

29th PRO NATURA FUND

Guideline for Grantees

Overseas Grant



PRO NATURA FOUNDATION JAPAN

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I. Attention in implementation of the project

1 Communication

1.1. How to Communicate

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

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

1.2. Submission of documents

The grantee must submit all documents required. Please kindly note that some documents are to be submitted directly by the representative applicants, some documents are to be submitted via Japanese member, and other documents are to be submitted by Japanese member (please refer page 4).

All formats are available on our website below:

<http://www.pronaturajapan.com/joseidocuments>

Please click the “▶” button on the left side of “プロ・ナトゥーラ・ファンド助成（海外／Overseas）”, then you will find the formats in English.

2 Implementation of the project

2.1. Compliance of MOU

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

2.2 Responsibilities of the representative grantee

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

The representative grantee is required to do the followings:

- 1) Sign the Memorandum of Understanding (MOU), and submit it with “Bank Account Information” (Form 1) to PNFJ by e-mail as soon as the grantee has

received the documents.

- 2) Submit receipt form (RECEIPT 1 and RECEIPT 2) within one week after receiving the fund.
- 3) Submit an interim report describing the progress of the project by 31 March 2019. The payment of the grant will not be made until the grantee submits the interim report.
- 4) Submit a final project report and an accounting report to PNFJ by 30 November 2019. Original receipts should be attached to the account report. If there are any difficulties, please inform PNFJ.

2.3. Responsibilities of the Japanese member

The Japanese member is required to be a mediator between the grantee group and PNFJ. If the Japanese member does not carry out his /her obligations, the PNFJ may ask the group to return the grant. If the Japanese member has to change for inevitable reasons, such as health problem, accident, and relocation of job, he/she has to contact PNFJ immediately.

The Japanese member is required to do the followings:

- 1) Contribute to the progress of the project, and support proper accounting as well as the completion of the project.
- 2) Communicate with project members, authorities concerned and PNFJ, in case of unforeseen accidents in the field.
- 3) Make comments on the interim report from the expert point of view, and submit it to PNFJ.
- 4) Translate the summary of final report and submit it to PNFJ.
- 5) Attend the meeting for presentation of outcomes.

2.4. Change of project plan

If the grantee group needs to have some changes in the project plan, expenditure plan, or project term for inevitable reasons, the representative grantee needs to contact PNFJ, and submit “Plan Change Request” (Form 2). The PNFJ will consider whether the plan change is approvable or not.

3 Submission of documents

The representative grantee needs to submit following documents **DIRECTLY** to PNFJ:

- 1) MOU
- 2) Bank Account Information (Form 1)
- 3) RECEIPT 1
- 4) RECEIPT 2

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

- 1) Interim report (Free format)

300-word summary of the work which has been done by 31 March 2019.

- 2) Account report (Free format)

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

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

When the project finished, fill in the final report format (様式 C) and write 10-page report including 200-word summary and tables/figures. Please follow “Drafting Guideline” for further instructions. These documents are to be the original copies for the 29th Pro Natura Foundation Grant Reports.

The Japanese member needs to translate into Japanese the summary before submission. The deadline is 30 November 2019.

- 4) Plan Change Request (Form 2)

Details of the change need to be explained

The Japanese member needs to submit following documents:

- 1) Advice for transfer of fund (if necessary) (様式 1)
- 2) Comments on the interim report (様式 2)
- 3) Translated summary of the final report (様式 3)

4 Accounting

4.1. Funding term

The funding term is between 1 October 2018 and 30 September 2019. The grants can be used only in this term.

4.2. Remittance of grants

The grants will be remitted to the grantee in two payments. The first portion of the grant will be remitted, once both the grantee and PNFJ signed the MOU (in October 2018). The remaining portion will be remitted after PNFJ received the interim report (in April 2019).

The amount of funds will be stated in Japanese Yen. However, the remittance will be made in the currency specified by the applicant on the application form.

The currency exchange rate will be the rate on the remittance date; therefore, the total amount of remittance may be subject to change depending on the exchange rate.

4.3. Responsibility of the accountant

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

4.4. Name in the receipts

When making payments in this project, the grantee must get a receipt. The grantee group's name should be on the receipt. The accountant is responsible to keep the receipt.

4.5. Change of the expenditure plan

The change of expenditure should be 20 % or less of the total amount of grant. If the change will exceed 20 %, please contact us and submit "Plan Change Request" (Form 2)

4.6. Refund of the balance

If the grantee group did not spend all of the grants, the rest of the grants needs to be refunded.

