INTERNATIONAL TRANS FUND

Resourcing Trans Movements Worldwide

APPLICATION GUIDELINES 2019

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APPLICATION GUIDELINES 2019

The International Trans Fund (ITF) is pleased to announce our third grantmaking cycle. We warmly welcome applications from trans-led groups with budgets below $150,000 USD based in any region of the world. The deadline to apply is December 1, 2018 at 5pm (EST/New York time).

We require all groups to complete an application form. The application form is available on the website (www.transfund.org). We strongly urge you to review these guidelines before you submit your application. If you have any questions, please contact info@transfund.org.

ABOUT US

The ITF was created to mobilize sustainable resources to help build strong, trans-led movements and support collective action, and to address and eliminate funding gaps impacting trans groups across the globe. The purpose of the ITF is to:

1. **Build & Sustain the Fund** | Build and sustain a mechanism to support trans-led groups of different sizes working on a range of issues at the international, regional, country and local levels, with a particular emphasis on groups with access to fewer resources.
2. **Resource Trans Movements** | Increase resources and enhance access to resources to support trans movements, including:
   - Access to financial resources dedicated to trans-led organizations and groups, through grantmaking.
   - Access to non-financial resources for trans organizations, such as skills building, organizational strengthening, leadership development and activist support.
   - Access to other and new donors for trans organizations, beyond the ITF's direct support.
3. **Educate Philanthropic Community** | Educate peers in the philanthropic community on trans issues and influence other funders and strategic allies in trans-related commitments and strategies.

OUR GRANTMAKING

The ITF is a participatory grantmaking fund and we take an activist-led approach that engages trans people in our grantmaking process. This means that trans people are actively involved at every stage, from determining funding priorities to reviewing applications and making decisions about which groups get funded. We want to ensure widespread trans community participation as well as foster trans leadership and collective ownership of funding decisions. We believe that this approach to philanthropy increases the diversity of decision-makers, strengthens decisions and allows more funding to reach diverse trans groups at the grassroots level.

All eligible applications are reviewed by the Grant Making Panel (GMP), a group of 15 trans activists from across the globe. The GMP selects the grantees and the ITF Steering Committee ratifies these decisions. This is a highly competitive process and the ITF receives far more applications from trans-led groups than we can fund. Over the first two cycles, the ITF has funded approximately 11% of the applications we received.

The ITF's participatory grantmaking process takes a considerable amount of time. We receive applications in December and they need to be checked for eligibility. The applications are assigned to the GMP who review and score the applications. We then host an in-person meeting of our GMP where decisions are made about which groups will get funded. These decisions will be approved by our Steering Committee and funding will be disbursed by August 2019.

We know that groups spend a lot of time working on their applications. For this reason, you will receive communication from the ITF to confirm that we have received your application, inform you if it is eligible and if it is eligible, you will be told if your group was successful or not.

Confirmation that application has been received	**Jan 20**
Confirmation of eligibility	**Feb 28**
Informed if your group has been awarded a grant	**June 30**

OUR PRIORITIES

The ITF's priorities in this funding cycle are to:

- Fund a diversity of groups, including different regions, languages, gender identities, strategies and issues.
- Prioritize trans communities facing greater levels of marginalization (e.g. racism, classism, ageism, ableism, misogyny and so on).
- Support trans groups whose work is intersectional and contributes to social justice, movement building, and the liberation of trans people.

INTERNATIONAL TRANS FUND
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Our Definitions

We believe that it is important to work towards shared understandings of the words we use. The ITF Steering Committee has developed working definitions for some key terms below.

Trans Movement Building

There are many diverse trans communities across the globe and there is no singular way to build movements. At the ITF, we see movement building as working on the collective processes that create shared vision, strategy, and action to challenge oppressive power dynamics. We identify movement building activities as those that strengthen trans communities, influence public discourse and seek to change social norms and public policy.

Marginalization

Marginalization or social exclusion occurs when a group is pushed to the margins of society and denied access to rights, resources and opportunities as a result of their identity, whether chosen or imposed. For instance, individuals may experience marginalization in relation to their gender identity/expression, sexual orientation, sex characteristics, race, ethnicity, disability, age, class, caste, geographic locality, etc. A person can experience marginalization on several grounds at the same time and this aggravates the marginalization experienced. For instance, trans people of color who are sex workers often experience much higher levels of violence, discrimination and denial of services. The ITF prioritizes funding to trans communities facing greater levels of marginalization.

