

# Full Circle Foundation

## **Grant Application Guidelines and Forms**

### **Submission Instructions:**

Please read all of the instructions below. If you have any questions about any of the instructions, please contact your Full Circle Foundation Programme Officer.

1. The Grant Application must include all parts of A to C listed below.
2. Number of copies: Applicants should email one complete copy of the proposal and attachments. We need all of the information described above to review your proposal.
3. Email: All completed applications for funding must be submitted by email to John Fellowes at [johnfellowes@fullcircle.hk](mailto:johnfellowes@fullcircle.hk).
4. The Grant Application must be duly signed and dated by the authorised person of the applicant organisation.

### **A. Grant Application Cover Sheet**

Please submit a Grant Application Cover Sheet using the template attached at Appendix I. See below.

### **B. Grant Proposal (approximately six pages)**

Please submit a Grant Proposal in letter format that describes the following:

#### **i: Background**

*What is/are the problem(s) or issue(s) that the project is seeking to address? What, in brief, has led to the current project?*

In order to be successful, each transformational process needs at least two things: convincing ideas and examples to be turned into common practices. In other words: Good ideas need to partner with concrete examples to follow.

Therefore, two “ingredients” are key for leveraging the socio-ecological transition that various movements around the world are struggling for:

1. the co-construction of a new economic, political and legal framework (envisioning a paradigm shift) as discussed in the commons, Degrowth, cooperative, solidarity economy, feminist, P2P, alter-globalization and many other movements and academic circles;
2. the better visibility of (actually widespread) alternative practices and life-styles in different cultural, socio-ecological and political contexts (to inspire people and make changes in social practices and habits easier for them).

TransforMap mainly contributes to the latter.

One of our guiding questions is: What if it were as easy for people to click on OpenStreetMap to find the nearest donation box to leave stuff to be used by others, the nearest fablab<sup>1</sup> to build their own fair-phone, or the neighbourhood food-coop to provide the family with ecologically produced food, as it is for almost everybody today to check Google Maps to find the nearest supermarket? Wouldn't that be really transformative? What if maps really changed people's life towards a socio-ecological transformation?

“There are plenty of alternatives” (TAPAs): maps are extremely powerful to make them visible. This is an insight TransforMap builds upon.

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<sup>1</sup>

## **The challenge**

Today there is no map that allows anyone to easily identify and directly benefit from transformative social innovations, either in their neighborhood or globally. While a new economy based on horizontal collaboration for the common good is emerging with the mushrooming of practices like sharing, repairing, bartering, co-producing, co-using, commoning, Transition initiatives, etc. – most of them aware of the limits to growth and the finiteness of natural resources – it is extremely hard to get an overview of this global transformation.

For common people and citizens as well as for researchers, these initiatives are often invisible: information is stacked in thousands of (sometimes) cryptic websites or an impressive number of (recent) maps – mirroring the different silos the communities and networks seem to be locked in.

Hence, almost every mapping initiative is mapping in non-connected layers – we have collected [here](#) around 200 maps connected to ideas of socio-ecological transformation. That is, for each field (e.g. urban gardening) we have scores of maps that are developed in parallel, in each region anew, based on different taxonomies (i.e. ways to categorize initiatives and allow filtering) and which repeat the same effort again and again. Tragically, there is no way for users to navigate from one to another or get an idea of what this “mushrooming of social innovations” actually looks like and how powerful they already are. Additionally the maps’ data is often locked in by Terms of Services from proprietary mapping platforms (namely: many mapping projects use Google Maps; that is, they give up their sovereignty over their data).

This setup has a two-fold effect: it leads to the constant reproduction of the silos mentioned above and it neither enables the adoption of alternative productive and creative processes or social practices, nor spurs synergies between the huge diversity of movements. As a result, many initiatives are abandoned when the initial energy runs out and the “the plenty of alternatives” remain marginalized, invisible. However, through a distributed, collaborative mapping effort, based on free and open platforms and technologies, the different communities of the socio- ecological transformation can overcome these shared problems.

## **The TransforMap answer**

TransforMap is a collaborative answer to this challenge and its complexities. It aims to co-develop with users (common citizens as well as representatives of the different movements) the necessary tools and standards for free and open crowd mapping that allows for aggregating all those mapping initiatives in one map that can be navigated by neophytes. TransforMap is being developed by, and offers the opportunity to display ALL initiatives that belong to communities of practice approved by the wider TransforMap community.

