



The Mobility Fund

Award Guidelines and Policies

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Document Purpose

This document is a guide for The Mobility Fund grant proposers and/or recipients. This grant program wants to ensure receipt of funds is not a barrier for anyone to participate in an award and will work with grantees and their partners to develop flexible solutions when necessary.

Awarding Entity

The Global Philanthropy Partnership (GPP) is a 501(c) 3 nonprofit that serves as fiscal sponsor for the Mobility Fund. GPP serves as the legal contracting entity and fiscal sponsor on the fund's behalf. This means that all contracting, granting, and/or legal agreements associated with the fund are executed with GPP. When the fund issues awards, GPP is the legal entity signing award agreements with grantees and issuing funds.

Grant Team

A key goal of Mobility Fund is to build stronger relationships between mobility advocate groups,¹ funders, and priority community group(s)² so that they can start and/or enhance a long-term working relationship that advances mobility initiatives. The hope is that a Mobility Fund award will display the benefits of long-lasting collaborative relationships.

¹ For the purpose of this fund, a mobility advocate group is an organization of individuals within a community that amplify residents' voices on the need for expanded transit, biking, walking and land use that enables people to thrive without depending on an automobile. These groups must have a legal organization designation or be fiscally sponsored by an organization with a legal organization designation such as a nonprofit, B-corporation, social enterprise, or a public benefits corporation.

² Priority community group: Group(s) made up of and/or serving people who are impacted by systems of oppression and injustice, economic disadvantage, environmental harm, and climate vulnerability. A priority community group can be represented by an individual organization, multiple organizations, and/or individual community members who have worked in service to and have hence established a deep level of trust with the priority community group(s). These groups are eligible to apply for funding directly if they have an ongoing focus on mobility work.



The fund issues an award agreement to the Lead Grantee for successful proposals. The Lead Grantee is the primary point of contact for the award. The fund is supported by grants from regional and national philanthropic foundations. The intent is for these funds to be competitively awarded to mobility advocate groups. The fund only issues award agreements to invited mobility advocate groups who become Lead Grantees on awarded proposals. If a mobility advocate group foresees problems with this arrangement and is applying for collaboration support, they should consider identifying a different mobility advocate group who can serve as Lead Grantee and sign the award agreement on behalf of the proposing team.

In support of the Lead Grantee, others are also accountable during the grant process. Unless otherwise stated in an RFP, Grant Team guidelines are as follows:

- Proposals must be led by a mobility advocate group
- RFPs typically require at least two (2) organizations sponsoring the proposed award. Depending on the offering, the second organization can be:
 - a mobility advocate group from either within or across regions in addition to the Lead Grantee
 - a priority community group
- Members of the Mobility Fund Advisory Team who participate in any competitive submission will not score those submissions
- To encourage collaboration, more partners are welcome. Other grant partners (nonprofits, consultants, etc.) should be noted in the proposal. If they have not been on-boarded at the time of proposal submission, the process for getting them on board should be noted (e.g., an RFP that will take 2 months from issue to consultant contract, for instance)

Mobility Fund Management and Staff Support. Reach out to fund manager [Susanna Sutherland](#) and/or fund staff [Liz Holliday](#) if you have questions about fund processes. Proposers are also encouraged to discuss proposal design with Advisory Team staff [Martha Roskowski](#) before the proposal due date. Martha can vet ideas with proposers and troubleshoot with grantees throughout the life of the grant, as questions arise and with support from fund management. Fund management and staff do not manage or contribute labor to awarded work.

Grant Reporting Requirements

Lead Grantees are responsible for creating, coordinating, and submitting to [Fund Management](#) the following requirements:

- **Final Report.** At the end of the grant period and using the final report form [here](#), the grantee will submit a 3-5-page report on methodology and effectiveness of the award. It should be written for others to use to inform their own efforts, and capture lessons. The report outlines the following:
 - the intent of the work
 - desired outcomes and anticipated impacts
 - method(s) used to complete the work
 - the essential components that are necessary for success and lessons learned
- **Grant Budget and Expenditures.** Using the final budget form [here](#), the grantee submits a detailed record of grant funds budgeted and expended



Fund Disbursement

Grant funds are disbursed up front and in full from GPP to the Lead Grantee upon receipt of:

