

## GUIDELINES FOR SUBMITTING LETTERS OF INQUIRY

Letters of Inquiry (LOIs) must be submitted in English through KR Foundation's online Grants Portal: [krfnd.fluxx.io](http://krfnd.fluxx.io). Only LOIs submitted through the portal will be considered.

Characters limits (including spaces) apply to questions 1-6. 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 the text fields.

OBS! All amounts must be entered without thousand separator.

### ELIGIBILITY QUIZ

Before you can fill in the LOI form you must confirm that the applicant organization is able to document non-profit status.

### ORGANIZATIONAL INFORMATION

**Organization Name**

Acronym

Department

**Address 1**

Address 2

**City**

State

**Country**

Postal Code

Organization email

Organization phone

**Tax ID / Registration**

**Which year was the organization established?**

**Number of full-time equivalents employed by the organization**

**The organization's operational budget for current year in DKK (OBS! Enter amount without thousand separators)**

### PERSONAL CONTACT INFORMATION

Title

**First Name**

**Last Name**

**Work Phone**

**Email**

## BASIC INFORMATION

**Project Title**

**Overall Project Budget (DKK)** (OBS! Enter amount without thousand separators)

**Amount Applied For (DKK)** (OBS! Enter amount without thousand separators)

**Start Date**

**End Date**

**Duration in Months**

## FOCUS AREA

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

## NARRATIVE INFORMATION

- 1. Make a clear statement of the need or problem that will be addressed**  
*(Character limit incl. spaces: 1,000)*
- 2. Describe the specific activities proposed and how these activities will contribute to solving the problem**  
*(Character limit incl. spaces: 3,500)*
- 3. How will you measure the impact and results of the proposed activities**  
*(Character limit incl. spaces: 1,000)*
- 4. Describe the organizational capacity to undertake the proposed activities**  
*(Character limit incl. spaces: 1,000)*
- 5. List key personnel involved in the proposed activities**  
*(Character limit incl. spaces: 500)*
- 6. List secured and potential funding sources for the project (grants received, requests pending, planned proposal submissions, earned income etc.)**  
*(Character limit incl. spaces: 500)*