It is important to note that the main part of TransforMap will be OpenStreetMap-based (<https://wiki.openstreetmap.org/>), which is an open infrastructure free for everybody to use for whatever purpose. Therefore, we are currently designing a process, that will allow us to co-opt new communities for display on the map with the goal of retaining only communities that share strong commitment to values of socio-ecological sustainability. To make sure corporate interests, green- or commons-washing initiatives and the like are discouraged from registering on the map we suggest/will use a simple mechanism: the taxonomy field “SELF DESCRIPTION OF A COMMUNITY” (where each project/ initiative/firm/location can self-identify as belonging to one of the different “tribes” of socio-ecological transformation) is the only mandatory one of the whole TransforMap mapping procedure. That is: if a project/initiative/firm/location/ group or whatever doesn't make its social and ecological ambition transparent and is not connected at all with the goals of socio-ecological transformation it won't be displayed. If the field (self-description of a community) will be misused, the respective community will more easily spot the problem than the global OSM community.

### **The three core values these movements shall contribute to are:**

- Fairness
- Freedom (including free knowledge, free infrastructures where “free” is meant “as in Freedom and not as in Freebeer” Richard M.Stallman, etc.)
- Sustainability

As a collaborative network of networks, the TransforMap (meta)community will, on one hand, leave to each of its participating sub-communities (e.g. Solidarity Economy, Commons, Collaborative Economy, Transition Towns, Global Ecovillage Network, etc.) to define the criteria for being considered part of their communities. On the other hand, the fact that the item “self-description” of a community will be made mandatory (as described above) helps bring public awareness about and instigate feedback loops and self-control mechanisms. A certification mechanism on TransforMap could be envisioned in the future. Such a mechanism could help us integrate more communities (according to future developments in the alternative economies debate), if they are in line with the values

mentioned above. We will guarantee that the TransforMap community takes a conscious and well-founded decision about the “who is in or out.”

At this moment, the following communities are considered part of TranforMap and included in Version 1.0 of the TransforMap taxonomy (which is an open taxonomy):

- solidarity economy
- Transition Town Network
- permaculture
- demonetized economy
- community-based currencies
- commons
- Economy for the Common Good (aka Gemeinwohl-Ökonomie)
- collaborative economy
- Global Ecovillage Network

### **Background:**

TransforMap is a recent initiative that has developed an astonishing p2p dynamics, especially during the last 14 months. Below is a list of events that led up to an intensive refinement process of the TransforMap proposal and initial test- mappings and that have helped us to make sure it can work internationally. We are about to move from a (mostly) German debate and initiative to a truly international one.

- Beginning/ Fostering of International Networking activities via mail and mailing lists in February 2015
- TransforMap Gathering and Open Space, 11-12 January, 2015, Potsdam/Berlin
- [Kick-off of TransforMap's Berlin Circle](#), 5 January, 2015, Berlin
- [Elevate Festival 2014](#), first testmapping continues
- [Global MapJam 2014](#) by Shareable; insights are shared with TransforMap to develop a sheet for collection data (given that the TransforMap entry mask can only be developed once the test-mapping process has finished its first round and the initial Taxonomy has been refined and accepted by the community)
  - 18.10.2014 [Mapping Berlin's transition towards a new economy](#)
  - 19.10.2014 [TransforMMMap : Federated tempospatial data](#)
- International Kick-off at [Degrowth 2014](#)
- Unconference Session and Fringe Event at [Open Knowledge Fest 2014](#)
- Intermediary presentations at [OuiShare Summit 2014](#)
- Presentation at [OuiShare Fest 2014](#)
- Central european Kick-off at [Mapping Meeting Munich](#)
- Böll Foundation Workshop in Berlin with activists from the Collaborative Economy and Commons Movement in December 2013
- Elevate Festival 2013 in Graz/Austria – first conceptual thoughts and technical tool testing
- [Commons Summer School 2013](#) in Germany - first conceptual thoughts

### **Planned in the near future:**

- Several decentralized international test-mappings involving \*local groups\* across various communities and countries (see details below)
- We plan to both participate in decentralized events for concrete mapping activities together with the local groups mentioned above
- Furthermore, we plan to participate in happenings like the OuiShare fests (next one to take place in Paris in May 2015) to build momentum around TransforMap.

