



# Application GUIDELINES

## 2021



INTERNATIONAL  
**TRANS FUND**

Resourcing Trans Movements Worldwide



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## APPLICATION GUIDELINES 2021

The International Trans Fund (ITF) is pleased to announce our 5th grant cycle. We warmly welcome applications from trans-led organizations with budgets below \$150,000 USD based in any region of the world. The deadline to apply is December 4, 2020 at 5pm (ET/ New York time).

This year the ITF is introducing two grant types:

- SEED Grant (1-year)**  
 The SEED grant is a 1-year general support and/or project grant for trans-led organizations that have never been funded by the ITF, or that prefer to apply for this grant instead of the THRIVE Grant. Grants range from \$10,000 to \$30,000 USD/year.
- THRIVE Grant (2-year)**  
 The THRIVE grant is a 2-year general support grant ONLY for trans-led organizations that have been previously funded by the ITF and are in good standing. Grants range from \$20,000 to \$40,000 USD/year (for a total of \$40,000-\$80,000 USD).

Organizations may only submit 1 application to either the SEED or THRIVE grants. If an organization submits multiple applications, they will all be ineligible.

The ITF accepts applications in English, French, Russian, Simplified Chinese and Spanish. You can find application forms and guidelines in these languages on [www.transfund.org](http://www.transfund.org)

Trans Youth Initiative-Uganda (TYI-Uganda)





## SECTION 1: Overview



Trans Mreža Balkan (TMB)



## 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 organizations across the globe. The purpose of the ITF is to:

1. **Build & Sustain the Fund** | Build and sustain a mechanism to support trans-led organizations of different sizes working on a range of issues at the international, regional, country and local levels, with a particular emphasis on organizations 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 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 organizations get funded. We want to ensure widespread trans community participation as well as foster trans leadership and collective ownership of funding decisions. We believe this approach to philanthropy increases the diversity of decision-makers, strengthens decisions, and allows more funding to reach diverse trans organizations at the grassroots level. Over the past 4 grant cycles, the ITF has awarded \$2.615 million US dollars to 105 trans-led groups in 63 countries worldwide.

All eligible applications are reviewed by the Grant Making Panel, a group of 15 trans activists from across the globe. The Grant Making Panel selects grantee partners, and the ITF Steering Committee ratifies these decisions. This is a highly competitive process as we receive far more applications from trans-led organizations than we have the resources to fund. We are only able to fund approximately 10-20% of the eligible applications we receive each year.

The ITF's participatory grantmaking process takes a considerable amount of time. For the 5th grant cycle, we will receive applications from October to December and they will be checked for eligibility. The eligible applications are assigned to members of the Grant Making Panel who review and score. We then plan to host an in-person meeting where we bring the Grant Making Panel together to make decisions about which organizations will get funded. Due to COVID-19, this meeting may take place virtually. The decisions are ratified by the Steering Committee and funding will be disbursed in July 2021.



# Application GUIDELINES 2021

We know that organizations 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 organization was successful or not.

Confirmation that application has been received	Jan 8
Confirmation of eligibility	Feb 17
Informed if your organization has been awarded a grant	May 31

If you have not heard from the ITF by the above dates, please check your spam or promotion folders as our emails may end up there. You may also contact us about the status of your application at [info@transfund.org](mailto:info@transfund.org).

## OUR PRIORITIES

The ITF has priorities for our grantmaking:

- Fund a diversity of organizations, 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-led organizations whose work is intersectional and contributes to social justice, movement building, and the liberation of trans people.

## ELIGIBILITY CRITERIA

To be eligible for funding organizations 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 staff, spokespeople, and Board or decision-making body.
  - b. If this is not the case, organizations 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 these criteria will be found to be ineligible and will not be reviewed by the Grant Making Panel.

## 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.
- Organizations with operating budgets above \$150,000 USD.
- Organizations and projects that only provide direct services to individuals without contributing to trans movement building in some way.



## ITF'S DEFINITIONS

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

### Trans

The ITF understands trans as a political term that defines the communities of people that we work with. We use trans to define people 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 include trans women, trans men, fa'afafine, leiti, fakafafine, 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, 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.

### 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 because 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 experience much higher levels of violence, discrimination, and denial of services. The ITF prioritizes funding to trans communities facing greater levels of marginalization.

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## 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 have, 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 experiences life in a certain way due to gender identity/expression, class, caste, race, language, religion, and geographic locality. At the ITF we actively seek to support organizations 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 organizations whose work contributes to social justice.



