

Suntory Fund for Bird Conservation

Category: Bird Conservation Groups Activities Grant Category

Fiscal 2024 Application Guidelines

1. Purpose

To contribute to environmental conservation with grants to bird conservation groups for conservation activities.

2. Eligibility

Corporations or voluntary organizations whose main purpose is doing work related to the protection and propagation of wild animals and plants for the conservation of natural environments. The activities of groups funded with these grants are expected to be at a level for which the relevant bird protection division of each prefecture or a Ministry of the Environment regional office will provide the Fund with a letter of recommendation.

In order to widen its scope of support, in 2024 as well the Suntory Fund for Bird Conservation (“Fund” below) will accept grant applications from overseas bird conservation groups under the “Global Application Scheme” on the condition that application is made through a proxy conservation group in Japan.

3. Use of the Grant

- (1) In principle, use of the grant is limited to expenses directly required for the applicable bird conservation activities. The grant cannot be used for the grantee’s ordinary operating expenses such as personnel expenses and rent.
- (2) For overseas groups applying through the Global Application Scheme, a certain amount may be allowed for payment of administrative expenses of the domestic proxy conservation organization (costs associated with the translation of application content, the activity report explaining the state of activities, etc. and, as necessary, the cost of travel, accommodation, etc.), subject to discussion and approval by the Fund Steering Committee. However, the amount of administrative expenses can be only up to a maximum of 40 percent of the grant.

4. Total Funded Amount and Number of Grants

Out of a 20 million yen (planned) grant fund, around 10 grants will be awarded.

5. How to Apply

- (1) For domestic applications, submit an application package to the Fund’s trustee consisting of the following items (one of each).
 - 1) The application form designated by the Fund. (Note: The application form differs between applications based on the global recruitment scheme and other applications.)

- 2) Materials that give an overview of the applying organization, including the articles of incorporation, regulations and rules of management.
 - 3) A business report and income statement for each of the last two terms. If applying as a group, provide these items for each group member.
 - 4) The current year's business plan and income and expenditure budget. If applying jointly as a group, provide these items for each group member.
 - 5) Income and expenditure plan for the grant.
 - 6) Progress report on grant activities (only for fiscal 2023 grant recipients who wish to continue their grant).
- (2) For international applications under the Global Application Scheme, submit the designated application form stated in (1) 1) above, plus (optional) a business report, an income and expenditure budget and other supporting documents, if available.

* All submitted documents should be in Japanese using A4 size paper.

* Download the application form from the Fund website,

<http://www.koueki-suntory-aityou.jp/>

* Please use the dedicated application form to create an application based on the global recruitment scheme.

* Submitted documents and materials will not be returned.

[Regarding application acceptance by e-mail]

In addition to accepting applications by mail, we also accept applications by e-mail.

<< Points to note when applying by e-mail >>

- ◆ The email address will be "kouekidenshi@smtb.jp".
- ◆ Please be sure to write [Suntory Fund for Bird Conservation / Organization Name] in the subject line of the email (please note that we may not be able to accept your email without this notation).
- ◆ Please attach the form to the e-mail in either WORD, EXCEL, or PDF format. In addition, it cannot be used in combination with mail.
- ◆ Make sure that the capacity of one e-mail is 20MB or less. If the capacity exceeds 20MB, please take measures such as splitting the email and sending it.
- ◆ Please note that public file transfer services cannot be used for security reasons.
- ◆ After receiving the application form, we will contact you by email. If you do not hear from us within a week, please contact us using the contact information below.

[Important Points about the Global Application Scheme]

- ◆ It is not possible for bird conservation organizations outside Japan to directly apply for a grant to the trustee.
- ◆ An overseas organization must request a bird conservation organization in Japan with which it has an already established relationship to serve as a proxy.
- ◆ The Japanese proxy organization must have an already established relationship with the overseas organization and be able to carry out joint activities with the overseas organization.
- ◆ The Japanese proxy organization is responsible for translating the content for the application package and activity report prepared by the overseas organization into Japanese and submitting the required documents.
- ◆ The transfer account of the subsidy is limited to the corporate name account.
- ◆ The Japanese proxy organization should provide support to ensure that the overseas organization can carry out its grant activities.

