# Instructions for submitting applications to the KLV Fund

This guide has been prepared for submitting applications to the KLV fund and is in line with the regulations as adopted at the June'20 KLV ALV.

**What is the KLV fund about?**

The aim of the fund is to make contributions to new initiatives for social debate and dialogue, networking, career support, etc., which strengthen a future-oriented professional practice of alumni in Wageningen University domains. Alumni can thus make a valued contribution to expertise development (science, education, policy) for social issues in these domains. Typically, the initiatives are complementary to Wageningen University's regular alumni policy.

**Who can submit an application?**

Former members of KLV and its Study Circles/Networks as well as alumni of WUR.

**How can applications be submitted?**

Applications should be submitted in writing via the digital form on the Wageningen University Fund (UFW) website and should include a substantive description of the activity and a detailed budget of the requested funds. The attached templates are an aid in this regard.

**When and where can applications be submitted?**

Applications can be submitted at any time and are assessed in a written round or during a curatorium meeting.

**How are applications assessed and decisions fed back?**

The curatorium uses the following review criteria when assessing applications:

1. Does the application fit within the fund's objective?
2. Does the application contribute to at least one of the following sub-objectives:
* stimulating/facilitating social debate and dialogue within the domain of Wageningen University & Research;
* developing new forms of (access to) alumni networks;
* developing new forms of active dialogue and cooperation within or between the domains of Wageningen University & Research and the Study Circles & Networks;
* developing new forms of generic career support for alumni.

The curatorium selects applications that, in its opinion, contribute most to the fund's objective. In doing so, a balanced distribution of resources among the various sub-goals is pursued. The curatorium ensures that the former sub-objective in particular is given due consideration.

Feedback of the decision to the applicant takes place within three weeks of receiving the application. If unforeseen circumstances make this not possible, this will be communicated in time. A grant or rejection of an application is briefly justified. The decision is not open to appeal.

**How much budget is available annually?**

The annual budget of the KLV fund is approx. 50 k€. About 10 k€ of this is reserved for spontaneously emerging 'pop-up activities' with a short lead time. In principle, the annual budget is used to financially support multiple activities that are temporary in nature. The KLV fund does not provide structural support for activities or programmes. Nor are costs incurred prior to and for the purpose of submitting an application reimbursed.