

34th PRO NATURA FUND

Guideline for Grantees

Overseas Grant

2023.11.6 ver.



PRO NATURA FOUNDATION JAPAN

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I. Attention in implementation of the project

1 Communication

1.1. How to communicate

We, Pro Natura Foundation Japan (PNFJ), will make contact to the representative grantee and Japanese member by e-mail. In order to avoid misunderstandings, we do not use telephone to tell important information.

For smooth communication, the representative grantee shall include the Japanese member in all e-mails when contacting PNFJ.

1.2. Submission of documents

The grantee must submit all the documents required. Please kindly note that all documents are to be submitted via Japanese member (please refer to page 4).

All formats are available on our website below:

https://www.pronaturajapan.com/josei_documents/index.html

Please click the “▶” button on the left side of “助成事業 提出フォーマット一覧”, then you will find the formats in English.

2 Implementation of the project

2.1. Compliance of MOU

The grantee must comply with Memorandum of Understanding (MOU).

2.2 Responsibilities of the representative of grantee group

The representative grantee (project leader) is responsible for everything in this project. He/she always needs to comprehend the progress of project. If the representative grantee has to be changed for inevitable reasons, such as health problem, accident, and job relocation, he/she has to contact us via Japanese member immediately.

The representative grantee is required to do the followings:

- 1) Sign the Memorandum of Understanding (MOU), and submit it with “Bank Account Information” (Form 1) to PNFJ via Japanese member by e-mail as soon as the grantee receives the documents.
- 2) Fill in the Grant Budget (Form 3) in cooperation with Japanese member and submit it to PNFJ via Japanese member by e-mail.
- 3) Submit RECEIPT (Form 4) via Japanese member within one week after receiving the fund. When the grantee needs to exchange the currency of grant from remitted one, it must be done immediately and the statement of exchange must be submitted with a receipt form.

- 4) Submit an interim report describing the progress of project via Japanese member by 31 March 2024. The payment of the grant will not be made until the grantee submits the interim report to PNFJ.
- 5) Submit a final project report to PNFJ via Japanese member by 30 November 2024.

2.3. Responsibilities of the Japanese member

The Japanese member is required to be a mediator between the grantee group and PNFJ. If the Japanese member has to be changed for inevitable reasons, such as health problem, accident, and job relocation, he/she has to contact PNFJ immediately.

