**FUNDING GUIDELINES**

**CHANGE, NOT CHARITY**

Chinook Fund provides critical seed funding and infrastructural support to grassroots community organizations working for social justice and human rights across the state of Colorado. Chinook Fund was established as a partnership of donors and activists in 1987 as part of the Funding Exchange Network**.** This laid the ground for a new kind of philanthropy where community members, who have experience working for social justice on the ground, lead decision-making around where funding will have the greatest impact for change. Since our founding, we have raised and distributed over $2.5 million in grants to 300 organizations throughout Colorado. There are many effective models for community work, but Chinook Fund prioritizes organizations that take a direct-action and community organizing approach to social change. We also often provide the first formal funding to many new and emerging organizations. Chinook Fund believes that oppression is at the root of most social issues, and that we must directly address issues of race, class, gender, sexual orientation, ability, etc. in order for our work to be effective.

**KEY ELEMENTS OF SOCIAL CHANGE**

**CONSTITUENT-LED**

The work is led by the people most impacted by injustice. Unlike a traditional charity model, we believe that those most affected by the issue have the solutions and vision for their own liberation – and that the development of their leadership, skills, and power should be prioritized.

***Example:*** *An organization working on issues affecting youth should include youth leadership at all levels of the organization, and ensure that youth are at the forefront of deciding what issues they want to fight.*

**COMMUNITY-WIDE**

The work reflects all members of the constituency or community, especially those who experience multiple forms of oppression. This ensures that change for the community leaves no one behind, especially for those who have less privilege within the community.

***Example:*** *An organization fighting violence against women should include the leadership of women of color; lesbian, bisexual, and queer women; low-income women; transgender and gender non-conforming women; and women with disabilities to ensure that their work makes change for the entire community of women affected by this issue.*

**LASTING EFFECT**

The work makes change not just for one individual today, but for the community as a whole and for future generations. Generally, this means organizing collective action to change cultural, social, political, and economic systems and institutions (such as housing, criminal justice, food production, health care, government agencies, immigration, media, etc.)

***Example:*** *An organization working to challenge racist policies that exclude students of color from accessing high quality education – rather than an after-school tutoring program for students of color.*

Providing trainings and workshops are an important organizing tool directed toward social change, but Chinook Fund sees such programs as the beginning, not the end, of the social change process. Education expands and develops leadership, but such programs should also incorporate action that will lead to systemic change.

Chinook Fund will consider proposals that seek to create community-based alternatives to the systems named above, as long as there is demonstrated need, action and organizing for the alternative institution, as well as clear examples of change that will result for the community.

**COMMUNITY ORGANIZING**

Chinook Fund defines Community Organizing as:

the process of bringing affected people together to use their collective power to win improvements in their community and change the power structure to advance social justice.

**Components and examples of Community Organizing work:**

* Led by the people most directly affected by the issues the organization is working on.
* Continually builds leadership from within its own membership, base, or community.
* Works to understand and address the root causes of the issues, not just the symptoms.
* Brings people together to build power they wouldn’t have individually.
* Uses that power to create systemic change, which includes altering unjust power relations.
* Sees itself as a part of a larger movement for social change and works towards strengthening that movement.
* Has clear demands for systems or policy change that are backed by community support.

**DEFINITIONS OF CULTURAL ORGANIZING & HEALING JUSTICE**

Chinook funds many types of organizing work, organizationally we want to clarify our internal working definitions of Cultural Organizing and Healing Justice.

**Cultural Organizing** integrates arts and culture into organizing strategies. It is also about organizing from a particular tradition, cultural identity, community of place, or worldview.

**Healing Justice** is how oppressed communities holistically respond to and intervene on generational trauma and violence, and how they innovate collective practices that can impact and transform the consequences of oppression on their bodies, hearts, and minds.

