Knowledge Management Fund 2019
Information and Application Criteria

Overview

The Knowledge Management Fund (KMF) is the Knowledge Platform's fund to support activities arising from its network. The small-scale grants awarded by the Fund offer a low barrier to entry for pioneering, agile and experimental proposals. The aim of the Fund is to improve policies and programs, particularly in Fragile and Conflict-Affected Settings (FCAS), by diversifying thinking and evidence in the Security & Rule of Law (SRoL) field.

The KMF is a €300,000 annual fund that awards grants of up to €15,000 for events, research ideas and innovative projects that contribute to high-quality knowledge and learning in the SRoL field, *and* the subsequent use of that knowledge and learning in programming and policy.

The 2019 KMF thematic headlines are *Change and Learning Processes* and *Examining and Improving Policy*. Each year, the Secretariat sets these headlines following consultation with the KPSRL, the Dutch Ministry of Foreign Affairs (MFA), and the Netherlands Organization for Scientific Research–Science for Global Development ([NWO–WOTRO](#)). The thematic headlines help applicants to the KMF focus on *outcomes,* and they reflect the fund's specific added value: addressing emerging priority areas and feeding research outcomes and original ideas into programming and policies. They are purposefully broad to leave as much scope as possible for applicants to generate knowledge in their specialist thematic and geographic areas.

The KMF is divided into three strands. The three strands are Events, Research and Innovation. This helps applicants maintain focus on the *method* by which they try to achieve their aim of producing original insights to improve the quality and use of knowledge in programming and policy.

Thematic headlines 2019

In 2019, the KMF is changing its focus: away from topic-based headlines (such as human security or transitional justice) to focus more on *how* and *why knowledge is generated and used*. This will help projects feed more directly into the knowledge-brokering role of the Secretariat. It will also build on learning from programs that is practically useful for practitioners and policymakers.

This new focus acknowledges the diversity of security and rule of law expertise within our network, and offers applicants to the KMF the flexibility to develop ideas that tackle urgent and emerging issues, based on their knowledge of the many dimensions of fragile contexts.

Applicants' submissions will be assessed on their alignment with the chosen headline. Applicants may freely choose their topical focus within the security and rule of law (SRoL) field. This could include, but is not limited to: human security, justice and security sector reform, informal justice, access to justice, transitional justice, political governance, informal and local governance, and political representation.

Please read the explanation for the two headlines below carefully, as each has different requirements. Not every topic within the security and rule of law field will automatically be relevant for each headline. Each applicant will need to justify their choice of topic and its relevance to a specific headline in their proposals.

1. Change and Learning Processes

This headline explores *how* change and learning happens in the field of SRoL. Specifically, this theme will help shed light on the exact mechanisms by which people, organizations and institutions working on SRoL change and learn. This can be in a number of ways: within programs, through feedback loops between practice and policymaking, and how learning and knowledge that has been gained or generated is identified and used. Example areas for investigation might include (but are not limited to):

- how people, organizations and institutions practically diverge from established and conventional practices.
- how research methods and partnerships adapt more effectively to fragile contexts.
- how we can combine qualitative and quantitative approaches in measuring change.
- why barriers exist to more adaptive programming approaches and what can be done to overcome them or use the opportunities that do exist.

Projects under this headline should produce knowledge about change and learning processes relevant for and shareable with the wider KPSRL community.

2. Examining and Improving Policy

There is an increasing focus on and demand for evidence and research in policymaking, including in the field of SRoL. While new evidence is being generated every day, there are still many evidence gaps on the assumptions that underpin policy within the SRoL field. These might include the assumed positive effect of particular sectors, such as the private sector, on peace and stability, or the assumed positive impact of specific policies. There are also policy gaps rather than evidence gaps. This headline aims to explore these issues by focusing on the SRoL policies of programming and policy actors. Projects under this headline could focus on (but are not limited to):

- generating new evidence or identifying 'what works' within the SRoL field, with the aim of informing policy
- helping programming and policy actors develop and improve their SRoL policies
- disseminating existing evidence to a wider policy and practice audience
- measuring the impact of policies
- testing the quality of evidence available for policymakers and practitioners

Projects under this headline should identify a specific policy (gap) or policy area of a SRoL programming or policy actor where possible, and produce findings relevant for the wider KPSRL community.

