

PROJECT APPLICATION GUIDELINE

Introduction

Knorr-Bremse Global Care (KBGC) is the structure through which the Knorr-Bremse Group institutionalizes its worldwide social commitment activities. **Knorr-Bremse Global Care North America Inc (KBGC NA)** is the regional corporate foundation responsible for reviewing and funding projects within the **North America** region, which includes **Canada, Mexico, and the United States**.

OUR VISION: Together with Knorr-Bremse employees, we open new prospects for people in need - both in the vicinity of company sites and elsewhere in the world.

OUR MISSION: As an aid organization supported by the company, we see our role as professionally managing and promoting social projects all over the world. We offer employees of Knorr-Bremse opportunities to become personally involved in implementing charitable projects. With a combination of competence, openness, and personal commitment, we support disadvantaged people to lead more independent lives.

OUR OBJECTIVE IS TO IMPROVE THE LIVES OF PEOPLE WHO ARE IN NEED, THROUGH NO FAULT OF THEIR OWN, AND GIVE THEM A CHANCE TO DETERMINE THEIR OWN LIVES INDEPENDENTLY.

WE OPERATE UNDER THE PRINCIPLE OF HELPING PEOPLE HELP THEMSELVES.

KBGC NA carefully selects all the projects it supports. Projects selected for funding must have clearly defined objectives and measurable end results. Emphasis is placed on sustainable and impact-oriented projects. Data allows for KBGC NA to ensure that the projects are bringing about the desired outcomes in our communities. To ensure that our support is target-oriented and efficiently allocated, a project application – based on the chain of effects – is required.

Who and What Is Eligible?

KBGC NA makes grants only to tax-exempt organizations, as defined in Section 501(c) (3) of the Internal Revenue Code, based in the US, and equivalent charitable organizations operating or implementing projects in Canada and Mexico. **KBGC NA** makes grants directly to the recipient organization.

KBGC NA allocates 60% of its budget to fund projects contributing to the United Nations Sustainable Development Goal No.4 (UN SDG-4): “Quality Education – Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.”

In particular, KBGC NA is looking for projects that have the objective of ensuring vulnerable young adults and youth between the ages of 15-24 years old have improved access to and graduate from tertiary education including vocational training.

Education is the key for individuals to become self-sufficient, productive members of society. Strengthening the community’s human capital – through quality education – is crucial.

KBGC NA will give additional consideration to proposals which:

- Focus on the prevention of problems rather than the cure;
- Propose creative, first-time programs for the community, represent an unduplicated opportunity and meet a significant community need;
- Promote coordination, cooperation, and sharing among organizations and eliminate duplicate services;
- Generate matching funds, thus leveraging additional support.

KBGC NA DOES NOT fund:

- Direct grants or scholarships to individuals;
- Fundraising campaigns, sponsorships, capital campaigns or endowments;
- General operating budget of established organizations;
- US organizations not exempt under Section 501(c) (3) of the Internal Revenue Code or organizations not eligible for tax-deductible support;
- Political causes, candidates, organizations or campaigns;
- Organizations which discriminate on the basis of race, gender, or religion;
- Support sectarian activities of religious organizations: Faith based organizations and churches are eligible if the project/program serves the community; or
- Projects already completed.

Other project considerations:

- The minimum project/ grant request for calendar year **2024** is **\$60,000 USD**.
- Grants are generally limited to one grant per legal entity in a given year.
- Organizations previously funded must have completed the prior year's project and submitted all required reports and documentation before becoming eligible to apply again.

The Application Process

- Organizations are encouraged to contact a KBCA NA Steering Committee member or email KBGCNA@knorr-bremse.com to review a project idea and to determine if it meets KBGC NA's criteria.
- After a project idea is initially deemed to fulfill the foundation requirements, the organization shall submit a formal project application for funding consideration through the grant application portal.
 - Organizations can submit an application for consideration for the 2021 Grant cycle through the following link:
 - <https://apply.yourcausegrants.com/apply/programs/0c090062-b951-4e95-b1d4-cf4846332348>
 - First time applicants will need to register in the system first with applicant's name, address, telephone and e-mail and then select nonprofit organization from vetted organizations in the system's database.
 - Project submissions will be received for consideration for the 2021 cycle throughout the year until funds are exhausted.
 - Only complete applications can be processed. Applicants shall fill out the application form in its entirety and attach all required documentation. We suggest you have all documents in hand before starting the application.
 - Should you have any questions relating to content, technicalities, or understanding, please do not hesitate to contact a KBCA NA Steering Committee member or email KBGCNA@knorr-bremse.com.
- The **KBGC NA** Steering Committee reviews proposals on a monthly basis.
 - When new organizations submit a request, steering committee shall schedule an on onsite visit (if feasible) with the organization. The aim of the visit is to clarify outstanding issues and get to know a potential new grantee personally.
 - Follow up calls can be scheduled to review application and organizations will have the opportunity to promote the organization's mission and the project's objective.

- Based on the information provided in the application, the site visit and follow up calls, the Steering Committee will make a recommendation to the **KBGC NA** Board of Directors.
- The KBGC NA Board of Directors will review the Steering Committee recommendations during one of their periodic meetings and either approve or reject the proposal for funding.
 - Board of Directors meet on a quarterly basis.

The Project Has Been Approved. What Happens Now?

If funding is approved, an agreement will be drawn up between the organization and **KBGC NA** that will specify the various rights and obligations of the partners around communications, funding terms, and reporting.

- Depending on the project type and scope, funding may be provided in installments. The first installment will be released by KBGC NA after the agreement has been signed by both parties. Subsequent installments are conditional upon submission of documented project updates.
- An employee of a Knorr-Bremse company within the project geography (if feasible) will be assigned to each project in the role of Project Champion serving as the primary point of contact for project supervision and reporting. An introductory meeting will be scheduled and coordinated by a Steering Committee member between the company champion and the non-profit organization.
- Quarterly project updates are required to be submitted via the grant's portal. Project update shall include an outline of progress, picture documentation, and a summary of expenses.
- Once a project is fully completed, organizations are required to submit a more extensive final report in the grant's portal. Organizations will not be eligible to apply for future grants if final reports have not been submitted to KBGC NA from previous years. Reporting is a constituent part of the funding agreement.

Have More Questions? Need Additional Information?

Contact us via email at KBGCNA@knorr-bremse.com