Colectivo Trans del Uruguay (CTU)



## SECTION 2:

### Understanding the Eligibility Criteria



Colectivo de Hombres Trans Trans-Formación



# Application GUIDELINES 2021

## SECTION 2: UNDERSTANDING THE ELIGIBILITY CRITERIA

The general eligibility criteria are the same for SEED and THRIVE grants. Please review closely to ensure your organization is eligible. If you do not meet the criteria, your application will be found ineligible and will not be reviewed by the Grant Making Panel.

### Criteria 1: The organization must be trans-led

Trans people must be in decision-making roles, including setting the organization's strategic and financial priorities, and make up 75% of the organization's staff, spokespeople, and Board or decision-making body.

We know there are certain situations where organizations will not meet the target of 75%. For instance, there may only be 3 people in your organization and only 2 are trans or perhaps the environment you are working in is too hostile. If your organization 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 organization 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.

We encourage you to tell us who makes the decisions and to list all the staff and Board clearly stating their identities and roles (we give an example below that protects the privacy of your members). We urge you to provide concrete information which will enable the ITF to assess your organization's eligibility.

The ITF does not require the full names of people involved in the organization 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 this question 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 organization or to take part in activism. There are currently 6 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.*

Please contact [info@transfund.org](mailto:info@transfund.org) if you need enhanced security in your communication with us, and we will do our best to support you.

### Criteria 2: Have an operating budget under \$150,000 USD.

The ITF will only fund organizations that have an annual operating budget under \$150,000 USD.



**Criteria 3: Be a 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 organization is registered or unregistered. You can be organized as a support group, collective, network, project, etc. The most important thing to know here is that we do not fund individuals. You must be an organization of 2 or more individuals.

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

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

**Criteria 5: Contribute 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 and you must demonstrate this in your application.

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



Leitis in Waiting Pacific Equality Campaign

## SECTION 3:

### General Tips for Writing a Strong Application



Institute Transfeminist Initiative TransAkcija



## SECTION 3: GENERAL TIPS FOR WRITING A STRONG APPLICATION

- **Make sure you are applying for the right grant.** SEED grants are 1-year grants for organizations that have never been funded by the ITF. THRIVE grants are 2-year grants for organizations that have been funded by the ITF and are in good standing.
- **Make sure your application is complete.** Fill in all fields of the application form and include the requested details. Respond with N/A (not applicable) to questions that are not relevant to your organization. Do not leave a question blank. 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. Font size should be no smaller than 11pt. Please note that to be fair, we will not review materials after the page limit. Additional materials (reports, strategic plans, etc.) will not be reviewed.
- **Remember your reviewer.** Your application will be reviewed by ITF's Grant Making Panel, composed of 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 organization 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 organization needs to do the work.
- **Check your contact 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.
- **Choose relevant referees.** When you select referees, choose 2 people that know your organization and that will give an honest and thoughtful reference. These cannot be members of your organization but should be colleagues, funders, or representatives of civil society. Please do not list ITF Grant Making Panel or Steering Committee members as referees. Remember to inform your referees about your application and the need to respond to our request.
- **Present your budget.** The ITF has adopted a simplified budget reporting table within the application form. This table is as simple as possible to reflect the ITF's belief that grantee partners and the Grant Making Panel should focus on the work itself versus budget lines. You must fully complete the table.



## SECTION 4:

### SEED Grant



Trans Mreža Balkan (TMB)



## SECTION 4: SEED GRANT

Under the SEED Grant, the ITF will provide a 1-year grant of \$10,000 - \$30,000 USD. The grant period is July 1, 2021 – June 30, 2022. The ITF conceives this funding as a way to strengthen and develop sustainable, resilient trans-led organizations. We prefer to provide general support (core funding) to organizations but have no restriction in providing project grants.

Due to limited resources and our desire to provide grants equitably, the Grant Making Panel may allocate less funds than what you apply for, which will require a review of the proposal and budget.

As you work on your application, please answer all questions in the fields provided. This application must not exceed 8 pages, including the form.

## PART 1: Organizational Background

This section helps us understand your organization, 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.