Aims and focus

- The KMF is particularly interested in bringing wider and more diverse perspectives and sources of evidence into SRoL policy and programming.
- Applications are open to any consortium or individual with the ambition to improve policies, programs or knowledge in the field of security and rule of law in fragile and conflict affected settings. Think-tanks, (I)NGOs, academics, universities, private sector organizations, government institutions, journalists, independent researchers or innovators, data specialists, learning experts, and PhD candidates are all welcome to submit proposals.
- Partnerships between individuals and organizations and across the range of sectors within our network are highly encouraged. In particular, the KMF welcomes partnerships that link people from different regions of the globe.
- Preference is given to those projects focused on the Dutch MFA policy priority regions: the Middle East and North Africa, the Horn of Africa and the Sahel.
- The KMF will only fund costs that are directly attributable to the project, up to €15,000. All costs – especially salaries, personnel and fee days – must be substantiated and justified. The KMF will not cover overheads or any expenses that fall outside the budget agreed in the signed contract. All applicants must contribute an additional 20% to the funds sought. Please see below and the budget template for the full budget guidelines and requirements.

Project strands

The KMF is made up of three strands to which you may apply: Events, Research, and Innovation. Each strand funds different kinds of activities and initiatives that, collectively, aim to produce original insights to help the KPSRL improve the quality and use of knowledge and learning in programming and policy. The KMF is interested in three dimensions of knowledge: production, dissemination, and use. Each application must:

- generate new research – it fills gaps where there is insufficient knowledge or expertise available
- link existing knowledge and actors – it addresses a lack of awareness or understanding of existing knowledge
- break down the barriers for learning and change within or between people, institutions and organizations – it addresses use of what knowledge and learning already exists, which is either ignored or not made available to policymakers and programmers.

Each individual strand has its own assessment criteria. These criteria are laid out in the remainder of this section and will help you decide which strand to apply to.

Knowledge Management Fund (KMF)

	Events	Research	Innovation
WHAT?	The Events strand is designed for events such as workshops, roundtables, conferences and seminars.	The Research strand offers opportunities to respond to clear gaps in knowledge and understanding.	This strand is specifically designed to provide a safe space for testing (failing) and learning by enabling low-risk trial and error.
FOR WHO?	It is for applicants wishing to discuss, disseminate, or debate issues related to one of the thematic areas.	It is for applicants who will conduct small-scale studies to address knowledge gaps and spur knowledge uptake.	It is for applicants who wish to try out of the box approaches with a high potential for impact, even if success is not guaranteed.
ACTIVITIES/INIATIVES	Initiatives may include but are not limited to, learning events, the dissemination of research findings, debates, or policy development or capacity building workshops. These events may be one-off or part of a thematic series. This fund may not be used for research.	This may be through primary research, fieldwork, desk studies, or literature reviews. While research should be the main focus, projects can include subsequent and related activities such as organizing research dissemination and presentations, and validation workshops.	It will support activities that generate and test innovative ideas, theories, and approaches to address the problems inherent within the SRoL field; highlight and help policy makers prepare for emerging issues; and/or present research in innovative ways more conducive to learning and uptake.

Application criteria

Every application will need to meet the eligibility criteria. Subsequently, each individual strand has its own assessment criteria. These criteria are laid out in the remainder of this section and will help you decide which strand to apply to.

Please note that *all* applicants must meet the eligibility criteria regarding feasibility and the budget. All applicants will be assessed against eight general criteria as well as two strand-specific criteria:

General

Eligibility Criteria

All applications <u>must</u>:
- Include a prospective budget not to exceed €15,000, with 20% co-funding committed, that complies with all guidelines and requirements as detailed in the <u>budget template</u>
- Begin within 6 weeks of funds being awarded, with a running time not exceeding 6 months

Due to the amount of applications received, <u>applications that do not meet the eligibility criteria will not be assessed</u>. If you have any questions regarding your application's eligibility please contact <u>KMF@kpsrl.org</u> before submission.