### **Current status:**

TransforMap has been connecting with its first big partner networks (Shareable, Transition Network, ECOLISE, ESS Global, RIPESS, OpenGreenMaps and others), solidifying networking and interaction towards collaboration, and beginning the phases of “forming, storming, norming and performing“ together: initially, clarifying the aspirations of all parties, to solidify values and principles; and developing organizational and decision-making models to meet the challenge of multi- network collaboration.

The General Assembly, convened in Potsdam on 11-12th of January 2015, agreed on a working structure (see overview and details here [https://wiki.14mmm.org/Self\\_Organization/](https://wiki.14mmm.org/Self_Organization/)). It stressed the need to seek transparency

and accessibility in its operations. We agreed to take decisions by consent in order to ensure collective decision-making while moving forward.

A recent grant by Böll Foundation (15k€) has helped us to solidify our communication and collaboration infrastructure and do first alpha testing of taxonomy and editing, up to the end of November 2014. As a result of the test feedback, the taxonomy categories were reduced from an initial six to three, our communication infrastructure was further developed with a [forum](#), a task [management interface](#), and a [blog](#).

## ii. Project objectives and strategy:

What is/are the overall aim(s) and specific objective(s) of the project?

What is the strategic approach? (e.g. Who will you partner with and how? What opportunities and challenges do you anticipate and how will you address them? What will be the impacts of the project?)

In May 2015, the first TransforMap global Mapjams “15MMM” (Mapping Month May) will bring together selected communities from different parts of the world, who partner with TransforMap and share the TransforMap vision to meet two goals:

- contribute their views, experiences and needs – in conceptual, political and cultural terms – to the collective mapping effort of TransforMap to map alternative economies and social innovation.
- push forward the test-mapping at a global level and start a feedback process for TransforMap (in terms of taxonomy, improvement of the tools we offer so far, communication processes, etc.)

This is a preliminary list of places (subject to change) we've chosen for testmapping and partners or communities we want to work with during the 15MMM:

- USA: in coordination with Shareable / USA (for a selected place in the US);
- CANADA: in coordination with Remix the Commons/ OSM Montreal (for a selected place in Canada, probably Montreal)
- FRANCE: in coordination with Villes en Biens Communs and others (for a selected place in France)
- AUSTRIA: in coordination with OSM Graz and TransforMappers in Austria → for Graz
- ITALY: in coordination with RIPESS → Florence, members of Solidarity Economy Europe network
- GERMANY: in coordination with Anstiftung/Ertomis or TransforMappers from Berlin → Munich and/or Berlin
- GERMANY: in coordination with Transition Network, Transition Town Witzenhausen, Kassel, Göttingen, Solidarity Economy regional groups in the region of the Werra, Weser, Leine and Fulda valleys,
- INDIA: In coordination with Vikalp Sangam in India → for a selected place in India, [www.vikalpsangam](http://www.vikalpsangam)
- GREECE: in coordination with p2p networks in Greece -> for Athens or another selected place (tbc)
- FINLAND: in coordination with <http://www.commonswiki.fi> ; resp. Ruby van der Weeken et al. (tbc)

**NOTE:** We aim to conduct a successful testmapping **in at least 5 of these places with at least 5 international partners.**

The TransforMap coordination team (see governance structure) will make sure that there is good representation of the different communities (see page 3) at each test-mapping place, so that we get high-quality feedback.

The test-mapping will be done or by using an online form (the [Tranfortestionnaire](#)) or by using the first beta prototype of the TransforMap mapping editor (currently in stage of final programming) based on the recently developed [TransforMap taxonomy](#), with online discussions and feedback circles, to provide views and be engaged in the ongoing co-productive and iterative process for the rest of the year.

