

Suntory Fund for Bird Conservation

Category: Bird Conservation Groups Activities Grant Category

Fiscal 2022 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, from fiscal 2022 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.
 - 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 2021 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/>

* The required information on the application form for the Global Application Scheme differs in part from the domestic application. For details, please refer to the table at the top of the first page of the common application for the Grants for Bird Conservation Groups category and submit the required application pages accordingly.

* Submitted documents and materials will not be returned.

[Regarding application acceptance by e-mail]

From this year, in addition to accepting applications by mail, we will start accepting 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 PDF format to the email. 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.

[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 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 2022–March 2023.
- (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

Wednesday, September 1–Friday, October 15, 2021 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 2022.

9. Fund Granting Ceremony, Reporting Meeting, Issuing of Grant Funds

- (1) A granting ceremony and reporting meeting will be held in mid-April 2022. The grantee will be asked to provide a five-minute report on the activities to be undertaken.
- (2) The grant will be transferred to the grantee's bank account after the presentation ceremony.
Grant funds must be returned when it becomes impossible to carry out the grant activities or when the grant funds are used improperly. Unused grant funds shall also be returned to the Fund.
- (3) Depending on the societal situation, the fund granting ceremony and reporting meeting may be cancelled and the timing of payment of grant funds may be changed. In such cases, grantees will

be contacted separately.

10. Activity Report

As soon as the activities covered by the grant are completed, the grantee will submit an activity report and an accounting report (with receipts [copies] attached) to the representative trustee (refer to 12 below). For overseas organizations under the Global Application Scheme, the activity report shall be submitted in Japanese through the Japanese proxy organization.

A specific format is not required, but the report should be A4 size.

11. Reference

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

12. 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

★ Additional Conditions for the FY 2022 Call for Grant Applications (applies to all three categories)

Some additional conditions have been added to the fiscal 2022 call for grant applications. This was also done for the 2021 application round. The additional conditions aim to encourage consideration of infection countermeasures, etc. for the planned conservation activities.

The additional conditions are cautions for the applicant in preparing the activity plan, etc. and apply to the grant activity period of one year (April 2022–March 2023) so that the grantee can smoothly carry out the grant activities. Applicants should take careful note of these additional conditions (cautions) when preparing the grant application.

◆ Cautions for the FY 2022 Activity Plan (April 2022–March 2023)

- (1) Develop an activity plan with careful consideration given to any activities that require long-distance travel
- (2) Develop an activity plan with careful consideration given to any activities that involve holding or participating in events, etc.
- (3) In addition to the previous two points, the applicant should attach one page (A4 size) outlining preventive measures (how the organization will prevent the 3Cs of closed spaces, crowded place and close contact) against infection during the planned activities. This document will be used when examining the feasibility of the proposed project. Note that the cost of such preventive measures is the responsibility of the organization; grant funds may not be used for these costs.