Intersectionality

Intersectionality is a framework that describes the dynamic between our different identities (e.g. trans woman, Black) and connected systems of oppression (e.g. cissexism, white supremacy). The ITF uses this term to refer to the complex and aggravating way that the effects of different forms of discrimination (e.g. cissexism, racism, classism, etc.) combine, mutually re-enforce, and intersect to compose systems of oppression. The privileges we enjoy, and the discrimination we face, are a product of our unique positioning in society as determined by our experiences and identities. For example, a trans person who is a rural Dalit who does not speak English experiences life in a certain way due to gender identity/expression, class, caste, race, language, religion and geographic locality. At ITF we actively seek to support groups that take an intersectional approach to their work.

Social Justice

Social justice acknowledges that there are power imbalances between different groups in different regions of the world but that we aspire to full and equal participation of all groups. This includes a vision of society that is equitable and where all members are safe and secure. The ITF supports trans groups whose work contributes to social justice.

OUR PROCESS

The ITF has one call for applications for funding each year. Our third cycle opens on October 15 and closes on December 1, 2018 at 5pm EST.

We are only able to make one-year grants. Most grants will range between $10,000 and $30,000. Grants up to $50,000 may be considered in special circumstances. We do not accept applications for funding of more than $50,000 or less than $5,000.

The ITF prefers to provide groups with core/general support. We trust groups to know what they need. If your group would like to apply for project funding, you can specify this as part of your funding request.

We encourage groups to submit applications from any region in the world and we accept applications for funding in English, French, Russian, Simplified Chinese and Spanish.

Groups may only submit one application. If a group submits more than one application, both may be found to be ineligible.

ELIGIBILITY

To be eligible for funding groups must meet the following criteria:

1. Be trans-led:
   a. Trans people must be in decision-making roles, including setting the organization's strategic and financial priorities, **and** make up 75% of the group's staff, spokespeople, and Board or decision-making body.
   b. If this is not the case, groups must demonstrate how trans people make budget, organizational and strategic decisions.
2. Have an operating budget under $150,000 USD.
3. Be a group of people (i.e. not an individual).
4. Main focus of work is to benefit the trans community.
5. Contribute to movement building, not just providing direct services.

Applications that do not meet the criteria will be found to be ineligible and will not be reviewed by the GMP.

WHAT WE DO NOT FUND

The ITF does not fund the following:

- Individuals.
- Organizations that are not led by trans people (even if they are working on trans issues).
- Organizations that do not do work specifically to benefit trans people or communities.
- Groups, collectives, and networks with operating budgets above $150,000 USD.
- Groups and projects that only provide direct services to individuals without contributing to trans movement building in some way.

TIPS FOR WRITING A STRONG APPLICATION

- **Make sure your application is complete.** Fill in all fields of the application form and include the requested details. The ITF will not follow-up on incomplete applications and if it is not complete your application may be considered ineligible.
- **Be clear and concise.** We follow a strict page limit as this will help us fairly evaluate applications. Applications should not exceed eight pages. Font size should be no smaller than 11pt. Please note that to be fair, we will not review materials after eight pages. Additional materials (reports, strategic plans, etc.) will not be reviewed.
- **Follow the 3-3-2 formula.** Due to the strict page limit, you need to be strategic with how you use your space. We suggest that you allocate up to three pages to PART 1: Organizational Background, three pages to PART 2: Funding Request and two pages to PART 3: Financial Information. Do not forget to provide referees under PART 4.
- **Remember your reviewer.** Your application will be reviewed by ITF's GMP who are trans activists from different parts of the world. This means you should write to your peers, but know they may be peers who know very little about your working context. Trans activists know the importance of your work, just remember to describe its specifics well.
- **Make your application stand out.** Be clear about what you will do with the funding and make sure you tell us what impact it will have on your community and the trans movement. The competition for funding is very high and you need to make a case for why your work is important to trans movement building in your region.
- **Be realistic.** You are the experts of what needs to be done in your context so tell us what your group wants to do and not what you think we want to hear. The best applications are ambitious but realistic. This also includes the budget – ask for the funding that your group needs to do the work.
- **Check your details.** Make sure you check that your contact details, especially your email address, are spelled correctly. If we cannot get in touch with you, it will delay the process.

