General application to the Open Philanthropy Global Catastrophic Risk Capacity Building team

This is a supplementary document to [this form](https://op-gcrcb-general-form.paperform.co/). You can use this document to help you draft your answers separately before copying them over to the form.

* Click [here](https://docs.google.com/document/d/1RbfYLVxMxgheV1I3WXcOmjWdqliLz6duauKxiagIFUM/copy) to automatically create a copy (Google Account required).
* Click the following links to automatically download this document in the respective format (no Google Account required).
  + [Microsoft Word (.docx)](https://docs.google.com/document/d/1RbfYLVxMxgheV1I3WXcOmjWdqliLz6duauKxiagIFUM/export?format=docx)
  + [OpenDocument Format (.odt)](https://docs.google.com/document/d/1RbfYLVxMxgheV1I3WXcOmjWdqliLz6duauKxiagIFUM/export?format=odt)
  + [Rich Text Format (.rtf)](https://docs.google.com/document/d/1RbfYLVxMxgheV1I3WXcOmjWdqliLz6duauKxiagIFUM/export?format=rtf)

If you have any questions about the application form or this document, you can email us at [gcrcb-general-application@openphilanthropy.org](mailto:gcrcb-applications@openphilanthropy.org).

*We provide information on how to answer the questions, confidentiality, decision timelines, and required standards for organizations in the description of the form.* ***Please read the description of the form before starting to answer the questions below.*** *You can find the main form* [*here*](https://op-gcrcb-general-form.paperform.co/)*.*

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# Form questions

| Which of the following best describes your funding request? If grant funds would go through individual recipients (rather than an entity), please select “individual(s)”. If you have a fiscal sponsor, either “organization” or “project at an organization” could be appropriate (depending on whether you’re requesting funds for all of your fiscally sponsored activities, or just a specific part). |
| --- |
| Options (select one):   * Individual(s) * Organization * Project at an organization |

| Is this funding request a renewal (requesting additional funding for an organization or project we've made a grant to before), or a new grant? If we’ve funded your organization before and you’re now requesting funding for a new project, please select “Renewal”. |
| --- |
| Options (select one):   * Renewal * New grant |

Note: The color scheme and the information in the square brackets indicate when you need to answer a question. For example, “[Project at an organization/organization] Name of organization” means you only need to answer this question if the funding request is for a project at an organization or organization.

| [Project at an organization/organization] Name of organization |
| --- |
|  |

| [Project at an organization] Name of project If your project does not have an official name, please provide a concise description. |
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|  |

| First name |
| --- |
|  |

| Last name |
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|  |

| Email |
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| [New grant] Resume or CV (PDF) For this question and the below, please provide information for the individual(s) leading the project or organization you’re requesting funding for. You may upload multiple files. |
| --- |
| *(Still will be a file upload on the form.)* |

| [New grant] (Optional) LinkedIn profile(s) or other online presence URL If several individuals, please list several URLs. |
| --- |
|  |

| [Project at an organization/organization] Organization structure and responsibilities Please provide:   1. A link to your organization's org chart (or upload a pdf - see next question). 2. A list of your organization's employees and their responsibilities. 3. If applicable, a list of your organization's board of trustees/directors (or those of your fiscal sponsor).   If you don't have an org chart already, you can use a tool like [this](https://www.lucidchart.com/pages/how-to-make-an-org-chart) one to create it.  For the list of employees and responsibilities, please list each person’s main responsibilities, e.g. as follows:  Program Manager, Bob Baker [add link to LinkedIn profile if available]   * Program advertising and admissions. * Venue booking / other procurement. * Communication with participants about logistics. * Manages the following three people/contractors: …   If your project/organization has more than 5 employees/collaborators, feel free to include this information only for the 5 most senior people.  (For board members, a simple list of names is sufficient.) |
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| [Project at an organization/organization] Org chart upload If you want to upload an org chart rather than linking to one, do so here. |
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| Funding request summary Please provide a short (<20-word) description of your funding request, e.g. "[Organization name], an organization supporting infosecurity professionals interested in working in AI", "A series of workshops focused on risks from emerging technologies, hosted by [organization name]", "[Project name], a research fellowship program focused on AI governance". |
| --- |
|  |