- ▶ **Question 1:** Asks the name of your organization. Please include the legal name if you are registered.
- ▶ **Question 2:** Asks where your organization is based. For example, the location of your office, if you have one, or where the organization's leadership is.
- ▶ **Question 3:** Asks you to state at what level you do your work. We understand the levels of work in the following way:
  - Local: Your organization works in a rural community or a specific area of the country.
  - National: Your organization works across the country and in many areas.
  - Regional: Your organization works across 2 or more countries in a geographic area.
  - International: Your organization works across several countries in several geographic areas.
- ▶ **Question 4:** Asks what year your group was founded. This should be the first time the group formally met. If you are registered, you may also include the date of registration.
- ▶ **Question 5:** Asks if you are registered with the government or recognized as a legal entity. We understand not all groups want or can get registered. This is not a requirement for ITF funding.
- ▶ **Question 6:** Asks if your organization can identify a fiscal host if you are not registered. A fiscal host is an organization, usually a legal company or non-profit, that will be able to accept funds on your behalf if your organization is selected for funding. The ITF does not require groups to be registered or be a legal entity but in most cases we do require our grants to be paid to a legal entity, thus requiring a fiscal host in case your organization is not registered. Many of the grantee partners we fund have fiscal hosts that are larger or more established trans, LGBTI, feminist or human rights organizations that support them with the management of their grants.



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- ▶ **Question 7:** Asks for the names of 2 individuals we can contact about your application. The main contact should be the person designated to communicate with the ITF about the application.
- ▶ **Question 8:** Asks for the contact information for the organization, including the email, website, and social media profiles.
- ▶ **Question 9:** Asks you to tell us about the context that you work in. What are the issues you are experiencing at the local, national, regional, or international level? Tell us about the biggest challenges that you have had to deal with and the opportunities that you see. Make sure that your application addresses the issues that you describe in this question.
- ▶ **Question 10:** Asks 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 your members or the people that use your services? Please only mark the field that applies.
- ▶ **Question 11:** Asks about the main populations that your organization works with. This could be your organization's membership or focus area. Please do not mark more than 3 boxes and ensure that you explain how you work with these populations in your application.
- ▶ **Question 12:** Asks about the main issues or topics that your organization is working on. Where do you invest most of your time and resources? We know many organizations work on multiple issues but here we ask you to mark the 3 that are the most relevant to this application. Please ensure that you clearly explain how you work on these issues or topics in your application.
- ▶ **Question 13:** Asks you to introduce your organization. We want to know about your organization's vision, mission, objectives, activities, and key accomplishments. This section will be used exactly as it is written for the summary that goes to the Grant Making Panel if your application is selected to go to the in-person meeting, so be clear and concise.
- ▶ **Question 14:** Asks how your organization is trans-led and who makes strategic and budget decisions. This question is very important and if you do not show trans leadership, your application may be found ineligible. We provide an example in *Section 2: Understanding the Eligibility Criteria*.
- ▶ **Question 15:** Asks how your organization supports trans people who experience the most critical forms of marginalization. We want to understand if your organization works intersectionally and who you partner or collaborate with (see ITF's Definitions in *Section 1: Overview* for more information on how we define marginalization and intersectionality).

## PART 2: Funding Request

This section tells us how much money your organization needs, what you are planning to do during the grant cycle, how this will contribute to trans movement building and the impact this funding will have. The ITF prefers to provide organizations with general support (core funding) because we trust you to know what your organization needs to do. General support provides 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 organization deems necessary. If you would like to apply for a project grant, please explain what your organization is planning to do with the funding.

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- ▶ **Question 16:** Asks the total amount requested from the ITF in US dollars. This must be between \$10,000 - \$30,000 USD. Make sure that the total funding amount requested in this question matches with the total amount listed in your budget (question 19).
- ▶ **Question 17:** Asks about the main activities you are planning for this grant period (July 1, 2021 – June 30, 2022). These should be all activities, not just those that apply to an ITF grant. Our Grant Making Panel is interested in knowing about your work in general and what you are planning to do.
- ▶ **Question 18:** Asks if you are seeking general support or a project grant. We prefer to provide general support (core funding) to organizations but have no restriction in providing project grants as well. Please tick the box that describes what you want to do with the funding and make sure this answer reflects your responses in the budget template (question 19).
- ▶ **Question 19:** Asks you to complete a simple budget template for your organization to provide information on your funding request. We encourage you to provide complete and clear information to help the Grant Making Panel understand what you want to do.

## INSTRUCTIONS ON HOW TO COMPLETE THE BUDGET TEMPLATE

1

The budget template has 2 sections. The first asks you to list all costs related to general support (core funding) (e.g. staff salaries, rent, etc.). The second section asks you to list any activities you are requesting funding for. Some organizations may choose to have all expenses listed in the first section or all expenses listed in the second section. Some organizations may choose to allocate expenses in the first and second section.

2

If you are requesting a project grant, please only complete the second section.

3

Provide as many details as possible in the budget to help the Grant Making Panel understand what the grant will be used for and to evaluate if it is realistic and feasible.

