



The Minor Foundation

for Major Challenges

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HOW TO APPLY

How to apply for a grant?

The MFMC accepts applications continuously and traditionally announces six application deadlines every year. Applications are accepted in two different call categories: large and small grants.

Each call has a standardized application form.

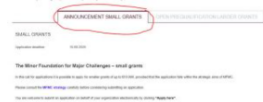
[Click here](#) for a screen shot of the application form for large grants.

[Click here](#) for a screen shot of the application form for small grants.

All applications must be submitted electronically via UNIFOR's application portal ([click here](#)).

Scroll down to the bottom of the page and choose the correct category. Click the red "Apply here" button in order to access the application form.

In this category, it is possible to apply for smaller grants of up to EUR 10,000 in a simplified one-stage process. Applications will be assessed by the MFMC board based on its aims and strategy.



Please choose the relevant category below for further details about the application process.



LARGE GRANTS

[Apply here](#)

Application deadline 20.08.2021

The Minor Foundation for Major Challenges – larger grants (step 1)

In this call for applications the foundation is looking for projects above EUR 10,000 – typically in the range of €20,000 to €200,000, although larger projects may be considered. The foundation will only consider applications that clearly fall under its strategy. Please consult the [MFMC strategy](#) carefully before considering submitting an application.

The application process for larger grants is in two steps. In the first step, you are welcome to submit a short pitch on behalf of your organization. After thorough evaluation by the foundation's board, applicants may be invited to the second step, in which a full application will be submitted.

Step one of the application procedure may be completed electronically by clicking "Apply here". In order to prepare your application ahead of time, [click here](#) to download a screenshot of the application form

I am an international applicant. How can I access UNIFOR's application portal?

To access UNIFOR's application portal without a Norwegian ID, you must request a user account through the secretary of the MFMC board.

A user account will be set up for you and your organization **if** your project is found to clearly fall within [the MFMC strategy](#), thus earning the attention of the board.

When contacting the secretary of the MFMC board, prospective applicants must provide the following information:

- Name of organization

- Full name (as is written in passport) of organization's contact person
- Organization's full postal address
- Contact person's phone number
- Contact person's e-mail address
- A short description of the planned application that clearly explains how the project falls within the strategic aims of MFMC. *The description must be copied directly into the e-mail, not added as an attachment.*
- An officially certified proof of registration (f. ex. tax registration) of your organization

The secretary to the MFMC board, Mr. Tore Brænd, must be contacted by e-mail at

tore.braend@minor-foundation.no.

Processing a request for a user profile may take several days, and contact should therefore be made well in advance of the deadline for the relevant call.

I am an applicant with a Norwegian ID. How can I access UNIFOR's application portal?

Before you access UNIFOR's application portal, your organization must submit a short description of the planned application to the secretary of the MFMC board. The description should clearly explain how the project falls within the strategic aims of MFMC, thus earning the attention of the board.

The secretary to the MFMC board, Mr. Tore Brænd, must be contacted by e-mail at

tore.braend@minor-foundation.no.

Processing a description may take several days, and contact should therefore be made well in advance of the deadline for the relevant call.

Upon receiving preapproval from Mr. Brænd, applicants with a Norwegian ID can easily access UNIFOR's application portal through "ID-porten".

Applications by organizations not preapproved will be rejected.

What is the current MFMC strategy?

The foundation only considers applications that clearly fall under its strategy.

The complete strategy for the period 2019–2023, is available on the [MFMC website \(click here\)](#).

What are the current priorities for the foundation?

The MFMC supports projects that support urgent, large-scale transformation, with a focus on changing policies and practices in public or private institutions.

The foundation's priorities for 2019-2023 are to

- encourage and support innovation in climate communication
- increase the number of voices and narratives in climate advocacy
- help strengthen social and political movements that open up for radical change
- concentrate on supporting European proposals

Is there an overview of annual deadlines?

The MFMC accepts applications continuously and customarily announces six application deadlines every year. The deadlines are traditionally set to Fridays two and a half weeks ahead of scheduled board meetings.

