

Japan Fund for Global Environment (JFGE)

2021 Guide to the JFGE Grant Request

for Non-Japanese organizations



We are open for grant requests from
November 5, 2020 to December 2, 2020

■ Main Guidance	P1
1. Introduction	
2. Our Vision and Mission	
3. Procedural Flow of JFGE Operation for the Fiscal Year 2021	
4. Summary of Grant Programs	
5. Essential Conditions	
6. Commitment to SDGs (Sustainable Development Goals)	
7. Submission Process of Grant Request Forms	
■ Important Appendix	P17
■ Grant Awarding Policy	P24
■ Grant Request Form	P28
■ Reference material (Outline of JFGE)	P44

NOTE:

- **Information in this guide might be changed due to the circumstances of the operational budget establishment for JFGE grant FY2021.**
- **Please be aware that this guide is only a reference for non-Japanese readers. For official information, please refer to the Japanese guide.**
- **The information covered within this guide is for non-Japanese organization. Further information is available within Japanese guide for Japanese organization.**

Major changes from FY2020

- Grant Request period

Grant Request period moved approximately one week ahead.

- Official Announcement: September 30, 2020
- Grant Request period: November 5, 2020 to December 2, 2020
(Both new and continued projects)
- Notification of conditional approval: March, 2021

- Project area

A new area as “Restoration projects” is eligible from FY2021.

For any questions, contact JFGE as before.

(Email: jfge@erca.go.jp)

However, we do not accept application submitted to above email.

In fact, above email cannot receive attached files for security reasons.

Main Guidance

1. Introduction

Environmental issues such as global climate change, desertification and deforestation of tropical forests, loss of biodiversity are posing challenges to modern society. Unsustainable consumption of natural resources in both developed and developing countries threaten not only the supply of resources themselves but also whole ecosystems. Likewise, the impact of these problems is not confined to the administrative boundaries or regions, and so cannot be solved without borderless cooperation. Therefore, international collaboration is important for the environmental conservation for the future.

The Japan Fund for Global Environment (JFGE), a division of the Environmental Restoration and Conservation Agency of Japan (ERCA) was established in 1993 by an initial endowment from the Japanese government together with contributions from the private sectors, including individuals and private corporations. The interest accrued from these fund management is then used to support the projects of non-governmental organizations (NGOs) and non-profit organizations (NPOs) aiming at environmental conservation.

2. Our Vision and Mission

Vision of JFGE

Today, it is more and more important that each citizen tries to solve various environmental problems by changing their good intentions into concrete actions.

Environmental NGOs/NPOs will play an essential role in creating the future desirable environment. They will connect individual voices, efforts, and actions, to win society's sympathy, and expand a "chain of action" through on-site activities.

The expansion of a "chain of action" is required in many different areas or stages—from local levels based on each unique life, culture, and economy to global levels based on the relationship of various people of different cultures.

The projects of each environmental NGOs/NPOs at the core of the "chain of action" also are expected to be vary.

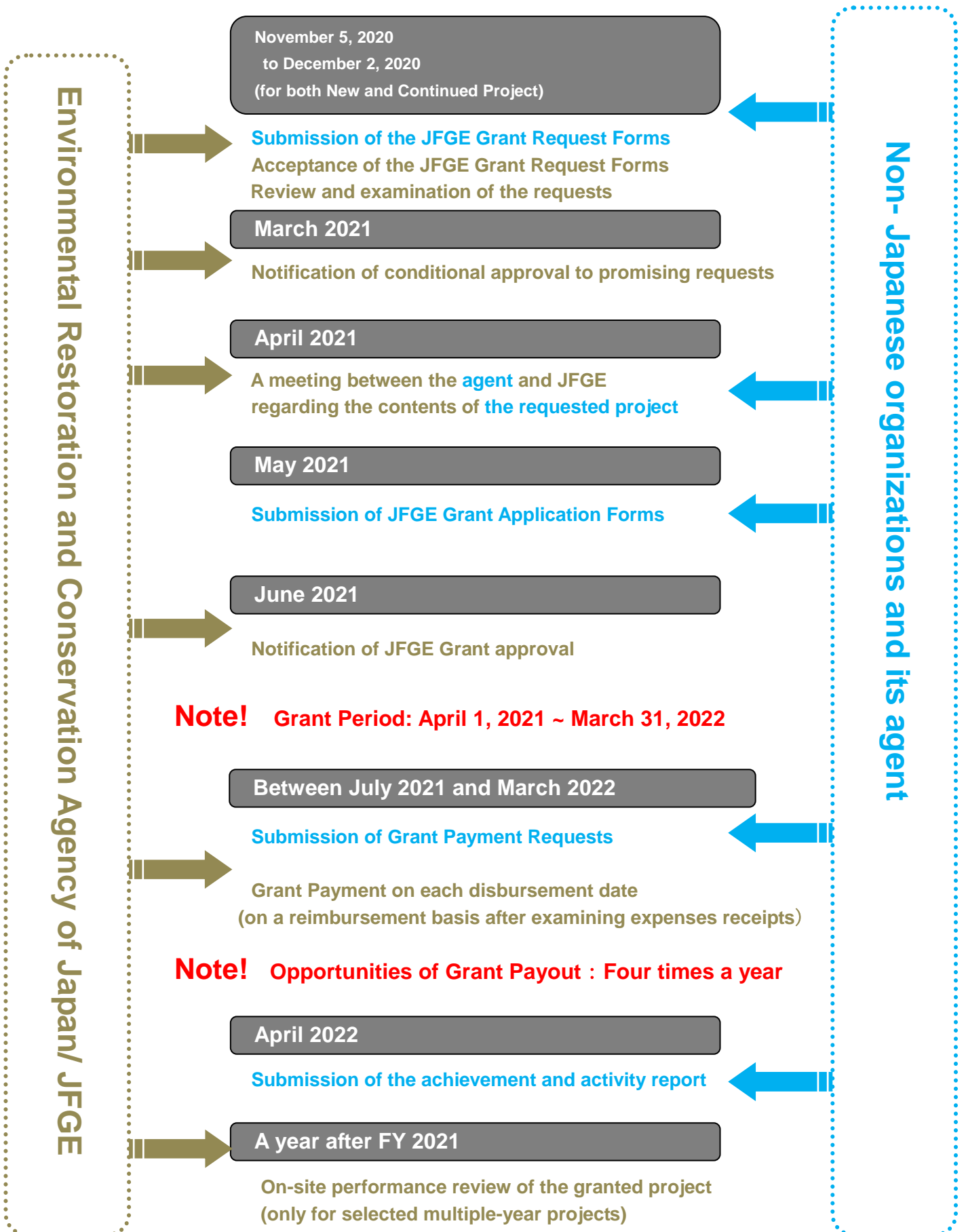
The JFGE will contribute to create sustainable societies through supporting efforts of these environmental NGO/NPOs—while respecting their independence, autonomy, and diversity—and facilitating collaboration with other donors, entrepreneurs, and governments.