- **Referees.** When you select referees, choose two people that know your group and that will give an honest and thoughtful reference. These cannot be members of your group but should be colleagues, funders or representatives of civil society. Remember to inform your referees about your application and the need to respond to our request.
- **Budget.** The ITF has adopted a simplified budget reporting table within the application form. This has been changed to reflect the ITF's belief that grantees and the GMP should focus on the work itself versus budget lines. You must fully complete the table. This is the only financial information that we need.

UNDERSTANDING THE CRITERIA

Criteria 1: The group must be trans-led

Trans people must be in decision-making roles, including setting the organization's strategic and financial priorities **and** trans people should make up 75% of the group's staff, spokespeople, and Board or decision-making body. If this is not your situation, you must clearly demonstrate how trans people make budget, organizational and strategic decisions in your group.

TIP

Question 12 will tell us if your group is trans-led. We ask you to tell us who makes the decisions and to list all the staff and board clearly stating their identities (we give an example below that protects the privacy of your members). We urge you to provide clear and concrete information which will enable the ITF to assess your group's eligibility.

What do we mean by trans?

The ITF understands trans as a political term that defines the communities of people that we work with. We define trans people as individuals whose gender identity or expression differs from their sex assigned at birth. Some of these people identify and present themselves as male or female; others identify with a non-binary gender category. These identities or expressions may include trans women, trans men, fa'afafine, leiti, fakafifine, akava'ine, mahu, vakasalewalewa, palopa, Sistergirls, Brotherboys, whakawahine, tangata ira tane, muxhe, omeguid, travesti, two-spirit, hijra, bandhu, mangalamukhi, kinnar, thirunangai, thirunambi, khwaja sira, meti, katoey, waria, mak nyah, kua xing nan, trans laki-laki, transpinay, transpinoy, kwaa-sing-bit, and transgender, transsexual, genderqueer, gender non-binary, gender diverse, gender non-conforming, and agender people – to name just a few.

As part of the ITF's commitment to self-determination and decolonizing bodily oppressions, we are permanently committed and open to recognizing gender identities that emerge and that our communities claim within their socio-political contexts. These arise from the ongoing work of resistance and liberation that involves both the remembering and reimagining of gender identities and expressions. The ITF does not privilege any one gender identity or expression over another, including those communities who do not have specific terms to describe who they are.

Our group is made-up of trans people but it is not quite 75% trans-led, are we eligible?

The ITF values trans leadership and decision-making. We selected 75% as a target to highlight how important we think it is for funding for trans work to go to groups led by trans people. We know there are certain situations where groups will not meet the target of 75%. For instance, there may only be three people in your group and only two are trans or you may just be beginning your outreach to trans people in your country or perhaps the environment you are working in is too hostile. If your group is not 75% trans-led, this does not mean you are automatically ineligible. What it does mean is that we need you to tell us why you think your group is trans-led and demonstrate how trans people make budget, organizational and strategic decisions. If this is not clearly demonstrated your application may be found to be ineligible so we encourage you to be very clear and precise.

Our group is trans-led but we do not want to disclose the names and identities of our group members, what should we do?

We do not require the full names of the trans individuals and we understand that for privacy, safety or security reasons you may not want to disclose names. Here is an example of how you could answer question 12 in the application form.

> *The country that we work in is hostile to trans people which can make it difficult for individuals to join our group or to take part in activism. There are currently 5 members of our organization and 4 are trans, including 2 trans men, 1 trans woman and 1 non-binary person. The organization prioritizes trans leadership by ensuring that the Chair and Treasurer are both trans people. This guarantees that the responsibility for decisions related to the strategy and budget rests with trans people in the organization. We also strive to ensure diverse trans representation and have rotating trans spokespeople who take turns representing the organization.*

Criteria 2: Operating budget under $150,000.

The ITF will only fund groups that have an operating budget **under** $150,000 USD.

Criteria 3: Group of people (i.e. not an individual).

The ITF is flexible and open to funding different forms of organizing. Please note that it does not matter if your group is registered or unregistered. You can be organized as a support group, organization, collective, network, project, etc. The most important thing to know here is that we do **not** fund individuals. You must be a group of two or more individuals.