4

Please state the amount in US dollars and not your local currency.

5

The total at the bottom of the budget template should equal the total amount you are requesting from the ITF (question 16).

6

If the budget is not complete, your application may be found to be ineligible.



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## 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.
<b>1. General support (core funding)</b> This includes operational and staffing costs (e.g. salaries, rent, utilities, security, capacity building, office equipment, etc.)	Salary for part-time Program Coordinator (20 hours/week).	\$600/month x 12 months = \$7,200
	Payment of office rent for 12 months.	\$400/month x 12 months = \$4,800
	Payment of utilities: - Electricity for 12 months. - Water for 12 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 6 months. - Facilitation for Program Coordinator to attend capacity-building program for 3 months.	- \$1,000 tuition fee for Executive Director to enroll in a 6 month training course on leadership. - \$750 to facilitate Program Coordinator to attend a 3-month capacity-building program.
	Purchase of office equipment: - 2 laptops. - 1 printer. - Stationery (pens, notebooks, staplers etc.).	- \$150/laptop x 2 = \$300 - 1 printer = \$100 - Stationery = \$75
<b>TOTAL EXPENSES FOR GENERAL SUPPORT</b>		<b>\$15,185</b>

## 2. Project grant (project activities)

This includes project related activity costs (e.g. facilitators, transport, venue hire, printing, meals, accommodation, conference fees, 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 days = \$1,250
Travel to attend Trans Camp - Airfare for 20 participants from 5 regions.	\$250 x 20 participants = \$5,000
Food and snacks - 3 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.	<ul style="list-style-type: none"> <li>- Travel costs = \$250</li> <li>- Food = \$200</li> <li>- Honorarium = \$1,000</li> </ul>

### 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**



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▶ **Question 20:** Asks for a financial narrative based on the above budget template. Here is where you tell us what you want to do during the funding cycle. The Grant Making Panel will read many applications and decide which organizations to fund so it is important that you show that you have a clear idea of what you would do with the funding and how it will advance your work.

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 planning to do. Where will these activities take place? How many people will be involved? Who will you collaborate or partner with?

It should be clear at which level (local, country, regional or international) the work will take place. It is also advisable that you indicate if the work would still be feasible if your organization does not receive the full amount of requested funding. The Grant Making Panel may decide to award your organization a grant that is less than what you requested if they believe that the money would still be useful.

▶ **Question 21:** Asks what you think receiving this grant will help you accomplish or change. This is all about the impact that the grant will have. This means we want you to tell us what you think will change as a result of your organization getting funding from the ITF. Here you should tell us exactly what you think will improve or change in your context or community because of funding. For example, will your work contribute to changing a law? Will trans people have better access to health services? Will your organization have stronger governance structures? Will your members have a safe space to meet? Please be realistic, we know that 1-year grants will not change everything so tell us what impact you think this grant will have.

▶ **Question 22:** Asks how your work will contribute to trans movement building in your context. Here we encourage you to reflect on the definition of trans movement building (see ITF's Definitions in *Section 1: Overview*). Tell us how your work will help strengthen trans communities, influence public discourse and change social norms and public policy. We encourage you to use clear examples.

### PART 3: Financial Information

This section helps us understand your organization'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 organization's capacity and experience with funding.

▶ **Question 23:** Asks you to state your organization's operating budget in 2020.

Income	
Expenditure	

Income refers to the money that your organization received in 2020 from grants, donations, merchandise, membership, etc. Expenditure refers to how much money you spent in 2020. We ask you to calculate your operating budget based on your income and expenditures between January 1 and December 31, 2020. 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/>

If your organization has or will have a surplus at the end of the year, please explain why. In some cases, this may be because a grant covers multi-years or because you were delayed in implementing a project. The more information you can provide about the surplus will help the Grant Making Panel understand your funding needs.

- ▶ **Question 24:** Asks if you have previously received external funding. This refers to any grants your organization received from foundations, trusts, governments/multilateral/bilateral donors, corporations, embassies, etc.
- ▶ **Question 25:** If you have previously received external funding, you must list the names of your current or former funders over the past 2 years (2019 and 2020) and the purpose of those grants. You do not need to tell us about individual one-off donations, fundraising events, merchandise sales, etc.
- ▶ **Question 26:** Asks you to tell us about other funding you have applied for or are planning to apply for that relates to 2021. In the column marked status, please tell us if this funding is confirmed (you will definitely receive the grant), requested (you have submitted an application and are awaiting a decision) or planned (you intend to submit an application but the funding is not confirmed).
- ▶ **Question 27:** Asks if your organization is or has been an ITF grantee partner. Please note that if you have been a former ITF grantee partner, you are eligible to apply for a 2-year THRIVE grant. You may apply for either the SEED or THRIVE grants but cannot apply for both (or both applications will be ineligible). Please note, if you have been an ITF grantee in the past 2 years this must be listed in the table in question 25. We also ask that you tell us how your current application will build on past ITF grant(s).

