

# **APPLICATION PROCEDURES FOR OVERSEAS GRANT**

## **UNDER THE 33rd TERM OF PRO NATURA FUND 2022**

“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 global environment.

This overseas grant program supports investigations and researches, as well as education and 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 1,000,000 YEN. The total amount of remittance is likely to change depending on the current exchange rate.

PNFJ welcomes your application for the fiscal year 2022 (October 2022 – September 2023) 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 and geomorphological 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;
  - Conservation of flora and fauna, 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 symposia, 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 (at least consist of 3 members). 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. An accountant must be a Japanese member.
- 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 more than one Japanese members, who know the group members well, understand the details of the project, and are capable of being a liaison between the group and PNFJ. At least one of the Japanese members needs to live in the country or the region concerned.

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

Japanese members are essential to help communications between the project group and PNFJ.

Japanese members must be capable of making contact with the project group and the PNFJ secretariat in any circumstances, even when the project becomes no longer continuable due to unpredictable accidents such as political turmoil.

Obligations of the Japanese member(s):

- 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 be an accountant in the project.
- 4) To translate the summary of a final report, and to submit it to the secretariat of PNFJ.
- 5) To make sure the final report and the account report to be made properly.
- 6) To check contents of the final report and to make corrections if necessary.
- 7) To attend a meeting for presentation of outcomes (online), which will be held in late November or early December 2023

Note: If there are several Japanese members in the group, please make sure to clarify each role.

#### **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 2022 to September 2023. The maximum amount of the grant is 1,000,000 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 judging committee. The judging criteria are as follows:

1) Importance in terms of conservation

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

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 to be gained in the project be useful for further research, conservation activities and sustainable development of local communities?

After the final decision made by the board of trustees, we will notify the result through the Japanese member(s) by the end of September 2022. The secretariat of PNFJ will not answer any questions regarding the process of selections.

## **7. SCHEDULE**

Application start:	1 June 2022
Application close:	14 July 2022 by e-mail
Announcement of the result:	End of September 2022
Funding term:	1 October 2022 - 30 September 2023
First remittance of the grant:	Early in October 2022 (after the confirmation of memorandum)
Interim report:	31 March 2023
Second remittance of the grant:	Early in April 2023 (after reception of the interim report)
Submission of final report:	30 November 2023
Result presentation session:	Late in November or early in December 2023

## **8. APPLICATION PROCEDURE**

- 1) The applicant needs to download the application documents from the PNFJ website

below. The website is all in Japanese, so the applicant may need to ask Japanese member(s) to download the documents.

[https://www.pronaturajapan.com/foundation/pronatura\\_fund.html](https://www.pronaturajapan.com/foundation/pronatura_fund.html)

- 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 (A4×7 pages, written by applicant).
  - b) Expenditure Schedule (A4x2 pages, Excel sheet, written by applicant)
  - c) Japanese translation of the application form (A4×7 pages, written by Japanese member).
  - d) Japanese translation of the expenditure schedule (A4x2 pages, Excel sheet, written by Japanese member)
- 4) Submission: please send by e-mail.

Sending PDF format via e-mail

Please fulfill all application documents and send them to the address below by 14<sup>th</sup> July 2022. 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

office@pronaturajapan.com

**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 does not arrive.
- (5) All personal data on the application documents will be appropriately protected and managed according to the personal data protection policy of PNFJ.
- (6) Kindly note that the documents will not be returned to applicants.
- (7) When plant or animal species is mentioned, please add its scientific name.

## 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, except lunches and refreshments in meetings. Please refer to the expenditure item list for further information.

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 do not add pages. 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 via Japanese member when the payment is confirmed.
- 2) To submit the interim report describing progress of the project by the end of March 2023 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 November 2023. The accountant 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 return the funds.

#### **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 2022). The remaining portion will be remitted after PNFJ received the interim report (in April 2023).

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.

Pro Natura Foundation Japan  
Shoto Annex 2F, 1-25-8 Shoto, Shibuya,  
Tokyo 150-0046 Japan

Phone: +81-3-54541789 Fax: +81-3-54542838  
URL: <https://www.pronaturajapan.com>  
E-mail : **office@pronaturajapan.com**

**pro natura**  
Foundation Japan



# APPENDIX

## ILLUSTRATION OF APPLICATION PROCESSES