**Please Contact Us for More Information:**

**CHINOOK FUND**

**1031 33rd Street, Suite 237**

**DENVER, CO 80205**

[**www.chinoofund.org**](http://www.chinoofund.org)

[**office@chinookfund.org**](mailto:office@chinookfund.org)

**303-455-6905**

**FUNDING GUIDELINES**

**All Successful Applicants Must:**

* Be based in communities facing injustice or oppression, including but not limited to communities of color, low-income communities, immigrant communities, LGBTQ communities, disability communities.
* Have democratic leadership, decision-making and organizing that is led by and accountable to people most directly impacted by the issue or injustice
* Be engaged in efforts to dismantle privilege and oppression within their organization and community
* Demonstrate that their work can lead to permanent progressive change for their community

**Priority is Given to Applicants Who:**

* Work in alliance and collaboration with other organizations
* Are strategic and work with a long-term vision that is clearly linked to current work plans
* Have achieved concrete successes that have positively impacted the community
* See themselves as part of a larger movement for social justice
* Have limited access to traditional funding sources
* Raise money from multiple sources, including grassroots/individual donor fundraising
* Shift paradigms and offer alternatives to existing institutions and systems that perpetuate injustice
* Take risks by doing work that is controversial, marginalized, and/or new and emerging
* Intentionally evaluate their work

**The Chinook Fund Does Not Support:**

* Direct services to individuals
* Groups with budgets over $350,000
* Individuals or organizations controlled by one individual
* Scholarship requests
* Profit-making organizations, with the exception of worker-owned cooperatives
* Other foundations or pass-through funding
* Organizations whose work or decision-making body is based outside of Colorado (with possible exceptions for regional indigenous groups)
* Attempts to influence the election of individuals for public office
* Direct union organizing

**Tax-Exempt Status**

Chinook does not require groups to have 501(c)(3) tax-exempt status in order to receive funding. However, the activities for which you are requesting funding must fit within the IRS tax-exempt eligibility requirements. Please contact staff if you are unincorporated or without a fiscal sponsor.

**General Operating vs. Project Support**

Chinook prefers to give general operating dollars to groups whose overall mission and work align with our criteria for social change. General operating dollars can be used for any organizational expense, including staff, equipment, rent, utilities, fundraising, or programming. However, if your organization has a specific program or project that needs support, which more strongly aligns with Chinook’s funding criteria, you may consider applying for project support. Please contact staff if you are unsure which type of support to apply for.

**FUNDING GUIDELINES**

**START-UP GRANTS Maximum: $4,000**

Groups that are less than 4 years old are eligible to apply for start-up grants. Groups must demonstrate a vision and plan for meeting Chinook Fund criteria, but do not need a proven track record of success.

**ESTABLISHED GRANTS Maximum: $10,000**

Any group may apply for an established grant, but the competition for grants is tougher, as it includes groups that have been working successfully on social justice issues for a number of years.

Applications will not be moved from Established to Start-Up after submission. If you are unsure which grant to apply for, please contact staff.

**MULTI-YEAR GRANTS 2 Year Terms**

Established grantees who have been funded by Chinook at least twice during the last 5 years, and who receive the highest level of funding in the current cycle, will be considered by the Giving Project Cohort for multi-year funding.

Awardees will be offered funding for a second year without having to go through the full application & site visit process. Awardees will be required to submit a progress report and updated financials for the second year of funding. Please Note: we cannot guarantee the same dollar amount for the second year award due to the way we allocate funding.

**GRANTMAKING PROCESS**

**Deadlines**

The Chinook Fund runs two grantmaking cycles every year. **Spring Cycle:** Applications are due **February 21st** and grants are awarded in June. **Fall Cycle:**  Applications are due **September 21st** and grants are awarded in February. Groups may receive only one grant percalendar year.

**Before Applying**

Because our funding guidelines are so specific, we strongly encourage you to attend our **Grant Application Workshop**, offered one month before each grant deadline. This workshop provides an in-depth review of our funding criteria and an opportunity to ask questions.

If you cannot attend this workshop, we urge you to discuss your ideas with staff before the deadline to determine whether your work fits our priorities. Please note that staff may offer assistance and support, but do not ultimately make funding decisions.

**Giving Project Cohort**

All funding decisions at Chinook are made by our Giving Project cohort, led by community-members who are invested in social justice issues & movements and represent the diverse communities and issues we fund. Giving Project cohort

members review all proposals, conduct site visits,

and make funding decisions using a consensus-based process.

**Site Visits**

Site visits are a critical part of the Chinook application process, and are weighed heavily in funding decisions. For Chinook, it is important that the largest possible number of constituents, members and leaders are present at this meeting.

**Funding Allocation**

After deciding which groups meet our criteria, the Giving Project Cohort divides grant dollars amongst all grant recipients. The dollar amount of our grant awards varies from cycle to cycle depending on the number of grant recipients and the amount we have been able to fundraise.