### Objectives of the Global Testmapping Jam MMM Mapping Month May:

- Actively engage with at least 5 local groups from various communities of practice (commons, sharing, solidarity economy, Transition Town...) from several countries (see our options above) to test local mappings with the 3 main categories of the TransforMap Taxonomy and over 100 POIs (Points of Interest – that can mean a community garden, a repair café, a community library, etc.) each, and in-depth feedback- and requirement-analysis processes
- Generate international media attention to grow the network and attract interest

- Engage the communities in a way that they can easily find their perfect fit to contribute to the collective effort
- Generate feedback to further refine the taxonomy (after the test-mapping process the development of Version 1.1 of the taxonomy is on our agenda)
- Engage community leaders to contribute to the taxonomy development process, integrating their community
- Generate feedback for the technical front end and back end infrastructure
- Engage hackers, users and administrators to contribute their expertise to the further technical infrastructure development process
- Generate interest for further international funders by proving relevance, quality of process and quality of service
- Encourage communities to organize their own Map Jams

### iii: Project activities, effectiveness and basis for evaluation:

In relation to the objectives, what are the proposed activities and outcomes or deliverables?

Main outcome:

- **Global mapping event** (from 1 to 31 May 2015 – or beyond if needed) to catalyze wide participation and feedback in the co-development of an advanced-prototype set of tools and standards.
- **“showcase” maps** for at least 5 locations from different parts of the world with a reasonable density of points of interest and a high diversity of transformation-approaches → to be featured on the TransforMap website so that people will have an idea of “how TransforMap might look like” in the future
- **20 new presets for points of interests** (eg. “Community garden”, “repair café”)
- **Enlarge the TransforMap community** by turning existing support from communities to active participation of contacts individuals in ongoing development and decision-making

### What is the timeline (onset, milestones and completion) for each component of the project?

This project and budget focuses on the activities around the Mapping Month May. It only considers the resources needed to meet the goals of this international testmapping, which is limited in space and scope and yet is as part of a longer and more complex process of “TransforMap going International”. Therefore, there are many in-kind resources (time, energy, skills, knowledge, coordination) the TransforMap community contributes in order to make sure this process will be successful even if unforeseen problems show up during this international process.

Furthermore, this proposal is made in the context of a larger proposal the TransforMap community is currently negotiating with the [CHEST program](#) of the European Union in order to guarantee we will meet the long term strategic goals of TransforMap.

<b>Building blocks</b>	<b>Timeframe</b>	<b>Funding requirement (total in EURO)*</b>
Kick off for Global Map Jam / online Event and Communication on several international lists and TransforMap communication platforms (see above)	April 15th, 2015	3500
Webinars and managing online process guidance for the global MapJam: <ul style="list-style-type: none"> <li>● Designing online webinar / decentralized online- sessions: “Introducing TransforMap and starting a MapJam in your city/region”</li> <li>● implementation of webinars, online support and coordination for participating communities</li> </ul>	April - May 2015	2000
Technical infrastructure, development <ul style="list-style-type: none"> <li>● Developing different TransforMap-derived maps for each of the communities</li> <li>● Plugins to include their maps into the communities website</li> <li>● Integration of the feedback into the editor and maps</li> <li>● Hackathon<sup>1</sup> organization and rewards for finalizing all needed software before the MapJam</li> </ul>	Feb to June 2015	4000
Project management including feedback management (integrating the feedback of the MapJam into the taxonomy, editors and maps), process documentation and network engagement)	March to June 2015	2500
<b>Total</b>		<b>12 500</b>

1 See definition of hackathon on Wikipedia: <https://en.wikipedia.org/wiki/Hackathon>

\* the detailed distribution of funding among TransforMappers and partners (see above) will be based on the concrete needs to set up appropriate conditions for the test-mapping and provide assistance to those local communities who most need it.

## How will you monitor and evaluate the project (implementation, impacts, lessons learned)?

- One of the core component of TransforMap is about collecting structured data. Results will therefore be easily monitorable (number of points, variety of locations, variety of communities, etc.).
- The amount of feedback collected during the test-mappings will also be a measure of progress.
- For technical development, the delivery of functioning technical components are a measure of success
- Effectiveness also means testing the smartness of our new governance structure and get an idea of the frictions/ conflicts that may emerge due to our first global effort + opening a space for discussion/conflict management in the TransforMap team. This will be evaluated and corrected along the process by the Coordination Team.
- Concrete involvement from new individuals (in particular women, from the South) in the routine work of TransforMap is a critical measure of progress.