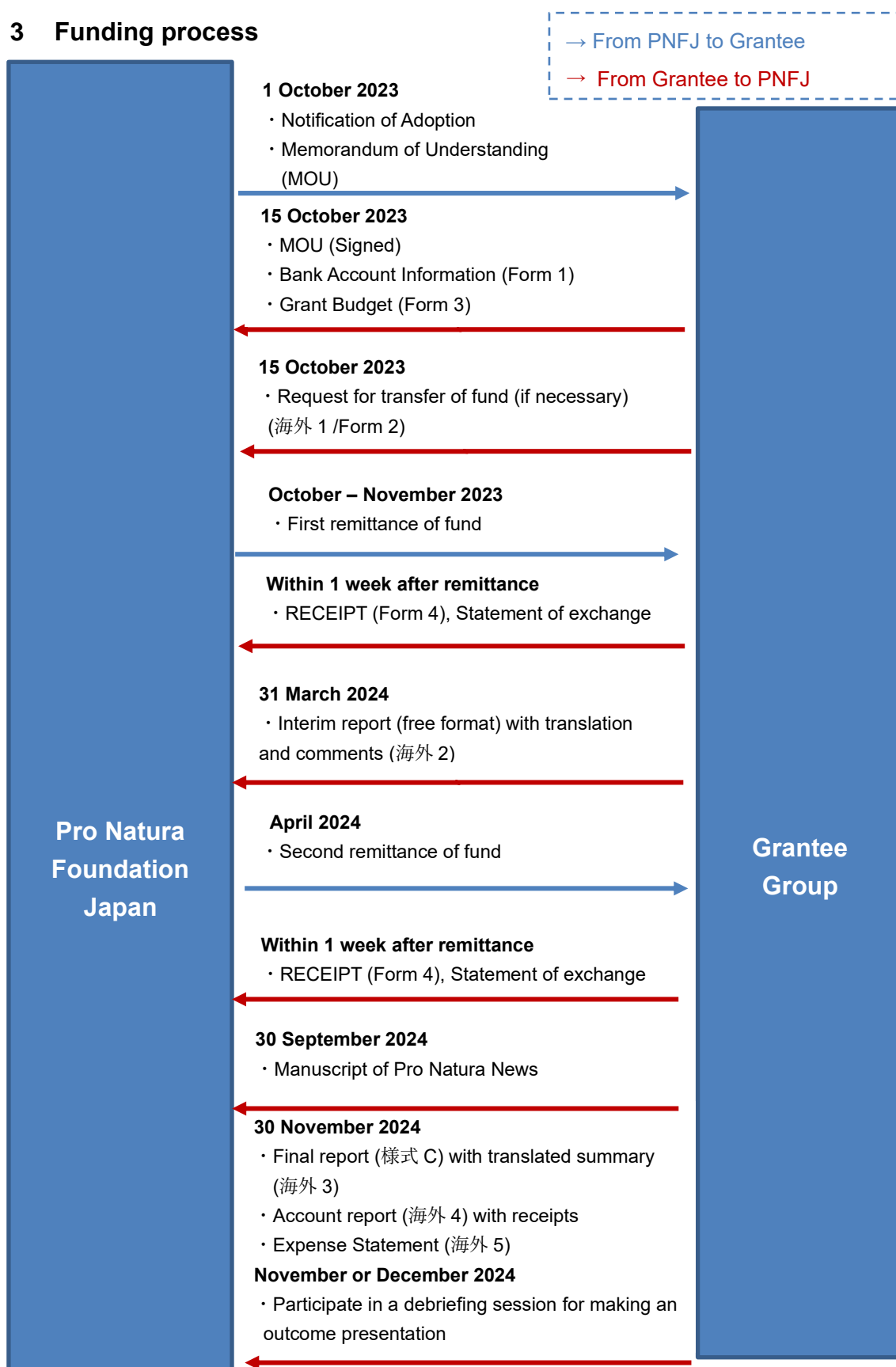
The Japanese member is required to do the followings:

- 1) Contribute to the progress of project, and support proper accounting as well as the completion of project.
- 2) Communicate with project members, authorities concerned and PNFJ, when unforeseen accidents happen in the field.
- 3) Make comments on the interim report from the expert point of view, and submit it to PNFJ.
- 4) Translate into Japanese the summary of final report and submit it to PNFJ.
- 5) Attend a debriefing session for making an outcome presentation.

2.4. Change of project plan

The grantee group is not allowed to change the project without consultation with PNFJ. If the grantee group needs to have some changes in the project schedule, expenditure plan or project term for inevitable reasons (such as unforeseen climate circumstances, health problem and so on), the representative of grantee group needs to contact PNFJ via Japanese member and submit “Plan Change Request” (Form 5). The PNFJ will consider whether the change of plan is approvable or not.

3 Funding process



4 Submission of documents

The representative of grantee group needs to submit the following documents **VIA JAPANESE MEMBER** :

- 1) Memorandum of Understanding (MOU)
- 2) Bank Account Information (Form 1)
- 3) Request for Transfer of Fund (Form 2)
- 4) Grant Budget (Form 3)
- 5) RECEIPT (Form 4) and Statement of exchange
- 6) Interim report (Free format)

300-word summary of the work which has been done for the project by 31 March 2024.

- 7) Plan Change Request (Form 5)

The grantee group must consult with PNFJ before submitting this form.

Details of the change need to be explained.

- 8) Final report (様式 C) and final report texts (Free format)

When the project term ends, filling in the final report format (様式 C) and writing 10-page report including 200-word summary and tables/figures are needed. Please follow “Guidelines for Drafting Final Report” for further instructions.

The Japanese member needs to translate the summary into Japanese before submission. The deadline is 30 November 2024. These documents are to be uploaded on J-STAGE which is the platform developed and managed by the Japan Science and Technology Agency (JST).

All documents regarding a final report are available on our website;

https://www.pronaturajapan.com/josei_documents/index.html

Please click the “▶” button on the left side of “成果報告書執筆要領” , then you will find the formats and guidelines in English.