Through this work the JFGE will help to steward an earth that will become the basis of well-being for future generations.

Mission of JFGE

1. Environmental NGOs/NPOs have become essential actors in building sustainable societies and environmental conservation. It is important for them to strengthen their capacities for finance, expertise, advocacy, mobilization, and communication that sustain their project. Additionally, from now on it will be important for them to strengthen their capacity to promote collaboration with other stakeholders while respecting their independence, autonomy, and diversity.
As these projects are enhanced, we expect they will create a desirable environment by winning citizens' interest, expanding, and changing the socio-economic system.
The JFGE aims to strengthen their support so that environmental NGOs/NPOs can meet previously mentioned expectations. As they garner increased interest and trust both qualitatively and quantitatively, environmental NGOs/NPOs will strengthen their capacities.
2. It is impossible to build sustainable societies without local efforts. The JFGE places high value on local efforts that can contribute to community development. At the same time, we will support Environmental NGOs/NPOs so that these local efforts can expand from isolated ones to a "chain of action" through collaboration amongst stakeholders.
Lastly, environmental problems are linked globally, across national borders. Therefore, the JFGE will support environmental NGOs/NPOs that target international points of view so that these "chains of action" will link internationally.

3. Procedural Flow of JFGE Operation for the Fiscal Year 2021



4. Summary of Grant Programs

	Entry Grant	Continuous-Project Grant	General Grant
Objective	Grant to support grass-roots projects to expand	Grant to support grass-roots projects to take a root in the site as self-sustain project	Grant to support organizational growth by realizing projects efficiently through refining skills
Grant Period	1 year (One term per organization)	Maximum 3 years (One term per organization)	Maximum 3 years (Two-year-break required for organization received Regular Grant for two terms in a row)
Organization Criteria	<ol style="list-style-type: none"> At least 1 year experience in the related field to the proposed project Organization established less than 10 years ago Never granted by JFGE 	<ol style="list-style-type: none"> At least 1 year experience in the related field to the proposed project Organization either received Entry Grant in past three years or never received JFGE grant 	At least 3-year experience in the related field to the proposed project
Project Criteria	<ol style="list-style-type: none"> Project to pursue environmental conservation Grass-roots project 	<ol style="list-style-type: none"> Project to pursue environmental conservation Project aiming to continue similar project Cooperation with various stakeholders for project expansion 	<ol style="list-style-type: none"> Project to pursue environmental conservation Project with either new issue, new topic, or new methodology involved
Range of Grant Amount (per year)	Minimum 500,000 JPY ~ Maximum 3,000,000 JPY	Minimum 500,000 JPY ~ Maximum 3,000,000 JPY	Minimum 2,000,000 JPY ~ Maximum 6,000,000 JPY

5. Essential Conditions

1. Organizations eligible for the Grant

Applicant must meet **all** of the following criteria:

- 1) The organization must be a non-governmental organization(NGO) or a non-profit organization(NPO)
- 2) The organization must possess an Articles of Incorporation or its equivalent bylaws
- 3) The organization must possess a well-established board of directors and work forces that make decisions for the organization and implements the proposed project
- 4) The organization must possess an accounting structure capable of bookkeeping and self-auditing
- 5) The organization must possess an office that serves as a base of their project
- 6) The organization must prove that they have enough capacity to execute the proposed project by presenting the firm evidence, such as activity report of previous project and achievements

2. Eligible projects for the JFGE Grant

Conservation projects that fall into following categories are eligible;

- a. Nature protection, conservation and restoration
- b. Forest conservation and tree/grass planting
- c. Anti-desertification
- d. Agriculture of environmental conservation type
- e. Mitigation and adaptation to climate change
- f. Building of a recycle-oriented society
- g. Air, water and soil conservation
- h. Comprehensive environmental education
- i. Comprehensive environmental conservation projects
- j. Restoration projects
- k. Other environmental conservation projects

Legitimate participation of local communities is highly desirable for practical projects such as afforestation, wildlife conservation, prevention of pollution, etc. In other hand, conducting surveys and researches or holding international conferences to promote the activities are recommended. And in any case, previous project experience in the project site is necessary.

Note! JFGE grant for overseas is exclusively for the environmental conservation projects planned to be implemented in **developing countries and areas**.

JFGE define countries and areas as “developing “ based on the List of Recipients of Official Development Assistance approved by the Development Assistance Committee, which is available at:

http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC_List_ODA_Recipients2018to2020_flows_En.pdf

3. Projects not eligible for the Grant

Even if the proposed project meets the above conditions, it would be ineligible for the Grant if the project falls into one of the following conditions;

- (1) Projects that are carried out as part of policy measures of a national administrative body of either Japan or the nation where the projects are to be implemented
- (2) Projects that are in effect carried out in the interests of a specific business operator
- (3) Projects for which the funds provided by the grant are expected to be recovered through some ways such as loans, advances, or investments

- (4) Projects that are deemed to be used for the purpose of political and/or religious propaganda
- (5) Projects that are funded by other sources than the JFGE Grant, such as subsidies or grants from the government of Japan or Japanese government bodies
- (6) Projects that extend financial aid or grants to other organizations
- (7) Projects that are deemed to be inappropriate and unsuitable for NGOs/NPOs

4. Expenses covered by the Grant

Check the Table 2 below (p.22-24) for the expenses covered by the grant.

Note! Certain grant-eligible expenses have a limit. For example, the upper limit of fees of manuscript paid to its writers is up to 2,400 Japanese yen per page. If an organization has paid fees of manuscript that exceeds the ceiling, the JFGE will reimburse no more than 2,400 yen x number of page, with the difference to be borne by the grant organization.

5. Expenses not covered by the Grant

The expenses listed below are **not** covered by the grant.

- (1) Personnel expenses for PAID full-time directors and staffs, office rents (including any utilities and water charges) and expenses necessary for routine operation of the organization (including the publication of house organs).
- (2) Contributions and/or endowments to individuals or organizations.
- (3) Eating and drinking fee expenses

6. Payment procedure for the Grant

In providing the grant, the JFGE employs “**reimbursement**” payment methods. That means the grant is paid only after the organization has carried out the activities and submitted the receipts for accrued expenses. Therefore, it is necessary for grant organizations to have secure funds to cover the initial cost/expenses for the project.

7. Requirements and treatments for “Agent”

Non-Japanese organizations **must have a contract** with an agent (individual or organization) for applying JFGE Grants.

