance Management Book (for claims below JPY2,000) in separate sheet.**

Check Points

No other activity is included other than grant project activity.	<input type="radio"/>
Receipt is duly issued by the service provider.	<input type="checkbox"/>
Date and notes are clearly indicated.	<input type="radio"/>
Name of the Grant Recipient Organization is entered in the	<input type="checkbox"/>

payee column.	
Particulars and invoices are attached for in case of lump sum payment to travel agency.	
Passenger took designated class of coach train (No business class bullet train is allowed.)	
No airline seat upgrade fee is included. .	
Boarding pass or stub of the flight is attached.	
Maximum accommodation allowance is observed.	
No food and beverage fees are included in the accommodation fees.	
Breakdown of accommodation is attached in case of accommodation by multiple people.	
Accommodation receipt issued overseas is duly stamped.	

To : XX Association

Transport Allowance Management Book (National Railway (JR) and Subway - Short Distance)

Name of Payee (Passenger) : Shinrin SotaAddress of Payee (Passenger) : XX-XX-XX, Yokohama-shi, Kanagawa, Japan

Date	Purpose	Journey	Form of Transportation	Fare	Acknowledgment
10 / 8 / 20xx	Hearing from Professor Yamada of XX University	Yokohama Sta. to Fujisawa Sta.	JR Tokaido Railway	400	(Seal or signature)
		Fujiwasa Sta. to XX University	XX Bus	390	(Seal or signature)
		XX University to Fujisawa Sta.	XX Bus	390	(Seal or signature)
		Fujisawa Sta. to Yokohama Sta.	JR Tokaido Railway	400	(Seal or signature)
20 / 9 / 20xx	Hearing from Professor of ○○ University	Yokohama Sta. to Kawasaki Sta.	JR Tokaido Railway	210	(Seal or signature)
		Kawasaki Sta. to Yokohama Sta.	JR Tokaido Railway	210	(Seal or signature)
23 / 9 / 20xx	Hearing from Professor of XX University	Yokohama Sta. to Kawasaki Sta.	JR Tokaido Railway	400	(Seal or signature)
		Fujiwasa Sta. to XX University	XX Bus	390	(Seal or signature)
		XX University to Fujisawa Sta.	XX Bus	390	(Seal or signature)
		Fujisawa Sta. to Yokohama Sta.	JR Tokaido Railway	400	(Seal or signature)
Total Amount (JPY)				3,580	

Paid date 29 Sep. 20xx

Receipt stamp

(Seal or signature)

<In the case of goods>

iv) Materials and Supplies expenses

Receipt No. iv) – I – 1

Purpose of Use	Plantation to recover land of ☆X	
Unit Price and Quantity	@JPY 51,450 x 1 units = JPY51,450	Amount claimed: JPY 50,000

- (Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.
- Delivery note or quotation shall be attached to complement lack of information on the receipt.

Check Points

<p><u>Receipt</u></p> <p style="text-align: right;"><u>10 June 20xx</u></p> <p><u>To : XX Association</u></p> <p style="text-align: center;">JPY51,450</p> <p>As acknowledgment of receipt of payment above for the purchase of hydrangea seedling.</p> <p style="text-align: center;">3-2-1 XX, Matsudo, Chiba, Japan Global Seeding Shop</p>	
--	--

No other activity is included other than grant project activity.	○
Receipt is duly issued by the service provider.	○
Date and notes are clearly indicated.	○
Name of the Grant Recipient Organization is entered in the payee column.	○
Particulars and invoices are attached specifying name of purchased goods, unit price and volume.	○
Title of books or videotapes are indicated.	

Invoice

10 June 20xx

To : XX Association

From : Global Seedling Shop
3-2-1 XX, Matsudo-shi, Chiba, Japan

Please kindly find the particulars of invoice as follows.

Item	Quantity	Unit Price	Amount (Unit : JPY)	Notes
Hydrangea Seedling	140	350	49,000	
Subtotal			49,000	
Consumption Tax			2,450	
Total Amount			51,450	

Purpose of Use	Literature survey	
Unit Price and Quantity	@JPY 4,200 x 1set = JPY4,200	Amount claimed: JPY 4,200

- (Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.
- Delivery note or quotation shall be attached to complement lack of information on the receipt.

<u>Receipt</u>	
14 September 20xx No. A14792580	
<u>To : XX Association</u>	
JPY4,200	
As acknowledgment of receipt of payment above for the purchase of books.	
1-2-3 XX, Tokyo, Japan 123-4567 XX Book Store Tel : 03 (1234) 5678 Fax : 03 (9876) 5432	

Check Points

No other activity is included other than grant project activity.	○
Receipt is duly issued by the service provider.	○
Date and notes are clearly indicated.	○
Name of the Grant Recipient Organization is entered in the payee column.	○
Particulars and invoices are attached specifying name of purchased goods, unit price and volume.	○
Title of books or videotapes are indicated.	○

Delivery Note

No. B - 123

14 September 20xx

To : XX Association

From :XX Book Store

1-2-3 XX, Tokyo, Japan

123-4567

Tel : 03 (1234) 5678 Fax : 03 (9876) 5432

Please kindly acknowledge delivery of the items as follows.

Title of Book		Quantity	Unit Price	Amount (JPY)			
Perspectives for the Role of Remote Area		1			1	6	0 0
National Forest Statistics		1			2	4	0 0
	Consumption Tax					2	0 0
	Total Amount				4	2	0 0

Particulars	Printing of Pamphlets for the “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”		
Unit Price and Quantity	@ JPY 315,000 x 1set =	Amount claimed:	JPY 315,000

(Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.

