

Running Partner / Application renewal Guide

A running application with the Karl Kahane Foundation (KKF) can be completed by current grantees who have been invited to re-apply for a grant in an upcoming application cycle. Before filling in the application form, please read this Application Guide with instructions and preliminary remarks first.

In order to move between the different sections of the application form, you can either click “Next screen” at the bottom of each page or select the preferred section from the side menu on the left part of your screen. At any time, updates to the application form can be saved by clicking “Save and Exit” at the bottom of the page. Your progress is also auto-saved every 2 minutes and every 30 seconds after new data has been entered or a change has been made. However, always make sure to save your changes before exiting to ensure no data is lost. You can always resume your application at a later point simply by logging in again.

Please read through the following sections for detailed instructions on each question.

PROJECT

Most of the questions will be autofilled with your answers from your previous application.

Project title

- Write the official name of the project.
- If there is no official name, please describe the project in max. 100 characters.

Project's thematic focus area

- Select the project focus area which best applies to your project.
- For focus area definitions, please visit our FAQ Page:
<https://www.kahanefoundation.org/faq/>.

Project location

- Country: indicate the country in which the project is to be located/ based/ implemented. If multiple focus countries apply, please indicate the most important country/the country where the majority of the project is implemented.
- If your project location differs from the organisation's location (i.e. the headquarters for INGOs), please focus only on the project's location here.
- Location: indicate the city, town or area in which the project is located. If multiple focus locations apply, please indicate in max. 100 characters.
- Regional focus area: Select the regional focus area which best applies to your Project. For a detailed list of countries included in our regional focus areas, please visit our FAQ Page: <https://www.kahanefoundation.org/faq/>.

Project description

- Write a description of the project including a summary of the goals, what inspired the project, what problems/issues you are addressing, and the general goals and methods. This can also include information on why the project should continue.

Condensed/Short project description

- Write a condensed description of the project summarising the project in 3-4 sentences. This description will be used for internal communication with the Board and as a short re-introduction to the project.

Costs

- 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 from the Karl Kahane Foundation/ the amount you are applying for regarding your project.

Changes in the amount of funding requested

- With reference to last year's application for funding, describe any changes made in the total budget and/or in the amount of funding requested. If the amount of funding has changed compared to last year, please also indicate why.

Project budget and financing plan

- Fill out a financial and budget plan according to our template. The template can be downloaded from the application form (click on the link "[KKF Budget and Finance Plan Template](#)"). Follow the directions as indicated in the "BUDGET AND FINANCIAL PLAN GUIDE" box in the top right of the Template. Use the example provided on sheet 2 as a reference for the format. Save the filled in template as a pdf and upload it again as part of your application.
- Please note that only pdf versions of the project budget can be uploaded. You will get an error message if you try to upload an Excel document.

Project duration and plan

- Indicate the period for which you are requesting funding (also called the "funding period"). Generally, "running project" applicants will have already discussed the question of the funding period length with the KKF Team.
- Indicate the first year in which funding from KKF was received for the project
- Overall running time of the project as a whole: include when the project started, as well the project's planned 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 OBJECTIVES

Project development

- Describe the challenges, results and lessons learned over the previous funding period. Were there any unexpected results (negative and positive)? Describe any lessons learned for both the project and for future projects.

Systemic change

- Indicate how your work addresses / how it has addressed systemic or structural challenges: (How) are you contributing to long-term and systemic change or where do you see potential to do so? If systemic change is not part of your project/organisational goals, please mention this in your answer.

Inclusiveness

- Explain if and how your organisation and the program are inclusive and equally accessible to all those who would actually need it, 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 policies, cultural sensitivity, linguistic accommodations, hiring practices etc. Describe if and how this has changed over the course of the last funding period. If this aspect has not been considered in the project plan until now, how might it be included with an indication of any associated costs.

Project team

- Have there been any changes to the project team over the course of the previous funding period? If changes have occurred, why was this the case? How have these changes affected the project? Are any changes to the project team planned in the coming funding period? Describe these, and reflect on how this could influence the project.

Target group observations/developments

- Briefly describe what you determine to be the most important developments you have observed/measured with regards to the project's target group(s) throughout the implementation of the project since its start. Please list any direct and indirect benefits.

