

GUIDELINES FOR SUBMITTING FULL PROPOSALS

1. KR FOUNDATION'S MISSION & FOCUS

Prior to submitting a full proposal, applicants are advised to revisit the purpose and current focus of KR Foundation, which is to support projects that:

- address root causes of climate change and environmental degradation;
- have an international focus (i.e. direct impacts in multiple countries or countries that by themselves can move the global agenda);
- provide scalable solutions;
- are able to showcase a clear impact;
- promote shifts towards “strong sustainability”, within planetary boundaries.

2. GENERAL INSTRUCTIONS

All applicants will receive an application pack with the invitation to submit a full proposal. The pack contains:

- Guidelines for submitting full proposals (this document)
- Narrative proposal template (Word document)
- Project budget template (Excel document)

Please contact the Foundation via applications@krfnd.org, if you are missing either of the templates.

Applicants should complete and submit the full proposal using the guidelines and templates in the application pack. Please note that KR Foundation will not consider full proposals that do not strictly adhere to the instructions and/or are submitted later than the given deadline.

The full proposal has four key parts:

1. Grant information (Section 3)
2. The narrative proposal (Section 4),
3. Budgets (Section 5) and
4. Supporting documentation (Section 6).

The proposal must be submitted **in English** through KR Foundation’s online grants portal, Fluxx (see the next section).

3. SUBMITTING YOUR APPLICATION IN FLUXX

Applicants will receive login details to Fluxx once they have been invited to submit a full proposal. Once in Fluxx, go to the ‘Proposals to Edit’ section and begin by filling in any missing fields to complete the first part of the proposal: **the grant information.**

Grant information fields:

Organisation details:

- Which year was the organisation established?
- Number of full-time equivalents employed by the organisation
- The organisation's organisational budget for current year (DKK)

Proposal details:

- Title
- Indicate the countries/regions in which the project's main activities will take place
- Proposal Summary
- Overall Project budget (DKK)
- Amount Applied for (DKK)
- Start Date
- End Date
- Duration in Months

Applicants can then **upload all application documents to Fluxx** (see Sections 4-6). The following documents must be uploaded:

- 1) The narrative proposal
- 2) Project budget (KR Foundation's contribution)
- 3) Overall project budget – *if required, see section 5*
- 4) Supporting documentation
 - A) Project communications strategy
 - B) List of directors
 - C) Biographies of key personnel
 - D) Organisational budget
 - E) Recent audited accounts
 - F) Proof of non-profit status

All documents must be uploaded to the 'Proposal Documents' section. Please select the relevant document type when uploading the documents. If you need to change the document type after uploading, you can click the edit icon that appears on the right side of the file name when you hover over the uploaded file. Please ensure the correct file format is uploaded: Documents containing text and/or images should be uploaded as PDFs and the project budget should be in Excel file format. Other budgets may be uploaded as Excel or PDF files.

4. THE NARRATIVE PROPOSAL

The narrative proposal template contains 8 questions. All questions should be answered as clearly and concisely as possible. Images, charts and tables may be used as visual aids.

The narrative proposal should be a **maximum of 8 pages**, including any figures. KR Foundation will not accept narrative proposals longer than this. The font style should be Calibri, size 11 pt. (body text). Please keep all original formatting in the template (page margins, numbers etc.). Submit the narrative proposal as a PDF using the Word template provided.

5. BUDGETS

Project budget

All applicants must submit a project budget using the Excel template provided in the application pack. The template, including detailed guidelines, is also available on our website [here](#). The project budget is a detailed budget covering the contribution requested from KR Foundation. It must be prepared **in Danish Kroner (DKK)** and must clearly state the proposed use of the requested contribution.

Overall project budget

If KR Foundation is not expected to fund the proposed activities in full, please also submit an overall project budget. This is the total budget for the entire project, including activities not funded by KR (it can therefore be uploaded in any format and currency). The overall project budget should contain **secured and potential funding sources** for the project (grants received, requests pending, planned proposal submissions, earned income, etc.) with the name of each source of funding clearly indicated.

Please also note the following:

- If the applicant is **applying for core funding**, the project budget should cover the organisational expenses to be funded by KR, while the overall project budget should detail the expected annual budget for the whole organisation (corresponding to the grant period requested).
- **Overhead** - KR Foundation primarily supports direct costs. Costs not directly related to the activities may be included as overhead costs (max. 12.5 pct. of the total project-related costs).
- **Audit** - KR Foundation requires an independent audit of the Final Financial Statement for the grant and covers the costs related to the audit provided these are included in the budget.

Kindly remember to select the correct document type when uploading the budgets:

- 2) Project budget (KR Foundation's contribution)
- 3) Overall project budget

6. SUPPORTING DOCUMENTATION

The following supporting documents must be uploaded to Fluxx in [PDF format](#):

- A) Project communications strategy*** – *A description of the strategy and plan for communications work, including: a timeline; key target groups; methods for dissemination to key stakeholders; and clear success criteria. Give evidence for organisational capacity specific to this work.*
- B) List of directors** – *A list of the senior staff (including Board members) within the applicant organisation.*
- C) Biographies of key personnel** - *Brief bios of all key personnel involved in the proposed activities and their expertise relating to this project.*
- D) Organisational budget** - *The main applicant organisation's total annual budget for the current financial year (in any format), including a list of principal funding sources.*

- E) Audited accounts** – *A copy of the main applicant’s most recent audited financial accounts, ensuring that the Auditor’s statement is included and signed by the Auditor.*
- F) Proof of non-profit status** – *Confirmation/proof of the main applicant’s non-profit status as provided by an official authority/government body from the country in which the organisation is registered.*

* 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.

7. TERMS AND CONDITIONS

KR Foundation’s standard Terms and Conditions for Administration of Grants are available here: <http://krfnd.org/wp-content/uploads/2019/11/Terms-and-Conditions-for-Administration-of-Grants.pdf>

NARRATIVE PROPOSAL TEMPLATE (MAX. 8 PAGES)

[Insert Organisation name]:

[Insert Project Title]

1. Who will implement the project?

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

[Insert text]

2. What are the key issues addressed?

Explain the issue that will be addressed. Describe the project's theory of change¹ and why it is believed to be effective.

[Insert text]

2.1 List the key objectives

Briefly list the project's key objectives, including the associated indicators of success. The objectives should be SMART (Specific, Measurable, Achievable, Realistic and Timely).

- [Insert text]

3. How will you achieve the desired change?

Describe the specific activities and outputs proposed to realise the key objectives, including a clear plan and timeline for implementation. This should link clearly to the theory of change presented in Question 2.

[Insert text]

4. What will success look like in the future?

Briefly describe the expected positive impacts of the activities, including those for the longer-term.

[Insert text]

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.

[Insert text]

¹ The **theory of change** should describe and illustrate how and why the desired change is expected to happen in the context of the project.

6. How will risks be managed?

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

[Insert text]

7. Please outline how you will minimise any negative environmental impacts generated by the proposed work, particularly potential emissions relating to meetings.

[Insert text]

8. List secured and potential funding sources for the overall project budget.

Please list the grants received, requests pending, planned proposal submissions, earned income etc., using the format below.

Funding source	Amount	Status