

APPLICATION PROCEDURES FOR PRO NATURA FUND OVERSEAS GRANT UNDER THE 35th(2024) TERM

“PRO NATURA FUND” is a conservation grant program managed by Pro Natura Foundation Japan (PNFJ).

PNFJ welcomes your application for the fiscal year 2024 (October 2024 – September 2025) that fulfills the following requirements.



1. SUMMARY OF ORVER SEAS GRANT

Purpose of grant

The projects carried out by local communities in overseas developing regions* are qualified to be granted. These projects must focus on the protection of wild animals and plants, as well as ecosystem conservation. The activities supported include research and surveys conducted by the local people, as well as educational and awareness-raising initiatives. Projects that integrate both research and initiatives are also eligible.

*“developing regions” refers to countries or areas explicitly listed in the list of Development Assistance Committee (DAC) recipients.

Grant duration

1 year

Grant amount

Up to 1 million yen. (one-time payment)

2. SCHEDULE

Application start:	3 June 2024
Application close:	11 July 2024 18:00 (Japan)
Announcement of the result:	End of September 2024
Funding term:	1 October 2024 - 30 September 2025
Remittance of the grant:	Early in October 2024 (after the confirmation of memorandum)
Interim report:	31 March 2025
Submission of final report:	30 November 2025
Final session (presentation):	Late November or early December in 2025

3. QUALIFICATIONS FOR APPLICANTS

The grant is applicable for groups only (consists of at least 3 members). The applicant group needs to fulfill the following criteria:

- 1) The applicant group must be capable of carrying out researches and/or conservation activities in a local field.
- 2) The applicant group should have an excellent achievement in researches and/or activities that contribute to nature conservation in the area concerned.
- 3) The applicant group must include a project leader and an accountant. An accountant must be a Japanese member.

- 4) The representative applicant (project representative) should have a deep understanding of the field and the community in the area, and have built up a good relationship with them.
- 5) The applicant group must include at least one Japanese member who knows the group members well, understands the details of the project, and is capable of being a liaison between the group and PNFJ. Please refer to “4.” for more detail about Japanese member.

The following groups are not eligible for application:

Groups conducting activities for profit.

Groups with specific purposes related to politics, ideology, religion, etc.

Anti Social Forces (e.g. crime group) or similar organizations.

Groups carrying out activities commissioned by other institutions.

Groups including members of PNFJ’s officers or judges.

The following research and activities are not eligible for application:

Being conducted for profit.

Focusing on the aspects of economics and consumption.

4. ROLE OF JAPANESE MEMBER(S)

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

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

Obligations of the Japanese member(s):

- 1) To translate an application form and send it to the secretariat of PNFJ.
- 2) To write the interim and final financial reports in consultation with the project representative.
- 3) To translate the summary of final outcome report and the Pro Natura News manuscript.
- 4) To ensure all documents are prepared in a proper way.
- 5) To support the representative to ensure the timely submission of all necessary documents.
- 6) To attend the final session for the presentation of outcomes being held in Tokyo, Japan in late November or early December 2025. Japanese member must make a presentation. When it is difficult to come to Japan at that time, submission of the presentation video is also acceptable.

5. RESTRICTION OF EXPENDITURE

The grant is to be used to carry out the project in the area concerned and to make report(s) on the project. The grant should **NOT** be used as salary for the applicants. Expenditure for

food and beverages is not allowed, except lunches in meetings. Please refer to the expenditure item list for further information. International travel expense must be within 30% of whole project expense.

6. SELECTION OF APPLICATIONS

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

1) Validity of the plan

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

2) Importance in terms of conservation

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

3) Efficacy of the outcome

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

4) Contribution to the project area

Will the outcome of the project significantly contribute to the conservation of the natural environment in the project implementation area?

5) Collaboration with the project area

Is the project planned to be carried out in collaboration with individuals, organizations, or groups from the project implementation area?

6) Necessity for obtaining grant

Is obtaining the grant necessary due to the economic situation in the project implementation country?

After the final decision made by the board of trustees, we will notify the result through the Japanese member(s) by the end of September 2024. The secretariat of PNFJ will not answer any questions regarding the process of selections.

7. APPLICATION PROCEDURE

(1) How to apply

All the application must be done through the application system by the Japanese member by following process.

1. Email Registration (Japanese member)

The Japanese member accesses the link(<https://sys.pronaturajapan.com/app/>) and register his/her email address. *All process will be in Japanese. Registration of Japanese member's email address is strongly recommended.

2. Obtain the Application URL (Japanese member)

The “Application URL” will be sent to the registered email address. Click on the “Application URL” to access the application form. Be sure to save the email containing the “Application URL.”

*If you don't receive the email, please check your spam folder.

3. Enter Application Information (Japanese member)

The Japanese member accesses the “Application URL”, downloads required formats which are “Application Form A”, ”Application Form B” and “Expenditure Schedule (ES)”, and gives them to the project representative.

4. Fill in the formats in English (Representative)

The project representative fills in the formats listed in 3. in English.

5. Translate English into Japanese and fill in the system (Japanese member)

The Japanese member inputs the translations of “Application Form A” and “Expenditure Schedule” into the application system, and translates “Application Form B” into “プロジェクト計画書”.

6. Submit all the documents including original English versions (Japanese member)

Japanese member uploads all the documents of “Application Form A”, ” Application Form B”, “Expenditure Schedule(ES)” and “プロジェクト計画書”.

7. Complete the Application (Japanese member)

Once all fields are filled and files uploaded, review the content and click “Submit” in the confirmation page. After successful submission, confirmation email will be sent to the registered email address automatically.

Please note that no change can be made to the application after completed the application.

(2) Application Content

The representative should pay attention to the following points when filling out the application.

*Define the project objectives clearly and provide specific plans.

*Use a font size of more than 10 points (any font type).

*Remember that judges' specialties are various. Avoid specific complex technical term.

*Specificity of the plan is the important evaluation criterion. Provide detailed information in the expenditure plan and annual schedule.

*Relatively new technology must be explained with a brief explanation.

*Judges decide the appropriateness of adoption by reviewing the proposal project.

Therefore, plan cannot be changed after approval.

*The application including deficiencies are not be accepted.

(3) Application Deadline

The application deadline is July 11th at 24:00 (midnight) in Japan time. Applications submitted after the deadline will not be accepted regardless of reasons.

13. OBLIGATION OF THE GRANTEE:

- 1) Comply with Memorandum of Understanding (MOU) which includes the nomination of the Japanese member who acts as the representative and deals with all procedural matters regarding this project.
- 2) Submit the receipt of grants immediately via Japanese member when the payment is confirmed.
- 3) Submit the interim and final financial reports in consultation with the project representative.
- 4) Submit the final outcome report after the grant period ends.
- 5) Attend the final session for the presentation of outcomes, which will be held in Tokyo, Japan in late November or early December 2025.

If failed to fulfill the above responsibilities, the grantee may be asked to return the funds.

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