Criteria 4: The main focus of work is to benefit the trans community.

Your application must clearly demonstrate that the main focus of the work that your group does will benefit the trans community. If your group includes trans people but the focus is not on benefitting the trans community, your group is not eligible. If you are part of an LGBTI group that works on diverse issues but not specifically on work that will benefit the trans community, your group is not eligible.

In the application form we ask what impact you think this funding will have. This is where we encourage you to elaborate on how your work will benefit the trans community.

Criteria 5: Contributes to movement building, not just providing direct services.

There are many diverse trans communities across the globe and there is no singular way to build movements. At the ITF, we see movement building as working on the collective processes that create shared vision, strategy, and action to challenge oppressive power dynamics. We identify movement building activities as those that strengthen trans communities, influence public discourse and seek to change social norms and public policy.

We support a wide range of movement building activities, which can include awareness raising events, direct action, educational seminars, trainings sessions, support groups, media projects, political advocacy, resource development, art and activism collaborations, community-based research, community spaces, skills sharing courses, leadership or personal development programs, educational or political campaigns, demonstrations, mobilizing communities and many other activities. We are happy to support creative and innovative activities not listed above however these activities must contribute to movement building in some way. Please demonstrate this in your application.

The ITF will support groups that provide direct services, for instance medical or legal advice or drop-in services. However, direct services cannot be the only activities that your group engages in. Your group must also engage in movement building activities as described above.

TIP

In question 16 of the application form we ask how the work you propose will contribute to trans movement building. Here we would like you to tell us exactly how you think your work will strengthen trans communities, influence public discourse and change public policy.

UNDERSTANDING THE SECTIONS

PART 1: Organizational Background

This section helps us understand your group, who you work with and what you do. We know it can be difficult to keep answers short because of all the important work you are doing. However, we urge you to read the questions carefully and give us clear and concise answers.

TIP

In question 7 we ask you to tell us about the context that you work in. We want to know about the main issues that your community is facing. Tell us about the biggest challenges that you have had to deal with and the greatest successes that you have had as a trans community. Please do not exceed the 150 word count.

TIP

In question 8 we ask you to mark the gender identity/expression of the majority of individuals that you work with. Who participates in your activities? Who are the people who come to your events? Who are the people that use your services? Please only mark the fields that apply.

TIP

In question 9 we ask about the main populations that your group works with. This could be your group's membership or focus area. Please do not mark more than 3 population groups that your group is involved with. Ensure that you explain how you work with these populations in your application.

TIP

In question 10 we ask about the main issues or topics that your group is working on. We know that groups might work across many issues or topics but we want to know your main focus or where you put most of your resources. Please do not mark more than 3 issues or topics that your group is working on. Ensure that you explain how you work on these issues or topics in your application.

TIP

In question 11 we ask you to introduce your group. This is a chance for you to share the most important aspects of your organization. We want to know about your group's vision, mission, key activities and partnerships. This section will be used exactly as it is written for the summary that goes to the GMP if your application is selected to go to the in-person meeting, so be clear and concise. Please do not exceed the 200 word count.

PART 2: Funding Request

This section tells us how much money your group needs, what you are planning to do during the funding cycle, how this will contribute to trans movement building and the impact this funding will have. The ITF will provide groups with general support because we trust you to know what your group needs to do. General support provides unrestricted funding that enables an organization to carry out its mission. For example, this can be used to rent an office, pay staff, print resources, purchase computers or any other costs the group deems necessary. If you would like to apply for a project grant, please explain what your group is planning to do with the funding.

TIP

Question 15 is where you tell us what you want to do during the funding cycle. Our GMP are reading many applications and trying to decide which groups to fund so it is important that you show that you have a clear idea of what you would do with the funding. Tell us your objectives or goals for the grant? If you are applying for general support, tell us what you want to fund and why? If this is a project grant, tell us what activities you are you planning to do? Where will these activities take place? How many people will be involved? Who will you collaborate or partner with?

PART 3: Financial Information

This section helps us understand your group's financial profile. We want to know your operating budget and if you have been funded by other funders in the recent past. This will help us understand your group's capacity and experience with funding.