- In case of outsourcing or consignment, **contracts shall be submitted** together with specifications and quotations.
- Do not exceed the prescribed maximum rate (**Simultaneous interpretation: JPY80,000 / day, Consecutive interpretation : JPY45,500 / day, Translation into Japanese : JPY5,000 / page, Translation into other language : JPY8,000 / page**).

<p><u>Receipt</u></p> <p style="text-align: right;"><u>30 August 20xx</u></p> <p><u>To : XX Association</u></p> <div style="background-color: #cccccc; text-align: center; padding: 10px; font-size: 24px; font-weight: bold;">JPY315,000</div> <p>As acknowledgment of the payment above incurred from printing of pamphlets for the “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”</p> <p style="text-align: right;">9-8-7 Nishishinbashi, Minato-ku, Tokyo, Japan Kankyo Printing Company</p>	
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Check Points

No other activity is included other than grant project activity.	○
Receipt is duly issued by the service provider.	○
Date and notes are clearly indicated.	○
Name of the Grant Recipient Organization is entered in the payee column.	○
Amount claimed is within the maximum limit.	○
Supplementary materials such as specifications, invoices or quotations are attached.	○
Receipt from a highly-skilled individual or company for translation and/or interpretation service is attached	○
JFGE Symbol Logo is printed on reports, posters and other printed materials.	○

Invoice

30 August 20xx

To : XX Association

From : Kankyo Printing Company
9-8-7 Nishishinbashi, Minato-ku, Tokyo,
Japan

Please kindly find the following claims.

Item	Volume	Unit Price	Amount (Unit : JPY)	Notes
Color Copying of Pamphlets	3000	80	240,000	
Printing of Pamphlets	3000	20	60,000	
Subtotal			300,000	
Consumption Tax			15,000	
Total			315,000	

Particulars	Rental Fees for “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”		
Unit Price and Quantity	@ x = See Separate Sheet	Amount claimed:	JPY 147,800

(Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.

- In case of outsourcing or consignment, contracts shall be submitted together with specifications and quotations.
- Do not exceed the prescribed maximum rate (**Simultaneous interpretation: JPY80,000 / day, Consecutive interpretation : JPY45,500 / day, Translation into Japanese : JPY5,000 / page, Translation into other language : JPY8,000 / page,**).

<h2 style="margin: 0;">Receipt</h2> <p style="text-align: right; margin: 10px 0;">No. 02587 of 20xx 10 September 20xx</p> <p>XXX No. 0004257 To: Mr. Kankyo Mamoru XX Association</p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; margin: 10px auto; width: 80%; text-align: center;"> <p>Maximum Rental Rate of Hall: Japan : JPY200,000 / Day Overseas : JPY50,000 / Day Total rent fee for halls in a day shall not exceed this limit.</p> </div> <div style="background-color: #f0f0f0; padding: 5px; margin: 10px auto; width: 80%; text-align: center;"> <p>Amounts of money JPY147,800</p> </div> <p style="text-align: center; margin: 10px 0;">As acknowledgment of the payment above incurred from rental of the conference hall for the “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”</p> <p>* Receipt without acknowledgment stamp is invalid.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; padding: 20px 0;"> <div style="text-align: left;"> <p>3-1, XX, Shinjuku-ku, Tokyo, Japan XX Hall Tel : 03 (6574) 8392</p> </div> <div style="text-align: center;"> <div style="border: 2px solid black; border-radius: 50%; width: 100px; height: 100px; display: flex; flex-direction: column; align-items: center; justify-content: center; margin: 0 auto;"> <div style="border-bottom: 1px solid black; padding: 5px;">Paid</div> <div style="border-bottom: 1px solid black; padding: 5px;">10 / 9/ 20xx</div> <div style="padding: 5px;">XX Hall Comptroller</div> </div> </div> </div>	
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Check Points

No other activity is included other than grant project activity.	○
Receipt is duly issued by the service provider.	○
Date and notes are clearly indicated.	○
Name of the Grant Recipient Organization is entered in the payee column.	○
Amount claimed is within the maximum limit.	○
Recipet from a highly-skilled individual or company for translation and/or interpretation service is attached	○
Supplementary materials such as specifications, invoices or quotations are attached.	○
JFGE Symbol Logo is printed on reports, posters and other printed materials.	○

Invoice for Facility Use Fees

10 September 20xx

XX Hall

Comptroller Head of General Affairs Dept.

Please find the following finalized invoice for the use of our facility by your organization.

XXX No. 0004257

Name of Organization XX Association

Name of Representative Kankyo Mamoru

Date of Use 10 September 20xx

Date	Name of Facility Used	Rate	No. of User	No. of Day	Amount (Unit : JPY)
9.10	International Conference Hall AM / PM / Night	28,800		1	86,400
9.10	Int'l Meeting Hall - 1 AM / PM	15,000		1	30,000
9.10	Int'l Meeting Hall - 2 AM / PM	10,000		1	20,000
9.10	Int'l Special Hall - 1 AM / PM / Night	1,800		1	5,400
9.10	Int'l Special Hall - 3 AM / PM / Night	2,000		1	6,000
Total					147,800

Attach documentary proof of details such as particulars, invoices besides receipts.

Particulars	Rental of Equipment at Conference Hall for the "International Symposium on Restoration of Remote Area and Formation of Sustainable Society"	
Unit Price and Quantity	@354,060 x 1 = 354,060	Amount claimed: JPY 354,060

- (Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.
- In case of outsourcing or consignment, contracts shall be submitted together with specifications and quotations.
 - Do not exceed the prescribed maximum rate (**Simultaneous interpretation: JPY80,000 / day, Consecutive interpretation :JPY45,500 / day, Translation into Japanese : JPY5,000 / page, Translation into other language : JPY8,000 / page,**).