The deadlines usually fall to the following months:

- February
- April
- June
- August
- October
- November

This may vary depending on when the board meetings are scheduled.

APPLICATION REQUIREMENTS AND CONTENT

Am I eligible for funding?

The MFMC supports projects that support urgent, large-scale transformation, with a focus on changing policies and practices in public or private institutions.

The foundation only considers applications that clearly fall under its strategy.

The complete strategy for the period 2019–2023, is available on the [MFMC website \(click here\)](#).

The foundation's priorities for 2019-2023 are to

- encourage and support innovation in climate communication
- increase the number of voices and narratives in climate advocacy
- help strengthen social and political movements that open up for radical change
- concentrate on supporting European proposals

The MFMC prioritizes European projects in the period 2019-2023.

Does it exclude non-European projects?

The foundation only considers applications that clearly fall under its strategy. If your project supports urgent, large-scale transformation, with a focus on changing policies and practices in public or private institutions, you may contact the secretary of the MFMC board, Mr. Tore Brænd, at

tore.braend@minor-foundation.no.

Your inquiry should include a short description of the planned application and should clearly explain how the project falls within the strategic aims of MFMC, thus earning the attention of the board.

Only obvious exceptional projects from outside Europe will be considered eligible to apply for grants.

What is the difference between a large and small grant?

Large grants are for projects typically in the range of EUR 20,000 to EUR 200,000, although larger projects may be considered. The application process consists of two steps, where interested organizations are asked to initially submit a short pitch. Based on this, the organization may be invited to submit a full application if the MFMC board finds the project appealing.

Smaller projects can apply for **smaller grants** of up to EUR 10,000 in a simplified one-stage process.

Is it possible to submit multiple applications to the same call?

It is possible to submit one application per user account per call for applications. This means you can simultaneously apply for a small and large grant, but not submit two or more applications for a large (or small) grant.

If your organization wants to apply for large grants for two or more different projects, you will have to request a second (and so forth) user account. A new contact person must be named for each user account.

What are average grant sizes?

Large grants are for projects typically in the range of EUR 20,000 to EUR 200,000, although larger projects may be considered. The application process consists of two steps, where interested organizations are asked to initially submit a short pitch. Based on this, the organization may be invited to submit a full application if the MFMC board finds the project appealing.

Smaller projects can apply for **smaller grants** of up to EUR 10,000 in a simplified one-stage process.

How long can a project last?

The average duration of supported projects is one year. Grants are usually not given for longer periods. If you present convincing arguments for a longer project period, the board may make an exception. The project must be carried out during the stated period.

The earliest starting date for a project should be shortly after the application's approval. The applications are traditionally evaluated in the foundation's board meetings two and a half weeks after the provided deadline for submission. The board's formal decisions and grant letters are usually sent to applicants 2-4 weeks after the meeting.

What is the process after my pitch for a large grant is approved (large grants)?

Once a decision has been made, you will receive a notification by e-mail from unifor@unifor.no. You will find your formal decision letter available for downloading when logging in to your user account at www.unifor.no.

If you have not received a notification after one and a half months after the application deadline, feel free to login to your user account to check the status of your application. If there is no decision letter available, the board's formal decision has not been finalized yet.

Organizations with approved pitches are invited to submit their full applications UNIFOR's application portal within a given date. The application will be reviewed in the subsequent board meeting two and a half weeks after the deadline.

The full application must include a project description where you:

- Describe the main implementing organization, including its mission and goals
- Make a clear statement of the need or problem that will be addressed
- Describe the specific activities, including a clear plan and timeline for implementation
- Describe the expected impact of the activities, and how this will be monitored and measured
- Explain who will be implementing the activities. It should be clarified if the applicant will be the sole implementer, or if other organizations are involved and will receive part of the grant
- Describe any known risks associated with the implementation of activities and how these risks will be addressed
- Describe your plan for communicating results and lessons learned, and the organizational capacity to implement it. The communication plan must include identification of key target groups, timeline and methods for dissemination to key stakeholders and clear success criteria for the communication efforts.

