

New Application Guide

A new application with the Karl Kahane Foundation is divided into three steps:

1. **Quick Scan** - This is an initial assessment of eligibility. All unsolicited applications must start here. The form is available during published application periods via the [Foundation's website](#). Outside these periods, access is by invitation only. Applicants will then receive either an invitation to proceed or a rejection.
2. **1st Year Application (Step 1)** - Upon a positive initial assessment of eligibility, this next part is automatically unlocked and ready for your input. Applicants will then receive either an invitation to proceed or a rejection.
3. **1st Year Application (Step 2)** – Accessible by invitation only after the 1st Year Application (Step 1) has been completed and the Foundation would like to proceed with your application to the final step. This involves a more detailed form and usually a call with the KKF team. Final funding decisions are made by the Foundation's Board based on selected applications.

Tips for Filling Out the Online Form

- Keep answers concise — bullet points are also acceptable.
- Read the instructions and introductory remarks before starting.
- Use the "Next screen" button or the section names on the left to navigate.
- Click "Save and Exit" anytime to save your progress and return later.
- If you have any questions, you can consult our [KKF Frequently Asked Questions \(FAQs\)](#) or our [Optimy FAQs](#). Note: The KKF FAQs cover content and grantmaking strategy, while the Optimy FAQs address technical questions about the application form.

Please bear in mind that we are expecting a high number of applicants and will review all submissions as quickly as possible.

The KKF's New Applications form(s) consist(s) of the questions below. Please read through the following section for detailed instructions.

Quick Scan

QUICK SCAN

Contact Person

- Please complete the details for the person who will be the primary point of contact for progressing your application. This can be updated later through accessing your project through the application platform.

Organisation Name

- Indicate your official organisation name.

Grant Type

- Select the grant type which you are applying for. Please note that CEO Funding, General Funding and Emergency Funding should only be selected with prior invitation from a member of the KKF team. These will otherwise be rejected.

Organisation Type

- Indicate your official organisation type. In order to be eligible for funding, your organisation must be a registered NGO or NPO.

Organisation Size

- Start-up to mid-sized (minimum of 4-5 employees)

Project Focus Region

- Indicate in which geographical area your project operates. Only projects taking place in countries or territories which the Karl Kahane Foundation defines within its published regional focus areas are eligible to apply for funding. You can find a list of countries and territories in the application form or on our [website](#) and [FAQs](#).

Project Thematic Focus

- Indicate in which thematic area your project operates/which thematic area your project covers. The Karl Kahane Foundation focuses on supporting projects which engage in the areas of Accessibility, Migration/Inclusion and/or Social Mobility. Only projects working within one of these three thematic focus areas are eligible to apply for funding. You can find a list of definitions and detailed explanations around the three thematic focus areas in the application form or on our [website](#) and [FAQs](#).

1st Year Application (Step 1)

GRANT TYPE

Grant Type

- Confirm the grant type for which you are applying.

ORGANISATION

Name of organisation

- Confirm the official name of the organisation under which it is registered.

About your organisation

- Address, City, State/Province/Region, ZIP/Postal code, Country: indicate the official address of the organisation's head office.
- Organisation website or Project website: If applicable, indicate the internet address of the organisation's official website and the official project website. When both are provided, separate the two by a semi-colon.
- Social media pages: If applicable, indicate the internet address of the organisation's social media presence(s), such as a Facebook page, Instagram profile etc. When multiple links are provided, separate them by a semi-colon.

Contact person

- Confirm the details for the person who will be the primary point of contact for progressing your application. This can be updated later through accessing your project through the application platform.
- If there is another person that is responsible for the project and/or you would like us to stay in contact with, please list the corresponding contact information in the section "ADDITIONAL CONTACT PERSON", starting with the position of this person (choose either from predefined options or explain role further).

PROJECT

Project title

- Write the official name/title of the project. If there is no official name, please describe the project within 100 characters.

Project's thematic focus area

- Confirm the project focus area which best applies to your project. The Karl Kahane Foundation focuses on supporting projects which engage in the areas of Accessibility, Migration/Inclusion and/or Social Mobility. You can find a list of definitions and detailed

explanations around the three thematic focus areas in the application form or on our [website](#) and [FAQs](#).