Criteria of the Agent

The Agent must meet a criterion or both criteria below;

- 1) A person who has **Japanese citizenship** or foreigner who has **permanent residence permit of Japan**, possessing a bank account available for JPY (he/she does not necessarily live in Japan, but he/she must participate into the meeting with JFGE at the headquarter of ERCA)
- 2) An organization with a main office in Japan

In both above cases, it is necessary that the agent is;

- A) Having the participative experience to the conservation activities implemented by the foreign applicant organizations
- B) Able to communicate with the foreign applicant organization

Roles of Agent

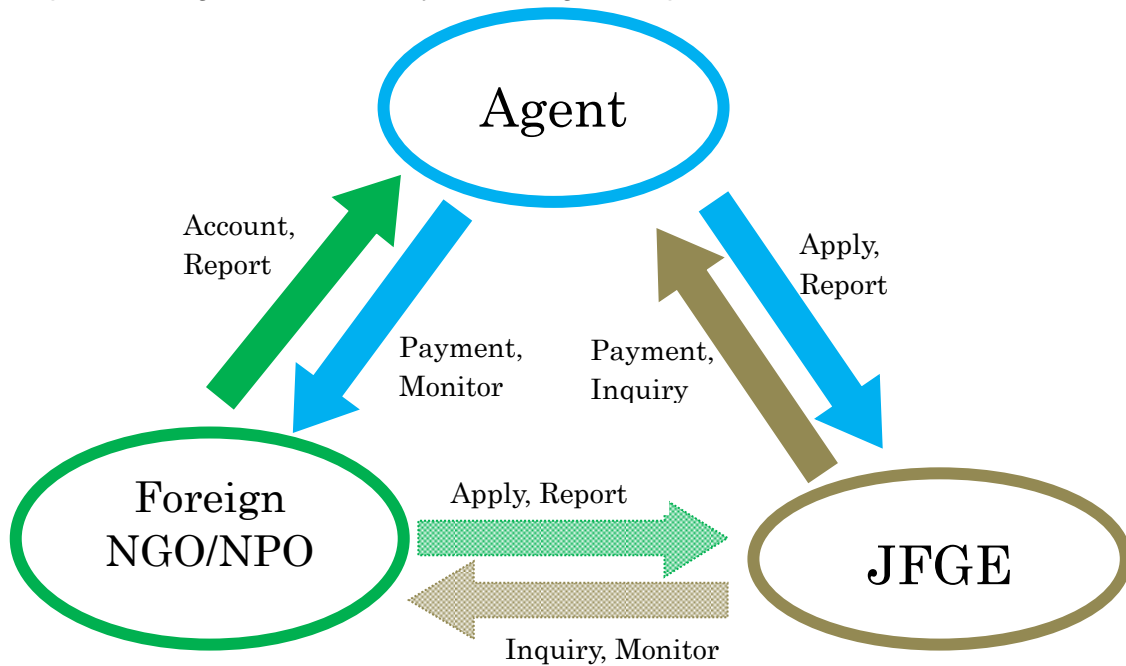
Once the proposed project is granted by JFGE, the agent is required to play a role as a “bridge” between the applicant organization and JFGE throughout the project duration.

The agent has to play following roles in detail;

- 1) Prepare the required documents for accounting and report **in Japanese**
- 2) Answer to the inquiries by JFGE and Convey them to the organization
- 3) Monitor and Give appropriate facilitation for the project

- 4) Visiting the project site for the work above iii.
- 5) Transfer Grant money for the organization
- 6) Participate into the meeting in April
- 7) Participate into the Activity Report Session in the final year
- 8) Participate into the mid-term consultation meeting with a panel of third-party in the second year
- 9) Participate into the post-project review on site

Agent is to mediate the communication between JFGE and foreign applicant organization, and so the submission of procedural documents (both accounting and reporting) and other related tasks will be required during and occasionally after the granted period.



Work flow between the Organization, Agent and JFGE

Expenses related to agent

Foreign applicant organization needs to sum up the agent-related expense on the “Budget breakdown related to agent” which is separated from the project expenses. The agent-related expenses are as follows;

- i. Wages for preparing the required Japanese documents for accounting and report to JFGE, and for monitoring and facilitation for the project
- ii. Travel expenses for monitoring and facilitation for the project (once per fiscal year)
- iii. Travel expenses for participation to the meeting in April
- iv. Travel expenses for participation to the activity report session (final year) and the mid-term consultation (second year)
- v. Communication expenses with the organization and JFGE

Note! The Maximum amount of wage for agent is 300,000 JPY per FY regardless of the designated amount of grant.

8. Other requirements

- (1) Grant Request and its supporting documents (references) are fundamental on evaluation of grant recipients. So the contents of a project proposal should be stable and consistent, and if substantial material changes on the contents and allocation of the project are made

after submission, the JFGE grant support may be dismissed.

- (2) If deemed necessary, the JFGE will implement certain measures, such as requesting additional reports and conducting an investigation of organizational books and records by JFGE staff. Any disclosure of fraudulent processes will result in immediate cancellation of the grant support and return of all paid funds. On-site interviews by JFGE staff may be required, and any uncertainties in a project implementation may cause firm audit compliance review.
- (3) Every year (Beginning of April), JFGE staff and Agent have meeting at Kawasaki city. For travel expenses to Kawasaki city will be covered by JFGE grant.
- (4) In second year of the project, JFGE will implement a mid-term consultation by a third-party panel (oral interview with evaluation panel members), and the agent is required to come to the JFGE office for the event.
- (5) Recipient organizations are required to compile and submit annual activity report. Additionally, in the final year of the grant support period, participation into the activity report session may be requested.
- (6) Performance review of the granted project on site
- (7) One year after finishing the grant project (only for 3 years project), JFGE evaluation council will conduct an impact evaluation. After the feedback of the evaluation, JFGE grant considerations in examine Grant Request may change in future.
- (8) JFGE supports the Personal (private) Information Protection Law in Japan.

6. Commitment to SDGs (Sustainable Development Goals)

1. Summary of SDGs

On 25 September, 2015, the United Nations General Assembly adopted “Transforming Our World: The 2030 Agenda for Sustainable Development”, which mainly focused on “Sustainable Development Goals (SDGs)”.

SDGs is a world agenda settled to realize sustainable development which the idea originally came from Earth Summit and taken over by The Rio +20 Summit, and also based on the result of the “Millennium Development Goals (MDGs)” conducted from 2001 to 2015.

One of the characteristics of SDGs is “leave no one behind”. As a world agenda, it targets every actor, not limiting to government, but including local government, civil society, company and more. Also unlike MDGs, SDGs call for participation of both developed and developing countries; and take measures holistically to solve environmental, economical, and social issues together. SDGs sets 2030 as the duration and it consists 17 goals and 169 targets: end poverty and hunger, combat inequalities within and among countries, access to affordable and clean energy, countermeasures to climate change, protection of life in water and on land, responsible production and consumption, and more.

