

# **APPLICATION PROCEDURES FOR OVERSEAS GRANT UNDER THE 29<sup>th</sup> TERM OF PRO NATURA FUND 2018**

“PRO NATURA FUND” is a conservation grant program managed by Pro Natura Foundation Japan (PNFJ). This program is focused on scientific researches and activities regarding conservation of the biodiversity and the earth’s environment.

This overseas grant program supports investigations and researches, as well as education and awareness raising activities for wildlife protection or ecosystem conservation, in areas other than Japan. Adopted projects need to contribute to local nature conservation.

The maximum limit of grant per project is 1,500,000 YEN. The total amount of remittance is likely to change depending on the current exchange rate.

PNFJ welcomes your application for the fiscal year 2018 (October 2018 – September 2019) that fulfills the following requirements.



## 1. SUBJECTS

Projects that are qualified to be granted by PRO NATURA FUND include:

- 1) Research projects such as;
  - Biological, ecological, geomorphological, hydrological, or meteorological basic investigations and studies aiming at local nature conservation.
  - Studies on appropriate management and conservation of the environment of land areas such as forests, and aquatic areas such as tidal flats, seaweed beds and estuaries.
  - Investigations and studies on endangered animal and plant species.
  - Investigations and studies on alien species (including domestic invasive species).
  - Investigations and studies that aim to solve ongoing nature conservation problems.
  - Development of research methods that contributes to solve nature conservation problems.
- 2) Activity projects such as;
  - Protection of wild animal and plant species, ecosystems, geological features or hydrological environment.
  - Promotion of conservational and environmental education, and awareness raising of nature conservation thought.
  - Publication/production of booklets, books and video contents that address nature conservation.
  - Hosting of symposiums, seminars or events that address nature conservation.
- 3) A combination of 1) and 2).

## 2. QUALIFICATIONS OF PROJECTS

All projects to be granted must fulfill the following requirements:

- 1) The research and/or activity should contribute to conservation and sustainable use of natural resources in the local area.
- 2) Outcomes of the project should be published effectively in the countries concerned, and should not bring any benefit or disadvantage to specific political parties, religions, races, tribes, social hierarchies, *etc.*
- 3) Project results should not be used to secure profits for commercial purposes.
- 4) Projects that are part of activities of particular political parties, religions *etc.* are not applicable.
- 5) Projects that are commissioned by other organizations are not applicable.
- 6) Accounting procedures must be properly carried out and accurately reported to the secretariat of PNFJ.
- 7) The grantee must respond quickly when PNFJ asked about the status of project implementation.
- 8) Project proposals should not be made simultaneously to any other organization in Japan.

### 3. QUALIFICATIONS FOR APPLICANTS

The grant is applicable for groups only. The applicant group needs to fulfill the following criteria:

- 1) The applicant group must be capable of carrying out researches and/or conservation activities in a local field.
- 2) The applicant group should have an excellent achievement in researches and/or activities that contribute to nature conservation in the area concerned.
- 3) The applicant group must include a project leader, a sub-leader, and an accountant.
- 4) The representative applicant (project leader) should live in the country where the project will be implemented, and should have a deep understanding of the field and the community in the area. A person living in Japan can be a group member, but cannot be the representative applicant.
- 5) The applicant group must include at least one Japanese member, who knows the group members well, understands the details of the project, and is capable of being a liaison between the group and PNFJ. The Japanese member needs not necessarily to be a resident in the country or the region concerned.
- 6) Groups that are currently granted can also apply to the 29<sup>th</sup> term. However, simple continuation of the current project plan is not allowed. Even when the project deals with the same animals and plants or places, it needs to propose new analytic methods or problem-solving measures. The continued project will be selected in the same way as other completely new projects.
- 7) Councilors, directors and members of selection committees of PNFJ are not allowed to apply.

### 4. ROLE OF JAPANESE MEMBER(S)

A Japanese member is essential to help communications between the project group and PNFJ.

The Japanese member must be a person who is capable of making contact with the project group and the secretariat in any circumstances, even when the project became no longer continuable due to unpredictable accidents such as political turmoils.

Obligations of the Japanese member:

- 1) To translate an application form and send it to the secretariat of PNFJ.
- 2) To translate an interim report, to make comments on the report from an expert point of view, and to submit it to the secretariat of PNFJ.
- 3) To translate the summary of a final report, and to submit it to the secretariat of PNFJ.
- 4) To make sure the final report and the account report to be made properly.
- 5) To check contents of the final report and to make corrections if necessary.
- 6) To attend a meeting for presentation of outcomes, which will be held in late November or early December 2019 in Tokyo.

## **5. TERM OF THE PROJECT AND THE MAXIMUM AMOUNT OF GRANT**

Any project plan should be for a single year. The term is from October 2018 to September 2019. The maximum amount of the grant is 1,500,000 yen. It is important to note that the total amount of remittance is subject to change depending on the current exchange rate.

## **6. SELECTION OF APPLICATIONS**

All applications are to be reviewed fairly by the review committee. The judging criteria are as follows:

1) Importance and urgency:

Does the project deal with important objects and/or places in terms of nature conservation in the area? Is the project urgent to implement?

2) Validity of the plan:

Are the final goal, methods to achieve the goal, budget and term reasonable?

3) Efficacy of the outcome:

Will the data and outcomes gained in the project be useful for further research and/or activities for the conservation?

After the final decision made by the board of trustees, applicants will be notified the result by e-mail in September 2018. The secretariat of PNFJ will not answer any questions regarding the process of selections.