Assessment Criteria

All applications should:
- Explain how the project aligns with one of the Platform's Thematic Headlines
- Describe the specific knowledge and/or capacity gap to be addressed, and argue its urgency
- Describe how the project will be both unique and applicable to the SRoL field
- Demonstrate a clear benefit to the larger Platform community through identifying a minimum of two accessible deliverables
- Clearly define the change sought and strategy to effect that change
- Display the ambition to build upon proposed project in the future
- Have an original idea or approach

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1. Events

Events strand Assessment Criteria

In addition to the general assessment criteria, applications should:
- Identify a specific and relevant audience and justify the choice
- Provide a clear and specific plan for audience interaction

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2. Research

Research strand Assessment Criteria

In addition to the general assessment criteria, applications must:
- Clearly identify a relevant and testable assumption that underlies policy or practice
- Propose a sound and appropriate methodology to interrogate the research questions

> 3. Innovation
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> **Innovation strand Assessment Criteria**
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> *In addition to the general assessment criteria,* applications should:
> - Clearly show how the project is pushing boundaries or working 'outside the box'
> - Take a reasonable experimental risk and demonstrate an understanding of the implications of that risk

How to apply

Interested parties are asked to submit their application using the form on the KMF page of the website by clicking "**Apply Now**". All necessary documents can be found at the bottom of the page. All relevant documentation for applications can be attached through the form. If you have any question about submitting an application, please contact us at KMF@kpsrl.org.

Please note that applications must be submitted through the webform, the application form document serves only as an example.

Once received, the Secretariat will assess proposals based on the criteria outlined above. The Secretariat will provide the applicant with feedback on their proposal along with its funding decision.

Application deadlines

Applications are accepted on a **rolling basis** between the opening date (15 March) and the final deadline for applications (15 November). Applications submitted before the "Deadline for Applications" shown below will be accepted or rejected by the corresponding "Decision Announcement" date.

	Round I	Round II	Round III	Round IV
Deadline for Applications	**26 April 2019**	**21 June 2019**	**13 September 2019**	**15 November 2019**
Decision Announcement	**13 May 2019**	**8 July 2019**	**30 September 2019**	**2 December 2019**

All applicants will be notified of the outcomes on the Decision Announcement date corresponding to their submission date. If approved, the Secretariat will contact you to discuss deliverables, budgets, and the division of labor between the Secretariat and the applicant(s) in more detail. What is agreed will be drawn up in a contract and signed by the Secretariat and the applicant(s).

Frequently Asked Questions

1. Who can apply?

Applications are open to any consortium or individual with the ambition to improve policies, programs or knowledge in the field of security and rule of law in fragile and conflict affected countries. Think-tanks, (I)NGOs, academics, universities, private sector organizations, government institutions, journalists, independent researchers or innovators, data specialists, learning experts, and PhD candidates are all welcome to submit proposals.

Partnerships between individuals and organizations and across the range of sectors within our network are highly encouraged. In particular, the KMF welcomes partnerships that link people from different regions of the globe.

2. When can I apply?

Applications are accepted on a **rolling basis** between the opening date (15 March) and the final deadline for applications (15 November). Applications submitted before the "Deadline for Applications" shown below will be accepted or rejected by the corresponding "Decision Announcement" date.
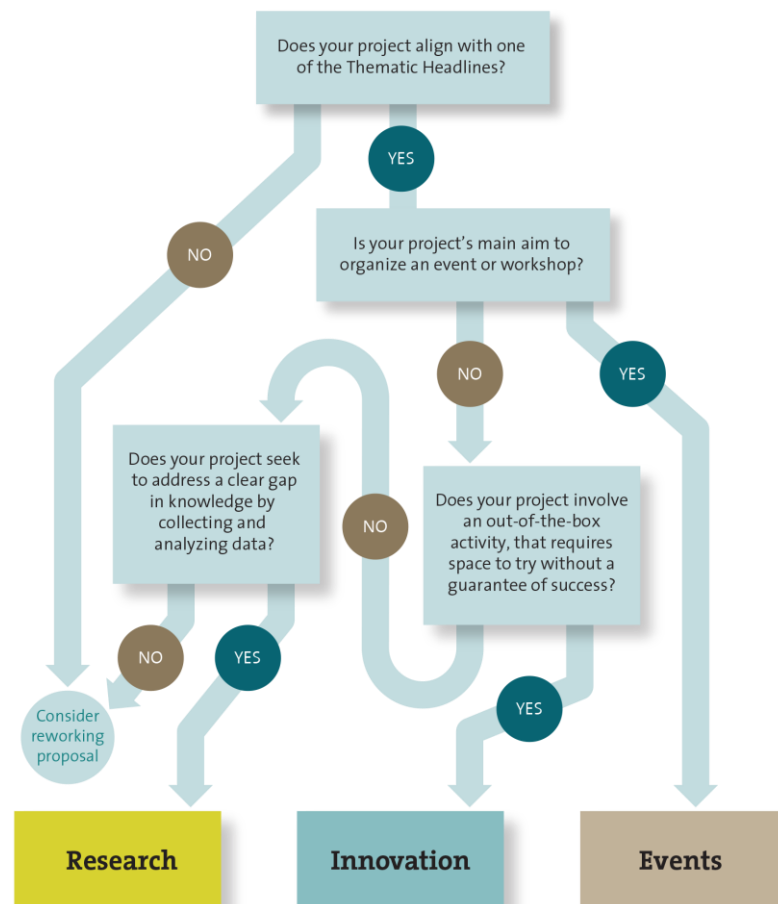
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3. Which of the three strands should I apply for?