2. Commitment of every actor

SDGs aim for sustainable development in all three dimensions: environmental, economic and social. Also it requires cooperation and development of partnership of every actor in developed countries as well as developing countries. In 2016, Cabinet Office of Japan launched SDGs Promotion Headquarters, and Ministry of Environment, Japan included the heart of SDGs in Fifth Basic Environment Plan. Recently, local governments have been developing comprehensive plan with the idea of SDGs. Even in economic world, the Federation of Economic Organizations revised Charter of Corporate Behavior in order to help achieve SDGs. For civil organization such as NGOs and NPOs, also bear their own part to tackle local issues with SDGs.

3. JFGE and SDGs

For the achievement of SDGs, not only government and private sector is responsible, but civil organization such as NGOs and NPOs as well. Moreover, SDGs, even called as “common language” between different actors, act as fundamental platform for cooperation and partnership between multiple actors.

Therefore, JFGE will proactively support civil organizations implementing environmental projects with the aspects of multiple problem-solving strategies based on the idea of SDGs through grant program and organization empowerment.



7. Submission Process of Grant Request Forms

1. Requirements

NOTE: Following documents should be prepared in Japanese. Continuing grant projects from FY2020 don't need to submit (2)(3)(5)(6), if no changes have made on them. We are accepting application via internet.

	Documents to be submitted	Notice
(1)	The completed Grant Request Form, page 1 through page 5 (in Japanese) (hereinafter the "Request")	<ul style="list-style-type: none"> • Even if your project is expected to last for two or more fiscal years, write the single annual budget plan on the request form Page 3-1, 3-2, 3-3. • In case of conducting surveys and researches, the document should provide a list of attendees engaged in the survey and their expertise in Page 5.
(2)	The organization's Articles of Incorporation or equivalent bylaws (in Japanese version)	<ul style="list-style-type: none"> • A Japanese-version must be provided.
(3)	A register of members who constitute the board of directors or equivalent decision-making body of the organization (in English version)	<ul style="list-style-type: none"> • English version is accepted.
(4)	Organization's statement of accounts for the current and past two fiscal years (in English version)	<ul style="list-style-type: none"> • If the account has not yet been settled, please submit a plan or projection. • Organizations in existence for less than three years may submit available data. • English version is accepted.
(5)	Reports, photographs and other materials showing the outline of similar activities conducted in the past three years (in both original version and Japanese summary)	<ul style="list-style-type: none"> • If the organization has, in the past three years, engaged in projects similar to that for which the grant is sought, reports, photographs and other materials that provide a general outline of these projects should be submitted. • Previously existing materials are acceptable. • Original version is accepted, but also submit the brief summary of these documents in Japanese.
(6)	Other background materials that provide details of the project (ex, logic model, stakeholder map) (in both original version and Japanese summary)	<ul style="list-style-type: none"> • For site-specific activities, such as nature conservation, surveys and afforestation; general geographic map(s) and thematic map(s) of project site should be presented. • If logic model and stakeholder map of the proposed projects are available, also submit as a reference. • Original version is accepted, but also submit the brief summary of these documents in Japanese.

(7)	‘Power of Attorney’ and “Qualification as an Agent” (documents explain a relationship between an Non-Japanese organization (Applicant) and agent)	<ul style="list-style-type: none"> • Non-Japanese organizations are required to submit a ‘Power of Attorney’ and “Qualification as an Agent” (documents explain a relationship between an Non-Japanese organization (Applicant) and agent), in addition to the documents specified in (1) to (6). • The Power of Attorney must bear the signature of the agent of the Applicant organization. If, however, the original signed Power of Attorney has not arrived in time for submission, the JFGE will accept a copy as a temporary measure, in consideration of the time required for communications between the agent and the Non-Japanese organizations.
-----	---	--

2. Application period

From noon, November 5, 2020 to 1:00 PM December 2, 2020

NOTE: Please be aware that application submitted outside above period will not be accepted.

3. How to submit

Due to the aspects of efficiency and reducing paper usage, JFGE decided to receive grant request forms online : submission page will open on November 5.

If you have any difficulties to apply online, please contact with JFGE through an Agent.

※ The detail of procedure and summary of application is open on JFGE website.

Application period

From at noon 5, November 2020 to 1PM 2, December 2020

URL for application

<https://www.erca.go.jp/jfge/subsidy/application/entry/index.html>

① submission document

Please make grant request form based on the given form except for B 1)~4).

A. Grant request form

B. additional documents

- 1) 「Articles of Incorporation in terms of act of endowment」
- 2) 「member list of administrative board or board of management」
- 3) 「financial statement and budget documents for fiscal year 2018, 2019 and 2020」
- 4) 「other accomplishment, documents to show activity summary」
- 5) 「Power of Attorney」 and 「Qualification as an a relationship between Non-Japanese organization (Applicant) and agent」

<Attention>

• Since last year, grant request form is accepted online only. Please make sure to fill out grant request form by computer.

• There are rules in terms of name of file for submission. Please check the submission page.

• If the case of non Japanese organization, it is needed to submit power of agency with the signature or sign of both organization and agent.

- Please fulfill all content. Even if there is additional document, please summarize main points and do not make other reference.
- About research for protection of animals and plants and contributing to protection of animals and plants, please write down standard Japanese name and scientific name.
- Please follow the given form of grant request form, set word size more than 9 point.

② How to get grant request form

Please download grant request form from below link.

URL: <https://www.erca.go.jp/jfge/subsidy/application/download.html>

③ How to submit

JFGE accepts online application of grant request form.

Online application is acceptable from below link.

URL: <https://www.erca.go.jp/jfge/subsidy/application/entry/index.html>

JFGE will release the page for online application of grant request form from 5th November on JFGE's website.

If it is difficult to submit online data, please contact with JFGE.

※The detail of procedure and summary of application is open on JFGE website.

< Attention >

Please be aware that we will no further accept drop-off nor email.

Keep the time to submit grant request forms

There is high possibility to take longer time to submit especially close time to the deadline.

If grant request forms are not complete, they could not be accepted as the target of examination.

Make sure to print out all the requirements indicated in the above table to avoid submitting incomplete grant request forms.

Grant request forms cannot be replaced and referred once you submit.

Recommended browser is Internet Explorer11、 Google Chrome (latest version), Mozilla Firefox (latest version) and Microsoft Edge. If you proceed editing in different Internet environment except above, there is possibility that error occurs.