## **7. SCHEDULE**

Application start:	28 May 2018
Application close:	12:00pm, 13 July 2018 by e-mail In case of postal service, application must arrive on the day.
Announcement of the result:	End of September 2018
Funding term:	1 October 2018 - 30 September 2019
First remittance of the grant:	Early in October 2018 (after a submission of a memorandum)
Interim report:	31 March 2019
Second remittance of the grant:	Early in April 2019 (after reception of the interim report)

Submission of final report: 30 November 2019  
Result presentation session: Late in November or early in December 2019

## 8. APPLICATION PROCEDURE

- 1) The applicant needs to download the application documents from the PNFJ website below:  
<http://www.pronaturajapan.com/foundation/pronaturafund/28pnfbosyu> ; or  
<https://sites.google.com/a/pronaturajapan.com/eng/foundation>
- 2) Applicants must complete Application Form and Expenditure Schedule sheet in English or Japanese. If written in English, the completed documents should be sent to the Japanese member, and the Japanese member needs to make a translated version.
- 3) The Japanese member is responsible to send all application documents to the secretariat of PNFJ. The following documents must be included;
  - a) Application Form (A4x7 pages, written by applicant).
  - b) Expenditure Schedule (A4x2 pages, Excel sheet, written by applicant)
  - c) Japanese translation of the application form (A4x7 pages, written by Japanese member).
  - d) Japanese translation of the expenditure schedule (A4x2 pages, Excel sheet, written by Japanese member)
- 4) Submission: please choose from the following two options.
  - a) 

<b>office@pronaturajapan.com</b>
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Please fulfill all application documents and send them to the address above by 12:00 JST on 13<sup>th</sup> July 2018. When sending, please transform Word documents to PDF format. Expenditure sheet needs also be transformed to PDF format, and combined with application form into one file if possible. Please use online file sending services for files more than 2MB.

- b) Postal Service

<b>TO: Secretariat of the Pro Natura Fund Pro Natura Foundation Japan Shoto Annex 2F, 1-25-8 Shoto, Shibuya, Tokyo 150-0046 Japan</b>
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Please fulfill all documents and send them to the address above by no later than 13<sup>th</sup> July 2018. Please attach CD-ROMs etc. that contain electronic files of the documents.

### Note:

- (1) All the application documents should be sent via Japanese member.
- (2) Delayed applications are not considered for the selection.
- (3) Additional sheets or additional materials to the application form are not accepted.
- (4) Confirmation e-mail will be sent after reception of the application documents. Please kindly

contact us if the e-mail did not arrive.

- (5) All individual information on the application documents will be appropriately protected and managed under the individual information protection policy of PNFJ.
- (6) Kindly note that the documents will not be returned to applicants.
- (7) If you mention plant or animal species, please write its scientific name together.

## **9. RESTRICTION OF EXPENDITURE**

The grant is to be used to carry out the project in the area concerned and to make report(s) on the project. The grant should **NOT** be used as salary for the applicants. Expenditure for food and beverages is not allowed. Please refer to the expenditure item list for further information.

The grant can be spent on the following travel expenses:

- Japanese resident member's travel to the project field;
- Japanese member's travel to attend the meeting for presentation of outcomes;
- Project leader's short-term visit to Japan as a part of the project. A long-term stay for the purpose of studying or working in Japan is not applicable. If the project leader is visiting Japan when the meeting for presentation of outcomes is held, domestic travel expense for two people (the project leader and a Japanese member) is applicable.

A project group may need to submit "Plan Change Request" when the expenditure plan needs to be changed.

## **10. APPLICATION FORMAT**

The application should be written in black and white. Size of the frame can be changed in each page, but adding of pages is not allowed. The size of letters should be larger than 10 pt. Font type is free. The applicant may underline or boldface the important words in order to highlight the key points.

## **11. QUESTIONNAIRE**

The applicant must answer the questionnaire which is attached in the application form. The answers will be utilized to the improvement of application system in this grant program in the future. The answer of questionnaire would not affect the evaluation of application. However, if the questionnaire page is empty, PNFJ will not accept the application.

## **12. FAILURES IN APPLICATION DOCUMENTS**

PNFJ will not accept the application if the application documents have any failures such as:

- Non-response to the questionnaire
- Adding pages in the application form
- Changing the format significantly

PNFJ strongly recommends applicants to have a check by third person before sending application documents.

## **13. OBLIGATION OF THE GRANTEE:**

- 1) To submit the receipt of grants immediately when the payment is confirmed.
- 2) To submit the interim report describing progress of the project by the end of March 2019 via Japanese member. The Japanese member needs to translate it and make some comments on it.
- 3) To submit the full report on both research/activity and account to the secretariat of PNFJ via Japanese member by the end of October 2019. The grantee must attach all receipts (or copies of them) of expenses to the account reports.

If failed to fulfill the above responsibilities, the grantee may be asked to refund the subsidies.

## **14. REMITTANCE OF GRANTS**

The funds will be remitted to grantees in two payments. The first portion will be remitted after the project fund contract is completed (in October 2018). The remaining portion will be remitted after PNFJ received the interim report (in April 2019).

The amount of funds will be stated in Japanese Yen. However, the remittance will be made in the currency specified by the applicant on the application form.

The currency exchange rate will be the rate on the remittance date; therefore the total amount of remittance may be subject to change depending on the exchange rate.

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Foundation Japan



# APPENDIX

## ILLUSTRATION OF APPLICATION PROCESSES

