

# Japan Fund for Global Environment (JFGE)

2014 Guide to the JFGE Grant Program Application  
for Non-Japanese organizations



**We are open for applications during :**

**January 6 to February 12, 2014**

■ **Main Guidance** ..... P1

1. Introduction
2. Our Vision and Mission
3. Procedural Flow of JFGE Operation for the Fiscal Year 2014
4. Summary of Grant programs
5. Application Process

■ **Important Appendix** ..... P12

■ **Awarding Policy** ..... P17

■ **Grant Application Form**

■ **Reference material (Outline of JFGE, Grants project area)**

**NOTE: Information in this guidance are officially confirmed after the budget establishment.**

# Japan Fund for Global Environment (JFGE)

## 2014 Guide to the JFGE Grant Program Application for Non-Japanese organizations

### Improvements of FY2014

The JFGE has re-considered and improved several points of its scheme in FY2013 for promoting Environmental NGO/NPOs activities still more than before, as our 20<sup>th</sup> anniversary project. We improved/added following points;

#### **1. Clarification of the Vision and Mission of JFGE (See detail in P. 2)**

We launch our Vision and Mission clearly, for the sake of supporting NGO/NPOs' activity more effectively.

#### **2. Strengthening the treatment and roll of Representative (See detail in P.6 )**

We strengthen the treatment and role of representative which is needed for Non-Japanese NGOs/ NPOs to take our Grants.

#### **3. Applying the “approximate payment” method for selected organizations**

We had used to employ a “reimbursement” method so far, but we are applying “approximate payment” method for selected organizations from FY2015.(The applied organizations will be selected in FY2014 )

#### **4. Enabling the payments for “Un-paid directors and staffs” (See detail in P. 15 )**

We enable the payments for unpaid directors and staffs in the recipient organization, although these had been not accepted till FY2013.

#### **5. Eliminating the “50% restriction rule” of travel expense (See detail in P. 15 )**

Although the travel expense had restricted under 50% of total Grants till FY2013, we eliminate the restriction from FY2014.

#### **6. Improving the application forms**

Based on the changes described above, we improve the application forms as well.

## 1. Introduction

Environmental issues such as climate change, depletion of the ozone layer, desertification and deforestation of tropical forests continue to challenge 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 effects of these problems are not confined to immediate boundaries or regions, and cannot be solved by a single country, government, corporation or individual. Therefore, every effort to achieve environmental conservation must be carried out in the contexts of international collaboration.

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

## 2. Our Vision and Mission

The JFGE has re-considered and improved several points of its scheme in FY2013 for promoting Environmental NGO/NPOs activities still more than before, as our 20th anniversary project. As one of those, we launch our Vision and Mission clearly, for the sake of supporting NGO/NPOs' activities more effectively.

### **Vision of JFGE**

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

Environmental NGO/NPOs will play an essential role in creating the future desirable environment. They will connect individual voices, efforts, and actions, 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 ones based on each unique life, culture, and economy to global ones based on the relationship of various people of different cultures.

The activities of each Environmental NGO/NPOs at the core of the "chain of action" also are expected to vary.

The JFGE will contribute to creating 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 NGO/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 activities. 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.

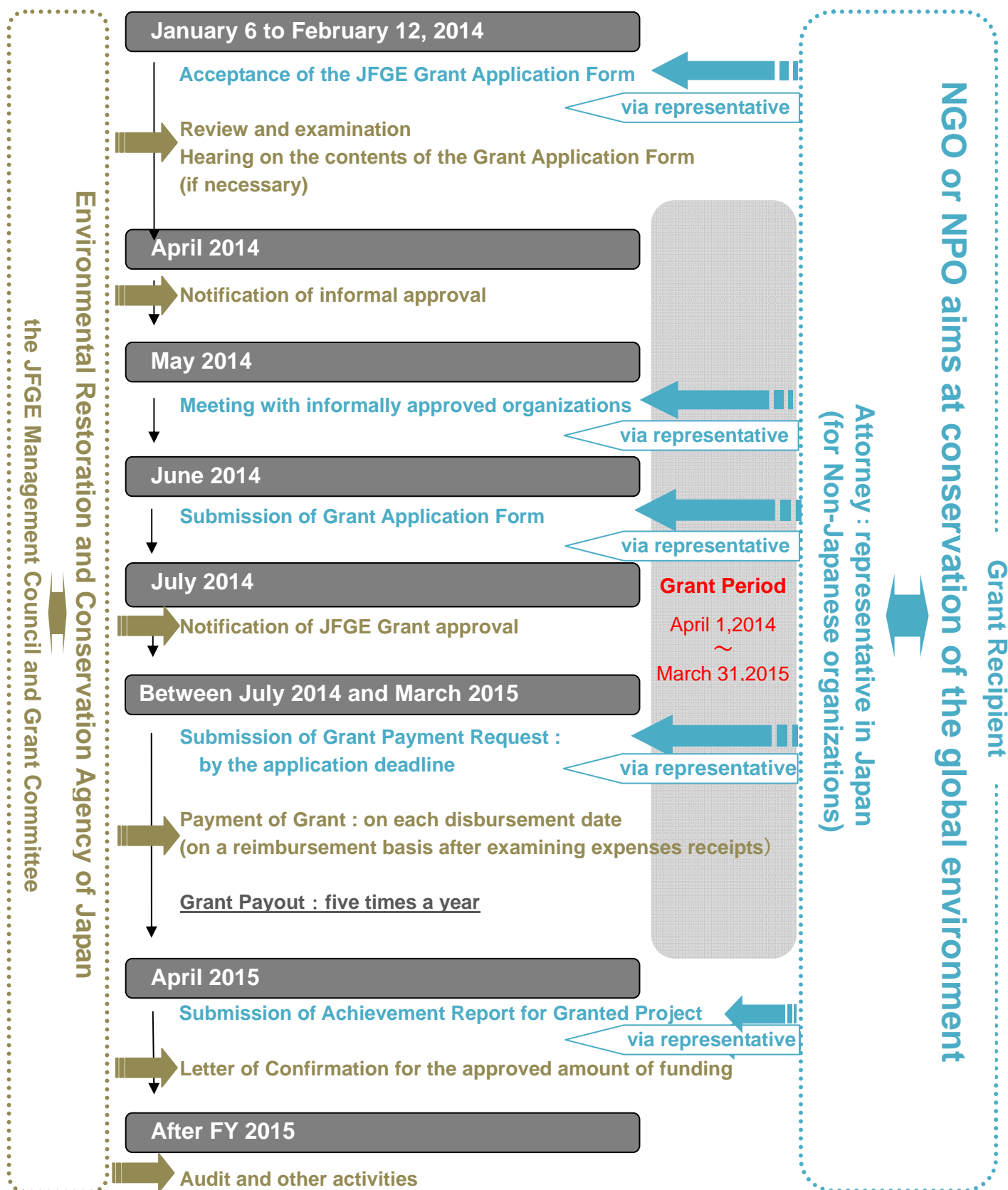
As these activities are enhanced, we expect they will create a desirable environment by winning citizens' interest, expanding, and changing the socio-economic system.

