

2022 REQUEST FOR PROPOSALS

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1. When is the submission deadline?

Concept notes are due by **Tuesday, February 15, 2022**.

2. What time of day is the concept note due on Tuesday, February 15?

The concept note forms are due by **11:59pm Pacific Time**. After that time, the form will close and submissions will no longer be accepted. If you have a question about the deadline, please contact Raul Araiza at programsupport@ploughshares.org.

3. When will grants be awarded?

We expect to award grants under this RFP in June 2022.

4. Who is eligible to apply?

There are no limitations on the type of entity that we can fund, except for political organizations. We encourage everyone to review the RFP and apply if they feel they meet some or all of the criteria. For specific criteria on the types of projects eligible for this RFP please visit: <https://ploughshares.org/RFP2022>.

5. Can I apply for a multi-year grant or general operating support?

At this time Ploughshares Fund does not provide multi-year funding or general operating support grants. Additionally, this RFP is soliciting projects that meet specific criteria for up to one-year long projects (12 months). For more information on the RFP criteria, please visit: <https://ploughshares.org/RFP2022>.

6. I am or my project is based outside the United States. Can I apply?

Yes. Projects may be based in the United States or internationally. You do not need to be a US citizen or resident to apply.

7. How do I apply?

Please visit Ploughshares Fund's [website](#) for submission instructions.

8. Can I email you my concept note or proposal?

No. All applications must be submitted via our online portal. If you have concerns about, are having trouble accessing, or need accommodations with the portal, please contact Raul Araiza at programsupport@ploughshares.org who can assist you.

9. Can we discuss our project idea with you prior to submitting?

To ensure equity and fairness for all applicants, we are unable to advise you on the likelihood of your project's outcome or discuss specific project design prior to submission. If your project is chosen as a finalist, a member of the Ploughshares Fund program team may contact you to speak about the specifics of your project after a full application is submitted.

We are happy to discuss any general questions or concerns you have about eligibility or your project's alignment with the criteria outlined in the RFP, however. You may also attend one of our three webinars, which will each contain a Q&A period related specifically to this RFP. *Please note:* We cannot provide project-specific advice during this Q&A but we are happy to answer any general questions that you may have. If you have questions or concerns about eligibility or fit, please contact Raul Araiza at programsupport@ploughshares.org.

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10. I would like Ploughshares to give the Funder 101 briefing to my network / group / organization. How can I arrange that?

Please consider attending or having your membership attend one of our three pre-scheduled webinars. Information and registration links can be found here <https://ploughshares.org/RFP2022>.

If those dates do not work for you, please contact Raul Araiza at programsupport@ploughshares.org, who will work with you and our team to schedule a briefing for your group.

11. Will recordings of the Funder 101 briefing webinars be made available?

Yes. A recording can be made available upon request. Please contact Raul Araiza at programsupport@ploughshares.org after the date of one of our webinars to inquire about a recording.

12. I submitted a concept note or application but I would like to withdraw it. What should I do?

Please contact Raul Araiza at programsupport@ploughshares.org to let us know you would like your submission withdrawn from consideration.

13. I have or my organization has received a grant Ploughshares Fund in the past. Am I eligible to apply?

Yes. All former and current Ploughshares Fund grantees are eligible to apply. You do not have to have been a grantee or a project lead before to apply. For specific criteria on the types of projects eligible for this RFP please visit: <https://ploughshares.org/RFP2022>.

14. My organization already has a portal account with Ploughshares Fund but it is my first time applying for a grant from the foundation. Can I register my own account?

We generally recommend that you use the account that already exists for your organization if you are applying as an member of that organization. We recommend you first contact the point person for grants at your organization to find out if you can use the organization's account to apply.

However, if your organization requires that individuals manage their own grant accounts and will not or cannot provide you access to the pre-existing account **OR** you would like to submit a project independent from the individual / department that has an registered account with Ploughshares Fund, please register your own account and then contact Raul Araiza at programsupport@ploughshares.org, who will be able to take care any issues in our system.

15. I am having trouble with the online portal or RFP form.

Please contact Raul Araiza at programsupport@ploughshares.org, who will help you troubleshoot.

16. How will projects be chosen?

The program team at Ploughshares Fund will review and evaluate all concept notes and applications of finalists to determine who will receive grant awards. We may utilize external reviewers contracted by Ploughshares Fund to assist in the evaluation process as needed depending on the volume of submissions. The Ploughshares Fund Board of Directors

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maintains the final authority on all grant award decisions under this RFP. All concept note and application content will be kept confidential.

