

 **ITF Application Form**

**SEED Grant (1-year)**

The International Trans Fund (ITF) is pleased to announce our 5th grant cycle. We warmly welcome applications for grants ranging from $10,000 to $30,000 USD 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 is the application form to apply for a SEED Grant (1-year general support and/or project grant). If your organization has never received funding from ITF, this is the grant you must apply for.

We strongly encourage you to read the **Application Guidelines** which are available on our website (www.transfund.org). If you have any questions, please contact us at info@transfund.org.

***Eligibility Criteria***

Organizations must meet the following criteria to be eligible for funding:

1. Be trans-led:
	1. 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.
	2. 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.

***Priorities***The ITF’s priorities in this funding cycle are to:

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

***Please note the following:***

* We accept applications in English, French, Russian, Simplified Chinese and Spanish.
* There is a strict page limit that helps us fairly evaluate applications.Applications must not exceed 8 pages. Font size should be no smaller than 11pt. Please do not change or reformat the form. No extra documents will be reviewed.
* The application form should be filled in correctly and completely or your organization could be found to be ineligible.
* Eligible organizations who are unable to write an application can submit a video recording that is no longer than 10 minutes and fully answers the questions below. See Application Guidelines for more details.

**ITF Application Form**

Please answer all questions in the fields provided. This application form must not exceed 8 pages.

**PART 1: Organizational Background**

1. Name of your organization:
2. Where your organization is based (town/city and country):
3. Where you do your work (at the local, national, regional, or international levels):
4. The year your organization was formed:

1. Is your organization formally registered? Yes [ ]  No [ ]
2. If you are not registered, would you be able to identify a fiscal host? Yes [ ]  No [ ]
3. List 2 designated contact people that the ITF can communicate with about this application.

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| **Main contact (this is the person we will write to about your application)** |
| Name |  |
| Position in the organization |  |
| Email  |  |
| Phone | Area Code ( ) |

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| **Secondary contact** |
| Name |  |
| Position in the organization |  |
| Email |  |
| Phone | Area Code ( ) |

1. Please provide contact information for the organization.

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| --- | --- |
| Email |  |
| Phone  | Area Code ( ) |
| Website |  |
| Social media (Facebook, Twitter, Instagram) |  |

1. What are the main issues facing the trans community in your context? Describe the challenges and opportunities that your work will address.

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1. Select the gender identity and/or expression of the majority of individuals you work with (*mark ‘X’ on the best answer*).

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| Non-western gender identities and expressions (e.g. *Fa’afafine, Hijra, Muxhe, etc.*) |  |
| Trans feminine people |  |
| Trans masculine people |  |
| Trans non-binary people |  |
| Trans (all identities) |  |
| Other |  |

If you selected other, can you briefly explain?

1. Select the 3 main populations that your organization currently works with that are relevant to this application (*mark ‘X’ on only 3 choices*).

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| Trans people of color/racial, ethnic or caste minorities |  | Trans people in conflict zones |  |
| Trans indigenous people |  |  Trans people in rural areas |  |
| Low-income or poor trans people |  |  Trans people in urban areas |  |
| Trans people who are homeless |  |  Trans people with disabilities |  |
| Trans children  |  |  Trans people living with HIV/AIDS |  |
| Trans youth |  |  Trans people who use drugs |  |
| Trans students |  |  Trans people in prisons/incarcerated |  |
| Trans parents |  |  Trans and intersex people |  |
| Trans elders |  |  LGBQ trans people |  |
| Trans migrants or refugees |  |  Other |  |
| Trans sex workers |  |   |  |

If you selected other, can you briefly tell us what other populations your group works with?

12. Select the 3main issues or topics that your organization is primarily working on that are relevant to this application *(mark ‘X’ on only 3 choices).*

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| Access to education  |  |  Media |  |
| Access to employment |  |  Mental health and wellbeing |  |
| Access to healthcare |  |  Policy and legal change |  |
| Community building/mobilization |  |  Politics/elections |  |
| Criminalization |  |  Racial justice |  |
| Depathologization |  |  Safety and security |  |
| Discrimination |  |  Sexual and reproductive health |  |
| Economic justice/empowerment |  |  Violence prevention/hate crimes |  |
| Family issues |  |  Visibility/cultural work |  |
| Healing justice |  |  HIV/AIDS |  |
| Health |  |  Other |  |
| Legal gender recognition |  |  |  |

If you selected other, can you briefly tell us what other issues or topics you are working on?