④ Submission step

<p>Step 1</p>	<p>■making grant request form You can download grant request forms below link in JFGE's website. https://www.erca.go.jp/jfge/subsidy/application/download.html</p>
<p>Step 2</p>	<p>■Filling out application forms Please fill out application forms and prepare necessary documents according to this guide.</p>
<p>Step 3</p>	<p>■Access the page of entering organizational information When you click, you can move to the page for filling out organizational information. https://www.erca.go.jp/jfge/subsidy/application/entry/index.html</p>
<p>Step 4</p>	<p>■Filling out organizational information For registration, fill out the information form (Organization name, name of contact person, email address, phone number (for emergency), password) ※password is not under control of JFGE, please do not forget it.</p>
<p>Step 5</p>	<p>■Move to submission page Login ID, and URL are sent to registered email, then check the mail, and move to the indicated link.</p>
<p>Step 6</p>	<p>■Login submission page Please enter your password, and login the link for uploading grant request forms.</p>
<p>Step 7</p>	<p>■Choose project category Please choose your project category.</p>
<p>Step 8</p>	<p>■Filling out necessary information and uploading files You can follow the steps and upload grant request forms from login URL</p>
<p>Step 9</p>	<p>■Answer questionnaire</p>
<p>Step 10</p>	<p>■Confirmation of registration After finishing uploading, completing registration will be showed. Please be aware of keeping all files for validation of registration.</p>

For any questions, contact JFGE as before. (Email: jfge@erca.go.jp)

NOTE: However, we do not accept application submitted to above email. In fact, above email cannot receive attached files for security reasons.

Table 1. Project Areas

Project area		Examples
Conservation of Biodiversity	Nature protection, conservation and restoration	<ul style="list-style-type: none"> • The activities that contribute to the protection of areas or habitats which are recognized to have worthy ecosystem • Wildlife conservation • Research on threatened or endangered species • The activities of either management of invasive species or Wildlife (ex, birds and mammal)
	Forest conservation and reforestation	<ul style="list-style-type: none"> • The activities that contribute to the conservation of worthy forests • Reforestation of degraded land • Conservation of secondary forests (<i>Satoyama</i>)
	Prevention of desertification	<ul style="list-style-type: none"> • Afforestation and tree/grass planting in deserts and surrounding areas • Activities that promote proper irrigation
	Agriculture of environmental conservation type	<ul style="list-style-type: none"> • Promotion of agro-forestry • Development and utilization of natural farming techniques • Conservation of terraced rice paddy fields
Mitigation and adaptation to climate change		<ul style="list-style-type: none"> • The activities that promote utilization of soft renewable natural energy; popularization of energy-saving lifestyles • Utilization of low-emission automobiles • Other activities aimed at the reduction of greenhouse gas emissions
Building of a recycle-based society		<ul style="list-style-type: none"> • Waste reduction, reuse and recycling - Sustainable material cycle activities for proper waste treatment and prevention of illegal waste disposal • Waste management and promoting cyclical use of natural resources
Air, water and soil conservation		<ul style="list-style-type: none"> • Protection of the ozone layer ; Acid rain control and other measures to prevent air pollution • Prevention of water pollution including river, lake and marsh ; protection of marine environment • Prevention of soil pollution ; reduction and non-use of toxic chemicals
Comprehensive environmental education		<ul style="list-style-type: none"> • Activities for ESD (Education for Sustainable Development) promotion • Promoting comprehensive environmental education for awareness raising • Training and awareness raising through environmental education

Comprehensive environmental conservation activities	<ul style="list-style-type: none"> • Uncategorized project areas; covering multi-disciplinary activity areas • Creation of environmental friendly cities through the collaboration of citizens, businesses, local communities, and governments • Promotion of green procurement and environmentally-friendly labels • Research to formulate comprehensive environmental policy recommendations
Restoration projects	<ul style="list-style-type: none"> • Recovery, restore, rebuild activities at disasters area • Disaster prevention and/or adaptation activities that base on climate change risk
Other environmental conservation activities	<ul style="list-style-type: none"> • Environmental conservation projects which have been not already described above

Table 2. Categories of Grant-eligible Expenses

Expense category	Expenses
(1) Wages	<ul style="list-style-type: none"> - Wages for unsalaried part-time staffs and volunteers are covered by the grant Note! Wages for salari ed full-time directors and staffs of the organization will not be supported by the grant. - Expenses incurred in the capacity of the agent (individual)
(2) Honorariums	<ul style="list-style-type: none"> - Honorariums paid to lecturers, experts etc. - Manuscript fee Note! Honorariums for salari ed full-time directors and staffs will not be supported by the grant
(3) Travel Expenses	<ul style="list-style-type: none"> - Transportation: Airplane, railway, bus, and boat fares (Expenses for rental cars fall into category (5) below.) - Hotels: Actual hotel expenses Note! Meals and drinks, daily allowances are excluded - Others: Incidental travel expenses, including visa and passport issuance charges, and highway tolls
(4) Materials and supplies	<ul style="list-style-type: none"> - Expenses for the purchase of equipment, materials, books, and fixtures
(5) Rentals/services	<ul style="list-style-type: none"> - Costs for conference hall rental: Set-up costs incurred in holding a conference (lease of equipment, setting up signboards, etc. Eating and drinking fee expenses are excluded.) - Fees for temporarily leased office space are included if required by the project - Vehicle rentals: Drivers for rented vehicles, fuel charges, etc. - Leasing and rentals of machinery, including expenses incurred in the operation of machinery - Transportation of supplies: Includes supply delivery charges and postage for mailing questionnaires (ordinary postage is classified into the administrative expenses below) - Construction costs - Equipment set up costs - Interpretation, translation fees Note! Payment to salari ed directors and staffs will not be supported by the grant. - Printing and other fees required for the preparation of reports, layout and posters - Fees for outsourcing surveys, etc. - Expenses incurred in the capacity of representative(organization) (When the outsourcing is needed, it is necessary to exchange contract which determine obviously the business outline, the basis of budget calculation, the period of contract, copyright policy, and so on.).

<p>(6) Administrative expenses</p>	<ul style="list-style-type: none"> - Office supplies: Includes office supplies and stationery, copying charges, cost of film and film development - Communication charges: Telephone, fax, postage, etc. <p>Note! Expenses should be limited to expendable office supplies and postage fees incurred in the execution of the granted project.</p> <p>Note! Routine office expenses such as office rents and utilities are not supported by the grant.</p> <ul style="list-style-type: none"> - Expenses under this category should be equal to or less than 10% of the total sum of expenses (1) through (5).
---	--

Note! In case the paid cost exceeds designated ceiling (See Table 3 for the upper limit of expenses), the exceeded portion must be covered by the grant recipient.