The JFGE aims to strengthen their support so that Environmental NGO/NPOs can meet those expectations. As they garner increased interest and trust both qualitatively and quantitatively, Environmental NGO/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 NGO/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 NGO/NPOs that target international points of view so that these "chains of action" will link internationally.

# Procedural Flow of JFGE Operation for the Fiscal Year 2014



★ Above the grant procedural flow is based on the Japanese fiscal year starts from April 1 to next March 31.

★ All application forms for JFGE should to be written **in Japanese**.

## 4. Summary of Grant programs

	Entry Grant	Regular Grant
Objective	Especially for growing the local efforts and grass-roots activities	Especially for developing the expertise of organization
Grant Period	1 year ( extendable to maximum 3 years depend on the progress)	Maximum 3 years
Organization Criteria	1. Having at least 1 year experience in the related activity to the proposed project 2. Established less than 10 years ago 3. First time to be granted by JFGE	1. Having at least 3 year experience in the related activity to the proposed project
Range of Grant Amount	500 thousand JPY ~3 million JPY	2~6 million JPY

### 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 body that makes decisions for the organization and implements the project for which the grant is requested;
- 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 activities, and
- 6 ) The organization must be deemed to have the capacity to execute the project for which the grant is sought, judging from its previous activities and achievements.

### 2. Activities eligible for the Grant

Eligible activities that contribute to environmental conservation are undertaken by organizations as stipulated above. Activities are classified into three major categories.

**Category a.** Environmental conservation activities in developing areas implemented by Japanese NGOs/ NPOs

**Category b.** Environmental conservation activities in developing areas implemented by Non-Japanese NGOs/ NPOs

**Category c.** Environmental conservation activities in Japan implemented by Japanese NGOs/ NPOs

#### Notice

The JFGE identifies countries as developing ones on the List of Recipients of Official Development Assistance approved by the Development Assistance Committee, which is available at:

<http://www.oecd.org/dac/stats/DAC%20List%20used%20for%202012%20and%202013%20flows.pdf>

In accordance with this stipulation, projects to be implemented in South Korea and Russia are not eligible for the grant.

Project areas for environmental conservation are divided into the following **11 categories**. Please refer to Table 1. Project Areas for further details. (p.12)

- 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 activities
- j. Activities related to the Great East Japan Earthquake
- k. Other environmental conservation activities

**Additional requirements are as shown below.**

**\* Projects that fall under categories a and b must perform either:**

- (1) Actual implementation of afforestation, wildlife conservation, prevention of pollution or other activities on the project sites in developing areas with the participation of the local communities or NGOs;
- (2) Provision of knowledge that local communities or NGOs in a developing area require to implement practical activities such as afforestation, wildlife conservation, and prevention of pollution; and
- (3) Conducting surveys and researches or holding international conferences to promote the activities listed in (1) or (2).

\*And in any case, previous activity experience in the project site is needed.

### **3. Activities not eligible for the Grant**

Although projects that meet the above conditions, but fit into one of the following categories are **not** eligible for the grant.

- (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 whose purpose can be deemed as political 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 inappropriate for NGOs

### **4. Expenses covered by the Grant**

Expenses incurred in the implementation of a grant project that are eligible for coverage are listed in Table 2 (p.13).

**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×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** eligible for coverage by the grant.



- (1) Personnel expenses for PAID 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 or endowments offered to individuals or organizations.
- (3) Eating and drinking fee expenses

## **6. Payment procedure for the Grant**

In providing the grant, the JFGE employs a “reimbursement” procedure. Grant money is paid only after the organization has completed the project and submitted receipts for expenses incurred in project execution. Therefore, it is necessary for grant organizations to separately secure funds to cover the initial expenses required for project implementation

## **7. Requirements and treatments for “Representative”**

For non-Japanese organizations, it is required to have a “Representative” (individual or organization) for applying to JFGE Grants.