13. Briefly introduce your organization’s vision, mission, objectives, and key accomplishments.

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14. Describe how your organization is trans-led. We want to know who makes strategic and budget decisions. List all the staff and Board members, clearly stating their identities and roles (see example in *Section 2: Understanding the Eligibility Criteria* of the Application Guidelines). Please note that trans people should make up 75% of the staff, spokespeople, and Board or decision-making body. If this is not the case, you must demonstrate concretely how trans people make strategic or budget decisions for your organization.

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1. How does your work support trans people who experience the most critical forms of marginalization? Describe any relevant partnerships and collaborations your organization engages with to address these issues.

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**PART 2: Funding Request**

The ITF provides 1-year grants of $10,000 - $30,000 USD. The grant period is July 1, 2021 – June 30, 2022. This funding is 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.

1. The amount requested from the ITF (request should be in USD, between $10,000 and $30,000 USD):
2. What are the main activities you are planning for this grant period? (These should be all activities, not just those that apply to an ITF grant).

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1. Indicate the type of funding you are requesting:
2. General support (core funding) only *(complete section 1 in the budget template*): [ ]
3. General support (core funding) with project activities (*complete sections 1 & 2 in the budget template*): [ ]
4. Project grant only (*complete section 2 in the budget template*): [ ]
5. Complete the budget templatefor the grant that you are requesting. This must be filled in completely to show how you plan to spend the 1-year grant.

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| **Funding request** | **Description of items**  | **Amount (US dollars)** |
| **1. General support (core funding)***This includes operational and staffing costs (e.g. salaries, rent, utilities, security, capacity building, office equipment, etc.)* |  |  |
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| **Total expenses for general support** | **$** |
| **2**. **Project grant (project activities)***This includes project related activity costs (e.g. facilitators, transport, venue hire, printing, meals, accommodation, conference fees, etc.)* |  |  |
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| **Total expenses for project activities**  | **$** |
| **TOTAL AMOUNT REQUESTED*This should equal the funding amount you are requesting from the ITF*** | **$** |

1. Provide a financial narrative of the costs described in the budget template. If your organization is applying for general support (core funding), describe the items you intend to cover during the grant period and how it advances your work. If you are applying for a project grant, outline the main activities your group will undertake during the grant period that will be funded by the ITF grant. It should be clear at which level (local, country, regional or international) the work will take place.

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1. If you get this grant, what do you think it will help you accomplish or change?

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1. How will your work or project contribute to trans movement building in your context?

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**PART 3: Financial Information**

1. What was your organization’s operational budget in 2020 (state in USD)?

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| Income |  |
| Expenditure |  |

If your organization has a surplus in your operational budget for 2020, please explain:

1. Has your organization received external funding (grants) before?
2. If yes, list the names of your current or former funders in the past 2 years and the purpose of those grants.

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| **Funder** | **Year(s) of funding** | **Amount (USD)** | **Purpose** |
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1. Where else has your organization applied for funding for 2021? Indicate in the status column if the funding is planned, requested, or confirmed.

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| **Funder** | **Year(s) of funding** | **Amount (USD)** | **Purpose** | **Status** |
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1. Has your organization ever been an ITF grantee partner\*? Yes [ ]  No [ ]
2. If yes, state the year(s):
3. If yes, explain how this application will build on past ITF grant(s):

*\*If you have been an ITF grantee partner in the past, you are eligible to apply for a THRIVE grant****.***

**PART 4: Referees**

1. List the names of2 referees who the ITF can contact if your application is selected. These should be individuals who are familiar with your work but are not part of your organization and who have given you permission to be contacted by the ITF. Do not list ITF Grant Making Panel (GMP) or Steering Committee (SC) members as referees.

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| **Referee 1** | **Referee 2** |
| Name |  | Name |  |
| Position & organization |  | Position & organization |  |
| Email |  | Email |  |
| Phone | Area Code ( ) | Phone | Area Code ( ) |

**Application Checklist**

Please check that your application is complete (*mark an ‘X’ next to each item*). Please note that an organization can submit only one application to the ITF.

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| **Application checklist** | **Mark (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 |  |

**Submit your complete application to** **info@transfund.org** **by December 4, 2020 at 5pm (ET/New York time).**

If you have any safety or security concerns, you may also submit your application to **itf\_info@protonmail.com**