<div style="display: flex; justify-content: space-between;"> <div> <h2 style="margin: 0;">Receipt</h2> <p style="margin: 5px 0;">10 September 20xx</p> <p style="margin: 0;"><u>To : XX Association</u></p> </div> <div style="text-align: right;"> <p>No. 3962</p> </div> </div> <div style="text-align: center; margin: 20px 0;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Stamp Duty</div> <div style="background-color: #cccccc; padding: 10px; font-size: 1.2em; font-weight: bold; margin-left: 20px;">JPY354,060</div> </div> <p style="margin-top: 10px;">As acknowledgement of receipt of payment above as the rental fees of equipment at the conference of International Symposium on Restoration of Remote Area and Formation of Sustainable Society</p> <p style="margin-top: 10px;"><u>Breakdown :</u></p> <p style="margin-top: 5px;"><u>Pre-Tax Amount : JPY337,200</u></p> <p style="margin-top: 5px;"><u>5% Tax : JPY11,860</u> From : XX Planning</p> <div style="text-align: right; margin-top: 10px;"> 2-3-4, XX Bldg. Minato-ku, Tokyo, Japan Tel : 03-0192-8374 / Fax :03-0192-8375 </div>	<div style="text-align: center; margin-bottom: 10px;">Check Points</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">No other activity is included other than grant project activity.</td> <td style="text-align: center; width: 30px;"><input type="radio"/></td> </tr> <tr> <td style="padding: 5px;">Receipt is duly issued by the service provider.</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="padding: 5px;">Date and notes are clearly indicated.</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="padding: 5px;">Name of the Grant Recipient Organization is entered in the payee column.</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="padding: 5px;">Amount claimed is within the maximum limit.</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="padding: 5px;">Supplementary materials such as specifications, invoices or quotations are attached.</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="padding: 5px;">Receipt from a highly-skilled individual or company for translation and/or interpretation service is attached</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="padding: 5px;">JFGE Symbol Logo is printed on reports, posters and other printed materials.</td> <td style="text-align: center;"><input type="radio"/></td> </tr> </table>	No other activity is included other than grant project activity.	<input type="radio"/>	Receipt is duly issued by the service provider.	<input type="radio"/>	Date and notes are clearly indicated.	<input type="radio"/>	Name of the Grant Recipient Organization is entered in the payee column.	<input type="radio"/>	Amount claimed is within the maximum limit.	<input type="radio"/>	Supplementary materials such as specifications, invoices or quotations are attached.	<input type="radio"/>	Receipt from a highly-skilled individual or company for translation and/or interpretation service is attached	<input type="radio"/>	JFGE Symbol Logo is printed on reports, posters and other printed materials.	<input type="radio"/>
No other activity is included other than grant project activity.	<input type="radio"/>																
Receipt is duly issued by the service provider.	<input type="radio"/>																
Date and notes are clearly indicated.	<input type="radio"/>																
Name of the Grant Recipient Organization is entered in the payee column.	<input type="radio"/>																
Amount claimed is within the maximum limit.	<input type="radio"/>																
Supplementary materials such as specifications, invoices or quotations are attached.	<input type="radio"/>																
Receipt from a highly-skilled individual or company for translation and/or interpretation service is attached	<input type="radio"/>																
JFGE Symbol Logo is printed on reports, posters and other printed materials.	<input type="radio"/>																

Actual costs of equipment rental, booth setup, signboards creation at the conference hall may be claimed (decorative items such as fresh flowers are not included).

Invoice

10 September 20xx

To : XX Association

From : XX Planning
2-3-4 XX, Minato-ku, Tokyo,
Japan
TEL : 03-0192-837 / FAX : 03-0192-
8375

In-Charger : Fujino Choko

Name of Conference : "International Symposium on Restoration of Remote Area
and Formation of Sustainable Society"

Date of Conference : 10 September 20xx

Total Amount : JPY354,060-

Consumption Tax : JPY16,860

	Particulars	Quantity	Unit Price (JPY)	Total Amount (JPY)	Notes
1	Stage Signboard	1 set	100,000	100,000	
2	Wireless Microphone	2 sets	2,500	5,000	
3	OHP Sheet Copies	31 sheets	200	6,200	
4	Multiple Projector	2 units	38,000	76,000	
5	Simultaneous interpretation equipment	1 set	150,000	150,000	

Subtotal : JPY337,200

Costs :

Total : JPY337,200

Consumption

Tax : JPY16,860

Grand Total : JPY354,060

**Attach documentary proof of details
such as particulars, invoices besides
receipts.**

Particulars	Interpretation Fees for “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”	
Rate / Volume	@JPY90,000 x 1 person = JPY90,000	Amount claimed: JPY 80, 000

- (Notes)
- Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.
 - In case of outsourcing or consignment, contracts shall be submitted together with specifications and quotations.
 - Do not exceed the prescribed maximum rate (**Simultaneous interpretation: JPY80,000 / day, Consecutive interpretation : JPY45,500 / day, Translation into Japanese : JPY5,000 / page, Translation into other language : JPY8,000 / page,**).

Receipt				Check Points	
10 September 20xx				No other activity is included other than grant project activity.	<input type="radio"/>
To : <u>XX Association</u>				Receipt is duly issued by the service provider.	<input type="radio"/>
We hereby acknowledge receipt of the payment as follows.				Date and notes are clearly indicated.	<input type="radio"/>
Descriptions				Name of the Grant Recipient Organization is entered in the payee column.	<input type="radio"/>
Total Amount : JPY90,000 -				Amount claimed is within the maximum limit.	<input type="radio"/>
Date	Particulars of Interpretation	Duration	Amount	Supplementary materials such as specifications, invoices or quotations are attached.	<input type="radio"/>
10 September 20xx	Simultaneous interpretation service for “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”	1 Day	JPY90,000 x 1 person	Recipet from a highly-skilled individual or company for translation and/or interpretation service is attached	<input type="radio"/>
Total Amount			JPY 90,000	JFGE Symbol Logo is printed on reports, posters and other printed materials.	<input type="radio"/>

Do not claim the actual cost when it exceeds the maximum allowance.