### **Criteria of Representative**

The representative must meet each of the following criterias;

- i. A person who has Japanese citizenship or foreigner who has permanent residence permit of Japan, possessing a bank account available for JPY (She/he does not necessarily live in Japan, but she/he must participate into the Opinion-Exchange Meeting between Representative and JFGE held twice a FY near Tokyo)
- ii. An organization with main office in Japan

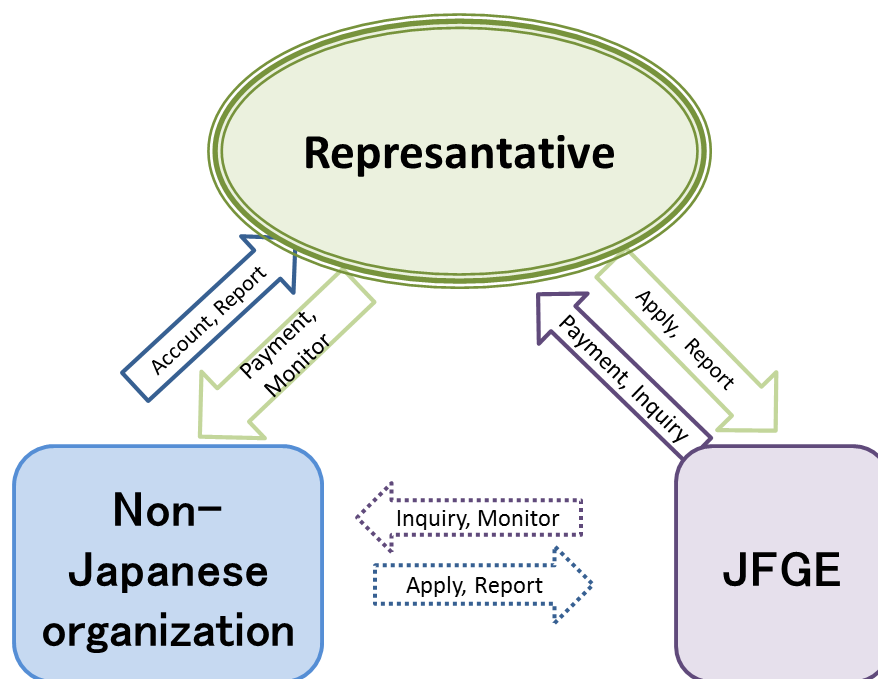
In both cases above, it is necessary that the Representative is;

- A) Having the experience to commit with the environmental conservation activity implemented by non-Japanese organizations outside Japan
- B) Able to communicate with applying non-Japanese organization by English, local language and so on

### **Roles of Representative**

If the proposal are decided to be awarded by JFGE Grant, the representative is required to play a role as a “bridge” between the organization and JFGE through the project duration. It has to play following roles in detail;

- i. Prepare the required documents for accounting and report IN JAPANESE
- ii. Answer to the inquiries by JFGE and Convey them to the organization
- iii. Monitor and Give appropriate facilitation for the project
- iv. Visiting the project site for the work above iii.
- v. Transfer Grant money for the local organization
- vi. Participate into the Opinion-Exchange Meeting between Representative and JFGE held twice a FY (May and Feb ~ Mar ) near Tokyo
- vii. Participate into the Activity Report Session in the final year (of Regular Grant)
- viii. In second year of the project, the JFGE will implement a mid-term evaluation by a third-party panel. It is required for the Representative to come to the JFGE office for participating to it.



It is the Representative to be the main window for submitting procedural documents (both accounting and reporting). However, all communications related to those documents are conducted with Organization, Representative, and JFGE.

#### Expenses related to Representative

The organization must sum up for the following expenses related to Representative separate from the project expense.\*

- i. Wages for Preparing the required Japanese documents for accounting and report to JFGE, and for Monitoring and Giving appropriate facilitation for the project
- ii. Travel expense for Monitoring and Giving appropriate facilitation for the project (once a FY covered by Grant)
- iii. Travel expense for Participate into the Opinion-Exchange Meeting between Representative and JFGE held twice a FY (May and Feb ~ Mar ) near Tokyo
- iv. Travel expense for Participate into the Activity Report Session and the mid-term evaluation near Tokyo
- v. Communication charges with the Organization and JFGE

\*It is required that the organization sum up the Representative- related expense separated from the project expense, using the “Budget breakdown related to Representative”. The Maximum amount of wage for Representative is 300,000 JPY per year regardless of the Grant amount.

#### 8. Other requirements

- (1) Applications and its supporting documents (references) are fundamental materials in evaluating grant recipients; therefore, the contents of a project should be relatively stable, and significant changes after submission of the application are discouraged. In addition, substantial material changes to the contents and allocation of the project after adoption may result in withdrawal of grant support.
- (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 project and return of all funds. On-site interviews by JFGE staff may be required, particularly if projects

are Type B. Any uncertainties in a project implementation may cause a review of financing.

- (3) Recipient organizations are required to compile and submit an mid-term /annual report. Additionally, in the final year (of Regular Grant), it is required to participate into the Activity Report Session by the Representative
- (4) In second year of the project, the JFGE will implement a mid-term evaluation by a third-party panel. It is required for the Representative to come to the JFGE office for participating to it.

## 5. Application Process

### 1. Documents to be submitted

NOTE: The organizations continuing Grant from FY2013 don't need submit (2)~(6) if there are no change on those.

	Documents to be submitted	Number of submission	Notice
(1)	The completed grant Application Form, page 1 through page 5 (hereinafter the "Application" )	<b>original and 1 copy</b>	<ul style="list-style-type: none"> <li>• A4-size paper must be used. Use recycled paper if possible.</li> <li>• For a project that extends over two or more fiscal years, please attach a description and planned income and expenditure for the activities during fiscal year 2013 in all columns except "Annual Plan" on Page 2 of the Application.</li> <li>• In case of conducting surveys and researches, the document should provide a list of attendees engaged in the survey and their expertise in Application Page 5.</li> </ul>
(2)	The organization's Articles of Incorporation or equivalent bylaws	<b>1 copy</b>	<ul style="list-style-type: none"> <li>• A Japanese version must be provided.</li> </ul>
(3)	A register of members who constitute the board of directors or equivalent decision-making body of the organization	<b>1 copy</b>	
(4)	Organization's statement of accounts for the past three years	<b>1 copy</b>	<ul style="list-style-type: none"> <li>• If the account has not yet been settled, please submit a plan or projection.</li> <li>• Organizations in existence for less than three years may submit available data.</li> </ul>
(5)	Reports, photographs and other materials showing the outline of similar activities in the past three years	<b>1 copy</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Previously existing materials are acceptable.</li> </ul>
(6)	Other background materials that provide details of the project	<b>1 copy</b>	<ul style="list-style-type: none"> <li>• For site-specific activities, such as nature conservation, surveys and afforestation, please include a map of the project site.</li> </ul>

