

# Guidelines for Asia, Latin-America, Middle East and Global Grant Applications

Please read our frequently asked questions (FAQs) about our application process on Karibu's website.

*Please note there are other routines for Karibu's Africa grants.*



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www.karibu.no

## Application Requirements

Karibu does not require a particular format for applications for support, and accepts most formats of applications. Nevertheless, in order to process an application, some basic information should be included in the documentation given by the applying group (network, organization, movement). All application materials must be submitted through our Grant Management System (GMS): <http://karibu.induct.no>



### Concept Note:

#### Background information and project description (max 10 pages - as a general rule)

The following should be included or addressed:

- information on the situation and challenge that form the background for the campaign or project
- presentation of the goals and what the partner assumes the concrete steps are to reach these goals
- description of the strategic value of the project, and expected outcomes
- orientation on how the project was identified and approved in the organisation or network (concept development, decision making process, and involved groups/actors)
- timeline and timeframe of the project (including the process of evaluation and reporting)



### Project budget

The presentation of the budget of the project should include:

- all expected expenditures of the project
- overhead /core costs (up to 50%)
- all anticipated revenues (both internal and external), including non-material contributions
- expected, applied for, or pledged contributions from other external funding partners
- specific financial request to Karibu

## Institutional orientation

In some situations, Karibu may also request a narrative presentation of the partner's history, goals and decision-making structures, as well as an overall financial report of the partner's operation for the last one or two years.

## Deadline

All applications must be received at least four weeks ahead of each board meeting of the Karibu Foundation in order to be eligible for consideration. Applications must be sent to us in good time, so that our processing can be completed well in advance of suggested project start dates.

More information about the requested deadlines for each board meeting is found on our website, [www.karibu.no](http://www.karibu.no).