XX Corporation
1-3-2 Jinbocho, Kanda, Chiyoda-ku,
Tokyo, Japan
TEL / FAX : 03-3210-9876

※Document proof for simultaneous translation service shall be attached to claim it.

Particulars	Document Translation for “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”	
Rate / Volume	@ JPY2,500 x 12 pages = JPY30,000	Amount claimed: JPY 30, 000

- (Notes)
- Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.
 - In case of outsourcing or consignment, contracts shall be submitted together with specifications and quotations.
 - Do not exceed the prescribed maximum rate (**Simultaneous interpretation: JPY80,000 / day, Consecutive interpretation :JPY45,500 / day, Translation into Japanese : JPY5,000 / page, Translation into other language : JPY8,000 / page,**).

Receipt

29 September 20xx

To : XX Association

From : Midorikawa Kiyoshi
2-3-4 XX, Meguro-ku, Tokyo,
Japan
TEL / FAX : 03-8765-4321

Document translation for “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”

Date of Delivery	Particulars	Rate	Volume	Price
9/28	Document translation for “International Symposium on Restoration of Remote Area and Formation of Sustainable Society” (4620 words, Japanese to English translation, 1 page (400words))	JPY2,500 / Page	12 Pages	JPY30,000
		Total		JPY30,000

Transfer Account : XX Bank, XX Branch 123-5678
Account Holder : Midorikawa Kiyoshi

Check Points

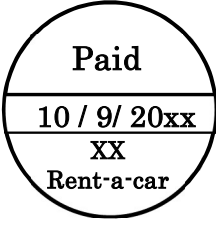
No other activity is included other than grant project activity.	○
Receipt is duly issued by the service provider.	○
Date and notes are clearly indicated.	○
Name of the Grant Recipient Organization is entered in the payee column.	○
Amount claimed is within the maximum limit.	○
Supplementary materials such as specifications, invoices or quotations are attached.	○
Recipet from a highly-skilled individual or company for translation and/or interpretation service is attached	○
JFGE Symbol Logo is printed on reports, posters and other printed materials.	○

v) Rental/Services expenses

Receipt No. v) – VI - 1

Particulars	Fees of rent-a-cars for the “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”	
Unit Price and Quantity	@80.5 x 1day = \$80.5	Amount claimed: JPY 8,734

- (Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.
- In case of outsourcing or consignment, contracts shall be submitted together with specifications and quotations.
 - Do not exceed the prescribed maximum rate (**Simultaneous interpretation: JPY80,000 / day, Consecutive interpretation :JPY45,500 / day,**
Translation into Japanese : JPY5,000 / page, Translation into other language : JPY8,000 / page,).

No. 2187
<h2 style="margin: 0;">Receipt</h2> <p style="text-align: right; margin: 10px 0;">10 September 20xx</p> <p style="margin: 10px 0;"><u>To : XX Association</u></p> <div style="text-align: center; margin: 20px 0;"> <div style="background-color: #cccccc; padding: 5px; display: inline-block; font-weight: bold; font-size: 1.2em;">\$80.5</div> </div> <p style="margin: 10px 0;">As acknowledgement of receipt of payment above as the rental fees of rent-a-car from 10 September 20xx to 10 September 20xx</p> <p style="text-align: center; margin: 20px 0;">* Receipt without acknowledgment stamp is invalid.</p> <div style="text-align: center; margin: 20px 0;">  </div> <p style="margin: 10px 0;">From : XX Rent-a-Car 2-3-4, XX Bldg. Minato-ku, Tokyo, Japan Tel : 03-0192-8374 / Fax :03-0192-8375</p>

Check Points

No other activity is included other than grant project activity.	<input type="radio"/>
Receipt is duly issued by the service provider.	<input type="radio"/>
Date and notes are clearly indicated.	<input type="radio"/>
Name of the Grant Recipient Organization is entered in the payee column.	<input type="radio"/>
Amount claimed is within the maximum limit.	<input type="radio"/>
Supplementary materials such as specifications, invoices or quotations are attached.	<input type="radio"/>
Receipt from a highly-skilled individual or company for translation and/or interpretation service is attached	<input type="radio"/>
JFGE Symbol Logo is printed on reports, posters and other printed materials.	

Receipt No. : v) – VI- 2

Invoice

10 September 20xx

To : XX Association

From : XX Rent-a-Car
2-3-4 XX, Minato-ku, Tokyo,
Japan
TEL : 03-0192-837 / FAX : 03-0192-
8375
In-Charger : Fujino Choko

Total Amount : \$80.5

	Particulars	Day	Unit Price \$	Total Amount \$	Notes
1	AAA to BBB From 10 September 20xx to 10 September 20xx	1 day	80.5	80.5	
			Subtotal :	\$80.5	
			Costs :		
			Total :	\$80.5	

Particulars	Gasoline Fee for “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”	
Rate / Volume	@ \$1.02 x 14L = \$14.2	Amount claimed: JPY8,734

(Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.

• In case of outsourcing or consignment, contracts shall be submitted together with specifications and quotations.

▪ Do not exceed the prescribed maximum rate

(Simultaneous interpretation : JPY80,000 / day, Consecutive interpretation : JPY45,500 / day, Translation into Japanese : JPY5,000 / page, Translation into other language : JPY8,000 / page,).

