

## KMF Accessibility Plan of Action

### **Actions taken up immediately (KMF 2021 – Window II)**

---

#### *Expression of Interest Stage*

- A section was added for an applicant to provide more insight into the kind of organization they are, their background, their future vision, goals and aspirations, the changes they are striving to achieve and why – enabling actors to more thoroughly articulate their strengths and value offered
- The Secretariat sought to provide more clarity on the EoI process for all applicants who submitted an EoI. A confirmation email clearly indicated what an applicant should anticipate as the next step of the process.

#### *Full Application*

- Host a kick-off webinar for invited applicants that may explain the room for failure and walk through the full application to ensure all is clear to applicants.

### **Actions Secretariat commits to taking up in KMF 2022**

---

#### *Awareness and Outreach*

- Develop a strategy for stronger outreach and dissemination of EoI to local grassroots networks (beyond OneWorld-type sites and Dutch Embassies, which may still only reach the ‘usual suspects’).

#### *Thematic Headline*

- Give real consideration to whether the Thematic Headline is useful for applicants, and consider decoupling it from the KMF entirely. Ask the more fundamental question: What is the purpose of defining an Annual Thematic Headline? Is that purpose also relevant to the KMF?
- Consider using the EoI process to help gather input for defining the Annual Thematic Headline (e.g. adding a question in the EoI form), making the KMF a generator of ideas and potential themes for the Annual Headline agenda, rather than the other way around.

#### *Expression of Interest Stage*

- Explore mechanisms to enable EoI submissions to be received in audio or video formats
- Ensure applicants can access the EoI question and prepare their submission offline, submitted prepared documents in a single action (email; form upload) without relying on consistent internet connectivity.
- Provide more clarity (likely within the FAQ document) on the Secretariat’s policy on ‘continuity’ (funding applicants who were previously awarded a KMF); Necessitating an internal Secretariat discussion on how ‘continuity’ funding aligns with or runs counter to the aims of the KMF.
- Consider hosting a webinar session (or a tutorial recording) for potential EoI applicants, explaining the theme and the process.

#### *Language*

- Review all relevant guidance and application documents (i.e. Thematic Headline, Knowledge Uptake Strategy, FAQs, Application Information, Application Form and Budget Guidance) and strongly edit and re-write in more simplified language; eliminate jargon and abstract language. Revert to members of the KMF Reference Group to review updated and simplified documents.

- Explore the possibility of using online translation tools to enable the Secretariat team to review French EoI submissions – selecting among the French EoI submissions a feasible number of French full applications that could be reasonably reviewed by francophone Secretariat members.
  - o Will require the prior translation of all key KMF guidance and application documents
  - o Consideration must be given to ensuring French and English submissions are assessed according to the same quality criteria and remain part of the same competitive pool (i.e. French submissions do not constitute a separate, smaller pool of applications).

### ***Full Application***

- In lieu of requesting applicant submit a “Knowledge Uptake Strategy”, simplify the assignment, having proposals specify the concrete steps they would undertake as part of, or their contribution to, a process toward larger change in behaviors, rationales and assumptions.
- Include guiding questions under each heading to clarify what type of information is expected, thereby provide more clear guidance for applicants’ responses.
- Provide more guidance and clarity on the difference between deliverables and activities.

### ***Full Application Budget***

- Consider eliminating the 20% applicant contribution requirement. Applications and budgets may still prompt applicants to indicate where and how they are contributing to the project with their own resources (additional to the KMF budget), but the minimum requirement reduced to 0%
- Give a strong review to the Budget Guidance sheet, clarifying and simplifying the language significantly. Revert to members of the KMF Reference Group to review updated and simplified Budget Guidance.

## **Actions of interest, requiring further discussion or authorization, to be explored in 2022.**

### ***Accompaniment, Grant Writing Support***

- Consider organizing and providing grant-writing support to enable local grassroots organizations with the local knowledge to describe their aims and ideas in terms that are clear, convincing and competitive.
  - o The Advisory Committee, or others in the KPSRL network (Consortium Partners, former KMF Grantees, a mentor group assembled among KPSRL participants), could be called upon to provide the accompaniment to KMF applicants; provided they were unaffiliated with the selection process.
- Consider organizing follow-up interviews or feedback sessions – after EoI submissions are selected for full proposals – with a grant-writing mentor who could support the applicant in “translating” their ideas into descriptions that align with key components of the full KMF application.
- Discuss the development of a policy that would guide the Secretariat in deciding to whom such support would be offered, on what basis and with what expectations on the part of the mentor and applicant.
- Discuss how to openly acknowledge the power relationship implied between a mentor and an applicant, and ensure that the applicant has and perceives the opportunity to clarify what the mentor can legitimately offer, without assuming that their knowledge is inherently desirable to or valuable for the applicant.

### ***Language***

- Convene discussion with Consortium Partners and MFA to explore the issue in more depth, and identify:
  - o Resources (human and/or financial) that could be mobilized to address KMF language barriers
  - o Identify which countries the KMF should be focusing on and build the requisite language capacity.
- Consider reaching out to KPSRL stakeholders (Advisory Committee or even previous KMF grantees) to take up a role in reviewing EoIs or applications, extending language capacity and thereby allowing for submissions to be received in languages other than English. Added benefit of expanding the perspectives represented among the review team.