### i. Organisational capacity:

What makes your organisation well positioned to carry out this work effectively? In your response, please briefly describe organisational history (if relevant) and the qualifications of core project staff.

- the project members are a loose but unique coalition of activists and leading people of the different movements and networks involved
- it has proven to engage in a stable cooperation for more than one year now and each of the members is also committed to its own community
- what makes our cooperation special is the close cooperation between “political minds” and “programmers/tech people”, so that we can conceive the project and further develop it at all levels with members of our networks (or people close to our networks)

What changes in personnel do you anticipate during the course of the project, and what are the implications for future work?

- TransforMap will grow, but this does not necessarily imply a “change in personnel”
- we are currently working for guaranteeing some mid-term income to the core people involved

### ii. Sustainability and resilience:

Full Circle Foundation considers that our species and planet will be increasingly impacted by several major related factors: depletion of natural resources, degradation of ecosystems, an unstable climate and a volatile global economy (post peak oil). We ask our grantees to give consideration to such issues in looking ahead; you may like to distinguish between strategic-level and day-to-day operational activities. Please add only considerations you have not addressed above.

What strategies, if any, does your organisation have to:

- (a) mitigate climate change (i.e. reduce net greenhouse-gas emissions) and ecosystem degradation?

By focusing on current (and future) alternative practices such as recycling, sharing, making, gardening, Transition Towns, TransforMap aims at mapping local practices and initiatives that mitigate climate change, but more generally decrease the use of raw materials and natural resources, while actively contribute to robust ecosystems (eg. community gardens for urban biodiversity).

Moreover, if it is true, that the current mode of production and the way our economy is organized lies is one of the main causes for climate change, then each contribution to change the way we “conceive economy” and we meet our needs (more independent from global production changes, high transportation costs and land or watergrab elsewhere) is a substantial contribution to curb ecosystem degradation.

- (b) adapt to the challenges of a changing and unpredictable economy and climate?

TransforMap’s mission is to make fair, free and sustainable ways of meeting our needs and “doing economy” more visible in order to being accepted by more people, to replicate and scale them. We believe the diversity of the alternatives that we map provides a wide panel of alternative pathways to adapt to increasing disruptions of our globalized economic and ecological systems, building resilience from the bottom-up.

TransforMap will impact on the life-styles (just as google maps did) encouraging people to opt for alternatives to the modern, speedy, energy and consume-intensive way of living.

- (c) present these concepts and responses in your communications with core constituencies, partners, industry, and/or politicians?

TransforMap's very mission is to aggregate data and support communities in producing shared knowledge categories (taxonomy/ontologies) of transformative practices. By crowd-mapping the ongoing socio-ecological transformation, we make it visible and palatable for a wide public. In addition to the support to the reflexive process of various tribes and communities that are being mapped, by displaying our map of alternatives and making it a reference, we believe we can have a strong impact on decision-makers at various levels of governance (from local to European) with a clear message: the transformation is already ongoing. Eventually, as researchers are already part of TransforMap, the data we collect will contribute to support an empirical foundation for scientific assessments of transformative social innovation.

**Please describe any constraints or reservations you have in speaking to these issues in your work.**

### **C. Supporting Documents**

All of the following attachments must be included.

- i. If you are applying for the first time to Full Circle Foundation, please provide (a) a copy of your Memorandum and Articles of Association and/or Certificate of Incorporation and/or Constitution or By-laws; and (b) a list of Directors (past and current) or other Senior Officers (as the case may be).
- ii. List of important funders of the organisation in past three years.
- iii. Please complete the Budget Worksheet template (Appendix II) provided, with budget narrative if this is not covered in the main Grant Proposal, along with your existing budget breakdown (we can send an Excel template upon request) – please provide the budget for both the project and, if different, for the organisation as a whole.
- iv. The most recent Balance Sheet and Statement of Revenue and Expenditure. Audited financial statements should be submitted if possible.
- v. The most recent Annual Report (if applicable).
- vi. Bank Account Details:
  - o Bank name:
  - o Bank address:
  - o Bank contact person:
  - o Bank telephone:
  - o Bank fax:
  - o Bank account number:
  - o Bank account name:
  - o Bank routing number:

## Appendix I

Ref. No.:  
(for Full Circle Foundation to fill in)

Full Circle Foundation

### Cover Sheet for Grant Proposal

Applicant Organisation: Information below should be for the main office of the organisation.

