

## GUIDELINES FOR SUBMITTING LETTERS OF INQUIRY

### KR FOUNDATION MISSION & FOCUS

Prior to submitting a Letter of Inquiry (LOI), 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.

Note that KR Foundation only accepts LOIs by invitation.

The purpose of the LOI is to enable the Foundation to perform a preliminary review of the specific issue the applicant seeks to address and the intended approach for doing so.

The LOI must outline the main purpose of the project, its key objectives, the potential impact and the proposed activities. Alternatively, in the case of applications for core funding, the LOI should outline the central mission of the applicant organisation and its current key objectives.

If KR Foundation accepts the LOI, the applicant will be invited to submit a full proposal, in which the applicant must expand on the application. While the LOI and full proposal overlap in several areas, the full proposal requires a greater level of detail, particularly regarding project implementation.

LOIs must be submitted in English through KR Foundation’s online Grants Portal. Please follow the [instructions](#) on the Foundation’s website to be invited to submit an LOI.

Character limits (including spaces) apply to questions 1-7. 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, or recreated, in the text fields.

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

### ELIGIBILITY QUIZ

Before completing the LOI form, please ensure that the main applicant holds documented proof of non-profit status.

## ORGANISATIONAL INFORMATION

### Organisation Name

Acronym

Department

### Address 1

Address 2

### City

State

### Country

Postal Code

Organisation email

Organisation phone

### Tax ID / Registration

Which year was the organisation established?

Number of full-time equivalents employed by the organisation

The organisation'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

## PROGRAM AREA

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

Indicate in which part(s) of the world the project's main activities will take place.

## NARRATIVE INFORMATION

### 1. What are the key issues addressed?

Outline the specific problem or opportunity that the project seeks to address, and briefly describe the theory of change.

*(Character limit incl. spaces: 2,500)*

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

Briefly list the main objectives and describe the intended impact and proposed activities.

*(Character limit incl. spaces: 2,500)*

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

Describe the positive change that will result from the activities (e.g. policy change, CO<sub>2</sub> savings, raised ambition of stakeholder targets); describe what success would look like for the project.

*(Character limit incl. spaces: 1,000)*

**4. Describe the organisational 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 any relevant project partners and sub-contractors**

*(Character limit incl. spaces: 500)*

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

*(Character limit incl. spaces: 500)*