You are also asked to provide the following attachments as PDFs:

- Project Budget (Minor-Foundation's Contribution)
- Overall Project Budget
- CVs of key personell
- Letters of support

What expenses can be included in the project budget (large grants)?

You must include all expected expenses a grant from the MFMC is planned to cover, this includes overhead and auditor costs. The MFMC will not cover costs that are not included in the submitted budget.

Are there templates for the project proposal and budget (large grants)?

The MFMC does not have any templates available. General rules for good applications apply. You are expected to expand on the project proposal you submitted in your pitch. Substantial deviation from the first proposal will not be approved.

The project description should include the following information:

- Describe the main implementing organization, including its mission and goals
- Make a clear statement of the need or problem that will be addressed
- Describe the specific activities, including a clear plan and timeline for implementation
- Describe the expected impact of the activities, and how this will be monitored and measured
- Explain who will be implementing the activities. It should be clarified if the applicant will be the sole implementer, or if other organizations are involved and will receive part of the grant
- Describe any known risks associated with the implementation of activities and how these risks will be addressed
- Describe your plan for communicating results and lessons learned, and the organizational capacity to implement it. The communication plan must include identification of key target groups, timeline and methods for dissemination to key stakeholders and clear success criteria for the communication efforts.

When will I get a decision on my application?

The applications are traditionally evaluated in the foundation's board meetings two and a half weeks after the provided deadline for submission. The board's formal decisions and grant letters are usually sent to applicants 3-4 weeks after the meeting.

Once a decision has been made, you will receive a notification by e-mail from unifor@unifor.no. You will find your formal decision letter available for downloading when logging in to your user account at www.unifor.no. If you have not received a notification after one and a half months after the application deadline, feel free to login to your user account to check the status of your application. If there is still no decision letter available, the board's formal decision has not been finalized yet.

FOLLOW UP AFTER A GRANT HAS BEEN GIVEN

What is the payment schedule for MFMC grants?

Small grants:

Upon accepting the MFMC terms and conditions, you will receive the total granted amount in your local currency.

You are required to submit a final report within a specified date. The report must be submitted through UNIFOR's application portal.

Large grants:

Upon accepting the MFMC terms and conditions, you will receive **40 %** of the total EUR amount in your local currency.

You are required to submit a midterm/intermediate report within a specified date. Upon the board's approval of the report, you will receive another **40 %** of the total EUR amount in your local currency.

You are required to submit a final report within a specified date. The report must include an audited financial report that documents how the grant has been spent. Upon the board's approval of the report, you will receive the remaining **20 %** of the total EUR amount in your local currency.

The exchange rate between EUR and your local currency will not be adjusted.

The reports must be submitted through UNIFOR's application portal.

How to verify ID | accept the foundation's terms and conditions | provide payment details?

In accordance with Norwegian law, international grantees are asked to provide a copy of their photo ID in UNIFOR's application system. The photo ID must be of the person registered as your organization's contact person.

Grantees residing in Norway with access to the application system through the Norwegian ID portal do not have to provide further proof of ID.

All grantees are furthermore asked to accept the MFMC terms and conditions.

Grantees will find a task for ID verification | accepting the foundation's terms and conditions | providing your organization's payment details when logging in to your account at www.unifor.no.

What are the automatic reminders from unifor@unifor.no?

UNIFOR's application portal automatically sends out reminders for upcoming report deadlines to all its grantees. The reminders are used in over 200 foundations and therefore include general information.

It is possible to request extended deadlines through your user account at www.unifor.no. You are also free to respond to the e-mail from unifor@unifor.no to request an extension.

How to submit my intermediate | final report?

The reports must be submitted through UNIFOR's application portal. The report forms are attached to your grant as individual tasks in your user account at www.unifor.no.

Please note that any attachments must be in PDF format.

How to request an extended report deadline?

You can easily request an extended report deadline through your user account at www.unifor.no. Click the “change date” button on the relevant application form.

If you are experiencing difficulties requesting an extended deadline through your user account, you are free to submit your request by e-mail to unifor@unifor.no.

Requests for extended report deadlines are processed continuously.