Project location

- Country: indicate the country in which the project is to be located/ based/ implemented. If multiple focus countries apply, please indicate where the majority of the project is located. Please consider our published Regions of Focus for a list of countries included in our focus regions on our [website](#) and [FAQs](#).
- Location (city, town or area): indicate the city, town or area in which the project is located. If multiple focus locations apply, please indicate.
- Project's geographical focus area: select the regional focus area which best applies to your project and/or country indicated. The Karl Kahane Foundation focuses on supporting projects in Europe, the Middle East, North Africa and Turkey.

Type of project

- Please indicate the option that best describes your project type. You can find an explanation/definition of each type in the application form. If your project does not fit into any of the provided categories, please select "other" and explain why not.

Project description

- Write a description of the project including what inspired the project, what problems/issues you are addressing, a brief description of general goals and methods, and what change should be brought about through the implementation of the project.

Costs

- Total budget of organisation: indicate the total annual budget of your organisation as a whole including all costs. This does not refer to the budget of your organisation for this project but the budget for the organisation itself, incl. for all projects run by it. Please only use numeric symbols and use the number format #####.## (e.g. "49596.75" instead of "CHF 49.596,75").
- Total budget of the project: indicate the total budget of the entire project including all costs. You will be asked to go into further detail regarding the budget later in the application process. Please only use numeric symbols and use the number format #####.## (e.g. "49596.75" instead of "CHF 49.596,75").
- Funding requested from the KKF: indicate the amount of funding being requested in aid from the Karl Kahane Foundation/ the amount you are applying for your project. Generally, 1st time applicants apply for the period of one year, so please plan accordingly. For the first year, we will generally only consider grants within the range of CHF 40'000.00-100'000.00. Please only use numeric symbols and use the number format #####.## (e.g. "49596.75" instead of "CHF 49.596,75").
- Choose the currency which is being used for the budgeting of the project in ISO currency code format by clicking on the dropdown menu next to the amounts. Please note that due to high inflation rates and currency fluctuations with certain currencies in

the past, the KKF now only accepts requests and budgets in one of the following five currencies: Swiss Francs (CHF), Euros (EUR), US American Dollars (USD), Great British Pounds Sterling (GBP), Canadian Dollars (CAD). If your organisation operates in another currency, please convert your budget and the amounts requested from the Karl Kahane Foundation into one of these five currencies.

- Important remarks about budget: If applicable, feel free to add important remarks or context about your project budget or the funding requested. Please elaborate if there is anything else we should know about your budget and/or the amount of funding you have requested. You may, for example, indicate if your organisation finances a lot of consultants/external staff and may have a smaller "core team" of the organisation itself.

Other Funding sources

- General funding sources of the organisation: How is your organisation funded? Please name the most significant funding sources for your (entire) organisation as a whole (up to ten sources max.).
- Funding sources of the project: If applicable, name any confirmed sources of funding already supporting the project and indicate if any further applications for financial support have been made. Please indicate amounts. We highly encourage partnerships and co-funding with other foundations or funding partners.

Information Regarding Organisation Staff

- Indicate the number of paid staff (FTE) and number of volunteers involved in your organisation. If applicable, you may structure your reply into different sections referring to the overall organisation on the one side, and specifically to the project you are applying for funding for, on the other side. If applicable, you can also tell us about external contractors/ service providers who are not directly involved in the organisation.

Project duration and plan

- Here you are asked to indicate the period for which you are requesting funding (also called the "funding period"). Generally, 1st time applicants apply for a period of up to one year. Keep the important dates for applicants as published on our funding page in mind! Use the format "DD.MM.YYYY" (e.g. for "January 1st, 2021", write "01.01.2021")
- Overall running time of the project as a whole: include start date (planned or past) as well as for how long the project is to be implemented, so the completion date or expected running time. This is meant to represent the project as a whole, and not just the funding period in question.

PROJECT BACKGROUND

Qualification & Experience

- Please describe why your project/organisation qualifies especially for funding from the Karl Kahane Foundation. Does your organisation have any specific skills, qualifications

and/or knowledge that make you stand out or distinguish you in this thematic focus area and/or regarding the work you do with your target group?

Recommendation/ Notification

- Explain how/through what medium (e.g. websites, LinkedIn, word of mouth, etc...) you learned about the Karl Kahane Foundation and the opportunity to apply for funding. Please indicate the exact medium, e.g. Google search and including specific search terms/ keywords or specific website address. The more specific, the better.

1st Year Application (Step 2)

GRANT TYPE

Grant Type

- Confirm the grant type for which you are applying.

