

## Applications for financial support from the Karibu Foundation

Please read our frequently asked questions (FAQs) about our application process here: <http://www.karibu.no/our-partners/frequently-asked-questions-faqs-about-karibus-grant-process/>



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### 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 organisation/network. All application materials must be submitted through our Grant Management System (GMS): <http://karibu.induct.no>

#### **Concept Note: Background information and project description**

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 costs for project management
- 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

**Bank information**

Karibu asks that applicants send information about the bank account where funds will potentially be transferred (in the event that a grant is provided). We require this at the initial start process since it takes time for our bank to go through their standard routines related to international transfers. The presentation of the bank information should include:

- Name, email address, and telephone number of two (2) persons who either administer the funds and/or have access to the account
- Account number and Account name
- Bank Name, Address, and Telephone number
- IBON, Swift, and/or branch codes related to the account

**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).