Table 3. Maximum Amount per Item and Important Notes

Category	Breakdown of Costs and Expenses	Maximum Amount	Important Notes
(1) Wages	Salaries and Wages: Salaries and wages paid for part-time staff	Maximum Amount JPY1,000/ hour (Part time wage) JPY1,500/hour(Agent)	<p>* Payments to the paid executives, Board of directors and employees shall be excluded.</p> <p>○Maximum total salaries and wages per year is JPY 960,000. However, if requested grant money is</p> <p>1) Over JPY4,000,000 less than 8,000,000 : limited JPY1,440,000 2) Over JPY8,000,000: limited JPY1,920,000</p> <p><u>Even though, maximum salaries and wages per person are limited up to JPY960, 000/year in all cases.</u></p> <p>*The Maximum amount of wage for Agent is 300,000 JPY per year regardless of the Grant amount.</p>
(2) Honorariums	Honorariums: Honorariums to be paid to outside lecturers and experts	Maximum Amount JPY20,000 / Person / Day	<p>○ Payments shall be kept within a reasonable amount which is generally-accepted in each region or country in view of GDP and other economic parameters so that the amount shall not be overly excessive.</p> <p>○Payments to the executives, board directors, and staffs inside the organization will be supported by the grant <u>only if they are unpaid.</u></p> <p>○Payments to the executives, board directors, and staffs inside the organization will be supported by the grant <u>only if they are unpaid.</u></p>
	<p>*Special Provisions</p> <p>Maximum Amount (JPY/ Person / Day)</p> <p>Over 50 audience : JPY35,000</p> <p>Over 150 audience : JPY50,000</p> <p>However, at least 2hours-work is necessary</p>		
	Fees of manuscript/ Writing articles	Maximum Amount JPY2,400/page (word)	

(3) Travel Expenses	<u>a. Transport Expenses</u>			
	Airplane fare	Actual Costs <u>limited up to reasonable Normal Economy Class Flight Fare</u>	<ul style="list-style-type: none"> ○ No business class or any higher class seats are allowed. ○ Commutation costs of executives, board directors, and staffs inside the applicant organization shall be excluded. 	
	Railway Fare	Actual Costs	<ul style="list-style-type: none"> ○ Applicable to 2nd-class cabins grade. 	
	Freight Fare	Actual Costs		
	<u>b. Accommodation</u>	Maximum Amount		<ul style="list-style-type: none"> ○ Food and beverage shall be excluded.
	<u>Fees</u>	(JPY / Person / Day)		
	【Japan】	7,800~8,700	<ul style="list-style-type: none"> ○ JPY8,700 *Tokyo 23 wards Districts, *City: Saitama, Chiba, Yokohama, Kawasaki, Sagamihara, Nagoya, Kyoto, Osaka, Sakai, Kobe, Hiroshima, Fukuoka ○ JPY7,800 Excluding city listed above 	
	【other countries】	Maximum Amount (JPY / Person / Day) 11,600~19,300	<ul style="list-style-type: none"> ○ JPY19,300 Singapore, Los Angeles, New York, San Francisco, Washington DC, Geneva, London, Moscow, Paris, Abu Dhabi, Jeddah, Kuwait, Riyadh, Abidjan ○ JPY16,100 North-America, Europe, Middle-East ○ JPY12,900 East-South Asia, Korea, Hong Kong, Oceania ○ JPY11,600 South-West Asia, China, Middle-South America, Africa 	

Rental/ (5) services expenses	Interpretation Fees	Maximum amount (JPY/ person / day)	<ul style="list-style-type: none"> ○ Only the payment to professional individual/ companies shall be acknowledged. ○ Payments to the executives, board directors, and staffs inside the organization will be supported by the grant <u>only if they are unpaid.</u> ○ 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).
	【Simultaneous】	80,000	
	【Consecutive】	45,500	
	Translation Fees	(JPY/ person / page)	
	【into Japanese】	5,000	
	【 into other Languages】	8,000	
Rental Fees of Conference Hall			
【within Japan】	200,000		
【Other countries】	50,000		

* Please use the updated exchange rate in JFGE website linked below while the project implementation.

<http://www.erca.go.jp/jfge/subsidy/grant/rate.html>

* The table above is established in August 2020, and the contents may be updated by the fluctuation of foreign exchange.

Grant Awarding Policy

JFGE Grants are awarded following deliberations by the JFGE Management Council and Grant Committee. Organizations should fill in Grant Request forms after careful review of the general considerations listed below.

Considerations in examining Grant Requests

Common points	Necessity	<p>Projects implemented outside of Japan in particular, must address local needs and promote the participation of the local communities or NGOs. In addition, applying organization must demonstrate awareness of the socioeconomic circumstances and national character of the project site(s).</p> <p>★additional point</p> <ul style="list-style-type: none"> • The project tackling urgent problems or pressing matters. • The present situation and the evidence of data are described. <p>☆less point</p> <ul style="list-style-type: none"> • Applied project similar to or the same as a previous JFGE Granted. • Funds are mainly allocated for materials and supplies and construction costs. • Organizations' continuous activities.
	Effectiveness	<ul style="list-style-type: none"> • Projects should have appropriate contents, schedule, and economic budget plan • Projects must be set clear not only the subject but also promotion method for the certainty of the impact by implementation of the project <p>★additional point</p> <p>Existence of strong partnership with appropriate positioning of stakeholders.</p> <p>☆less point</p> <ul style="list-style-type: none"> • Collaboration remains at the level of information sharing and networking. • Project design for solving problem is not clear.
	Certainty of implementation	<ul style="list-style-type: none"> • Projects must be set clear accomplishment through the project activities supported by a realistic, concrete implementation plan based on thorough research and preparation. • Projects should have the obvious logic for accomplishing the objective, and the obvious target (to whom, for what, what will be the ultimate change). • Projects should have certain objective indicator. • The organization must possess knowledge, experience or expertise to efficiently execute the project. In addition, if the project is carried out in developing areas, the political situation

		<p>of that region must also be taken into consideration.</p> <ul style="list-style-type: none"> • Expenses incurred will be reimbursed through the payment procedure of the grant. Thus, organizations should make budget of own capitol access to certain extent of the total budget to implement the project. • Organizations must provide a plan for self-sustaining development such as continuation of activities and securing of financing. • Organizations should consider the risk in implementation of project, and examine realistic solution. <p><u>☆less point</u></p> <ul style="list-style-type: none"> • Agent never related to the project. • Not enough planning and measurement during the project phase. • Projects having not enough project members and without the cooperation of stakeholders. • In case of continuous project, improvement progress from the previous year is not fully described.
	Sustainability	<ul style="list-style-type: none"> • Have a vision for developing the project after the Grant autonomously.
	Independence	<ul style="list-style-type: none"> • All stages of the project, from planning to execution, must be undertaken by the organization applying for grant. If outsourcing of these tasks comprises a substantial portion of the total budget, the project approval will be considered as lower priority. • In particular, for projects carried out outside Japan, the organization must not be overly reliant on (i.e. engage in excessive outsourcing to) a local collaborating or counterpart organization for project implementation.
	Competence as an organization	<ul style="list-style-type: none"> • In addition to knowledge, experience and expertise, the organization must possess adequate capabilities to carry out the project, which is following; <ul style="list-style-type: none"> Accounting competency The organization must have established methods of own accounting control. Administrative capability The organization must have the general ability to prepare and keep documents. • In collaborative project involving multiple organizations, the managing organization, which also communicates with the JFGE, is required to meet the requirements listed above. <p><u>☆less point</u></p> <ul style="list-style-type: none"> • <u>The requested grant amount is excessive comparing with organization's past achievements.</u> • There are concerns about project execution.