| Funding period How long would your preferred grant length be, in months, and why?  We generally prefer to err shorter for newer, untested projects and organizations, and longer (often 2 years) for stable organizations with a proven track record, but we encourage you to fill out this field with what would be ideal for you. |
| --- |
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| Description of activities over the funding period Please describe the activities you are requesting funding for over your ideal funding period.  If you already have a long-form proposal prepared, feel free to share it here, and skip the optional “Track record” and “Other requested information” fields below. |
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| [New grant] Background What skills, attributes, or experience do you (and your team, if relevant) have that speak to your ability to execute on the activities you’re proposing? |
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| Total funding requested Please specify the amount of funding you’re requestion (and the currency you're requesting it in) over the ideal time period above.  Sometimes it can be helpful to specify a range of possible funding levels, including a "minimal" level at which the organization you're requesting funding for would operate (if applicable), or the activities you're proposing would go ahead. |
| --- |
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| Budget Please link to a budget describing how you would spend the funding amount(s) requested above. If you're requesting funding for a project or organization where we cover only a portion of the expenses, please also include the overall budget for the project or organization– if relevant, it’s fine to just write that we’d be covering a given percentage of that budget.  Our grants team has put together a budget template [here](https://docs.google.com/spreadsheets/d/1qEcx49n4Mb3DaAb88IO_4dp0UVEyF-4AHns0SFa13Mo/edit?usp=sharing) – feel free to use it as a starting point if you find it helpful. |
| --- |
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| Runway Please share how much in financial reserves your project or organization currently has (as of the time of this application) and how long it will allow your project or organization to operate at its current level. If you’re able to disclose, please also share what funding sources those reserves come from. (If your project hasn’t started yet, you can skip this section.)  If you're requesting funding for a particular project at an organization, and your organization has general or unrestricted funding that could be used for the project, please provide context on that funding here as well. |
| --- |
|  |

| [Project at an organization/organization] Are you applying on behalf of an organization that is not formally part of a university? |
| --- |
| Yes / No |

### 

### If yes to “Are you applying on behalf of an organization that is not formally part of a university?” (for the following four questions)

| [If renewal] Have you previously confirmed your intent to comply with these [minimum standards](https://docs.google.com/document/d/1dHfWgypFZpIkhY3BJtQ2g0ToTR7QTR6Jkmdp8RRrgR4/edit?usp=sharing) when receiving a grant from Open Philanthropy? If your last grant from Open Philanthropy was before we introduced these standards, select’ no’. |
| --- |
| Yes / No |

| [If no to the above] Minimum standards If offered funding, I confirm that I'll review [this document](https://docs.google.com/document/d/1dHfWgypFZpIkhY3BJtQ2g0ToTR7QTR6Jkmdp8RRrgR4/edit) on minimum standards for organizational policies.  Before we process your grant payment, we’ll require that non-university organizations confirm their intent to comply with these standards (as a condition of receiving funding). To avoid delays at that stage, you may want to review this document sooner. |
| --- |
| *(This is a required checkbox on the form.)* |

| [If yes to the above] Minimum standards Do your organizational policies currently comply with the minimum standards described in [this document](https://docs.google.com/document/d/1dHfWgypFZpIkhY3BJtQ2g0ToTR7QTR6Jkmdp8RRrgR4/edit)?  We require compliance before renewing funding for your organization. |
| --- |
| [Free response in case there’s an explanation] |

| [If new grant] Minimum standards: I’ll review If offered funding, I confirm that I'll review [this document](https://docs.google.com/document/d/1dHfWgypFZpIkhY3BJtQ2g0ToTR7QTR6Jkmdp8RRrgR4/edit) on minimum standards for organizational policies.  Before we process your grant payment, we’ll require that non-university organizations confirm their intent to comply with these standards (as a condition of receiving funding). To avoid delays at that stage, you may want to review this document sooner. |
| --- |
| *(This is a required checkbox on the form.)* |

| Are you applying for funding for a university student-focused project? |
| --- |
| Yes / No |

| [If yes to above] Will you be organizing a student group (or similar) at a university? |
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| [If yes to above] Community health: I'll review By checking this box, I agree that I'll review the section on Community Health and Member Wellbeing [here](https://resources.eagroups.org/).  This section is written for CEA’s EA Groups Resource Centre, but we expect the content to be relevant for all university groups, not just those focused on effective altruism. |
| --- |
| *(This is a required checkbox on the form.)* |

| [If yes to “Are you applying for funding for a university student-focused project?”] Will you be organizing a residential event (i.e. one where participants stay overnight)? |
| --- |
| Yes / No |

| [If yes to above] Community health at residential events: I'll review By checking this box, I agree that I'll review [this document](https://docs.google.com/document/d/14mB9hzaiIczjmHe3QwFLSzvjRcVoWGdw-ue1IIXrZGI/edit#heading=h.tin232hrzhim) on advice about community health at retreats, and I will make sure that my event has a code of conduct which covers sexual misconduct, includes information on whom participants can contact if there is a problem, and is brought to the participants’ attention.  This document is written by the CEA community health team, but we expect the content to be relevant for all university group residential events, not just those focused on effective altruism. |
| --- |
| *(This is a required checkbox.)* |