(7)	Blank official postcard (for acknowledgement of receipt of the Application)	<b>1 postcard</b>	<ul style="list-style-type: none"> <li>• The JFGE will confirm receipt of the Application by stamping the postcard with its seal and mailing it back to the applicant. Confirmation of receipt cannot be given over the phone.</li> <li>• Print the name and address of the person to whom confirmation should be sent (or the representative in Japan if the applicant is a Non-Japanese organization) on the front of the postcard, and the name of the organization and project title on the back.</li> </ul>
(8)	'Power of Attorney' and documents explain a relationship between an Non-Japanese organization (Applicant) and a representative in Japan	<b>original</b>	<ul style="list-style-type: none"> <li>• <b>Non-Japanese organizations are required to submit a 'Power of Attorney' and documents explain a relationship between an Non-Japanese organization(Applicant) and a representative in Japan, in addition to the documents specified in (1) to (7).</b></li> <li>• The Power of Attorney must bear the signature of the representative of the Applicant organization. If, however, the original signed Power of Attorney has not arrived in time for submission, the JFGE will accept a faxed copy as a temporary measure, in consideration of the time required for communications between the representative in Japan and the Non-Japanese organizations</li> </ul>

**Submit all the documents BY MAIL to :**

Environmental Restoration and Conservation Agency

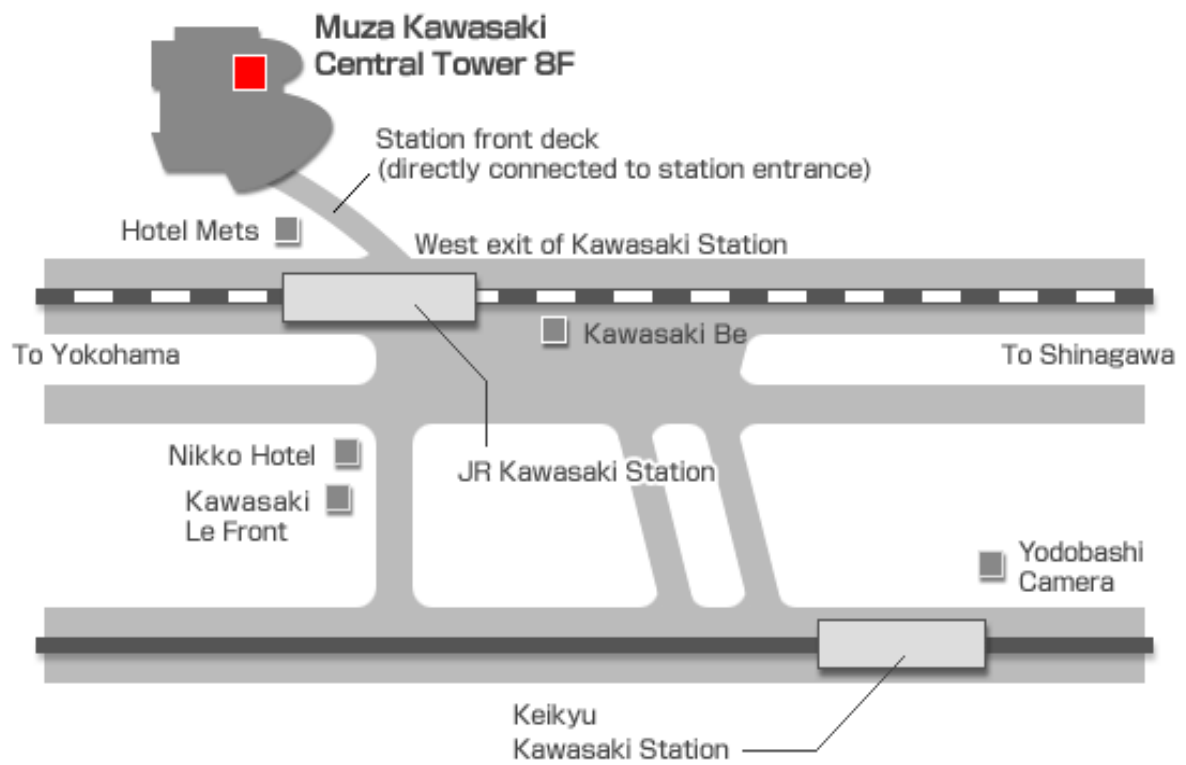
Department of The Japan Fund for Global Environment

Address: Muza Kawasaki Central Tower 8th floor

1310, Omiya-cho, Saiwai-ku, Kawasaki City, Kanagawa Prefecture

212-8554, JAPAN

If you are bringing the documents to our office with you, please follow the map direction below;