Applicant Organisation (Legal Name)	Get Active – für eine nachhaltige Welt (engl. Get Active – for a sustainable world)
Postal Address	Gebrüder Lang Gasse 10/14, 1150 Wien, AUSTRIA
Phone Number	0043 699 8163 4148
Email Address	<a href="mailto:office@getactive.org">office@getactive.org</a>
Website Address	<a href="http://www.getactive.org">www.getactive.org</a>
Name and Title of Head of Organisation	Mag. Josef Kreitmayer
Name and Title of Contact Person	Mag. Josef Kreitmayer
Number of Staff	Full-time: 1                  Part-time: 2
Geographic Area Served	International, Europe, Austria, Vienna (various international as well as local projects)

Project Organisation: Complete only if information is different from the Applicant Organisation section above. All information below should be for the organisation or office where project activities will be conducted.

Project Organisation (Legal Name)	
Postal Address	
Phone Number	
Email Address	
Website Address	
Project Contact / Title	
Number of Staff	Full-time:                  Part-time:
Geographic Area Served	

**Proposal Information:**

Name of the Project:  TransforMap - 15MMM Mapping Month May Mapping alternative economies and social innovation	
Project Period (the period of time when the grant will support the project)  from _____ to _____  * Please note that Full Circle Foundation does not consider retroactive funding requests, and it typically takes at least three months for the Foundation to process grant proposals, so the start date should reflect this.	
Total Project Budget Amount – This figure should include the funds to be received from Full Circle Foundation.	Currency:
	\$
Amount requested from Full Circle Foundation  What percentage of the project cost will come from FCF? _____ %	\$ _____ (Total)
Please indicate whether your organisation has previously submitted an application(s) to FCF	NO
If yes, please specify which year(s)	

This proposal was prepared by:

Name:

Title:

Signature:

Date:

## Appendix II

Ref. No.:  
(for Full Circle Foundation to fill in)

Full Circle Foundation

Budget Worksheet

For the fiscal year ending: 31.12.2015  
(day/month/ year)

Financial information provided below is current as of: 27.2.2015  
(day/month/ year)

Please specify currency: Euro €

Please complete both columns below to identify the total and the top three funders, NOT including Full Circle Foundation, that support your project and organisation. Please also indicate which portion of this funding is secured or pending.

	Organisation Budget*	Project Budget																	
What is your revenue (anticipated) for the specified fiscal year?	220.000 €	\$																	
How much have you raised (cash in-hand) to support your work in the specified fiscal year? Please list your three largest contributors to date.	Total raised: 67.256 €	Total raised: \$																	
	<table border="1"> <thead> <tr> <th>Source</th> <th>Amount</th> <th>Source</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>EU Erasmus + Strategic Partnership for youth</td> <td>24.399 €</td> <td>1.</td> <td>\$</td> </tr> <tr> <td>Participation Fees, Starters Training Deep Ecology 7 Modules 3 Supervision Units</td> <td>16.500 €</td> <td>2.</td> <td>\$</td> </tr> <tr> <td>EU Youth in Action</td> <td>5.900 €</td> <td>3.</td> <td>\$</td> </tr> </tbody> </table>	Source	Amount	Source	Amount	EU Erasmus + Strategic Partnership for youth	24.399 €	1.	\$	Participation Fees, Starters Training Deep Ecology 7 Modules 3 Supervision Units	16.500 €	2.	\$	EU Youth in Action	5.900 €	3.	\$		
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How much has been promised or pledged but not yet received? Please list the three largest expected contributions.	Total expected: • 72.398,60 €	Total expected: \$																	
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Ministry of Environment Austria	5.000 €	2.	\$																
Heinrich Böll Foundation	2.000 €	3.	\$																
What is the balance that you need to raise?	180.000 €	\$																	
*Please state whether or not the Organisation Budget includes the Project Budget: YES / NO																			

## Budget

1. Please attach a detailed project budget with breakdown of items. Please also provide a budget narrative below if this is not included within the Grant Proposal.

2. In the space below, briefly describe your plan to secure the balance of funds needed for the organisation and the project. Please list sources of significant funding that you anticipate receiving. (Use additional pages, if needed.)