In the application form we ask the question; what was your operating budget in 2018 (Please state in USD):

Income	
Expenditure	

Income refers to the money that your group received in 2018 from grants, donations, merchandise, membership, etc. Expenditure refers to how much money you spent in 2018. We ask you to calculate your operating budget based on your income and expenditures between January 1 and December 31, 2018. As the year will not be over when you submit your application, we encourage you to estimate these figures.

You are required to give this information in US dollars. You can find a currency converter online, such as OANDA: https://www.oanda.com/currency/converter/

In this section we also ask if you have previously received external funding. This refers to any grants your group received from foundations, trusts, governments/bilateral donors, corporations, embassies, etc. If you have, you must list the names of your current or former funders over the last two years (2017-2018) and the purpose of those grants. You do not need to tell us about individual once-off donations, fundraising events, merchandise sales, etc.

If you are or have been an ITF grantee, please list that grant in the table provided.

HOW TO COMPLETE THE BUDGET TEMPLATE

Part 3 of the application form contains a simple budget template for your group to provide information on your funding request. The ITF has adopted a simplified budget reporting table within the application form. This has been changed to reflect the ITF's belief that grantees and the GMP should focus on the work itself versus budget lines.

Here are instructions on how to complete the budget:

1. The budget template has two sections. The first asks you to list all costs related to core funding (e.g. staff salaries, rent, etc.). The second section asks you to list any activities you are requesting funding for. Some groups may choose to have all expenses listed in the first section or all expenses listed in the second section. Some groups may choose to allocate expenses in the first and second section.
2. General support grants will cover expenses in both sections.
3. If you are requesting a project grant, please only complete the second section.
4. Provide as many details as possible in the budget to help the GMP understand what the grant will be used for and to evaluate if it is realistic and feasible.
5. Please state the amount in US dollars and not your local currency.
6. The total at the bottom of the budget template should equal the total amount you are requesting from the ITF.
7. If the budget is not complete, your application may be found to be ineligible.

Example of a completed budget template

FUNDING REQUEST	BREAKDOWN OF ITEMS Fully describe the items you will fund with this grant.	AMOUNT IN USD Please state the amount of each item in US dollars.
1. Core funding This includes but is not limited to organizational, operational and staffing costs like salaries, rent, utilities, capacity building expenses and purchase of office equipment.	Salary for part-time Program Coordinator (20 hours/week).	$600/month x 12 months = $7,200
	Payment of office rent for twelve months.	$400/month x 12 months= $4,800
	Payment of utilities: - Electricity for twelve months. - Water for twelve months.	- $50/month x 12 months for electricity bill =$600 - $30 /month x 12 months for water bill = $360
	Capacity building expenses for staff: - Training course on leadership for Executive Director for six months. - Facilitation for Project Assistant to attend exchange building program for three months.	- $1,000 tuition fee for Executive Director to enroll in a six month training course on leadership. - $750 to facilitate project assistant to attend a three month exchange building program.
	Purchase of office equipment: - Two laptops. - One printer. - Stationery (pens, notebooks, staplers etc.).	- $150 for 2 laptop = $300 - 1 printer = $100 - Stationery = $75
TOTAL EXPENSES FOR CORE FUNDING		**$15,185**

2. Project activities This includes but is not limited to project activities like training workshops, meetings, campaigns and all costs associated with activities e.g. facilitators, transport, venue hire, meals, accommodation, etc.	Host Trans Camp - Venue hire for 5 days. This includes accommodation for 20 participants and meeting space for 5 days.	$250/day x 5 = $1,250
	Travel to attend Trans Camp - Airfare for 20 participants from 5 regions.	$250 x 20 participants = $5,000
	Food and snacks - Three meals each day and snacks for 20 participants for 5 days (approximately $200 per person)	$200/person x 20 participants = $4,000
	Attendance of trans peer counsellor to provide onsite support and deliver workshop on self-care and healing justice.	- Travel costs = $250 - Food = $200 - Honorarium = $1,000
TOTAL EXPENSES FOR PROJECT ACTIVITIES		**$11,700**

TOTAL BUDGET REQUESTED (This should equal the amount you are requesting from the ITF)	**Core funding ($15,185) + project activities ($11,700) = $26,885**

TIP

In your application, indicate if the work would still be feasible if your group did not receive the full amount of requested funding. The GMP may decide to award your group a grant that is less than what you requested if they believe that the money would still be useful.