**Table 1. Project areas**

Project area		Examples
Conservation of Biodiversity	Nature protection, conservation and restoration	The activities that contribute to the protection of areas or habitats which are recognized to have worthy ecosystem ; Conservation of wildlife ; Research on threatened species ; management of invasive alien species
	Forest conservation and reforestation	The activities that contribute to the conservation of worthy forests ; Conservation of secondary forests (Satoyama) ; Reforestation of degraded land
	Prevention of desertification	Afforestation and tree/grass planting in deserts and surrounding areas ; Activities that promote proper irrigation
	Agriculture of environmental conservation type	Promotion of agro-forestry ; development and utilization of natural farming techniques ; conservation of terraced rice paddy fields
Mitigation and adaptation to climate change		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 ; Promotion Climate Adaptation in developing countries
Building of a recycle-based society		Waste reduction, reuse and recycling ; sustainable material cycle activities for proper waste treatment and prevention of illegal disposal of wastes ; natural resources and energy; promoting cyclical use of natural resources
Air, water and soil conservation		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		Promotion of environmental education, training and awareness raising
Comprehensive environmental conservation activities		Creation of environmental friendly cities through the collaboration of citizens, businesses, local communities, and governments ; promotion of green purchasing ; research to formulate comprehensive environmental policy recommendations ;
Activities related to the Great East Japan Earthquake		Environmental conservation activities related to the Great East Japan Earthquake
Other environmental conservation activities		Environmental conservation activities 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"> <li>- Wages paid to part-time staff and temporary workers</li> </ul> <p>NOTE: Wages for PAID directors, staffs will not be supported by the grant.</p> <ul style="list-style-type: none"> <li>- Expenses incurred in the capacity of representative(individual)</li> </ul>
(2) Honorariums	<ul style="list-style-type: none"> <li>- Honorariums paid to outside lecturers, experts etc</li> <li>- Manuscript fee</li> </ul> <p>NOTE: Honorariums for PAID directors, staffs will not be supported by the grant</p>
(3) Travel Expenses	<ul style="list-style-type: none"> <li>- Transportation: Airplane, railway, bus, and boat fares (Expenses for rental cars fall into category (5) below.)</li> <li>- Hotels: Actual hotel expenses (meals, travel allowances and per diem are excluded)</li> <li>- Others: Incidental travel expenses, including visa and passport issuance charges, and highway tolls</li> </ul>
(4) Materials and supplies	Expenses for the purchase of equipment, materials, books, and fixtures -
(5) Rentals/services	<ul style="list-style-type: none"> <li>- 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.)</li> <li>- Fees for temporarily leased office space are included if required by the project</li> <li>- Vehicle rentals: Drivers for rented vehicles, fuel charges, etc.</li> <li>- Leasing and rentals of machinery, including expenses incurred in the operation of machinery</li> <li>- Transportation of supplies: Includes supply delivery charges and postage for mailing questionnaires (ordinary postage is classified into the administrative expenses below)</li> <li>- Construction costs</li> <li>- Equipment set up costs</li> <li>- Interpretation, translation fees</li> <li>* Payment to PAID directors and staffs will not be supported by the grant.</li> <li>- Printing and other fees required for the preparation of reports, layout and posters</li> <li>- Fees for outsourcing surveys, etc.</li> <li>- 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. ).</li> </ul>



<p>(6) Administrative expenses</p>	<ul style="list-style-type: none"> <li>- Office supplies: Includes office supplies and stationery, copying charges, cost of film and film development</li> <li>- Communication charges: Telephone, fax, postage, etc</li> <li>* Expenses should be limited to expendable office supplies and postage fees incurred in the execution of the granted project.</li> <li>* Routine office expenses such as office rents and utilities are not supported by the grant.</li> <li>- Expenses under this category should be equal to or less than 10% of the total sum of expenses (1) through (5).</li> </ul>
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**Note:** A ceiling is set for certain unit costs paid. In such cases, the portion that exceeds the limit must be borne 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, (2) Honorariums	<b>Honorariums:</b> Honorariums to be paid to outside lecturers and experts	<b>Maximum Amount</b> JPY20,000 / Person / Day	<ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Payments to the executives, board directors, and staffs inside the organization will be supported by the grant <u>only if they are unpaid.</u></li> <li>○ Payments to the part time,</li> </ul> <p><b>* Payments to the paid executives, board directors and employees shall be excluded.</b></p> <ul style="list-style-type: none"> <li>○ Maximum total salaries and wages per year is JPY 960,000.</li> <li>However, if requested grant money is</li> <li>1) Over JPY4,000,000 less than 8,000,000 : limited JPY1,440,000</li> <li>2) Over JPY8,000,000: limited JPY1,920,000</li> </ul> <p><u>Even though, maximum salaries and wages per person are limited up to JPY960,000/year in all cases.</u></p> <p><b>*The Maximum amount of wage for Representative is 300,000 JPY per year regardless of the Grant amount.</b></p> <ul style="list-style-type: none"> <li>○ Payments to the executives, board directors, and staffs inside the organization will be supported by the grant <u>only if they are unpaid.</u></li> </ul>
	<b>*Special Provisions</b> <b>Maximum Amount (JPY/ Person / Day)</b> Over 50 audience : JPY35,000 Over 150 audience : JPY50,000 However, at least 2hours actual working are needed		
	<b>Salaries and Wages:</b> Salaries and wages paid for part-time staff	<b>Maximum Amount</b> JPY1,000/ hour (Part time wage) JPY1,500/hour(Representative)	
	<b>Fees of manuscript/ Writing articles</b>	<b>Maximum Amount</b> JPY2,400/page (word)	

(3) Travel Expenses	<b><u>a. Transport Expenses</u></b>		
	<b>Airplane fare</b>	Actual Costs <u>limited up to reasonable Normal Economy Class Flight Fare</u>	<ul style="list-style-type: none"> <li>○ No business class or any higher class seats are allowed.</li> <li>○ Commutation costs of executives, board directors, and staffs inside the organization shall be excluded.</li> </ul>
	<b>Railway Fare</b>	Actual Costs	<ul style="list-style-type: none"> <li>○ Applicable to 2<sup>nd</sup>-class cabins grade.</li> </ul>
	<b>Freight Fare</b>	Actual Costs	
(5) Rental/ services expenses	<b><u>b. Accommodation Fees</u></b>	<b>Maximum Amount</b> (JPY / Person / Day)	<ul style="list-style-type: none"> <li>○ Food and beverage shall be excluded.</li> </ul>
	<b>【within Japan】</b>	7,800~8,700	
	<b>【other countries】</b>	11,600~19,300	
	<b>Interpretation Fees</b>	<b>Maximum amount</b> (JPY/ person / day)	<ul style="list-style-type: none"> <li>○ Only the payment to professional individual/ companies shall be acknowledged.</li> <li>○ Payments to the executives, board directors, and staffs inside the organization will be supported by the grant <u>only if they are unpaid.</u></li> </ul>
	<b>【Simultaneous】</b>	80,000	
	<b>【Consecutive】</b>	45,500	
	<b>Translation Fees</b>	(JPY/ person / page (180~200words))	
	<b>【into Japanese】</b>	5,000	
	<b>【 into other Languages】</b>	8,000	
	<b>Rental Fees of Conference Hall</b>	(JPY/Day)	
	<b>【within Japan】</b>	200,000	
	<b>【Other countries】</b>	50,000	<ul style="list-style-type: none"> <li>○ Food and beverage served at the conference and other costs incurred from gatherings shall be excluded.</li> <li>○ 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).</li> </ul>