Viewpoints in Grant Request examination of each grant menu

General Grant	High social impact	<ul style="list-style-type: none"> • Projects which focus on important environmental problem and can be expected to have powerful influence on society. • If quantitative data is not available, please describe appropriate qualitative information.
	Contribution for the organization growth	<ul style="list-style-type: none"> • The applying organization's short-, medium- or long-term plan should incorporate the project as a mechanism of future growth. Also, even in the case of projects that continue for more than one year, annual activities should contribute to future growth of the organization or otherwise the approval priority will be low.
Continuous-project Grant	Take a root in the project site	<ul style="list-style-type: none"> • Obvious vision and strategy exists to fulfill grass-roots projects to take a root in the site as self-sustain project.
Entry Grant	Local partnership	<ul style="list-style-type: none"> • Obvious vision for the partnership with local people

Criteria for Grant Request rejection

Projects that are deemed to fit into one of the categories listed below will not be eligible for the grant.

- Projects
 - ...are part of the normal functions of the organization.
 - ...excessive outsourcing.
 - ...proposed research activities judged insufficient for contributing to practical applications or in raising awareness.
 - ...considered to be political or religious propaganda.
 - ...implemented for some profit of particular organization.
 - ...deemed to lack of urgency or necessity.
 - ...financially supported by the government or government-related agencies.
 - ...offers financial aid to other organizations.
 - ...inappropriate to activities implemented by NGOs.
 - ...deemed to be inadequately prepared due to the lack of a concrete implementation plan.
 - ...unrelated to environmental conservation.
 - ...implemented to enforce policy by Japanese or other countries governmental agencies, or for the benefit of specific businesses.
 - ...involving the use of loans, financing, or investments.
- Multi-year projects of final objectives or contents differ significantly from the initial proposal
- Applicants that are deemed to lack of financial necessity as grant recipients.

For projects to be implemented, the following points will NOT be approved

- The organization compromises its independence by complete reliance on local counterparts in carrying out the project.
- The system to ensure continuous operation and benefits after the completion of the project is deemed inadequate.
- The project does not satisfy local people's needs.
- There is no or little participation of cooperation with local communities.

Others

- The required support is considered to be dispensable if its income from donations is significantly large compared to the requested support from the grant. This also applies when the amount brought forward is particularly large compared with the requested grant support. When the organization's total amount of the asset is recognized as the abundant fund operations beyond the project budget, the project is considered low in priority to approve.
- Grant Request not submitted in complete set and/or inadequacy in the document.

Request Form

Check list of the needed documents

NOTE: Following documents should be prepared in Japanese. Check page 10 for details.

	Documents to be submitted	Check by Organization	Check by JFGE
(1)	The completed Grant Request Form, page 1 through page 5 (in Japanese) (hereafter the "Request")		
(2)	The organization's Articles of Incorporation or equivalent bylaws (in Japanese version)		
(3)	A register of members who constitute the board of directors or equivalent decision-making body of the organization (in English version)		
(4)	Organization's statement of accounts for the current and past two fiscal years (in English version)		
(5)	Reports, photographs and other materials showing the outline of similar activities in the past three years (in both original version and Japanese summary)		
(6)	Other background materials that provide details of the Project (ex. logic model, stakeholder map)(in both original version and Japanese summary)		
(7)	'Power of Attorney' and "Qualification as an Agent" (documents explain a relationship between an Non-Japanese organization (Applicant) and agent)		
(8)	Check list of the needed documents		

NOTE: Agent for Non-Japanese organization needs to submit forms **in Japanese.**

Page 1

No.	<u>JFGE Grant Application Form for Fiscal Year 2021</u>		
Date:			
To Tomoyuki KOTSUJI, President, Environmental Restoration and Conservation Agency			
Agent in Japan			
Address: _____		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 4 of the JFGE Grant Policies and Procedures, we submit our application for the JFGE Grant for our project, which we plan to carry out as described below.			
Description			
Grant program	Entry Grant	Continuous-Project Grant	General Grant
Project title	Region: _____ Project: _____ *Please be sure to include the country name or area. **Project title should provide a clear description		
Project category	Environmental conservation projects implemented in developing areas by Non Japanese NGO		
Project type	a. Practical activities in the environment b. Provision and dissemination of information and raising awareness Select ONE from the left. c. Research d. International conferences		
Project area	Select ONE from the P.12-13 of "2021 Guide to the JFGE Grant Request"		
The amount needed for the project	Total amount needed for the project :		thousand JPY (FY2020)
	Grant amount requested for JFGE : (include Agent-related budget) :		thousand JPY (FY2020) thousand JPY (FY2020)
Previous JFGE Grant(s) awarded to your organization: *If your organization has previously received a grant from the JFGE, list all fiscal years for which grant was received.			
JFGE Grant Program in FY2020 (This column is only for applicable organization.) Entry Grant, Continuous-Project Grant __1 st , 2 nd , 3 rd . year, General Grant _1 st , 2 nd , 3 rd ._year, *Please circle the Grant Program. For Continuous-Project Grant and General Grant, circle the number of Grant year as well.			

***For all columns, please use only the space provided. Do not use a separate sheet.**

(Details of the project for which the grant is requested)

1. Project Summary

***Please describe the objection, effect, detailed approach (who, where, when, to whom, what) briefly.**

2. The problem you are approaching

*** Describe the situation of the area and background information specifically so to see the current situation and problems using objective data.**

3. Strategy to solve the targeted issue and measures against expected risk

***Please describe how the project can contribute to solve the problem issued. Fill out the detail process to solve it here.**

*** Regarding activity plan in the third year, please describe measures based on the mid-term consultation.**

4. Reactions based on the advice from the mid-term consultation (Only for the organization that had mid-term consultation in the second grant year)

(Details of the project for which the grant is requested)

5. Objective of the project
5-1. GOAL of this project (State of the desirable environment which you want to achieve finally)
How close you are to achieve the GOAL of this project
NOTE: Only for the continuing projects




















5-2. OUTCOME of the project (which is intended to contribute to achieve the GOAL above)	How to measure the OUTCOME
Level of achievement (Actual value)	



5-3. Direct OUTPUT Target and Activity Plans by Activity to achieve the OUTCOME	
Activity 1 ()	
○ Activity Plan	○ Output Target
(first year)	
Achievements in the first year *Please include the result against the Output target.	
NOTE: Only for the continuing projects	
(second year)	
Achievements in the second year *Please include the result against the Output target.	
NOTE: Only for the continuing projects	
(third year)	
Achievements in the third year *Please include the result against the Output target.	
*Not required to fill out	

Please use the same form as Activity 1 for the rest of Activities.