## PART 4: Referees

- ▶ **Question 28:** You must list the names of 2 referees who the ITF can contact if your organization's 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 you have worked with. For instance, this could be a Program Officer of a current or former funder or a representative of a trans/LGBT/human rights organization you have collaborated with. Referees cannot be other members of your organization. Please do not list ITF Grant Making Panel or Steering Committee members as referees.

## Video Applications

To promote accessibility for all organizations, 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. All applications need to answer the same questions. We will require organizations to submit contact information and the budget template in writing.

The video can 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.





# Application GUIDELINES 2021

## Submitting your Application

Before your organization submits an application please check that it is complete. We have provided a checklist to help ensure that there is nothing missing and that you meet all the requirements. The ITF will not follow-up in incomplete applications. Applications that are not complete will be found ineligible and will not be reviewed.

Application checklist	Check (X)
Contact information for 2 people	
Organizational background (3 pages or less)	
Funding request (4 pages or less)	
Financial Information (1 page or less)	
Contact information for 2 referees	
We acknowledge that the ITF will not follow up on incomplete applications	

## Deadline

The deadline to apply is December 4, 2020 at 5pm (ET/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](http://www.timeanddate.com)

**Please submit your complete application to [info@transfund.org](mailto:info@transfund.org).** If you have any safety or security concerns, you may also submit your application to [itf\\_info@protonmail.com](mailto:itf_info@protonmail.com)





## SECTION 5: THRIVE Grant



Transgender Equality Uganda





# Application GUIDELINES 2021

## SECTION 5: THRIVE GRANT

Under the THRIVE Grant, the ITF will provide a 2-year grant of \$20,000 to \$40,000 USD/year (for a total of \$40,000-\$80,000 USD). The grant period is July 1, 2021 – June 30, 2023. The ITF conceives of this funding as a way of promoting sustainability of organizations to thrive. The THRIVE grants are only open to organizations that have been funded by the ITF in any of the past 4 grant cycles and are in good standing.

Please note that due to limited resources and our desire to provide grants equitably, the Grant Making Panel may select your organization for a 1-year grant and may allocate less funds than what you apply for, requiring a review of proposals and budget.

As you work on your application, please answer all questions in the fields provided. This application must not exceed 9 pages including the form.

## PART 1: Organizational Background

This section helps us understand your organization, 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.

- ▶ **Question 1:** Asks the name of your organization. Please include the legal name if you are registered.
- ▷ **Question 2:** Asks where your organization is based. For example, the location of your office, if you have one, or where the organization's leadership is.
- ▶ **Question 3:** Asks you to state what level you do your work. We understand the levels of work in the following way:
  - Local: Your organization works in a rural community or in a specific area of the country.
  - National: Your organization works across the country and in many areas.
  - Regional: Your organization works across 2 or more countries in a geographic area.
  - International: Your organization works across several countries in several geographic areas.
- ▷ **Question 4:** Asks what year your group was founded. This can be the first time the group formally met. If you are registered, you may also include the date of registration.
- ▶ **Question 5:** Asks if you are registered with the government or recognized as a legal entity. We understand not all groups want or can get registered. This is not a requirement for ITF funding.
- ▷ **Question 6:** Asks if your organization can identify a fiscal host if you are not registered. A fiscal host is an organization, usually a legal company or non-profit, that will be able to accept funds on your behalf if your organization is selected for funding. The ITF does not require groups to be registered or be a legal entity but in most cases we do require our grants to be paid to a legal entity, thus requiring a fiscal host in case your organization is not registered. Many of the grantee partners we fund have fiscal hosts that are larger or more established trans, LGBTI, feminist or human rights organizations that support them with the management of their grants.