| (Optional) Track record If you have data about past work that’s relevant to this funding request, please share it here. (Depending on the nature of your request, this might include e.g. online engagement data, a list of previous clients or users of your service/project, feedback surveys/testimonials from individuals who participated in or benefitted from your work, or a list of impressive individuals whose careers were impacted by the project or organization.). |
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|  |

| (Optional) Other requested information If we’ve explicitly asked you to provide other information as part of this funding request, please share it here. (In most cases, we expect not to have discussed your funding request before you fill out this application, and may follow-up with additional questions.) |
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| (Optional) Time-sensitivity We expect to make most funding decisions within 8 weeks of receiving an application (assuming prompt responses to any follow-up questions we may have), and most payments within 6 weeks of making a decision.  Do you need to have a funding decision or receive funds sooner?  Note that we may or may not be able to accommodate requests for greater time-sensitivity, especially for applicants asking for over $500K. |
| --- |
| Yes / No |

| [If yes to “(Optional) Time-sensitivity”] Ideal deadline, decision By which date would you ideally have a decision? |
| --- |
|  |

| [If yes to “(Optional) Time-sensitivity”] Hard deadline, decision By which date do you absolutely need a decision? |
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|  |

| [If yes to “(Optional) Time-sensitivity”] Ideal deadline, receipt of funds By which date would you ideally receive your grant (assuming we decide to offer funding)? |
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|  |

| [If yes to “(Optional) Time-sensitivity”] Hard deadline, receipt of funds By which date do you absolutely need to receive your grant (assuming we decide to offer funding)? |
| --- |
|  |

| [If yes to “(Optional) Time-sensitivity”] Time-sensitivity details Please briefly describe why you need to have a funding decision and/or receive funds sooner. |
| --- |
|  |

| [New grant] (Optional) References Do you have any references that could speak to the work that you're requesting funding for, especially people you think we may already know well? (It's okay if the answer is no.) |
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| Alternatives to funding In the last few months, have you applied to other funders, or do you plan to apply to other funders soon? If so, which ones?  What would you do if you don’t receive funding from us, or from the other funders you’ve applied to / will apply to? |
| --- |
|  |

| (Optional) Is there anything else you would like us to know? |
| --- |
|  |

| (Optional) Confidential information By default, we will share your application with Open Philanthropy staff as well as a select number of external advisors. If there's any information that you'd like to keep confidential to Open Philanthropy staff, please share it here. |
| --- |
|  |

| Referral to other funders We may be interested in referring your proposal to other funders, if we think they might be a better fit for supporting it. Could we share this application with other funders we’re in contact with? |
| --- |
| Yes / Maybe – please ask me first / No |

## Grant logistics questions

In the following section, we’re asking you for some additional information that will help speed up the grants logistics process in the event that we decide to go ahead with a grant.

| [Project at an organization/organization] Name of funding recipient Please include the legal name of the organization that will receive the funding (e.g. your organization or a fiscal sponsor, if relevant). If you’d like to receive the funds as an individual, please include your full legal name (as shown on a government ID). |
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| [Project at an organization/organization] Type of entity Please confirm the type of entity (e.g. 501(c)(3) organization, non-US nonprofit, for-profit entity, individual). |
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| Location of grant activities Please note the country or countries where project activities will take place. If several countries, if possible, please roughly list them in order by how much time and resources are spent in each country as part of the project. |
| --- |
| [Dropdown with all countries; multiple select] |

| [Individual] Visa type If your grant activities will take place in the United States, are you in the United States on a visa? If yes, what is your visa type? If several individuals, please list this for each person. |
| --- |
|  |

| Address of grant recipient Please provide the postal/mailing address of the grant recipient (individual or organization, as applicable). |
| --- |
|  |

| (Optional) Please briefly describe the public benefit or charitable purpose of the project (2-3 sentences) Please explain how your project will benefit the public. This question is not for evaluation purposes, but to speed up the grant logistics process. |
| --- |
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| By default, we prefer to make single payments for projects with a duration of up to one year, and annual installments in equal amounts for multi-year projects. Do these defaults work for you? |
| --- |
| Yes, this works for me / No, this doesn’t work for me / I don’t know yet |

| [If “No, this doesn’t work for me” or “I don’t know yet” to the above question)] (Optional) Please briefly provide context on the above response. If the above doesn't work for you, please let us know what you would prefer, and we will try to accommodate. |
| --- |
|  |

| Has the organization or individual requesting funding received a grant from Open Philanthropy before? |
| --- |
| Yes / No |