Circle more than 2 Goals and 2 accompanying Targets which are related to the project to apply.

GOALS	TARGETS	GOALS	TARGETS
 NO POVERTY	1.1 1.2 1.3 1.4 1.5 1.a 1.b	 REDUCED INEQUALITIES	10.1 10.2 10.3 10.4 10.5 10.6 10.7 10.a 10.b 10.c
 ZERO HUNGER	2.1 2.2 2.3 2.4 2.5 2.a 2.b 2.c	 SUSTAINABLE CITIES AND COMMUNITIES	11.1 11.2 11.3 11.4 11.5 11.6 11.7 11.a 11.b 11.c
 GOOD HEALTH AND WELL-BEING	3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 3.9 3.a 3.b 3.c 3.d	 RESPONSIBLE CONSUMPTION AND PRODUCTION	12.1 12.2 12.3 12.4 12.5 12.6 12.7 12.8 12.a 12.b 12.c
 QUALITY EDUCATION	4.1 4.2 4.3 4.4 4.5 4.6 4.7 4.a 4.b 4.c	 CLIMATE ACTION	13.1 13.2 13.3 13.a 13.b
 GENDER EQUALITY	5.1 5.2 5.3 5.4 5.5 5.6 5.a 5.b 5.c	 LIFE BELOW WATER	14.1 14.2 14.3 14.4 14.5 14.6 14.7 14.a 14.b 14.c
 CLEAN WATER AND SANITATION	6.1 6.2 6.3 6.4 6.5 6.6 6.a 6.b	 LIFE ON LAND	15.1 15.2 15.3 15.4 15.5 15.6 15.7 15.8 15.9 15.a 15.b 15.c
 AFFORDABLE AND CLEAN ENERGY	7.1 7.2 7.3 7.a 7.b	 PEACE, JUSTICE AND STRONG INSTITUTIONS	16.1 16.2 16.3 16.4 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 8.5 8.6 8.7 8.8 8.9 8.10 8.a 8.b	 PARTNERSHIPS FOR THE GOALS	17.1 17.2 17.3 17.4 17.5 17.6 17.7 17.8 17.9 17.10 17.11 17.12 17.13 17.14 17.15 17.16 17.17 17.18 17.19
 INDUSTRY, INNOVATION AND INFRASTRUCTURE	9.1 9.2 9.3 9.4 9.5 9.a 9.b 9.c		

Considerations for creating Page 2-3 of application

- Please circle more than 2 Goals and 2 accompanying Targets which are related to the project to apply.
- Please refer to the list of 17 Goals and 169 Targets on the previous section for details.
- There is no effect on adoption, whatever you select from among 17 Goals and 169 Targets as well as the number of selections.

(Details of the project for which the grant is requested)

6. Sustainability of the project, outcomes, and organization itself after the Grant
***Please describe how you will keep developing the project, outcomes, and how the autonomy of organization (finance or staffs) will be achieved.**


7. Collaboration with the stakeholders
***please indicate the collaborators (outside organizations or individuals) , and the coordination status as well.**

8. Application status of other national-level grant.
Experience of Organization evaluation (name of Assessor and Evaluation year).

(Details of the project for which the grant is requested)

9. Implementation schedule first FY~ third FY

Year and Month Contents	First FY												Second FY												Third 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 for the project																																				

*Indicate the activity period with  (horizontal line)

NOTE: If the proposed project is continued for several FYs, please fill out the several FYs implementation schedule.

	Categories	Budget (1,000 JPY)		Contents
Income	JFGE Grant			
	Funds on hand(including donations, and grants from other organizations)			ex. membership fee, grant from ____
	Total			
Expense	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			

NOTE: Please include the budget related to the Agent (Page 3-3).

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.				
Evaluations etc. Sub total				
Total				

NOTE: Please do not include the budget 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

Confirmation Sheet - List of Staff and Expert for the JFGE Grant Project in the Fiscal Year 2019

Name of the organization :			
Project type :		Project area :	
*Be sure to describe "list of members for the project" below.			
List of members for the project	Please describe managers, workers, and accountants who involve in the project (including the part-time job and volunteers, etc.).		
Job Title / full-time or part-time	Name	Years of Experience	Work in charge
In case of conducting surveys and researches, be sure to describe below.			
List of members for conducting surveys and researches	In case of conducting surveys and researches, the document should provide a list of attendees engaged in the survey and their expertise.		
Name	Affiliation	Contents of Expertise	

***Please add the line properly if the description column is insufficient.**

(海外の団体用(for use by overseas organizations))

Power of Attorney

事務委任状

Environmental Restoration and Conservation Agency

独立行政法人環境再生保全機構 理事長 小辻 智之 殿

To apply for a grant for fiscal year 2020 from the Japan Fund for Global Environment, I hereby nominate _____ to act as our agent who will deal with all procedural matters regarding this application and subsequent implementation of the proposed project: _____

_____ ,
if the grant is approved.

私は、2021年度地球環境基金助成金要望書の提出に関し、
_____を代理人と定め、助成交付が決定された場合には、2021年度の地球環境基金のすべての助成手続に関し、一切の事務処理権限を委任します。

Both the applying parties and their agent have read and understood the above.

上記の委任書に関し、申請団体、代理人の間にて了承されたことを署名いたします。

申請団体署名欄 (Organizations)	代理人署名欄 (Agent)
Name of Organization:	代理人氏名 :
Address:	代理団体 :
Email:	代理人住所 :
Telephone & Fax number:	Eメール :
TEL: FAX:	電話・ファックス番号 :
Date:	TEL: FAX :
Signature:	日付 :
	署名又は印 :

別紙：代理人の資格に関する書類/ Qualification as an agent

Applicant Organization :

Agent (Organization) :

Agent (Individual) :

1. 要望団体の活動に関わった実績について述べて下さい。

Please describe your experience related to the proposed project.

2. 要望活動の代理人を引き受けることにより、①活動地や活動団体に果たし得る役割 ②日本の市民社会や地球環境基金に果たし得る役割 について述べて下さい。

Please describe your possible contribution for the I) project sites and applicant organization, and II) Japanese civil society, by undertaking the agent.

3. 代理人が外国籍の場合、日本国の永住許可を取得していますか。If your nationality is not Japanese, do you have permanent residence permit of Japan?

(Please circle Yes or No)

有/Yes

無/No(代理人資格がありません。

You do not qualify for agent)

4. 添付資料 Do you have any attachments? Answer below.

(Please circle Yes or No)

有/Yes

点/piece

無/No

Outline of JFGE