CONTEXT, CONCEPT, GOALS AND IMPACT

Starting point and vision

- Describe the situation your project tries to address. What issue(s)/problem(s) does the target population currently face and why is it important to address it/them?
- Describe how the project's implementation is expected to contribute to the alleviation of this/these problem(s)/issue(s) stated above. What should change through the implementation of the project and how? How will the situation change in the short and long term?

Project goals

- List and briefly describe the general project goals following the SMART guidelines. SMART means Specific, Measureable, Achievable (or Attainable), Relevant, and Time-Bound. This method of goal formulation is used to create clear, attainable and meaningful goals, and develop the motivation, action plan, and support needed to achieve them. For more information on SMART goal guidelines, one can visit the following website: <https://www.mindtools.com/pages/article/smart-goals.htm>

Project contextual factors

- List and describe any contextual factors (e.g. regional, political, environmental, socio-cultural and/or economical) and challenges that might influence your work. How are you/ will you be addressing these points through your work?

Organisation and project partners

- Are there any relevant partners (e.g. implementing or research partners) you work with and/or networks you are a part of, in addition to the funders mentioned above? List them for both an organisational and project level.

Project history

- Have there been any other projects in this thematic field by your organisation? Briefly describe both active and past projects from your organisation which have a similar thematic focus to this project. If applicable, what results have these past projects yielded? And if the current project has already been running for some time, then you can reflect on the results of this project so far.
- Describe challenges, results and lessons learned from previous work in this field. What were the biggest challenges and how were they overcome? Describe any positive or

negative results. What was learned through these results, how was planning adapted and what were the lessons learned through work in this field.

Similar projects

- Are you aware of any similar projects outside of your organisation which either exist or have been completed in the past? Please choose YES or NO, and answer the follow-up question accordingly.
- NO: Why do you think there are no similar projects outside of your organisation? Why has no one already implemented such a project before?
- YES: How does your project differ from these similar projects outside of your organisation? Please briefly compare your project with them and describe what makes your project different/stand out. What lessons can/have you learn(ed) from these projects? Is there any potential for cooperation?

Target group

- Describe the target group of the project. What is the population which will be most impacted by the project's implementation? Your answer should also give us an idea of baseline numbers. How will the beneficiaries be reached/selected?
- In order to promote sustainability, how/in what ways is the target group involved in the designing/implementation of the project?

Inclusiveness

- Explain if and how your organisation and the proposed program are inclusive and equally accessible to staff, participants and partners, regardless of ethnicity, race, gender identity, sexual orientation, age or disability. This can include topics such as accessibility for persons with physical disabilities, Diversity, Equity and Inclusion (DEI) policies, cultural sensitivity, linguistic accommodations, hiring practices etc. If this aspect has not been considered in the project plan until now, indicate why not.
- Do you have a DEI policy, safeguarding policy or Code of Conduct in your organisation? Please choose YES or NO, and answer the follow-up question accordingly.
- YES: If so, briefly describe what these topics mean and how/if they are approached in your organisation.
- NO: If not, explain why and if there are plans to address these topics. Are these topics something that your organisation is interested in? How might they be included in the future? Please also provide an estimate of potential additional costs which might arise when strengthening inclusiveness and equal accessibility.

Systemic change, long term vision & learning

- How does your work address systemic challenges now or in the future? Do you contribute—or see potential to contribute—to long-term change in your field? What barriers might you face? If not relevant, please note this (it won't affect selection). What

is your long-term vision for your organisation, including any growth or scaling plans?
How do you approach learning in your organisation and daily work?

PROJECT ADMINISTRATION

Project team

- Introduce us to the project team members and explain their roles and functions in the project. List the members of the project team including short biographies (relevant experience, qualification, position in project team) and describe the roles/functions that they will have throughout project implementation. Also include the FTE of the project members.

Partner organisations

- Will your organisation partner with other organisations throughout the project? This can include a variety of partnership types, including research and implementation partners. Please choose YES or NO, and answer the follow-up question accordingly.
- YES: If yes, describe the role which these organisations will play in the implementation of this project and in reaching the project's goals.
- NO: If no, why is this not the case? Would you like to establish partnerships in the future?

