

Guidelines for Submitting Full Proposals

Spring 2024

Full proposals should be submitted only upon express invitation by the V. Kann Rasmussen Foundation. An invitation to submit a full proposal does not guarantee funding.

Proposals should be direct and concise. One PDF file should contain the information listed in 1-13 below. The main proposal narrative (1-8) must not be longer than five pages.

Please note that numbers 1-5 should be identical to the responses you provided in the LOI, unless something has changed.

1A. The precise legal name of the organization which will be responsible for all aspects of the project, including administrative, fiduciary, and programmatic responsibilities.

or....

1B. The precise legal name of the fiscal sponsor for the project and the name of the organization/individual executing the project, if different. Clearly indicate which of the two would act as fiscal sponsor and therefore the legal entity which would receive the grant.

2. Contact information for applicant (and its fiscal sponsor, if applicable), including:

- Mailing address
- Website
- Name of Principal Investigator or Program Director, telephone number and email address for the individual responsible for the project's content.
- Name of the individual responsible for the fiscal oversight of the project, telephone number and email address.

3. Short project title

4. Grant period (start and end date of programming—must start on or after May 1, 2024)

5. Total amount requested in USD. Please note that the total budget cannot be higher than the budget indicated in your Letter of Inquiry.
6. A project description that includes, but is not limited to, the following elements:
 - A clear statement of the need or problem being addressed;
 - An explanation of the project's goals and how you will achieve those goals;
 - The expected results and a description of how they will be measured;
 - A description of, and your reflections on, the novelty of your project;
 - An assessment of the potential impact of the work. The Foundation would like to understand why this work is significant and will yield results that matter, and who it will matter to.
7. The Foundation wants to ensure that the research and products funded will reach key constituencies. Please highlight the way you plan to disseminate and communicate the results of your work to different communities e.g. the scientific community, the general public and other relevant audiences.
8. The project's timeline outlining milestones and deliverables.
9. A detailed line item budget for the project for which funding is sought, including other funding sources already identified. This item should be whatever length is necessary.
10. A description of the organization, its mission, and goals.
11. A list of directors and officers.
12. Brief bios of key personnel involved in the project.
13. A list of references specifically cited in your proposal. There is no page limit for this section.

As separate documents:

14. A Word document with a 150-200 word summary of the five-page proposal, including key information on your organization, a short description of the project, and why it is important.
15. An organizational budget for 2023 or 2024. This item should be whatever length and format is available. This item is not required for applications coming from universities.
16. A copy of an IRS letter certifying 501(c)(3) tax-exempt status or the equivalent.
17. A copy of the last audited financial statements for the organization (must be from

2021 or 2022) If the organization cannot provide recent audited financial statements, a fiscal sponsor must be identified. **

18. A copy of the latest tax return (must be from 2021 or 2022). In the US this is a 990 tax return.

**if the applicant intends to use a fiscal sponsor: please contact the foundation office immediately to ask for a copy of a contract that all fiscal sponsors must sign and provide this with items 14-18 from the fiscal sponsor.

Format:

The Proposal should be in Letter paper format (8.5x11") with minimum margins of 0.8 inches using no less than 11 point font. Please do not include hyperlinks in any of the documents. If necessary, we prefer reference to a URL.

The PDF file name and email subject line should be: "the name of your organization" + "Proposal Spring 2024." The other documents should be "the name of your organization" + the requested item (e.g. summary, IRS 501c3 letter, etc.).

Proposals should be sent by **Monday, March 11 at 9am ET** to grants@vkrf.org. Do not forward to individual staff members. Please contact the foundation staff if confirmation of receipt has not been received the day after the deadline. Applicants will be notified of the grant decisions by April 29.

Information for non-US applicants:

We include this information at this time, so you are informed that if you are awarded a grant you may have to go through this process:

V. Kann Rasmussen Foundation is required by the US Internal Revenue Service to grant funds only to non-profit organizations that meet the definitions laid out in section 501(c)(3) of the US tax code. International grantees without US government certification stating that they are in compliance with that code therefore need to be determined to be equivalent to a US 501(c)(3) non-profit.

The V. Kann Rasmussen Foundation is not able to handle this “equivalency determination” process on its own and therefore initiates and pays for a third-party certification process which occurs at a later stage in the process. After the Board has reviewed a full proposal and decided to fund it, the Foundation engages NGO Source to handle the determination process. The grantee or financial sponsor will have to provide extensive documentation to NGO Source as part of this process. The full determination usually takes 6-8 weeks if the organization has not previously completed the process. However, many non-US universities and non-profit organizations that have received funding from US foundations or donors in the past will already have gone through a similar process, which will make the process easier.