<u>Receipt</u>			
Matumiya gas station			
Tel&Fax0000-00000			
Address:xxxxxxxxxx			
<u>DATE: 10-Sep-20xx</u>			
Volume	Material	Unit price	Amount
14.0L	gasoline	\$1.02	\$14.2
<u>Total amount:</u>			
<u>\$14.2</u>			

Check Points

No other activity is included other than grant project activity.	○
Receipt is duly issued by the service provider.	○
Date and notes are clearly indicated.	○
Name of the Grant Recipient Organization is entered in the payee column.	○
Amount claimed is within the maximum limit.	○
Supplementary materials such as specifications, invoices or quotations are attached.	○
Recipet from a highly-skilled individual or company for translation and/or interpretation service is attached	○
JFGE Symbol Logo is printed on reports, posters and other printed materials.	○

10-Sep-20xx
Receipt for Reimbursement Claim
<u>To: XX Association</u>
<u>Amount: \$14.2</u>
As gasoline fee for “International Symposium on Restoration of Remote Area and Formation of Sustainable Society”
Name: Kawanaka Hiroko
Address: 9-8-7 XX, Arakawa-ku, Tokyo, Japan
<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;"> Signature </div>

“Gasoline fee payout application form”

Identify the car traveled if several cars are used for the project

To : XX Association

Name of Payee (Passenger):

Address of Payee (Passenger):

Car's No:

Employ the number from “fuel consumption calculation” at the bottom.

Acknowledgment

(Seal or signature)

Date	Purpose	Route	Distance (km)	Unit price	kilometer / a liter	Amount	Acknowledgment
Ex) 12 / 9 /20xx	Hearing from Professor Yamada of XX University	AAA~BBB	140	\$1.02	10km	\$14.2	(Seal)
Total Amount (Unit)				$140\text{km} \times \$1.02 \div 10 = 14.28$			

Calculate fuel consumption every three months. And round down to the first decimal place

Fuel consumption calculation

Purchase date	Kilometers travelled	The amount fuel purchased	Unit price / a liter	Total price	Kilometer / a liter
13/9/20xx	140km	14.00L	\$1.02	\$14.2	10.0km/L

Particulars of Construction Work	Biotope Foundation Work	Period of Work	From August 1 to November 15
Unit Price and Quantity	@ 532,350 x 1set = 532,350	Amount claimed: JPY 532,350	

(Notes) • Information entered on the receipts in foreign language shall be translated into Japanese and underlined in red.

- In case of outsourcing or consignment, **construction work agreement** and **notice of completion of work** shall be attached in addition to the specification and quotation.

<p><u>Receipt</u></p> <p><u>20 September 20xx</u></p> <p><u>To : XX Association</u></p> <div style="background-color: #cccccc; padding: 10px; font-size: 24px; font-weight: bold; margin: 20px 0;">JPY532,350</div> <p>As acknowledgment of receipt of payment above for the biotope foundation work.</p> <p>Kankyo Construction Firm 3-6-9 XX Tokorozawa, Saitama, Japan Tabata Minoru CEO and President</p>	<p>Check Points</p> <table border="1"> <tr> <td>No other activity is included other than grant project activity.</td> <td style="text-align: center;">○</td> </tr> <tr> <td>Receipt is duly issued by the service provider.</td> <td style="text-align: center;">○</td> </tr> <tr> <td>Date and notes are clearly indicated.</td> <td style="text-align: center;">○</td> </tr> <tr> <td>Name of the Grant Recipient Organization is entered in the payee column.</td> <td style="text-align: center;">○</td> </tr> <tr> <td>Specification, quotation or agreement is attached to specify particulars of work.</td> <td style="text-align: center;">○</td> </tr> </table>	No other activity is included other than grant project activity.	○	Receipt is duly issued by the service provider.	○	Date and notes are clearly indicated.	○	Name of the Grant Recipient Organization is entered in the payee column.	○	Specification, quotation or agreement is attached to specify particulars of work.	○
No other activity is included other than grant project activity.	○										
Receipt is duly issued by the service provider.	○										
Date and notes are clearly indicated.	○										
Name of the Grant Recipient Organization is entered in the payee column.	○										
Specification, quotation or agreement is attached to specify particulars of work.	○										

Invoice

20 September 20xx

To : XX Association

Firm

From : Kankyo Construction

3-6-9 XX Tokorozawa, Saitama, Japan

Tabata Minoru CEO and President

Please kindly find the following claims.

Particular	Volume	Unit Price	Amount (JPY)	Notes
Biotope Foundation Work			507,000	
XX Work	1	220,000	220,000	
YY Work	1	200,000	200,000	
ZZ Work	1	87,000	87,000	
Subtotal			507000	
Consumption Tax			25,350	
Total			532,350	

Construction Work Agreement

Name of Construction Work :
Biotope Foundation Work

Site of Construction Work : 3-5-9 XX Setagaya, Tokyo, Japan

Type of Construction Work : Comprehensive Biotope Foundation Work

Period of Construction Work : :
From 1 July 20xx to 15 September 20xx

Contract Amount : JPY532,350 (Incl. consumption tax of JPY25,350)

Payment Terms and Conditions :
Lump sum payment upon completion of work

This Construction Work Agreement shall be made and entered into by and between XX Association (hereinafter referred to as the "Outsourcer") and Kankyo Construction Firm (hereinafter referred to as the "Contractor") on the construction work specified as above in accordance with the following terms and conditions.

1. The Contractor shall complete all work within the prescribed construction period in accordance with the specifications and figures provided by the Outsourcer.
2. The Contractor shall abide by all the rules and regulations regarding labor conditions, safety and hygiene in the performance of all work as well as to bear all responsibilities arising from the work.
3. The Contractor shall ensure safety and smooth operation of all work during the construction period.
4. The construction work shall complete upon inspection by the Outsourcer.
5. The Contractor shall be held liable for all defects in relation to the construction work.
6. Any dispute arising from negligence, physical or personal injury and damages to a third party caused by relevant parties of the Contractor shall be settled at the cost of the Contractor.
7. Matters not prescribed herein shall be settled upon mutual consultation of the parties hereto as and when required.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed
 by their duly authorized representatives in duplicate, each retaining one copy thereof, respectively.