- 9) Documents for a presentation in the debriefing session

(Please see “7. Others” for further details.)

- 10) Manuscript for “Pro Natura News”

“Pro Natura News” is an annual publication which PNFJ issues in November 2024.

The manuscript must be submitted when the project ends. PNFJ will inform details to the Japanese member around August 2024.

The Japanese member needs to submit the following documents. Please refer to “Guideline for Grantees for the Japanese members” if you want to get detailed information:

- 1) Request for transfer of fund (if necessary) (海外 1)
- 2) Schedule (様式 3)
- 3) Comments on the interim report (海外 2)
- 4) Translated summary of the final report (海外 3)
- 5) Account report (海外 4)

Original copy of receipt should be attached to this account report.

If the currency of grant was exchanged from the remitted one, the statement of exchange is also required to be attached.

- 6) Expense Statement (海外 5)

5 Accounting

5.1. Funding term

The funding term is from 1 October 2023 to 30 September 2024. The grants can be used only in this term.

5.2. Remittance of grants

The bank account to which the grant will usually be remitted must be that of the grantee group or its representative. However, if there are some concerns about receiving the grant safely and immediately due to the state of affairs in a country, the group representative may request to remit the grant to a different bank account by filling Request for Transfer of Fund (Form 2). In this case, the Japanese member must translate it into Japanese by filling 助成金の送金方法変更願 (海外 1) and send them to the PNFJ secretariat.

The grants will be remitted to the grantee in two payments. The first portion of the grant will be remitted, once both the grantee and PNFJ signed the MOU (in October 2023) and Grant Budget (Form 3) is submitted to PNFJ. The remaining portion will be remitted after PNFJ received the interim report (in April 2024).

The remittance will be made in the currency specified by the grantee group. Please note that some currencies may not be available in Japanese bank. In this case, PNFJ will make a remittance in US dollars.

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.

When the grantee needs to exchange the currency of grant from remitted one, it must be done immediately and the statement of exchange must be submitted with RECEIPT (Form 4).

5.3. Responsibility of the accountant

The accountant is responsible for managing the grants. The indirect expenses, such as labor costs for managing projects and rent of office, are NOT allowed.

5.4. Receipts

When making payments in this project, the grantee must get a receipt. The grantee group's name should be on the receipt. The accountant is responsible to keep the receipts. If getting the receipts is difficult in the case of the payment by a credit card, the payment for transportation expenses and so on, submission of statements instead of receipts is also acceptable. Only when getting even statements is difficult, receipts handwritten by grantee is acceptable. In this case, it must include recipient's name, date, description of cost and other necessary details.

When the grantee exchanges the currency of grant from remitted one, statement of exchange is also required. Grantee must submit the statement of exchange with RECEIPT (Form 4) and keep them by the end of project term. When the accountant submits Account Report (海外 4) at the end of project term, all receipts and statements of expenses are required to be submitted.

5.5. Change of the expenditure plan

The change of expenditure should be within 20 % of the total amount of grant. If the change exceeds 20 %, please contact us. If necessary, please submit "Plan Change Request" (Form 5).

Even when the change extent is within 20%, please contact us if the change of plan such as survey method is included.

5.6. Refund of the balance

If the grantee group did not spend all of the grants, the remaining amount of grant needs to be refunded to PNFJ.

6 Publication of outcomes

Any printed materials published with this fund, such as books, booklets, posters and flyers, need to put Pro Natura Foundation's logo mark in an appropriate place, and put a sentence as follows:

"This work was supported by Pro Natura Foundation Japan's 34th Pro Natura Fund."

The logo mark is available on our website below;

https://www.pronaturajapan.com/josei_documents/index.html

Please click the “▶” button on the left side of “成果物に使うロゴマーク” .



7 Others

The debriefing session for making an outcome presentation will be held in Tokyo in late November or early December 2024. The grantee must prepare the presentation documents, such as slides. The Japanese member must attend this event and give a presentation, or record a presentation video and send it to PNF. In case of attend this event, only domestic travel expense in Japan and stay expense in Japan is applicable in the grant budget.

Please inform PNFJ, if the grantee is able to attend the meeting. The details of this event will be announced later on.

II Contact Information

Pro Natura Foundation Japan

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