**Final Reports**

Chinook grantees are required to submit a Final Report after one year. Report forms are mailed to all grantees one month before they are due. Grantees who do not submit a Final Report will not be eligible for future funding.

**OTHER CHINOOK GRANTS**

Chinook also offers **Technical Assistance** and **Critical Respons**e grants. Please contact staff or visit our website: [www.chinookfund.org](http://www.chinookfund.org) for more details on fund availability and how to apply.

**GRANT APPLICATION COVER SHEET**

**ORGANIZATION NAME: DATE:**

**MAILING ADDRESS:**

**CITY:**  **STATE: ZIP:**

**PHYSICAL ADDRESS (if different):**

**CITY:** **STATE: ZIP:**

**PHONE: FAX:**

**ORGANIZATIONAL EMAIL: WEBSITE:**

**CONTACT PERSON: PHONE:** **EMAIL:**

**EXECUTIVE DIRECTOR PHONE:** **EMAIL:**

**(or person responsible for finances):**

**Select GRANT CATEGORY and the AMOUNT you are requesting:**

**$ \_\_\_\_\_\_\_\_ START-UP**

**$ \_\_\_\_\_\_\_\_ ESTABLISHED**

**(Select only one)**

**ORGANIZATION MISSION (Include brief description of project if applicable):**

**Please indicate where funds will be spent:**

**GENERAL OPERATING** \_\_\_ **PROJECT SUPPORT** \_\_\_

**CURRENT ANNUAL BUDGET: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ORGANIZATIONAL STATUS:**

**\_\_\_ 501 c3**

**\_\_\_ Have Fiscal Sponsor:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Start Date of Fiscal Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If your organization has ever applied for funding from**

**Chinook Fund under a different name, please list here:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where did you first hear about the Chinook Fund?**

**NARRATIVE QUESTIONS**

**Please use these headings and respond completely to all parts of the following questions.** Please do not exceed **SIX** typewritten, single-spaced, single-sided pages. Youshould use no smaller than 12-point font and 1inch margins.

1. **History –** When did your group come together and why? Share major accomplishments and tell us about your recent activities, successes, and failures.
2. **Root Causes** – What is the specific problem or injustice your group is trying to solve? What are the root causes of the problem (racism, poverty, sexism, etc.)?
3. **Action & Lasting Effect** – What is your overall strategy for solving the injustice described above? What social, economic, political, or cultural institutions or systems will you work to change in order to fight the injustice? What actions will come out of your work? What will be different in your community and our society because of your work?

**IF** you do direct services to meet the needs of your community, how do you connect that work to organizing, action & systems change?

**IF** you are creating an alternative to a current system/policy/institution, please tell us why and describe how that will make real change for your community.

1. **Constituent-Led –** Who is most impacted by the injustice you are fighting? How are those most affected actively providing leadership and direction for your work? How do you identify & develop new leaders?
2. **Community-Wide –** How does your organization define diversity within your constituency? How do you ensure that everyone is represented in your organization – especially those with less privilege in your community? In addition to filling out the diversity chart, describe any activities, education, or actions your organization has taken in this area. Also explain any progress or set-backs in this area.
3. **Organizational Structure and Decision Making –** Who decides what kind of work your group does? What is the decision-making process? How are you organized (staff, board, volunteers, leaders)? How are your decision-makers accountable to the larger community? If you have a fiscal agent, please explain the relationship.
4. **Movement Building** – How does your group see itself as part of a larger movement for social change? How does your work connect with other social change issues and communities? Describe the most important coalitions, collaborations or networks that you participate in. Include your organization’s role.
5. **Fundraising Strategies –** What are your current fundraising activities? How does your community support the organization? How will you sustain future work?
6. **Evaluation –** How do you evaluate, reflect on & make changes to your work?
7. **Site Visit –** If you were to receive a site visit, please indicate what days/times your staff, members, and leaders would be most available to meet with our Giving Project cohort. Also please indicate any language or accessibility needs that would allow your organization to best communicate your work to our site visitors.