(Date of Agreement) 1 July 20xx

"Outsourcer" XX Association
 1-2-3 XX Setagaya, Tokyo, Japan
 Kankyo Mamoru Representative

"Contractor" Kankyo Construction Firm
 3-6-9 XX Tokorozawa, Saitama, Japan
 Tabata Minoru CEO and President

To : Mr. Kankyo Mamoru Representative
XX Association

3-6-9 XX Tokorozawa, Saitama,
Japan

From : Tabata Minoru CEO & President
Kankyo Construction Firm

Notice of Completion of Work

We are pleased to inform you of successful completion and clearance of inspection on the following work in accordance with the Construction Agreement dated 1 July 20xx.

1. Name of Construction Work: Biotope Foundation Work
2. Contract Amount: JPY532, 350
3. Breakdown of Construction Costs: See < Attachment 1 >
4. Completion and Delivery of Work: 20 September 20xx
5. Completion Drawing of Work: See < Attachment 2 >

* : The Samples of attachment1 and 2 are not presented here.

An Example of Invalid Receipt for Disbursement

- Blank
- Name of Individual
- Anonymous Name
- Japan Fund for Global Environment

* The above descriptions in the payee column shall be invalid unless the “Reimbursement Receipt” of the payee is attached.

- Blank
- Date outside Grant Period

Receipt

To : _____

Date : _____

Amount overwritten
original number

JPY ~~10,000~~
15,000

We hereby acknowledge receipt of the amount as above.

Address : _____

Name : _____

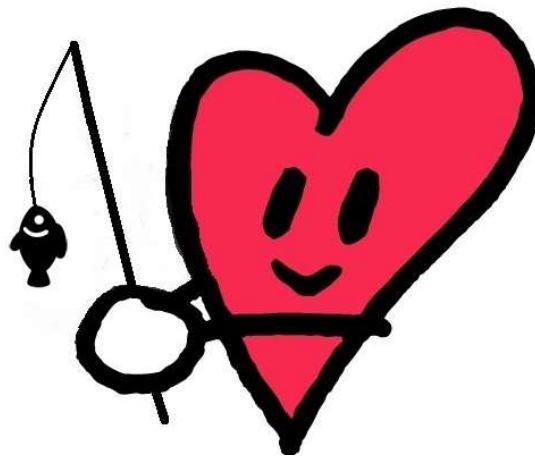
- No address given
- No Description of Payee
- No Acknowledgement Stamp or signature

* Receipts for disbursement of rewards, salaries or wages without description of address, name and seal impression are invalid.

- No description of Particulars
- Unclear relevance with Grant Project

* Reference materials such as specifications or invoices shall be attached to clarify particulars of payment.

Chapter 4 Activity Report and Grant Request



1 Grant Request Form (continued project)

Dec 2022

If the granted project was scheduled for multiple years, and also grantees would like to continue the ongoing project, please submit the Grant Request (continued project).

Required documents:

- 1) Grant Request Form (for continued project)
- 2) Additional document (details will be provided in A Guide to Grant Request publish in October)

Deadline: Beginning of Dec. every year (strict adherence to deadline)

2 Final Report

Apr 2023

(1) Final Report

Final Report shall be submitted either on or before 10th April or within one month from the date of completion of your project, whichever is earlier, using the online application system.

Documents to be submitted:

- ①Final Report
- ②Photos for the JFGE Grant Project Report Collection (electronic documents)
- ③Achievements、Reference materials、Videos etc.
- ④Comprehensive Final Project Report (Required only for the projects continued for three years. Arbitrary Format. electronic documents)
- ⑤Statement of reasons in the case where the balance of budgetary execution is 20% or more of the amount of the final approval, or one million yen or more(in any format, Electronic documents)

※Reports shall be accompanied by necessary supplementary materials such as photos, DVDs, advertisement booklets, and copies of conference reports, seminar pamphlets, posters, etc.

2) JFGE Grant Project Report FY2023

For the purpose of raising public awareness of the environmental conservation activities both in and outside Japan, JFGE issues the “JFGE Grant Project Report” each year as well as posts the contents on the website (only in Japanese).

Therefore, please submit “Final Report (either Part5-1 or Part5-2)” as well as the rest of the Final Report.

Among the Final Report forms, the “Final Report (Part5-1, Part5-2)” shall be used as manuscript for “JFGE Grant Project Report FY2023”.

Submission of the “Final Report (Part5-1, Part5-2)” shall be accompanied by some photos that shows and describes the grant project. Digital media photos are desirable, but printed photos are also acceptable. Make sure that the name of the grantee is written on the back of the printed photos and keep in mind not to stick or glue the photo to the report. Regardless of the type, the submitted photos will not be returned to the grantee.

The “Final Report (Part5-1, Part5-2)” and the accompanying photo may be edited or used again in another publication. In either case, the copyright to the publication shall belong to the JFGE.

(1) Objective

For the purpose of networking and further collaboration among NGOs・NPOs, private companies and donors, and raising public awareness of the environmental conservation, grantees in the final year of their grant period have an opportunity for presenting their activities in public.

(2) Presenter

Grantees in the final year of their grant period (Continued Project Only)
Presentation must be delivered in Japanese, therefore agents present the granted projects on behalf of foreign grantees.

(3) Event Period

November (in Tokyo)

(4) Contents

Activity report by grantees and exchange meeting, about 20 min in total.

(5) Note

Booklet that introduces the presenters and their activities will be distributed in the event. JFGE asks the presenters to submit a manuscript for the booklet in advance (separate from JFGE Grant Project Report).

