

## 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 the KR Foundation, namely:

- 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 in 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 eight questions below. 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 16,500 (including spaces) for all questions combined.

**1. Who will implement the project?**

Briefly describe the main implementing organization, including its mission and goals.

**2. What are the key issues addressed?**

Describe the overall objective(s), and explain the issue that will be addressed, and the external context the project is navigating (e.g. political processes, lack of knowledge); describe the proposed solution including your theory of change and the evidence base for your selected method of implementation.

**3. How will you achieve the desired change?**

Describe the specific activities and associated outputs (e.g. meetings with stakeholders, publications, website traffic) and indicators of success, including a clear plan and timeline for implementation.

**4. What will success look like?**

Describe the positive change that will result from the activities (e.g. policy change, CO2 savings, raised ambition of stakeholder targets), including the expected impact.

**5. What are the key organizational competencies for the project?**

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

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

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. The budget must also state any secured or pending co-funding.

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 % 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 organization
- 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 organization for the current financial year, including list of principal funding sources
- d) A copy of the latest audited financial statement for the organization
- 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/>