# 2021 Application GUIDELINES

- ▶ **Question 7:** Asks what year(s) you have been funded by the ITF. You must have been funded by the ITF in the past to apply for a THRIVE grant (if not, please apply for a SEED grant).
- ▷ **Question 8:** Asks for the contact names of 2 individuals. The main contact should be the person designated to communicate with the ITF about the application.
- ▶ **Question 9:** Asks for the contact information for the organization, including email, website, and social media profiles.
- ▷ **Question 10:** Asks you to tell us about the context that you work in. What are the issues you are experiencing at the local, national, regional, or international level? Tell us about the biggest challenges that you have had to deal with and the opportunities that you see. Make sure that your application addresses the issues that you describe in this section.
- ▶ **Question 11:** Asks 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 your members or the people that use your services? Please only mark the field that applies.
- ▷ **Question 12:** Asks about the main populations that your organization works with. This could be your organization's membership or focus area. Please do not mark more than 3 boxes and ensure that you explain how you work with these populations in your application.
- ▶ **Question 13:** Asks about the main issues or topics that your organization is working on. Where do you invest most of your time and resources? We know many organizations work on multiple issues but here we ask you to mark the 3 that are the most relevant to this application. Please ensure that you clearly explain how you work on these issues or topics in your application.
- ▷ **Question 14:** Asks you to introduce your organization. We want to know about your organization's vision, mission, objectives, activities, and key accomplishments. Even though your organization may have been funded in the past, please remember that the Grant Making Panel members reviewing your application may not be familiar with your work. This section will be used exactly as it is written for the summary that goes to the Grant Making Panel if your application is selected to go to the in-person meeting, so be clear and concise.
- ▶ **Question 15:** Asks how your organization is trans-led and who makes strategic and budget decisions. This question is very important and if you do not show trans leadership, your application may be found ineligible. We provide an example in *Section 2: Understanding the Eligibility Criteria*.
- ▷ **Question 16:** Asks how your organization supports trans people who experience the most critical forms of marginalization. We want to understand if your organization works intersectionally and who you partner or collaborate with (see ITF's Definitions in *Section 1: Overview* for more information on how we define marginalization and intersectionality).
- ▶ **Question 17:** Asks you to describe the impact your work has had on the communities you work with over the past 3 years. We want to know about your successes as an organization and what has changed since you started doing your work.
- ▷ **Question 18:** Asks you to provide a summary of how you spent your previous ITF grant(s) and what you were able to achieve with that funding.



Application  
GUIDELINES 2021**PART 2: Funding Request**

This section tells us how much money your organization needs, what you are planning to do during the grant cycle, how this will contribute to trans movement building and the impact this funding will have. The ITF will provide organizations with general support (core funding) because we trust you to know what your organization needs to do. General support provides 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 organization deems necessary.

- ▶ **Question 19:** Asks the total amount requested from the ITF in US dollars. This must be between \$40,000 - \$80,000 USD for 2-years (\$20,000 - \$40,000 USD/year). Make sure that the total funding amount requested in this question matches with the total amount listed in your budget (question 22).
- ▶ **Question 20:** Asks about the main activities you are planning for this grant period (July 1, 2021 – June 30, 2023). These should be all activities, not just those that apply to an ITF grant. The Grant Making Panel wants to know about your work in general and what you are planning to do.
- ▶ **Question 21:** The ITF provides general support (core funding) to organizations, but you may also do project work as part of the general support grant. Please tick the box that describes what you want to do with the funding and make sure this answer reflects your responses in the budget template (question 22).
- ▶ **Question 22:** Asks you to complete a simple budget template for your organization to provide information on your funding request. You must provide information for 2 years. We encourage you to provide clear information to help the Grant Making Panel understand what you want to do.

**INSTRUCTIONS  
ON HOW TO  
COMPLETE  
THE BUDGET  
TEMPLATE****1**

The budget template has 2 sections. The first asks you to list all costs related to general support (core funding) (e.g. staff salaries, rent, etc.). The second section asks you to list any activities you are requesting funding for. Some organizations may choose to have all expenses listed in the first section. Some organizations may choose to allocate expenses in the first and second sections.

**2**

Provide as many details as possible in the budget to help the Grant Making Panel understand what the grant will be used for and to evaluate if it is realistic and feasible.

**3**

Please state the amount in US dollars.

**4**

The total at the bottom of the budget template should equal the total amount you are requesting from the ITF.

**5**

If the budget is not complete, your application may be found to be ineligible.