**BUDGET FORM**

**You may attach your own financial statements and budgets OR use the form provided here.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **LAST FISCAL YEAR**  Actuals | **CURRENT FISCAL YEAR**  Budget Year-To-Date | | **NEXT FISCAL YEAR**  (If Chinook grant will  be spent next year) |
| **INCOME** | | | | |
| Individual Contributions |  |  |  |  |
| Membership Dues |  |  |  |  |
| Foundation Grants (list) |  |  |  |  |
| Corporate Contributions (list) |  |  |  |  |
| Government Grants |  |  |  |  |
| Special Events |  |  |  |  |
| Earned Income |  |  |  |  |
| Other (list) |  |  |  |  |
| In-Kind |  |  |  |  |
| **TOTAL INCOME** |  |  |  |  |
| **EXPENSE** | | | | |
| Salaries & Wages (list for each staff) |  |  |  |  |
| Employee Benefits & Payroll Taxes |  |  |  |  |
| Rent & Utilities |  |  |  |  |
| Supplies |  |  |  |  |
| Telephone/Internet |  |  |  |  |
| Postage |  |  |  |  |
| Equipment |  |  |  |  |
| Printing/Copying |  |  |  |  |
| Travel |  |  |  |  |
| Consultants & Professional Fees |  |  |  |  |
| Other (list) |  |  |  |  |
| In-Kind |  |  |  |  |
| **TOTAL EXPENSE** |  |  |  |  |

**List where Chinook monies will be spent:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\* If you are applying for Project Support – attach a separate budget that itemizes project income/ expenses**

**\* List current/pending grants for current fiscal year within budget line above or attach separately**

**DIVERSITY CHART**

The Chinook Fund believes that social change work must be **Constituent-Led** and **Community-Wide** (please see Funding Guidelines for definition). Because the leadership of an organization holds the most power and influence, demographic data on the leadership helps us determine how constituent-led and community-wide an organization’s work is. If you feel this chart does not fully capture the work of your organization, please provide further explanation in narrative questions four (4) through six (6). We encourage you to use this opportunity to consider where you may need to do more outreach and education within your organization and community.

**LEADERSHIP (#)**

Please provide us with the total number of people you have in the following leadership positions (people who are in key decision-making roles). “Other Leadership” can include any volunteer leaders with decision-making power who are not on the Board of Directors or staff, including member leaders, advisory committee members, etc. **Please be sure that the number of people listed here matches the list of leaders provided in the application.**

**Staff (if applicable): \_\_\_\_\_\_ Board (if applicable): \_\_\_\_\_\_ Other Leadership (if applicable): \_\_\_\_\_\_**

**CHART INSTRUCTIONS**

Please count each person in leadership only one time for each identity section. This is to ensure that the number of staff people, board members, and people in other leadership positions remain consistent in each section. The Chinook Fund recognizes the limitations of this format, and that people may identify with more than one category. Please feel free to use and create additional “Self-Identify” categories to reflect more nuanced ways of identifying than may be listed here.

Additionally, when filling out this chart, **PLEASE ASK people in leadership to indicate how they would prefer to be identified in each of the following categories**. Whenever possible, avoid guessing or assuming how people would identify themselves.

The Chinook Fund recognizes that there are many other marginalized groups that are not included in this chart. Please use the category “Other Identity” found at the bottom of the chart to describe any other identities that are important to your constituency such as (but not limited to):

* Region: rural / urban
* Experience with homelessness: homeless / formerly homeless / never homeless
* Experience with incarceration: currently incarcerated / formerly incarcerated / never incarcerated
* Religious affiliation: Muslim / Jewish / Hindu / Christian / etc.
* Citizenship status: citizen / Green Card / undocumented / etc.
* Immigration status: immigrant / U.S. born
* Class background: low income / working class / middle class / upper class / owning class

FOR ADDITIONAL INFORMATION, including definitions and explanation of identities, please visit the Chinook Fund’s website: [www.chinookfund.org](http://www.chinookfund.org), to download a supplemental informational packet. You may also request that a supplemental informational packet be mailed to you by calling the Chinook Fund office at 303-455-6905.