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

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

\* The table above is established in November 2013, so there are possibility the contents may be updated.

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

## Considerations in examining Applications

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><u>★additional point</u></p> <ul style="list-style-type: none"> <li>• The project tackling urgent problems or pressing matters.</li> </ul> <p><u>☆less point</u></p> <ul style="list-style-type: none"> <li>• Applied that are similar to or the same as a previous JFGE Granted.</li> <li>• If funds are mainly allocated for materials and supplies and construction costs.</li> <li>• Organizations continuous activities.</li> </ul>
	Effectiveness	<ul style="list-style-type: none"> <li>• Projects should have appropriate contents ,schedule, and economic budget plan</li> </ul> <p><u>★additional point</u></p> <p>Describe how to make the partnership with appropriate positioning the stakeholders.</p>
	Certainty of implementation	<ul style="list-style-type: none"> <li>• Projects must be set clear accomplishment through the project activities supported by a realistic, concrete implementation plan based on thorough research and preparation.</li> <li>• Projects should have the obvious logic for accomplishing the objective, and the obvious target (to whom, for what, what will be the ultimate change).</li> <li>• Projects should have certain objective indicator.</li> <li>• 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 of that region must also be taken into consideration.</li> <li>• 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.</li> <li>• Organizations must provide a plan for self-sustaining development such as continuation of activities and securing of financing.</li> </ul>

		<p><u>☆less point</u></p> <ul style="list-style-type: none"> <li>• Projects with representatives (individuals or organizations) of the Non-Japanese organization that are not directly related to the project.</li> <li>• Not enough planning and measurement during the project phase.</li> <li>• Projects having not enough project members and without the cooperation of the stakeholders.</li> </ul>
	sustainability	<ul style="list-style-type: none"> <li>• Have a vision for developing the project after the Grant autonomously.</li> </ul>
	Independence	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
	Competence as an organization	<ul style="list-style-type: none"> <li>• 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"> <li><u>Accounting competency</u> The organization must have established methods of own accounting control.</li> <li><u>Administrative capability</u> The organization must have the general ability to prepare and keep documents.</li> </ul> </li> <li>• In collaborative project involving multiple organizations, the managing organization, which also communicates with the JFGE, is required to meet the requirements listed above.</li> </ul>

Regular Grant	High social impact	Projects which focus on important environmental problem and can be expected to have powerful influence on society
	Contribution for the organization growth	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

Entry Grant	Local partnership	Obvious vision for the partnership with local people
-------------	-------------------	--

### Criteria for Application 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 of survey work and webpage design and construction.
  - ...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.

## Application Form

(For new projects)

## Check list of the needed documents

NOTE: The organizations continuing Grant from FY2013 don't need submit (2)~(6) if there are no change on those.

	Documents to be submitted	Number of submission	Check by Organization	Check by JFGE
(1)	The completed grant Application Form, page 1 through page 5	<b>original and 1 copy</b>		
(2)	The organization's Articles of Incorporation or equivalent bylaws	<b>1 copy</b>		
(3)	A register of members who constitute the board of directors or equivalent decision-making body of the organization	<b>1 copy</b>		
(4)	Organization's statement of accounts for the past three years	<b>1 copy</b>		
(5)	Reports, photographs and other materials showing the outline of similar activities in the past three years	<b>1 copy</b>		
(6)	Other background materials that provide details of the project	<b>1 copy</b>		
(7)	Blank official postcard (for acknowledgement of receipt of the Application)	<b>1 postcard</b>		
(8)	'Power of Attorney' and documents explain a relationship between an Non-Japanese organization (Applicant) and a representative in Japan	<b>original</b>		



**NOTE:** Representatives for Non-Japanese organizations need to submit forms in Japanese.

Page 1

No.		<b><u>JFGE Grant Application Form for Fiscal Year 2014</u></b>	
Date:			
To Mitsuhiko FUKUI, President, Environmental Restoration and Conservation Agency			
Address: _____		Representative in Japan Address: _____	
Name of the organization: _____		Name of the Representative (organization) : _____	
Name of the President: _____ Seal		President of the organization: _____ Seal	
_____ Seal		Name of the Representative(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                      Regular Grant		
Project title	Region: _____ Project: _____ (Project title should provide a clear description) <b>*If the project is implemented in outside of Japan, be sure to include the country name or area.</b>		
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 <b>Select ONE from the left.</b> c. International conferences d. Research		
Project area	<b>Select ONE from the P.11 of "Guide to the JFGE Grant Program Application"</b>		
The amount needed for the project	Total amount needed for the project : _____		thousand JPY
	Grant amount requested for JFGE : _____ (include Representative-related budget) :		thousand JPY thousand JPY
Previous JFGE Grant(s) awarded to your organization: <b>*If your organization has previously received a grant from the JFGE, list all fiscal years for which grant was received.</b>			

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

Page 2-1

(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. The necessity and validity of the project for approaching the problem

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

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

4. Objective of the project

4-1. The ultimate outcomes of this project

**\*Please describe how the problem can be solved, the community or the society can be changed, and the ideal situation can be realized about in 5 years by developing your project even after the Grant period, with concrete indicators.**

4-2. The outcomes expected during the Grant period

**Please describe how the problem can be solved, the community or the society can be changed, and the ideal situation can be realized during the Grant period, with concrete indicators.**

4-3. The outputs during the Grant period

**Please describe what actions or direct changes you are realizing by each activities for each FY, with concrete indicators**

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

5. Implementation plan

**\*Please describe when, where, to whom, and what you are conducting for each FY to achieve the outcomes.**

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.**

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

8. Implementation schedule first FY~ third FY

Contents	Year and Month	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 are continued for several FY, please fill out the several FY implementation schedule.