Example of a completed budget template

YEAR 1 BUDGET

FUNDING REQUEST	DESCRIPTION OF ITEMS	AMOUNT (US DOLLARS)
<b>1. General support (core funding)</b> This includes operational and staffing costs (e.g. salaries, rent, utilities, security, capacity building, office equipment, etc.)	Salary for part-time Program Coordinator (20 hours/week).	\$600/month x 12 months = \$7,200
	Payment of office rent for 12 months.	\$450/month x 12 months = \$5,400
	Capacity building expenses for staff: - Training course on leadership for Executive Director for 6 months. - Facilitation for Program Coordinator to attend capacity-building program for 3 months.	\$1,000 tuition fee for Executive Director to enroll in a 6-month training course on leadership.  \$750 to facilitate Program Coordinator to attend a 3-month capacity- building program.
	Purchase of office equipment: - 2 laptops - 1 printer - Stationery (pens, notebooks, staplers etc.).	\$350/laptop x 2 = \$700 1 printer = \$150 Stationery = \$100
<b>TOTAL EXPENSES FOR GENERAL SUPPORT</b>		<b>\$15,300</b>

Application  
GUIDELINES 2021**2. Project Activities**

This includes project related activity costs (e.g. facilitators, transport, venue hire, printing, meals, accommodation, conference fees, etc.)

Host Trans Camp for 20 participants.  
Venue hire for 4 days.

\$175/day x 4 days = \$700

Accommodation for 20 participants for 5 nights.

\$300/person x 20 participants = \$6,000

Travel to attend Trans Camp.  
Train/bus for 20 participants from 5 regions.

\$100/person x 20 participants = \$2,000

Food and snacks.  
Three meals each day and snacks for 20 participants for 4 days (approximately \$200 per person).

\$200/person x 20 participants = \$4,000

Attendance of trans peer counsellor to provide onsite support and deliver workshops on self-care and healing justice.

Travel costs (\$300)  
Food (\$200)  
Honorarium (\$1,500)

**TOTAL EXPENSES FOR PROJECT ACTIVITIES**

**\$14,700**

**TOTAL AMOUNT REQUESTED FOR YEAR 1**

**\$30,000**



## YEAR 2 BUDGET

FUNDING REQUEST	DESCRIPTION OF ITEMS	AMOUNT (US DOLLARS)
<b>1. General support (core funding)</b> This includes operational and staffing costs (e.g. salaries, rent, utilities, security, capacity building, office equipment, etc.)	Salary for part-time Program Coordinator (20 hours/week).	\$1,200/month x 12 months = \$14,400
	Payment of office rent for 12 months.	\$450/month x 12 months = \$5,400
	Payment of utilities: - Electricity for 12 months - Water for 12 months.	\$50/month x 12 months for electricity bill = \$600 \$30/month x 12 months for water bill = \$360
	<b>TOTAL EXPENSES FOR GENERAL SUPPORT</b>	<b>\$20,760</b>
<b>2. Project Activities</b> This includes project related activity costs (e.g. facilitators, transport, venue hire, printing, meals, accommodation, conference fees, etc.)	Host trans legal seminar. Venue hire for 2 days (includes audio/visual rental).	\$400/day x 2 days = \$800
	Accommodation for 25 participants for 1 night.	\$120/person x 25 participants = \$3,000
	Local travel for 25 participants.	\$100/person x 25 participants = \$2,500
	3 meals each day and snacks for 25 participants for 2 days (approximately \$100 per person).	\$100/person x 25 participants = \$2,500
	Design and print materials (agenda, handouts, etc.).	\$440
<b>TOTAL EXPENSES FOR PROJECT ACTIVITIES</b>		<b>\$9,240</b>
<b>TOTAL AMOUNT REQUESTED FOR YEAR 2</b>		<b>\$30,000</b>

### TOTAL BUDGET REQUESTED

This should equal the funding amount you are requesting from the ITF

**\$60,000**



Application  
GUIDELINES 2021

**Question 23:** Ask for a financial narrative based on the above budget template. Here is where you tell us what you want to do during the 2-year funding cycle. Grant Making Panel members read many applications and decide which organizations to fund, so it is important that you show that you have a clear idea of what you would do with the funding and how it will advance your work. Where will these activities take place? How many people will be involved? Who will you collaborate or partner with? It should be clear at which level (local, country, regional or international) the work will take place. It is also advisable that you indicate if the work would still be feasible if your organization does not receive the full amount of requested funding. The Grant Making Panel may decide to award your organization a grant that is less than what you requested if they believe that the money would still be useful.

**Question 24:** Asks what you think receiving this grant will help you accomplish or change. This is all about the impact that the grant will have. This means we want you to tell us what you think will change as a result of your organization getting funding from the ITF. Will your work contribute to changing a law? Will trans people have better access to health services? Will your organization have stronger governance structures? Will your members have a safe space to meet? Please be realistic, we know that 2-year grants will not change everything so tell us what impact you think this grant will have.

**Question 25:** Asks how your work will contribute to trans movement building in your context. Here we encourage you to reflect on the definition of trans movement building (see ITF's Definitions in *Section 1: Overview*). Tell us how your work will help strengthen trans communities, influence public discourse and change social norms and public policy. We encourage you to use clear examples.

