

2019 Chorus Foundation Concept Paper Submission

Introduction

On behalf of the Chorus Foundation (the Foundation), Mott Philanthropic is accepting concept papers that describe organizations and projects that advance a just transition to a regenerative economy in the United States. Prior to submitting a concept paper, please review the [Foundation's website](#) and the [frequently-asked questions \(FAQ\)](#) about the Foundation's grant-making process.

Below is information about Foundation, the review process, and, if approved funding requirements. We recommend reviewing and collecting all the necessary information to complete this form before beginning. We also ask that you track the total amount of time it takes you to complete this concept paper.

Foundation Mission and Values

The Chorus Foundation works for a just transition to a regenerative economy in the United States. The Foundation supports communities on the front lines of the old, extractive economy to build new bases of political, economic, and cultural power for systemic change.

We envision an economy in which everyone can find meaningful work; an environment in which everyone has access to clean air, clean water, and a stable climate; and a democracy in which everyone has a say.

We believe that:

- The climate crisis is embedded in a larger ecological crisis, which is in turn inextricably linked to parallel crises within our political and economic systems. Communities of color and working class communities are on the front lines of these crises, and they are already experiencing disproportionate impacts.
- To respond to these crises, we must reclaim our democracy and move from the extractive economy to an economy that is restorative of people, place, and planet. The economic alternatives we require are already possible, but they are unsung and under-resourced.
- As an essential step in this process, we must eliminate the fossil fuel industry's undue influence on our democracy, and accelerate the end of the extraction, export, and use of fossil fuels. This particular transition is inevitable, but we will have to work hard to ensure that it is both timely and just.
- We will not be able to address the climate crisis without a broad-based social movement that demands deep systemic change. We have been inspired by the work happening in local communities across the country, and we believe that their leadership is essential to the collective future that we all want to see.

The Chorus Foundation Grant Process

Although not required, potential grantees and current grantees are encouraged to submit concept papers via the web portal before submitting a full proposal, especially if requesting funding for a

project not previously supported by the Foundation. Current grantees may choose to submit a concept paper for a project different from the one the Foundation is already supporting or a new full proposal for project-specific or general operating support.

Below are the steps of both the concept paper and grant award process. All of these steps occur through the Foundation's online grant-making portal.

Action	Timeline
<p>Stage One: Concept Paper</p> <p>Organization completes a series of questions about the organization and uploads a concept paper describing the organization and project, if applicable, for which funding is requested.</p>	<p>At any time.</p>
<p>Foundation staff will review the concept paper to determine if your organization will be invited to submit a full proposal.</p>	<p>Foundation staff will respond within approximately one month of receiving concept paper submission.</p>
Action	Timeline
<p>Stage Two: Grant Proposal</p> <p>Selected organization will be invited to submit a full proposal.</p> <p>This proposal will include more detailed questions and attachments, including:</p> <ul style="list-style-type: none"> • Goals, objectives, and projected outcomes of the grant • Organizational budget and strategic plan • If applicable, project budget, project timeline, and project work plan • Grantee photographs <p><i>Please note, if your organization is asked to submit a full proposal, such an invitation does not ensure that funding will be awarded.</i></p>	<p>Applicant must submit the full proposal within one month of the invitation date.</p>
<p>Foundation staff will review the full proposal. If approved, a grant agreement will be sent by email to your organization to sign.</p>	<p>Foundation staff will respond within approximately one month.</p> <p><i>If you require a response on a faster timeline, please communicate this to Foundation staff.</i></p>
<p>Once Mott Philanthropic has received your signed gift agreement, payment will be mailed.</p>	<p>Checks are generally mailed within two weeks of receipt of a signed gift agreement.</p>

Funded organizations will be required to submit a final report one month after the end of the grant.	
--	--

Questions

Please click [here](#) to access the frequently asked questions (FAQ) resource guide.

Technical questions about the online portal may be directed to Paula Lentoni, grants manager at Mott Philanthropic, at 617.927.5731 or plentoni@mottphilanthropic.com.

Questions regarding this grant opportunity may be directed to Cuong P. Hoang, director of programs at Mott Philanthropic, at cphoang@mottphilanthropic.com.