	Categories	budget (1,000 JPY)		contents
Income	Funds on hand(including donations, and grants from other organizations)			
	JFGE Grant			
	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			

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

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 Representative-relat ed budget				

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



**Page 4** (Organization profile)

(Phonetic transcriptions in <i>kana</i> ) Name of the organization	Name of the organization		Representative of the organization: Name: Title:
Location of the principal office	Address: Tel:		
Date of establishment			
Structure of the organization	Structure	If the organization has membership, provide the number and composition.	
		Number of individual members: XX/annual dues of XX thousand yen Number of corporate members: XX/annual dues of XXX thousand yen Number of full-time directors: Number of part-time directors: Number of full-time staff: Number of part-time staff:	
History	<p><b>*Please provide the name of the legal entity and the acquisition date exactly. (Including plans to acquire.)</b></p>		
Objectives			
Past activities	Fiscal Year 2013 (Plan)	Fiscal Year 2012	Fiscal Year 2011
	<p><b>*If your organization has previously undertaken projects similar to the project for which JFGE Grant is requested, or projects that are supported, subsidized or commissioned by public bodies, be sure to list them.</b></p>		
Financial information	Total income (JPY)	(JPY)	(JPY)
	Total expenditures (JPY)	(JPY)	(JPY)
	Current term profit or loss (JPY)	(JPY)	(JPY)
Website URL	http://www.		
Contact person (Section/division and name)	Contact address: Name: Tel: Fax: E-mail: <p><b>*Provide the name of a person who is available to handle inquiries about the details of the project and who can be reached during normal business hours. In case of a Non-Japanese organization, give the contact address of the representative in Japan.</b></p>		

Confirmation Sheet - List of Staff and Expert for the JFGE Grant Project in the Fiscal  
Year 2014

Name of the organization :				
Project type :			Project area :	
<b>*Be sure to describe "list of members for the project" below.</b>				
<b>List of members for the project</b>	Please describe managers, workers, and accountants who involve in the project (including the part-time job and volunteers, etc.).			
Title	Name	Years of Experience	Employment status(Paid/Unpaid)	Remarks
In case of conducting surveys and researches, be sure to describe below.				
<b>List of members for conducting surveys and researches</b>	<b>*In case of conducting surveys and researches, the document should provide a list of attendees engaged in the survey and their expertise.</b>			
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 書

President Mitsuhiro FUKUI,  
Environmental Restoration and Conservation Agency of Japan  
独立行政法人環境再生保全機構 理事長 福井 光彦 殿

To apply for a grant for fiscal year 2014 from the Japan Fund for Global Environment,  
I hereby nominate \_\_\_\_\_ to act as our  
representative in Japan who will deal with all procedural matters regarding this  
application and subsequent implementation of the proposed project: \_\_\_\_\_  
\_\_\_\_\_,  
if the grant is approved.

私は、2014 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、平成 26 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 Japanese representative 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 (Representative in Japan)
Name of Organization:	代理人氏名 :
	代理団体名 :
Address:	代理人住所 :
Telephone & Fax number:	電話・ファックス番号 :
Date:	日付 :
Signature:	署名又は印 :

Applicant Organization :  
Representative (Organization) :  
Representative (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 representative.

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

(いずれかに丸を付けて下さい)

有/Yes

点/piece

無/No

# Application Form

(For continued projects)

## Check list of the needed documents

NOTE: The organizations continuing Grant from FY2013 don't need submit (2)~(6) if there are no change on those.

	Documents to be submitted	Number of submission	Check by Organization	Check by JFGE
(1)	The completed grant Application Form, page 1 through page 5	<b>original and 1 copy</b>		
(2)	The organization's Articles of Incorporation or equivalent bylaws	<b>1 copy</b>		
(3)	A register of members who constitute the board of directors or equivalent decision-making body of the organization	<b>1 copy</b>		
(4)	Organization's statement of accounts for the past three years	<b>1 copy</b>		
(5)	Reports, photographs and other materials showing the outline of similar activities in the past three years	<b>1 copy</b>		
(6)	Other background materials that provide details of the project	<b>1 copy</b>		
(7)	Blank official postcard (for acknowledgement of receipt of the Application)	<b>1 postcard</b>		
(8)	'Power of Attorney' and documents explain a relationship between an Non-Japanese organization (Applicant) and a representative in Japan	<b>original</b>		

**NOTE:** Representatives for Non-Japanese organizations need to submit forms in Japanese.

Page 1

No.