17. Does Ploughshares Fund require a specific template to submit the brief project budget included in the concept note?

No. We do not ask for a specific template for project budgets. Any standard file format is acceptable (PDF, Word, Excel, etc.). To learn more about specific content criteria for submitting a concept note, please visit Ploughshares Fund's [website](#). If you have any clarifying questions on the RFP criteria, please reach out to Raul Araiza at programsupport@ploughshares.org.

18. Is this RFP a separate set of activities from your regular board grant application cycles?

Yes. This RFP is a separate opportunity from our regular board grant application cycle. If you are interested in applying for a new board-level grant or are a current grantee seeking a renewal, please visit our website for the application dates of our next board grant cycle: <https://ploughshares.org/what-we-fund/applying-grant>.

19. I'm interested in applying for discretionary funding. Should I submit a concept note for my project under this RFP?

If you are interested in applying for discretionary funding for a project that does not fall under the specific topical foci of this RFP and/or which requires rapid response funds, please submit a brief description for your project [here](#). **DO NOT** submit a project inquiry under this RFP if you are interested in applying for discretionary funding outside of the specific focus of this RFP or for a project that requires a quick funding response.

If you have been invited by one of our Program Officers to submit a discretionary funding application, please **DO NOT** do so through the RFP concept note form. We have distinct forms for each mechanism of funding and it is important to complete the correct form. Please review the email you received upon being invited to submit an application for the correct discretionary application link. Or contact your Program Officer for directions on how to correctly submit your discretionary funding application if you still have questions.

20. Can the project I'm submitting include lobbying?

Yes. Ploughshares Fund can provide funds for lobbying, both direct and grassroots. Please make sure to indicate lobbying amounts (both for direct lobbying and grassroots lobbying) in the project budget. Estimate amounts are accepted. If your project is selected for a grant, we cannot guarantee that we will be able to provide lobbying dollars or cover the full lobbying amount requested in your project budget.

21. I'm applying as an individual. Do I have to pay taxes on grant funds I receive?

Grants awarded by Ploughshares Fund to individuals are considered taxable income under IRS regulations. While we cannot offer tax advice, we generally recommend working with a professional tax preparer to document and potentially deduct business expenses associated with any grant that you may receive.

22. Can I apply as an individual even if I am affiliated with an organization as my full time job?

Yes. Ploughshares Fund can fund both organizations and individuals. We encourage anyone interested in applying to do so through whichever vehicle best suits their personal

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circumstances. However, Ploughshares cannot advise on the policies of the institution with which you are affiliated.

23. I would like to apply jointly with another organization or individual. Is that possible? How can we do that?

We encourage collaboration and welcome different forms of joint projects. You may decide to design a project in partnership with another organization or individual that will be conducted jointly as a single project. In that instance, we would ask that you determine who would be the financial recipient of funds and apply using that organization or individual as the primary grantee while indicating who else will be the collaborators or co-project leads.

Alternatively, you may be in conversations with other partners or individuals who are conducting complementary, but independent work where all partners are considering applying for this RFP. In such cases you may apply separately but you may want to identify the partners that you are collaborating with in each of your respective concept notes. If you have questions about submitting a joint project, please contact us at programsupport@ploughshares.org.

24. I am just starting out in exploring nuclear and/or national security issues. Do I need to be well versed in the research, language, and terminology of these issues?

No. Deep knowledge of the issues and language used within nuclear weapons and/or policy fields is not required to apply. In fact, we encourage you to apply if you are beginning to explore these topics in your work or are interested in supporting new ways of thinking, non-traditional forms of communication, or creative approaches to addressing policy challenges.

25. Do I have to work at a nuclear-focused organization to apply?

No. This RFP seeks to widen the scope of voices working to eliminate nuclear weapons, with an emphasis on supporting grassroots and frontline community leaders. Through new partnerships with nuclear- and non-nuclear-focused organizations and individuals, we aim to make nuclear weapons issues politically and culturally salient. We also aim to fuel a power base to generate the necessary public pressure to aid policy change that is rooted in intersectionality. Projects can cover a wide range of subjects and produce varying outputs, but they should demonstrate some connection to or rationale for how they advance nuclear weapons issues or the environment that surrounds nuclear weapons issues.