Suggestions for a Successful Application Submission and Additional Information

- The software developers recommend that you avoid using Google Chrome to complete your online concept paper.
- To return to your in-progress form at a later time, and to avoid creating another form, please use the link to your organization's main online account.
- If you leave out any required information, the system will not allow you to submit without completing the missing section(s). You must then select "Update" and then "Submit" to finish the submission process.
- Confirm the submission by looking on your login page for a "thank you" notification at the top of the page and/or a listing of the completed application in the "Submitted Application" section at the bottom of the page.
- You *do not* need to send a hard copy of this concept paper via postal mail.

Instructions

Required Attachments

Below is a list of required documents necessary to complete your submission. Please refer to the table on the Attachments page for required file formats and uploading instructions.

Please be advised that in addition to the attachments, you will need to complete a few questions about your organization and funding request within this online application.

1. Concept Paper:

Please upload the concept paper as a Word or PDF document, which responds to the following questions.

- What is the project or body of work that you would like the Foundation to consider funding?
- How does this fit with the Foundation's mission and area of focus?
- Why is this project needed?
- How much money are you seeking in support?

Please note: *The Foundation cannot support the lobbying expenses of any project or of any organization that is utilizing a fiscal sponsor. Our definition of lobbying conforms with the [IRS definition](#).*

If you have a question about whether your proposed project includes lobbying, please follow up with [Caitlin Hamood](#).

*Please note: To be eligible for funding, **all grantees receiving \$50,000 or more in cumulative funding** from the Chorus Foundation in any one calendar year will be required to submit an Audited Financial Statement or CPA review if:*

A.** The grantee's annual revenues are between \$250,000 and \$499,999, in which case either a CPA Review or Audited Financial Statement is required); **OR

***B.** The grantee's annual revenues are above \$500,000, in which case an Audited Financial Statement is required.*

If upon award the grantee does not have the applicable CPA Review or Audited Financial Statement, this will be required by the end of the grant term.

2. Fiscal Sponsor Agreement:

If your organization is working through a fiscal sponsor, please upload a fiscal sponsor agreement.

Please note that **after beginning the process, you will not be able to change your fiscal sponsor**. If your fiscal sponsor changes, the process will start over from the beginning.

Proposal Information

1. Basic Information

Tax Identification Number

Are you using a Fiscal Sponsor?

If your organization/project is not a 501(c)(3) tax exempt non-profit organization, but is being sponsored by a 501(c)(3) tax exempt non-profit organization, please select "Yes." Please upload a signed agreement between your organization and the fiscal sponsor on the Attachments page.

*Please note that **after beginning the process, you will not be able to change your fiscal sponsor.** If your fiscal sponsor changes, the process will start over from the beginning.*

Fiscal Sponsor Information

*If you answered "Yes" to the question above, please enter the fiscal sponsor's legal name, postal address, telephone number, name of contact, job title, and e-mail address. **If the grant is awarded, this is where all documents and checks will be (e)mailed.***

Legal Name of Fiscal Sponsor or Organization

As it appears on the 501(c)(3) determination letter.

Organization's Name

Please enter your organization's name (not your fiscal sponsor's name).

Organization's Acronym

Please enter any acronym or abbreviation used for your organization.

Organization Mailing Address

Please enter your organization's address.

City

State

Zip Code

Web Address

(ex. WWW.myorganization.org)

2. Name and Title of Organization Director

Title

First Name

Last Name

Professional Title

(ex. President)

Suffix

(ex. Ph.D, M.D.)

E-mail Address

Office Phone

Ext.

3. Name and Title of Main Contact for Proposal

Same as Organization Primary Contact

Please check here if the main contact is the same as the organization's primary contact.

Title

First Name

Last Name

Suffix

(ex. Ph.D, M.D.)

Professional Title

(ex. President)

E-mail Address

Office Phone

Ext.

Request Information

Project Title

The title should be one of the following: General Operating Support or the name of your program/project. If you are using a fiscal sponsor and are requesting general operating support, your organization's name should be entered as the project title. Organizations or projects that the Foundation has not supported in the past are encouraged to submit concept papers for specific projects or programs.

Grant Request Amount

Grant Length

Please enter the length of the grant request in months.