As a rule of thumb, if your application involves only events, workshops etc. then your application should be submitted under the Events strand. If your application is at all Research based then you may not apply to the Events strand.

For research projects, that is, pilot studies, proof of concept studies, methodology testing, literature reviews and other activities focused on collecting and analyzing data, we encourage you to apply for the Research strand. While research should be the primary focus, projects under this strand can include organizing subsequent and related activities such as organizing research dissemination and presentations and validation workshops.

If your idea is committed to experimentation to address problems inherent within the SRoL field, or looking at fresh ways to present and disseminate research and knowledge or to stimulate learning, then the Innovation strand is best for you. See the following flow chart for clarification.

Flowchart:

- **Does your project align with one of the Thematic Headlines?**
  - **NO** → Consider reworking proposal
  - **YES** → **Is your project's main aim to organize an event or workshop?**
    - **NO** → **Does your project seek to address a clear gap in knowledge by collecting and analyzing data?**
      - **NO** → Consider reworking proposal
      - **YES** → **Research**
    - **NO** → **Does your project involve an out-of-the-box activity, that requires space to try without a guarantee of success?**
      - **NO** → **Research**
      - **YES** → **Innovation**
    - **YES** → **Events**

4. How much can I apply for?

The fund will award grants of up to a maximum of €15,000. There is no minimum amount, however, the Secretariat will assess each grant's level of impact against the administrative burden involved in allocating and managing it.

All applicants must commit to providing (in-kind) contributions amounting to at least 20% of the total award sought, and use the budget template to propose how they will do this (e.g. if the KMF Funding you have sought is €10,000, your minimum applicant contribution should be €2,000).

5. How long does each grant last?

Projects must commence within six weeks of funds being awarded. The running time of projects may not exceed six months.

6. Can I apply for security and rule of law related projects outside of the thematic areas?

No. In 2019, the KMF will only award grants to projects that fall within one of the thematic headline areas:

1. Change and Learning Processes
2. Examining and Improving Policy

These themes have been decided following consultation with Platform members, the Dutch Ministry of Foreign Affairs, and NWO-WOTRO and reflect the fund's specific value added in addressing emerging priority areas and feeding research outcomes and original ideas into programing and policies. They are purposefully broad and try to leave as much scope as possible for applicants to engage the Platform on their specialist thematic and geographic areas.

7. What will the KMF not fund?

The KMF will not fund overheads or indirect costs. The KMF will not cover any expenses not agreed in advance in the budget within the signed contract. For full information please see the budget guidelines.

8. What is an "applicant contribution"?

"Applicant contribution" or "co-funding" entails any in-kind contribution by the applicant to any of the existing budget items, supplementary to the budget requested from the KMF. The applicant contribution is in addition to the KMF Funding (e.g. if the KMF Funding you have sought is €10,000, your minimum applicant contribution should be €2,000). The applicant contribution should not imply or include double funding of the same budget item. However, budget items can be split between separate funding sources.

9. Is there an opportunity to present at the KPSRL Annual Conference?

There must be some public presentation of the results of the project in order to ensure that the entire community can benefit, as detailed in the assessment criteria. One of the preferred ways of doing this is to host a session at the Annual Conference, though this cannot be guaranteed.