1. The award letter signed by the Lead Grantee agreeing to the terms and conditions of the award
2. The matching grant letter(s) or grant agreement(s) verifying the match amount outlined in the Mobility Fund award letter

The Lead Grantee's tax ID / EIN and W9 is required. This is because the award is being made to the Lead Grantee mobility advocate group, and so the Lead Grantee organization's tax ID / EIN is the number GPP's tax auditor requires. The mobility advocacy group is the grantee and is responsible for overseeing the work of the grant, approval of all payments, and final reporting on the grant. **The Grant Partner's W-9 form is also required to issue payment.**

Ineligible Activities

Funds cannot be used for: the direct provision of transportation services, technology, planning, or infrastructure which are normally the responsibility of government agencies to provide; backfilling government agency budgets to replace services that have been cut; and lobbying as defined by IRS, including no involvement in elections or ballot measures.

General Budget Guidance

In general, budgets need to be tied to activities, outputs, funding sources. The Mobility Fund provides an Excel budget template with each RFP for building proposal budgets.

Partner Overhead. The Mobility Fund does not pay more than a 20% overhead rate except in rare circumstances. Some partners charge a higher overhead rate, but they usually will reduce the overhead rate when the grantor has an overhead rate cap. Please contact [Fund Management](#) if you believe that unusual circumstances justify a higher overhead rate than the norm.

Budget Shifts. The Mobility Fund understands that allocated line items in budgets sometimes shift to accommodate the realities of grant work. If this occurs, please follow this guidance:

- Budget shifts between budget categories under 10% are justified in the final budget reconciliation at grant completion
- Notify Fund Management of shifts greater than 10% as they arise, to troubleshoot if need be

Grant Extensions

Grant reports that are not delivered within the prescribed timeline come with a price tag for the fund, in the form of 1) increased Fund Management time investment, which is deferred from new opportunity development, and 2) the potential for reduced funder trust that grantees can deliver strong, impactful work in reasonable timeframes.

To mitigate these costs, the fund has created the following guidelines by situational category to help grantees understand the established process and subsequent steps that will be taken to correct any delay.



Reason for Delay	Description	Impacts of Delay	Corrective Measures
Key team member leaves position	Sometimes a critical team member departs, leaving the team to replace them	When a key team member leaves, often the work they were doing must be delegated to another within the organization	The Lead Grantee must contact Fund Management immediately. Fund Management will work with the grant team to find swift and suitable replacement(s)
Grant partner is unresponsive, or responsive in a negative manner	In some cases, partners that look good on paper do not meet expectations during implementation	This type of issue can jeopardize the quality and effectiveness of the work	The Lead Grantee must notify Fund Management early of any negative interactions with the partner and team. Fund Management will speak to the partner separately to understand how the situation can be corrected or resolved
The Lead Grantee is unresponsive	In some cases, Lead Grantees have capacity issues that prevent them from executing the work to the expectation of signed award	This will directly impact that Lead Grantee ability to obtain more funding	Fund Management will note unresponsiveness to the Advisory Team, and this will be a point of decision: in extreme cases, the Mobility Fund may request a refund from that Lead Grantee
Repeated extension requests	Some grantees request repeated extensions	This may directly impact the ability to obtain funding in the future. No more than 2 extension requests will be entertained before a refund may be requested. Any grant extension requests must be done in writing, and decisions will be made by Fund Management on a case by case basis	The Lead Grantee must submit to Fund Management in writing why the extension is being requested. They must also submit documentation of any work completed to that point for evaluation of progress and merit. Based on the explanation and product, a corrective course of action may be developed by Fund Management and the Lead Grantee, or a refund may be requested by the fund to the grantee

The Mobility Fund strives to work with each grantee to ensure success, so these guidelines ultimately stress proactive communication and responsiveness. We understand that situations change and encourage contact early and often to work with the fund to avert situations that cannot be corrected. Please contact Fund Manager [Susanna Sutherland](#) with any questions. If a grant extension must be requested, please explain the following in writing:

1. List Lead Grantee and Grant Team members, including consultants
2. Describe progress to date (attach any work/documentation that can be sent)
3. Describe the reason for extension request
4. Describe any corrective action taken to ensure the new requested deadline can be met
5. Suggest new deadline

This write up will be evaluated by Fund Management. A follow-up phone call may be requested to clarify portions of the request. Extensions will be provided in writing from the Fund Management to the Lead Grantee.