Goals

- List the specific project goals (other than the general/overall project goals) for the coming year and briefly describe how these will be achieved. Indicate any significant changes to the specific project goals since the beginning of the project.

Sustainability and financial outlook

- Indicate if and how you are addressing questions of sustainable development within your organisation and project by addressing the following categories of sustainability:

- *Social and Governance Sustainability:* (How) are you addressing questions of social sustainability in your organisation and project? How do you address governance sustainability within the project, meaning especially how do you ensure the organisation stays stable and is able to operate? Where do you see potential for improvement and how could this be addressed?
- *Ecological Sustainability:* You may also touch on how you are working towards environmental sustainability in your work: what role does ecological sustainability have in your organisation and are there any measures you take to actively contribute to ecological sustainability?
- *Financial sustainability:* Describe what will happen to the project in case of insufficient funds? Are there alternative plans? How are you ensuring that your organisation and project are financed sustainably?
- *Funding sources:* Name any confirmed additional sources of funding (if applicable). Who did you apply to and why? Include the name and website of funders if applicable, and since when they have been supporting the project and your organisation. Please also indicate these amounts in the budget and finance plan.
- *Efforts to find other sources of funding:* Have you applied for any other funding that is not yet confirmed? This can include funding from other foundations or organisations, government funding, crowdfunding, private investors, ect. If no other applications have been made, please indicate why? If you have applied for other funding, please also indicate these amounts in the budget and finance plan.
- *Potential 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 and how are you addressing and/or prioritising these risks. 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?

Legitimacy/auditing

- Describe your organisation's process of evaluating and improving the effectiveness of risk management, control, and governance processes.

CAPACITY STRENGTHENING

Capacity Strengthening (if applicable)

- *Description of Activities:* Please describe the Capacity Strengthening activities you are planning to conduct. You are free to choose which Capacity Strengthening activities you think would be most useful and needed in your organisation. Activities that have been requested and approved in the past include, but are not limited to: Fundraising training (i.e. team training or by hiring additional help/a consultant), strategic development (i.e. a team retreat, working with a consultant), improving hiring processes (i.e. HR), support by external consulting for various topics, work with beneficiaries (i.e. trainings, internal

reviews), strategic advocacy (i.e. consortiums, strategic partnerships and policy impact to scale own impact), scaling activities, hiring of board members, activities to improve well-being of team/organisation, legal support, relevant skills development or support in digitisation of organisational processes.

- Costs of activities: Indicate the amount of funding needed for the activities. Please keep in mind the maximum possible amount per grant mentioned on the site. Outline the total budget for your Capacity Strengthening activities and the amount you would like to request from the KKF. If the budget for the entire activities is bigger than your request from the KKF, please indicate the entire budget as a whole. Note that you can only apply for Capacity Strengthening in Swiss Francs (CHF).
- Project budget and financing plan: Fill out the financial and budget plan according to our template. The template can be downloaded from the application form (click on the link "[KKF Capacity Strengthening Budget Plan Template](#)"). Follow the directions as indicated in the "BUDGET AND FINANCIAL PLAN GUIDE" box in the top right of the Template. Use the example provided on sheet 2 as a reference for format. Note again that you can only apply in Swiss Francs (CHF), so please adjust the Budget Plan accordingly. Save the filled in template as a pdf and upload it as part of your application.
- Project duration and plan: Indicate the period for which you are requesting funding i.e. the period in which you would like to conduct your Capacity Strengthening activities. Please note that we generally ask grantees to implement their Capacity Strengthening activities and use the associated funds within 18 months after having received them (please contact the KKF team if you need an extension, as exceptions are possible).

Additional remarks on Capacity Strengthening

- Is there anything else which you feel we should know when considering your application?

BANK ACCOUNT INFORMATION

Bank Information

- Please check the bank information we have from you from the previous application and adapt if necessary.

Additional field

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

SUMMARY

Summary

- Please check all fields and the information you filled in. If you cannot submit your application, it might be because mandatory fields have not yet been filled in. In this case, a corresponding message should appear at the bottom of the page.

In case of any questions, please email the KKF team.