5. Publication of outcomes

Any printed materials published by this fund, such as book, booklet, poster and flyer, need to put Pro Natura Foundation's logo mark in an appropriate place, and put a sentence as follows:

"This work was supported by Pro Natura Foundation Japan's 29th Pro Natura Fund."

The logo mark is available on our website below.

<http://www.pronaturajapan.com/joseidocuments>

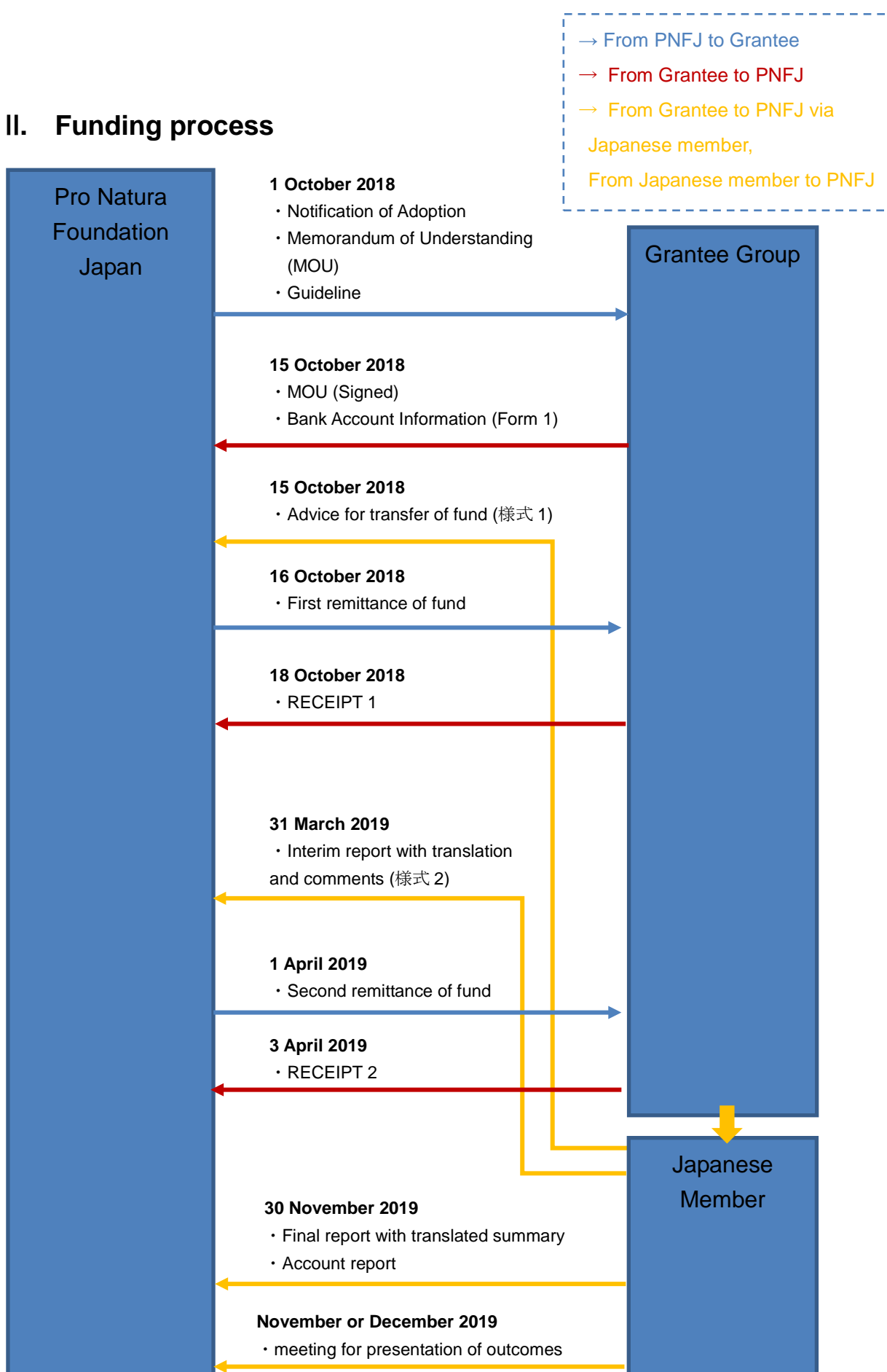


6. Others

The meeting for presentation of outcomes will be held in Tokyo in late November or early December 2019. The grantee must prepare the presentation documents, such as slides and poster, and the Japanese member must attend this event and give a presentation.

If the grantee is visiting Japan with other budget while the event is held, and is able to attend the meeting, the grantee can present the outcomes. Please inform PNFJ, if the grantee is able to attend the meeting. The details of this event will be announced later on.

II. Funding process



III. Contact Information

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