GUIDELINES FOR SUBMITTING LETTERS OF INQUIRY

Letters of Inquiry (LOIs) must be submitted in English through KR Foundation's online Grants Portal: krfnd.fluxx.io. Please note that KR Foundation only receives LOIs from two weeks before the application deadline. Only LOIs submitted through the portal will be considered.

Characters limits (including spaces) apply to questions 1-6. Questions in bold are mandatory fields. Text can be copied in from other documents, but please note that formatted text such as tables, footnotes and links cannot be copied into the text fields.

NB! All amounts must be entered without thousand separators in Danish Kroner (DKK).

ELIGIBILITY QUIZ

Before you can fill in the LOI form you must confirm that the applicant organization is able to document non-profit status.

ORGANIZATIONAL INFORMATION

Organization Name
Acronym
Department
Address 1
Address 2
City
State
Country
Postal Code
Organization email
Organization phone

Tax ID / Registration
Which year was the organization established?
Number of full-time equivalents employed by the organization
The organization's operational budget for current year in DKK (NB! Enter amount without thousand separators)

PERSONAL CONTACT INFORMATION

Title
First Name
Last Name
Work Phone
Email

BASIC INFORMATION

Project Title
Overall Project Budget (DKK) (NB! Enter amount without thousand separators)
Amount Applied For (DKK) (NB! Enter amount without thousand separators)
Start Date
End Date
Duration in Months

FOCUS AREA

Select the focus area relevant to your project in the drop-down menu.

NARRATIVE INFORMATION

1. **What are the key issues?**
   Briefly state the issue that will be addressed, and the external context the project is navigating (e.g. political processes, lack of knowledge etc.), describe the proposed solution including your theory of change and the evidence base for your selected method of implementation.
   (Character limit incl. spaces: 2,500)

2. **How will you achieve the desired change?**
   Describe the objectives of the project and planned activities, including a clear plan and timeline for implementation
   (Character limit incl. spaces: 2,500)

3. **How will your project result in positive change?**
   Describe the positive change that will result from the activities (e.g. policy change, CO2 savings, raised ambition of stakeholder targets); describe what success would look like for this project.
   (Character limit incl. spaces: 1,000)

4. **Describe the organizational capacity to undertake the proposed activities**
   (Character limit incl. spaces: 1,000)

5. **List key personnel involved in the proposed activities and their expertise in relation to this project**
   (Character limit incl. spaces: 500)

6. **List secured and potential funding sources for the project (grants received, requests pending, planned proposal submissions, earned income etc.)**
   (Character limit incl. spaces: 500)