Sustainability

- Indicate if and how you are addressing questions of sustainable development within your organisation and project. Please touch on financial, societal, political and governance aspects. (How) are you addressing questions of social sustainability in your organisation and project? Where do you see potential for improvement and how could this be addressed? You may also touch on how you are working towards environmental sustainability in your work.
- How are you ensuring that your organisation and project are financed sustainably? In the event of a funding gap, how do you propose to address this in order to mitigate/reduce any risks to the project? What will happen to the project in case of insufficient funds? Are there alternative plans?
- What are some of the potential risks that could increase costs and impact the planning of your project and how will you navigate these risks? Describe what you have identified as potential risks in your field of work/within your project that might impact your short- and mid-term planning and budget. How are you addressing and/or prioritising these risks? (Risks can but do not have to include financial, political, policy and or other emergency situations, choose whatever you feel applies to your situation)

FINANCES

Costs

- Total budget of the project: indicate once more the total budget of the entire project including all costs. Please only use numeric symbols and use the number format #####.## (e.g. "49596.75" instead of "CHF 49.596,75").
- Funding requested from the KKF: indicate the amount of funding being requested in aid from the Karl Kahane Foundation/ the amount you are applying for your project. The pre-entered number originates from your 1st Step Application. If the amount has changed in the meantime, please correct the numbers. Keep in mind that 1st time applicants apply for the period of one year, so please plan accordingly. For the first year, we will generally only consider grants within the range of CHF 40'000.00-100'000.00. Please only use numeric symbols and use the number format #####.## (e.g. "49596.75" instead of "CHF 49.596,75").
- Choose the currency which is being used for the budgeting of the project in ISO currency code format by clicking on the dropdown menu next to the amounts. Please note that due to high inflation rates and currency fluctuations with certain currencies in the past, the KKF now only accepts requests and budgets in one of the following five currencies: Swiss Francs (CHF), Euros (EUR), US American Dollars (USD), Great British Pounds Sterling (GBP), Canadian Dollars (CAD). If your organisation operates in another currency, please convert your budget and the amounts requested from the Karl Kahane Foundation into one of these five currencies.

Financial and budget plan

- Please submit a financial and budget plan based on the template provided in the application form. To do so, download the file, fill it in following the directions as indicated in the "BUDGET AND FINANCE PLAN GUIDE" box in the top right of the template and re-upload as pdf it in the application form on Optimy. Use the example provided on sheet 2 of the template as a reference for the format of the financial and budget plan. Please make sure that the currency used in the Budget Plan corresponds to the currency used above on the costs and the Funding requested from the KKF.

Funding sources

- If applicable, indicate any additional funders which already support the project including those funders already mentioned in the first-step application. Include the name and website of funders if applicable, as well as since when they have been supporting the project/ your organisation. Please also indicate these amounts in the budget and finance plan as well.
- Where else have you applied for funding for the project? Describe your organisation's efforts in getting funding from other sources. Have you written any other foundations or individuals? Please choose YES or NO, and answer the follow-up question accordingly.

- NO: If no other applications have been made, why is this? Are you planning to apply for other funding?
- YES: If you have indeed applied for other funding, what is the type of funding you seek for your project other than that from the Karl Kahane Foundation? This can include funding from other foundations or organisations, government funding, crowdfunding, private investors, ect Please also indicate the amounts in the budget and finance plan.

BANK ACCOUNT INFORMATION

Recipient

- Recipient name, e-mail, telephone number and address: Indicate the information of the recipient of your organisation. We require these details in case your application is successful.

Bank information

- Recipient bank name, bank branch number and name, IBAN or Account number and BIC or SWIFT code: In order to make a possible bank transfer, we need to have the details of the bank where your organisation has its bank account. Please check the details carefully to avoid any problems.

Additional field

- In case of further information necessary for the transfer, use the additional field.

Transaction information

- Please indicate in which currency you would like a potential grant to be paid out to your account. If you have different accounts for different currencies, please make sure that the account indicated above corresponds to the account you use for the currency indicated here. Note: This currency does not have to correspond with the currency used in your Finance and Budget plan.
- If you wish a specific payment reference text for the transfer (e.g. KKF grant summer 2023), you can indicate so here.

REFERENCES

Legitimacy

- Provide two external references for your organisation with contact information. These could include organisations, companies or individuals with which the project team has worked. References should include all necessary contact information and should come from outside of your organisation.
- Describe your organisation's auditing process and process of evaluating and improving the effectiveness of risk management, control, and governance processes.

ADDITIONAL REMARKS

Additional remarks

- Other than what has already been mentioned in this application, is there anything else you feel we should know in considering your application?
- If you have any social media accounts which would support your application, please feel free to add them here also.