(6) Travel Expenses

Travel expenses for participating to the assembly can be covered by the grant as follows.

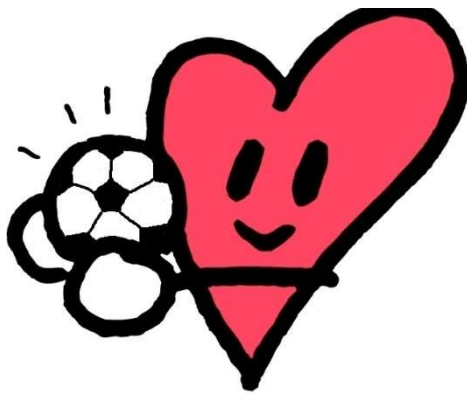
Presenters (grantees in the final year of the grant period) :

Travel expenses and accommodation fees for two persons

Audiences (grantees other than that above) :

Travel expenses and accommodation fees for one person

Chapter 5 Project Evaluation



1 Evaluation System

(1) Objectives

Evaluation is not “grading your project performance” but rather for following objectives;

Improvement

A better project design and procedures result in better outputs and outcomes for environmental conservation. Tips and points for further improvement can be found through the evaluation.

Promotion

Various abilities such as Networking, cooperation, mobilizing power, publicity, specialty, and etc. of NGO·NPO can be reinforced by the evaluation.

Reinforcement of Accountability

Visualizing the outcomes and the outputs, transparent bookkeeping and accounting are essential for the accountability of the grant projects, and the evaluation helps to fulfill the said factors. By fulfilling the above factors, significance and value of the grant projects can be well-understood by the general public, supporters and donors of the project.

Publicity

Successful cases and good practices that caused positive impact on the society are worth spreading and sharing. Evaluation result can be utilized for the publicity of your project.

JFGE Improvement

With the feedback from the project inspection, and opinion exchanges with grantees and the third party specialists, JFGE grant program will be also improved for the better support for the environmental NGOs and NPOs.

(2) Framework of the evaluation

Achievement of the grant projects can be grasped by a concrete evaluation framework which is basically composed of the three steps from the beginning to the end of the project.

At the beginning, objective, expected output and outcome are shared between grantee and JFGE to make a consensus of the attainable goal of the project.

At the Midterm Consultation, grantees have a meeting with the third party specialists.

In the meeting, progress of the project, problems and various matters are discussed to review the first half period and to improve the latter half.

At the end, the project is evaluated comprehensively from various aspects, such as Relevance, Effectiveness, Efficiency, Achievement, and Sustainability, and then the results will be feed-backed.

(3) Point of View

① Relevance

- Project plan, implementation strategies, social needs are checked to verify in what extent the project is relevant or suited to tackle or solve the environmental issues.

② Achievement and Impact

- Objective, outcome and output are grasped at the beginning. At the end of the project, the achievement is evaluated to see in what extent the objective, outcome and output are successfully attained.
- Environmental and socioeconomic impacts (both expected and unexpected impact) of the grant project are also evaluated.

③ Efficiency

Efficiency is evaluated to see in what extent the budget, materials, human resources have been put or utilized appropriately at the proper timing to achieve the goal.

④ Effectiveness

- Effectiveness is evaluated to see to what extent the following factors have achieved through the grant project;
 - Level of attainment of the ultimate goal,
 - Output and outcome are consistent and sufficient to achieve the ultimate goal.

⑤ Sustainability

- Organizational, financial and environmental sustainability is evaluated to see to what extent the benefit of the grant project continues after the grant period.

2 Evaluation Flow

Evaluation is basically composed of the three processes as follows; "Prior Consultation", "Midterm Consultation " and "Post-project Evaluation"

①Prior Consultation (First Year Evaluation Process)

It is carried out on the occasion of the individual meeting for the first year grantees. The ultimate objectives, outcome and output of the execution of the grant activities are shared between the grantees and the JFGE, which shall be reflected to the grant application.

②Midterm Consultation (Second Year Evaluation Process)

Around the summer of the second year of the grant period, the grantees will be asked to report on the progress of the achievement of the activity goals. The grantees receive advice from external experts (the members of JFGE Evaluation Committee) to improve their activities in the future. The advice from evaluation specialists should be reflected in the final report for the year of implementation and in the grant request form for the following year.

③Post-project Evaluation (Self-evaluation、 Onsite Evaluation and Follow-up Survey)

Post-project Evaluation is composed of the three steps as showed below.

• Self-Evaluation (Third Year Evaluation Process)

Self-evaluation is required at the end of the grant period. Grantees are required to fill in the "Self-Evaluation Sheet" which is provided by the JFGE. Before creating the Self-Evaluation sheet, grantees are required to have an internal meeting for the self-evaluation, and to secure the objectivity, third party specialist should be invited to the meeting.

• Onsite Evaluation (First Year after the grant period)

Some chosen grantees will receive an onsite evaluation executed by the JFGE Evaluation Committee. Feedback from the onsite evaluation will be utilized for the future projects.

• Follow-up Survey (Entry grant: First Year after the grant period)(Step-up grant: Second Year after the grant period)

To see the continuity and spillover effect, negative and positive impact of the grant project, JFGE carries out the follow-up survey using questionnaires.

• Onsite Evaluation for Best Practice Examples

In the second year after the grant ends, JFGE will visit the grantee in person and conduct an interview survey. The grantee are selected by the Evaluation Committee. The results obtained from the survey will be provided to other grantees as best practice examples

and widely publicized.

3 Expenditures in Relation to the Evaluation

Expenditures raised from the evaluation can be compensated by the grant. However the expenditure should be covered within your approved grant amount.