**JFGE Grant Application Form for Fiscal Year 2014**

Date:

To Mitsuhiko FUKUI,  
President, Environmental Restoration and Conservation Agency

Address: _____		Representative in Japan Address: _____
Name of the organization: _____		Name of the Representative (organization) : _____
Name of the President: _____ Seal		President of the organization: _____ Seal
_____ Seal		Name of the Representative(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	Regular Grant
Project title	Region: _____ Project: _____ (Project title should provide a clear description) <b>*If the project is implemented in outside of Japan, be sure to include the country name or area.</b>	
Project category	Environmental conservation projects implemented in developing areas by Non Japanese NGO	
Project type	e. Practical activities in the environment f. Provision and dissemination of information and raising awareness <b>Select ONE from the left.</b> g. International conferences h. Research	
Project area	<b>Select ONE from the P.11 of "Guide to the JFGE Grant Program Application"</b>	
The amount needed for the project	Total amount needed for the project :                      thousand JPY	
	Grant amount requested for JFGE :                      thousand JPY (include Representative-related budget) :                      thousand JPY	
Previous JFGE Grant(s) awarded to your organization: <b>*If your organization has previously received a grant from the JFGE, list all fiscal years for which grant was received.</b>		

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

1. Project Summary

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

2. Activity conducted in FY2013

3. The achievement extent of ultimate outcomes of the project



4. Planned activity in FY2014

4-1. Expected outcomes in FY2014

4-2. Project plan of FY2014 and the objectives of each activities

5. Changes from the first proposal (method, schedule, expected outcomes and so on)

8. Implementation schedule first FY~ third FY

Contents	Year and Month	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: Please describe the implemented activities about the past FY.

	Categories	budget (1,000 JPY)		contents
Income	Funds on hand(including donations, and grants from other organizations)			
	JFGE Grant			
	Total			
Expense	Categories	JFGE Grant (1,000 JPY)	Funds on hand (1,000 JPY)	Total (1,000 JPY)
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Website URL	http://www.		
Contact person (Section/division and name)	Contact address: Name: Tel: Fax: E-mail: <p><b>*Provide the name of a person who is available to handle inquiries about the details of the project and who can be reached during normal business hours. In case of a Non-Japanese organization, give the contact address of the representative in Japan.</b></p>		

Confirmation Sheet - List of Staff and Expert for the JFGE Grant Project in the Fiscal  
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Name of the organization :				
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<b>List of members for the project</b>	Please describe managers, workers, and accountants who involve in the project (including the part-time job and volunteers, etc.).			
Title	Name	Years of Experience	Employment status(Paid/Unpaid)	Remarks
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Environmental Restoration and Conservation Agency of Japan  
独立行政法人環境再生保全機構 理事長 福井 光彦 殿

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I hereby nominate\_\_\_\_\_ to act as our  
representative in Japan who will deal with all procedural matters regarding this  
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\_\_\_\_\_を代理人と定め、助成交付が決定された場合  
には、平成 26 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  
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Both the applying parties and their Japanese representative have read and understood  
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申請団体署名欄 (Organizations)	代理人署名欄 (Representative in Japan)
Name of Organization:	代理人氏名 :
	代理団体名 :
Address:	代理人住所 :
Telephone & Fax number:	電話・ファックス番号 :
Date:	日付 :
Signature:	署名又は印 :



別紙：代理人の資格に関する書類/ About qualification as a representative

Applicant Organization :  
Representative (Organization) :  
Representative (Individual) :

4. 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.

5. 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 representative.

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

(いずれかに丸を付けて下さい)

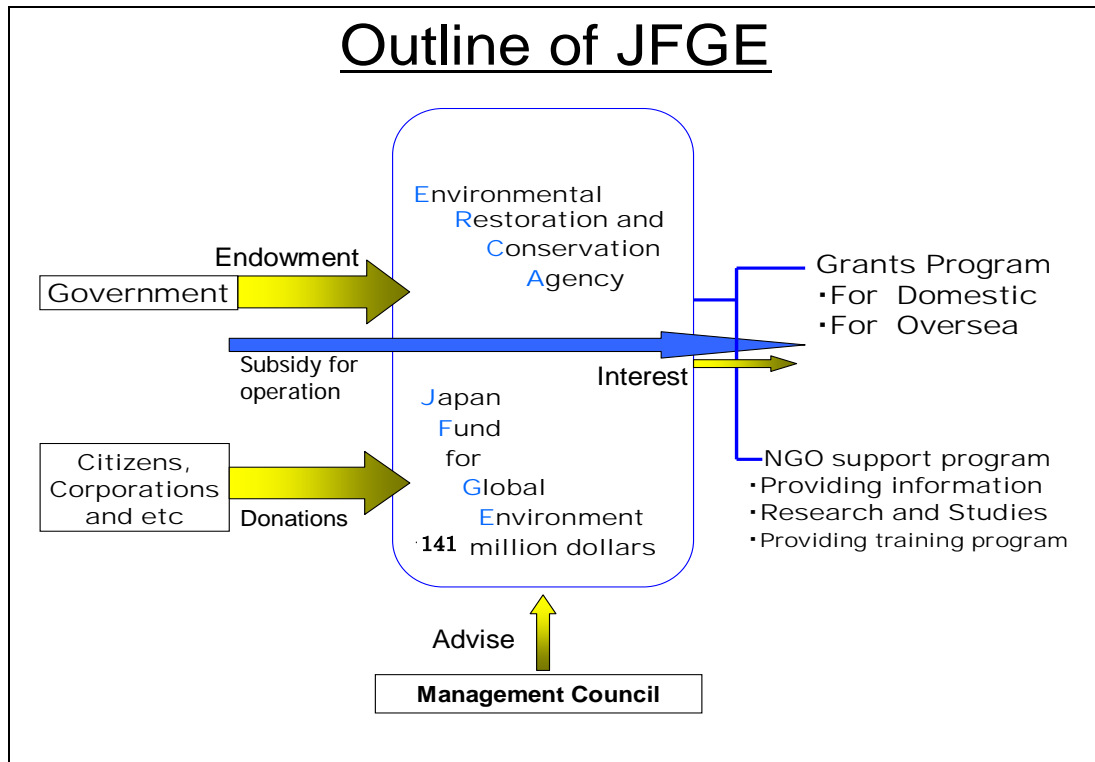
有/Yes

点/piece

無/No

## Reference material

### Outline of JFGE



### Grants Project area

