

GUIDELINES FOR SUBMITTING FULL PROPOSALS

KR FOUNDATION MISSION & FOCUS

Prior to submitting a full proposal, applicants are recommended to revisit the main focus and purpose of KR Foundation, which is to:

- Address root causes of climate change and environmental degradation;
- Support projects that have an international focus (e.g. an impact at scale in multiple countries or countries that by themselves can move the global agenda);
- Support projects that provide scalable solutions;
- Support projects that can showcase a clear impact;
- Support projects that promote shifts towards “strong sustainability”, within planetary boundaries.

The full proposal includes a narrative proposal, a budget for the requested amount of funding and supporting documentation. The proposal must be submitted in English through KR Foundation’s online Grants Portal, Fluxx. Applicants will receive login details once they have been invited to submit a full proposal.

Please note that KR Foundation will not consider full proposals that do not strictly adhere to these guidelines and/or are submitted later than the given deadline.

NARRATIVE PROPOSAL

The narrative proposal must be submitted using the template available in the Grants Portal. Text can be copied from other documents, but please note that formatted text such as tables, footnotes and links cannot be copied into the text fields.

It is strongly recommended that full proposals clearly answer the questions below.¹ Please be especially aware of differentiating between proposed outputs/activities and intended outcomes/changes.

The narrative proposal template contains the following topics and has a total character limit of 17,100 (including spaces) for all questions combined.

1. Who will implement the project?

Briefly describe the main implementing organisation(s) and its/their purpose.

2. What are the key issues addressed?

Explain the issue that will be addressed and the project’s theory of change. Provide the rationale for the methodology, including a description of the evidence base for its effectiveness.

¹ If the applicant has previously submitted a Letter of Inquiry to KR Foundation, some of the questions will be familiar. While the LOI and full proposal overlap in several areas, the full proposal requires a greater level of detail, particularly regarding project implementation.

2.1 List the key objectives

Briefly list – in bullet point format – the key objectives or outcomes of the project, including the associated indicators of success. Note that this will form part of the grant agreement, and the objectives should therefore be SMART (Specific, Measurable, Achievable, Realistic and Timely).

3. How will you achieve the desired change?

Describe the project's logic model, i.e., the specific activities and outputs proposed to realise the key objectives, including a clear plan and timeline for implementation. Should link clearly to the theory of change presented in question 2.

4. What will success look like in the future?

Briefly describe the overall positive change that will result from the activities, including the expected longer-term impact.

5. What are the key organisational competencies for the project?

Describe the organisational capacity for implementing the project, including relevant expertise of the key experts. It should be clarified whether the applicant will be the sole implementer, or if other organisations are involved and will receive part of the grant.

6. How will risks be managed?

Describe any known risks associated with the implementation of activities and how these risks will be addressed.

7. What role does communication play in the project?

Describe your communications strategy and communications plan, including how you will communicate results and lessons learned. The communications plan must include identification of key target groups, a timeline, methods for dissemination to key stakeholders and clear success criteria for the efforts. Finally, describe the organisational capacity to implement the communications plan.

8. Please outline how you will minimise any negative environmental impacts generated by the proposed work, particularly in relation to potential emissions relating to travel and meetings.

9. List secured and potential funding sources for the project (grants received, requests pending, planned proposal submissions, earned income etc.)

If the applicant has previously submitted a Letter of Inquiry (LOI), this text is carried over from the LOI. Please update if relevant.

Please note that KR Foundation places particular emphasis on communication and sharing of results and lessons learned. Communication should thus be an integral part of the project design as opposed to an add-on activity.

Relevant supporting information to the narrative proposal may be submitted as attachments in the 'Proposal Documents' section. The narrative proposal entered in the online template must however be readable on its own.

BUDGET

A detailed budget for the contribution requested from KR Foundation must be prepared in the Budget and Financial Reporting Template. The template including detailed guidelines is available on our website <http://krfnd.org/apply-for-funding/guidelines>. The budget must be prepared in Danish Kroner (DKK) and must clearly state the proposed use of the requested contribution.

KR Foundation primarily supports direct costs. Costs not directly related to the activities – if any – may be included as overhead costs (a maximum of 12.5 pct. of the total project-related costs).

KR Foundation requires an independent audit of the final accounts and covers the costs related to the audit provided these are included in the budget.

If KR Foundation is not expected to fund the proposed activities in full, please also submit the total budget for the activities in any format. Already secured and potential funding sources for the project (grants received, requests pending, planned proposal submissions, earned income, etc.) must be included in the total budget, clearly indicating the name of each source of funding.

The specific budget for the amount requested from KR Foundation and the overall budget for the activities must be uploaded as separate documents to the 'Proposal Documents' section. Remember to select the correct document type when uploading the budgets:

1. Project Budget (KR Foundation's Contribution)
2. Overall Project Budget

SUPPORTING DOCUMENTATION

The following supporting documents must be provided along with the main proposal and budget(s):

- a) A list of directors and officers within the main applicant organisation
- b) Brief bios of all key personnel involved in the activities and their expertise relating to this project
- c) The overall institutional budget for the applicant organisation for the current financial year, including list of principal funding sources
- d) A copy of the latest audited financial statement for the organisation
- e) Documentation of the main applicant's non-profit status

Supporting documents must be uploaded to the 'Proposal Documents' section. Please select the relevant document type when uploading the documents.

TERMS AND CONDITIONS

KR Foundation's standard Terms and Conditions for Administration of Grants are available here: <http://krfnd.org/apply-for-funding/guidelines/>