Post-project Evaluation (Self-evaluation、 Onsite Evaluation and Follow-up Survey)

① Self-evaluation

The self-evaluation shall be conducted at the end of the grant period by each grantee by reviewing the activities and evaluating themselves. The self-evaluation must be conducted not only by the grantee itself but also joined by third-party external experts. (Final report Part 4 shall be submitted.) Other costs occurred on that occasion include honorariums and travel expenses for the self-evaluation paid to the third-party external experts. These costs can be compensated by the grant by applying within the upper limit of each expense item. Please contact the consultation service listed on the next page if you wish to consult about the selection of third-party external experts, etc.

② Onsite Evaluation/Onsite Evaluation for Best Practice Examples

Travel expenses in related to the onsite evaluation will be compensated by the JFGE. Detailed information will be provided by the JFGE staff after the determination of the onsite evaluation.

③ Follow-up Survey

No honorariums for replying the survey. Your kind understanding and cooperation are greatly appreciated.

Consultation service for the selection of external experts for self-evaluation:

Environmental Partnership Office Hokkaido (EPO Hokkaido)		
Address:	7F Daigo Bldg., 5-11 Odori Nishi, Chuo-ku, Sapporo-shi, 060-0042	
TEL:	011-596-0921 FAX : 011-596-0931	
URL:	https://epohok.jp	
Environmental Partnership Office Tohoku (EPO Tohoku)		
Address:	1F Sendai Second Government Bldg., 3-2-23 Honcho, Aoba-ku, Sendai-shi, Miyagi, 980-0014	
TEL:	022-290-7179 FAX : 022-290-7181	
URL:	https://www.epo-tohoku.jp	
Kanto Environmental Partnership Office (Kanto EPO)		
Address:	B1F Cosmos Aoyama, 5-53-67 Jingumae, Shibuya-ku, Tokyo, 150-0001	
TEL:	03-3406-5180 FAX : 03-3406-5064	
URL:	http://www.geoc.jp/kanto_epo	
Environmental Partnership Office Chubu (EPO Chubu)		
Address:	4F Nishiki Park Bldg., 2-4-3 Nishiki, Naka-ku, Nagoya-shi, 460-0003	
TEL:	052-218-8605 FAX : 052-218-8606	
URL:	http://www.epo-chubu.jp	
Kinki Environmental Partnership Office (Kinki Kankyokan)		
Address:	5F OMM, 1-7-31 Otemae, Chuo-ku, Osaka-shi, 540-6591 (Mailing address: PO Box 111 in OMM Bldg.)	
TEL:	06-6940-2001 FAX : 06-6940-2022	
URL:	http://www.kankyokan.jp	
Environmental Partnership Office Chugoku (EPO Chugoku)		
Address:	5F Gojinsha Hiroshima Kamiyacho Bldg., 11-10 Motomachi, Naka-ku, Hiroshima-shi, 730-0011	
TEL:	082-511-0720 FAX : 082-511-0723	
URL:	http://epo-cg.jp	
Shikoku Environmental Partnership Office (Shikoku EPO)		
Address:	3F Takamatsu Dai-ichi Seimei Bldg. Annex, 2-1-1 Kotobuki-cho, Takamatsu-shi, Kagawa, 760-0023	
TEL:	087-816-2232 FAX: 087-823-5675	
URL:	http://4epo.jp	
Environmental Partnership Office Kyushu (EPO Kyushu)		
Address:	2F Kumamoto City International Center, 4-18 Hanabata-cho, Chuo-ku, Kumamoto-shi, 860-0806	
TEL:	096-312-1884 FAX : 096-312-1894	
URL:	https://www.epo-kyushu.jp	

Chapter6 Relevant Forms



–(FYI)

**Acquired Assets and Residual Property
Management Book
(cum Description on Continued Use of Equipment)**

Name of Organiza tion	
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Year of Adoption	Category of Project	Adoption No.	Summary of Grant Project (Name of Grant Project)				
Acquired Assets and Residual Property (Size, Form or Specification)			Date of Acquisition	Acquired Quantity	Unit Acquisition Price (Unit : JPY)	Acquisition Value (Unit : JPY)	Life Span
Years of Continued Use	Co-User of Continued Use	Period of Use (Year, Month)	Residual Ratio	Residual Value (Unit : JPY)	Particulars	Check by ERCA	
(Year of Acquisition)							

(Compilation and Safekeeping of Management Book)

1. This Management Book shall be compiled separately for each year, grant project, acquired assets or residual property (hereinafter referred to as the “Acquired Assets and Residual Property”) and kept at the office of the Grant Recipient Organization. As to the movable assets such as machinery and equipment, the aforesaid is required for those with the acquisition value or maximized value of over JPY500,000.
2. The year of acquisition shall be entered in the top column to be followed by each year during the continued use.
3. Period of use shall be from the month of acquisition of corresponding equipment until the month in which the grant project is completed.

(Other Important Notes)

1. Acquired assets shall refer to the assets to be acquired by use of the Grant including the value grown upon acquisition. Residual property shall refer to the machinery, appliances, temporary installation or other equipment and materials (hereinafter referred to as the “Equipment”) to be obtained through the grant project which remain upon completion of such project.
2. Assets acquired through the grant project including the value grown upon acquisition shall be kept with the care of a good manager even after the completion of the grant project in order to maintain efficient management.
3. Disposal of the Acquired Assets and Residual Property including the movable assets such as machinery and equipment with the acquisition value or maximized value of over JPY500,000 shall be subject to approval of the President of ERCA.
4. Revenue generated from the disposal in the above 3. shall be returned to the ERCA.

(FYI)

Balance of Revenues and Expenditures under Grant

(Unit : JPY)

[illegible]

(FYI)

Sample Entry of Balance of Revenues and Expenditures under Grant

(Unit : JPY)

[illegible]