

# Swiss Kidney Foundation (SKF) application guidelines

## 1. Deed of foundation Art. 3 Purpose

The Foundation is politically and denominationally neutral. Its purpose is exclusively charitable. The Foundation pursues its objectives in Switzerland and internationally.

In particular the Foundation has as its object:

- a) Enlightening the population on prevention, early detection and treatment of kidney diseases;
- b) Informing patients with kidney disease and their relatives of the nature, course and treatment options for kidney diseases and the opportunities to shape their lives;
- c) Promotion of organ donation;
- d) Promotion of scientific dialogue between researchers in the field of kidney diseases;
- e) Research into kidney diseases and the treatment options, as well as publication of research results in scientific publications and committees;
- f) Promotion within Switzerland of scientific cooperation on kidney diseases and their treatment methods.

The Foundation can cooperate with other institutions with the same or similar objectives.

## Applications

Different guidelines apply to **scientific research projects**: *see document: Guidelines\_Projects\_EN*

Applications for financial support, with a substantiated request, can be submitted to the Foundation President at any time (to be submitted to the SKF Secretariat). The request must prove consonance with the Foundation's purpose. Requests are generally reviewed four times per year (see below).

## Initial situation/Intention

The Swiss Kidney Foundation has limited funds. A central concern of the Foundation Board is to select projects that correspond to the Foundation's purpose.

## Requests that are not supported

Requests

- \* that require a recurring commitment on the part of the SKF,
- \* for (partial) funding of large-scale projects,
- \* for support for individuals will not be supported.

## The following requests can be supported

- \* Research projects (see separate guidelines and submission deadline),
- \* Requests from organisations or other foundations
- \* Requests from professionals (e.g. nursing staff),
- \* Requests for scientific events (e.g. training of nephrology staff)
- \* Requests for events for patients with kidney disease and their relatives,

on condition that the event complies with Art. 3 b) of the Foundation purpose.

#### **Procedure**

Only requests received by the SKF in **writing** can be supported; verbal agreements are not binding.

Requests for support must be submitted to the SKF Secretariat. The data in support of the application must be sent by e-mail to the SKF Secretariat.

#### **Information required for requests from CHF 10,000 up to a maximum of CHF 50,000.**

The following information is required for the application (see application form checklist):

- \* Application form (completed and signed),
- \* Letter for the attention of the SKF Foundation Board, with an explanation of the particular reference to the Kidney Foundation,
- \* Detailed description of the project or event - in particular project or event aim - reason why the funding cannot be sourced elsewhere, (max. five A4 pages)
- \* Project or event budget/financing plan
- \* Specific financial expectation of the SKF with preferred payment date
- \* For organisations: annual accounts, balance sheet and activity report, organisations statutes, extract from the Commercial Register if available. List of other institutions applied to for funding and funding already approved

#### **Processing of requests and funding decision**

It is the Foundation's Board's duty to evaluate applications received for consonance with the Foundation purpose and quality, and approval of the corresponding funds.

The documents will be treated as confidential. Applicants may be invited to answer questions. At its discretion the Foundation can request additional information, documents and call on external experts.

The Foundation Board alone is responsible for processing and making the final decision on requests. There is no entitlement to approval and/or justification of the decision.

#### **Binding deadlines**

Decisions concerning requests are made four times per year (March, June, September, December).

#### **Publication of successful applications on the SKF website**

By submitting this application, the applicant consents to the project/event being published on the SKF website if the application is successful.

#### **SKF infomaterial**

If a request is approved, the applicant undertakes to create links to the SKF website from the applicant's website, in the event programme, etc. and to display any SKF infomaterial at events.

#### **Information required for requests from CHF 10,000 up to a maximum of CHF 50,000.**

Half following receipt of the first **Invoice** (payment deadline 10 days) and half after a report has been submitted to the SKF and the second **invoice** provided; at the latest 30 days after receipt of the latter.

#### **Invoicing**

The Foundation Board will decide whether specific copy invoices and/or receipts have to be submitted before payment.

The payment terms will be stated in the grant award decision. The Foundation Board can permit exceptions to the rule.

#### **Project or event reporting**

In accordance for our rules for allocating funding, half of the funds provided

by the Foundation will be available after the Foundation Board's decision. The funds will not be transferred until an **invoice** has been received.

The other half of the funds will be transferred within 30 days on the basis of a second invoice if

- \* the event has been held,
- \* the final report has been prepared and sent to the SKF,
- \* the results have been published.

#### **Withdrawal of funds**

Two members of the Kidney Foundation Board will check compliance with the above points and sign off on the project or event.

If, after two years, the Kidney Foundation has not received the final report (unless an extension to the deadline has been requested for cogent reasons), the applicant's entitlement will lapse and the SKF will be free to dispose of the funds elsewhere.

The applicant will not be informed of the decision, it will occur automatically.

#### **Failure to implement the project or event**

If the project or event is not implemented on any grounds whatsoever, then the SKF must be informed immediately. Any funding already received must be refunded to the SKF within 30 days. The Foundation Board can permit exceptions to the refund rule on request.

#### **Invoicing**

The invoice to the Swiss Kidney Foundation must be addressed as follows:  
Schweizerische Nierenstiftung  
Geschäftsstelle  
Postfach 754  
3076 Worb b. Bern, Switzerland

#### **Appeal/Legal recourse**

There is no legal entitlement to a grant. There is no legal recourse against a decision rejecting an application for funding.

#### **Exceptions**

In the event of exceptional circumstances, such as a pandemic or earthquake, an extraordinary, one-time application can be made for funding for a Swiss project. The amount applied for must not, however, exceed CHF 50,000.

Schlosswil, 7 October 2020

These guidelines, including the application form, are published on the SKF website