6. Selection Standards

- (1) Priority will be given to planned grant activities of higher importance and urgency.
- (2) The ability of the applicant organization to implement the planned activities will be taken into account.
- (3) Past achievements of the applicant organization will also be referenced.
- (4) The period for use of the grant will be one year in principle. However, depending on the nature of the activities, a grant period of more than one year may be allowed.
* In principle, the period of use is April 2024–March 2025.
- (5) For outstanding activities, the Fund may continue to provide grants to an organization for a maximum of three years in principle. To continue receiving a grant, it is necessary to apply each year during the application period.

7. Application Period

Friday, September 1–Saturday, September 30, 2023 In the case of mail, the postmark is valid on the day.
If you apply by e-mail, we will accept up to the number of incoming e-mails on the day.

8. Selection Method and Notification

The Fund Steering Committee will make a decision. The results will be sent to the applicant organization by the representative trustee in writing by the end of January 2024.

9. Other notes

- (1) Indication of achievements of activities funded by the Foundation
For activities that have been subsidized by the Foundation, clearly indicate (*) that they have been subsidized as much as possible for the deliverables, and if specified, provide proof of this in the activity report described below. (Photos, etc.) should be submitted to the representative trustee.
This does not apply to the purchase of equipment and consumables.
(*) Example: When writing the bird name on the purchased gauge, etc., also write the indication

of "Suntory Fund for Bird Conservation Activities Grant". When holding a conference or symposium, mention it in the event guide, program, lecture abstract, etc.

- (2) When announcing or publishing activities based on this grant, Please indicate that you are receiving a subsidy from this fund (for example, indicate " Suntory Fund for Bird Conservation Activities Grant "). In addition, we ask for your understanding in advance that the details of the activities you report may be made public on the Foundation's pamphlets, the Suntory Group website, and the Foundation's website, in addition to the Steering Committee.

10. Holding presentation ceremonies and debriefing sessions and issuing subsidies

- (1) A presentation ceremony and debriefing session will be held around April 2024. At that time, we plan to ask you to give a five-minute report on the activities eligible for the subsidy.
- (2) The grant will be transferred to the bank account of the grant organization after the presentation ceremony. In addition, if it becomes impossible to implement the grant activity or if there is an unauthorized use of the grant, we will ask you to return the grant. be returned).
- (3) Depending on the social situation, the presentation ceremony and debriefing session may be canceled and the timing of subsidy distribution may be changed. In that case, we will contact the sponsor separately.

11. Activity Report

- (1) As soon as the activities to be subsidized are completed, the subsidized organization will submit the activity report and financial report (receipt (copy) attached) to the representative trustee. In the case of an overseas activity organization that received a grant under the global recruitment scheme, please submit in Japanese through a domestic proxy application organization. A specific format is not required, but the report should be A4 size.
- (2) Submitted activity reports may be disclosed to the general public as well as to the Steering Committee.

12. Reference

For past activities of grantees, please refer to the Fund website,
<http://www.koueki-suntory-aityou.jp/> (in Japanese)

13. Application Submissions and Inquiries

Application by mail

Application Portal for the Suntory Fund for Bird Conservation
Sumitomo Mitsui Trust Bank (Representative Trustee)
Public Interest Trust Group, Personal Asset Trust Business Department
3-33-1 Shiba, Minato-ku, Tokyo 105-8574

Application by e-mail

e-mail : kouekidenshi@smtb.jp

Subject: [Suntory Fund for Bird Conservation / Organization Name] (Required notation)

Contact

Tel: +81-3-5232-8910 (Weekdays. 9 a.m.–5 p.m. JST)

Fax: +81-3-5232-8919