**DIVERSITY CHART**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RACE** | **Asian/ South Asian/ Pacific Island Descent** | **Black/ African Descent** | **Latina/o Descent** | **Middle Eastern Descent** | **Multiracial** | **Native/ Indigenous Descent** | **White/ European Descent** | **Self-Identify: \_\_\_\_\_\_\_\_** |
| Staff |  |  |  |  |  |  |  |  |
| Board |  |  |  |  |  |  |  |  |
| Other Leadership |  |  |  |  |  |  |  |  |
| **AGE** | **0-17** | **18-25** | **26-55** | **56+** | **Self-Identify: \_\_\_\_\_\_\_\_** |  |  |  |
| Staff |  |  |  |  |  |  |  |  |
| Board |  |  |  |  |  |  |  |  |
| Other Leadership |  |  |  |  |  |  |  |  |
| **SEXUAL ORIENTATION** | **Lesbian, Gay, Bisexual, Queer** | **Heterosexual** | **Two-Spirit** | **Self-Identify: \_\_\_\_\_\_\_\_** |  |  |  |  |
| Staff |  |  |  |  |  |  |  |  |
| Board |  |  |  |  |  |  |  |  |
| Other Leadership |  |  |  |  |  |  |  |  |
| **GENDER** | **Female** | **Male** | **Two-Spirit** | **Gender Non-Conforming** | **Transgender** | **Self-Identify: \_\_\_\_\_\_\_\_** |  |  |
| Staff |  |  |  |  |  |  |  |  |
| Board |  |  |  |  |  |  |  |  |
| Other Leadership |  |  |  |  |  |  |  |  |
| **ABILITY** | **With Disability** | **Without Disability** | **Self-Identify: \_\_\_\_\_\_\_\_** | **Is Your Meeting Space Wheelchair Accessible?** | |  |  |  |
| Staff |  |  |  |  | |  |  |  |
| Board |  |  |  |  |  |  |
| Other Leadership |  |  |  |  |  |  |
| **CURRENT CLASS POSITION** | **Low Income/Poor** | **Working Class** | **Middle Class** | **Upper Class** | **Owning Class** | **Self-Identify: \_\_\_\_\_\_\_\_** |  |  |
| Staff |  |  |  |  |  |  |  |  |
| Board |  |  |  |  |  |  |  |  |
| Other Leadership |  |  |  |  |  |  |  |  |
| **OTHER IDENTITY: \_\_\_\_\_\_\_\_** |  |  |  |  |  |  |  |  |
| Staff |  |  |  |  |  |  |  |  |
| Board |  |  |  |  |  |  |  |  |
| Other Leadership |  |  |  |  |  |  |  |  |
| **OTHER IDENTITY: \_\_\_\_\_\_\_\_** |  |  |  |  |  |  |  |  |
| Staff |  |  |  |  |  |  |  |  |
| Board |  |  |  |  |  |  |  |  |
| Other Leadership |  |  |  |  |  |  |  |  |

**GRANT APPLICATION CHECKLIST**

**EACH COPY MUST INCLUDE THE FOLLOWING:**

* **Grant Application Cover Sheet**
* **Proposal Narrative**
* **One Year Work Plan**
* This can include a timeline of activities or a list of goals with specific strategies tied to each. Please contact staff if you need an example.
* **Copy of 501(c)(3) Letter**
* If you have a fiscal sponsor, please include their 501c3 information.
* Please contact staff if you are unincorporated or without a fiscal sponsor.
* **Budget Information**
* You may use your own financial statements & budgets OR the forms provided by Chinook.
* Please DO NOT include bank statements, transaction logs or 990 tax forms
* Most recent full year’s financial statements
* Current year’s budget & year-to-date financial statements
* List of current year’s pending/committed grants
* Next year’s projected budget – ONLY IF Chinook grant dollars will be spent next year
* Project budget, if applicable
* Please specify where Chinook monies will be spent
* **Leadership Information**
* List & include a brief bio for each board, staff, and/or members of other decision-making bodies that MATCH your Diversity Chart
* **References**
* List of names, affiliations, and phone numbers of three (3) local references not connected with Chinook Fund (these should be representatives of other community groups familiar with your organization’s work – but who are NOT a part of your group)
* **Diversity Chart**
* Please contact staff if you need support in filling out the Diversity Chart.

**Please include one (1) complete copy of your proposal.**

**All applications must be postmarked or emailed by midnight or received in the office by no later than 5pm on the deadline date. Incomplete or late proposals will not be accepted.**

**Chinook Fund**

**1031 33rd Street, Suite 237**

**Denver, CO 80205**

**jnelson@chinookfund.org**

**Please visit** [**www.chinookfund.org**](http://www.chinookfund.org) **for most current deadline and staff contact information.**