**Question 26:** Asks how this grant will help your organization build on previous ITF funding. Will there be a continuation of work? How does this grant relate to previous funding?

### PART 3: Financial Information

This section helps us understand your organization'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 organization's capacity and experience with funding.

**Question 27:** Asks you to state your organization's operating budget in 2020.

Income	
Expenditure	

Income refers to money that your organization received in 2020 from grants, donations, merchandise, membership, etc. Expenditure refers to how much money you spent in 2020. We ask you to calculate your operating budget based on your income and expenditures between January 1 and December 31, 2020. 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/>

If your organization has or will have a surplus at the end of the year, please explain why. In some cases, this may be because a grant covers multi-years or because you were delayed in implementing a project. The more information you can provide about the surplus will help the Grant Making Panel understand your funding needs.

- ▶ **Question 28:** If you have previously received external funding, you must list the names of your current or former funders over the past 2 years (2019 and 2020) and the purpose of those grants. You do not need to tell us about individual one-off donations, fundraising events, merchandise sales, etc.
- ▶ **Question 29:** Asks you to tell us about other funding you have applied for or are planning to apply for that relates to 2021. In the column marked status, please tell us if this funding is confirmed (you will definitely receive the grant), requested (you have submitted an application and are awaiting a decision) or planned (you intend to submit an application but the funding is not confirmed).

## PART 4: Referees

- ▶ **Question 30:** You must list the names of 2 referees who the ITF can contact if your organization's 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 you have 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 organization you have collaborated with. Referees cannot be other members of your organization. Please do not list ITF Grant Making Panel or Steering Committee members as referees.

## Submitting your Application

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Application checklist	Mark (X)
Contact information for 2 people	
Organizational background (4 pages or less)	
Funding request (4 pages or less)	
Financial Information (1 page or less)	
Contact information for 2 referees	
We acknowledge that the ITF will not follow up on incomplete applications	

## Deadline

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**Please submit your complete application to [info@transfund.org](mailto:info@transfund.org).** If you have any safety or security concerns, you may also submit your application to [itf\\_info@protonmail.com](mailto:itf_info@protonmail.com)



## SECTION 6:

### ITF Steering Committee and Grant Making Panel Members



UTOPIA (United Territories of Pacific Islanders' Alliance)

## SECTION 6: ITF STEERING COMMITTEE AND GRANT MAKING PANEL MEMBERS

The ITF strives to ensure transparency, fairness, and integrity. Our aim has always been to balance the need to resource trans activism and not limit opportunities for underrepresented trans-led organizations with the need to sustain the ITF as a functioning, long-term and trusted initiative. Since the beginning of our grantmaking, the ITF has allowed organizations that include Steering Committee and Grant Making Panel members to apply for ITF funding. We understand that many of the individuals who volunteer for the ITF are also part of trans movements in their countries and regions and need access to funding. In order to promote the integrity of the process, we instituted several checks and balances to prevent real or perceived conflicts of interest and ensure fairness and transparency at every stage of the process. During the course of our grantmaking, the ITF has funded 105 incredible organizations across the globe, including those with Steering Committee or Grant Making Panel members.

In 2019, the decision was made that organizations where Steering Committee or Grant Making Panel members are involved can no longer apply for funding while the individual is a sitting member of either ITF decision-making bodies. A conflict of interest, even if only perceived, may be detrimental to the sustainability and credibility of the ITF.

Steering Committee, Grant Making Panel members or their family members cannot be significantly involved in any organization that is applying for funding from the ITF. A person or their family member is considered significantly involved if any of the following conditions apply:

1. Is a paid staff member;
2. Is a board or steering committee member;
3. Is involved in key decision-making in the organization;
4. Is a volunteer that is significant in the organization (e.g. being involved in the day to day work of the organization or contributing more than 15 hours a week);
5. Is legally or fiscally responsible;
6. Is a paid consultant;
7. Has been involved in any of the capacities mentioned above in the last 12 months.

In addition, members of the Steering Committee or Grant Making Panel may not benefit financially from the grants they assess or existing ITF grants. Failure to disclose a conflict of interest may result in the removal of the individual from the Steering Committee or Grant Making Panel or the cancellation of a grant if awarded.

A Steering Committee or Grant Making Panel member and the organization they are involved in can apply for ITF funding immediately after the Steering Committee or Grant Making Panel member has resigned from their position.



INTERNATIONAL  
**TRANS FUND**

Resourcing Trans Movements Worldwide