PART 4: Referees

You must list the names of two referees who we can contact if your application is selected to go to the in-person meeting. These should be individuals who are familiar with your work and have given you permission to be contacted by the ITF. Your referees should represent organizations that your group has worked with. For instance, this could include a Program Officer of a current or former funder or a representative of a trans/LGBT/human rights group you have collaborated with. These **cannot** be other members of your group.

VIDEO APPLICATIONS

In order to promote accessibility for all groups, the ITF welcomes video applications. This is limited to organizations that do not have the capacity to write an application in English, French, Russian, Simplified Chinese, or Spanish, but are able to provide a spoken application in one of these languages.

We require some written information to ensure that the process is fair. All applications need to answer the same questions. Some of the information we need cannot be provided as easily through speaking, such as contact information or budget. As a result, we will also need some information written down in one of our five application languages. We will need you to complete the financial information including the budget template.

Length and format of the video
The video must be a maximum of 10 minutes. Please use .mp4 and .mov formats. We appreciate and encourage videos that are "Selfie-style." You can record yourself looking directly at your smartphone, tablet or computer, telling us about your organization's work. No special effects, labels, or editing are required. Videos will not be accepted if we cannot see who is speaking on behalf of the organization.

CURRENT ITF GRANTEES

The ITF welcomes applications from current grantees. We know that trans movement building is a long-term process. You will need to submit the application form which will be reviewed in the same way as other applicants. This approach is different from many grantmakers that have specific renewal processes. The reason we do it this way is to adhere to our participatory grantmaking approach by ensuring all applications are reviewed by the GMP. If you are applying for a new grant, you should ensure to acknowledge ITF funding in PART 3: Financial Information section of the application form.

TIP

If you are a current grantee, we encourage you to use question 15 to tell us how you plan to build on the work that you have already been funded to do and tell us explicitly why your group needs additional funding. We urge you to think about your group's sustainability and build it into the work that you are doing.

All current grantees that are applying for a grant will need to submit the interim report on time (Feb 1, 2019) in order to be considered. The report will be made available to the GMP during the review of your application.

ITF STEERING COMMITTEE AND GRANT MAKING PANEL MEMBERS

The ITF recognizes that our movement is severely underfunded. As we want to ensure that individuals from marginalized groups are involved in the ITF's structures, we do permit sitting Steering Committee (SC) members and Grant Making Panel (GMP) members who are involved in trans-led groups to apply for a grant. If a sitting SC or GMP member applies for a grant they must declare a conflict of interest before the review process begins. If they do not, their application will be rendered ineligible. Like all applications, groups that are led by SC or GMP members will have their applications reviewed anonymously. These applications are not provided any preference or positive treatment. If an application reaches the in-person meeting, the SC or GMP member will not take part in any formal or informal discussions or scoring of their application. Under no circumstance can a SC or GMP member lobby or influence decision-making in any manner. If they do, they will be subject to disciplinary action.

In order to ensure transparency, fairness and integrity, these are the conditions that sitting SC and GMP members must adhere to:

1. The SC Co-Chairs and Treasurer cannot apply for a grant while in office.
2. If a GMP or SC member is part of a group that has applied for funding, this application is subject to a third review.
3. If a GMP or SC member will benefit from an ITF grant, this must be clearly outlined in the budget (even in a general support grant). This includes identifying any resources going to salary, travel costs or other purchases (e.g. laptop). These costs cannot exceed 30% or a maximum of $10,000 per grant.
4. If funded, the GMP or SC member cannot be an account holder on the bank account that the grant will be disbursed to.

SUBMITTING YOUR APPLICATION

Please check that your application is complete. Mark 'X' next to each item.

	Check (X)
Contact information for two people in your group	
Organizational background (three pages or less)	
Funding request (three pages or less)	
Financial Information (two page or less)	
Contact information for two referees	
We acknowledge that the ITF will not follow up on incomplete applications	

DEADLINE

The deadline for submitting an application is December 1, 2018 at 5pm (EST/New York time). You can find out what time that will be in your region by checking a time converter website like **www.timeanddate.com**

Please submit your complete application to info@transfund.org.

APPLICATION GUIDELINES 2019

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