



INTERNATIONAL
TRANS FUND

Resourcing Trans Movements Worldwide



APPLICATION
GUIDELINES

2024

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INTRODUCTION

The International Trans Fund (ITF) is pleased to announce our 8th grant cycle. We warmly welcome applications from trans-led organizations with budgets below \$100,000 USD based in any region of the world. The deadline to apply is **January 19, 2023**, at 5pm (ET/New York time).

The ITF is in the process of transitioning to grants management software. For the first time, organizations that want to apply for funding will do so in our new grants portal. We believe this change will mark a significant step towards enhancing the applicants' experience, removing barriers to applying and streamlining our grantmaking process.

Register and apply here: https://transfund.smartsimple.ca/s_Login.jsp

In our new system, you will be asked to create a profile for your organization. This will allow you to apply for funding opportunities at the ITF. The benefit of this is that you will not have to keep filling out the same information about your organization each time you apply because it will be saved online. You will have the opportunity to work with colleagues on drafts in the system and save them as you go. You will still be able to apply in English, French, Russian, Simplified Chinese and Spanish and you will continue to be able to submit either a written or video application.

Applicants will be able to apply for either a SEED or THRIVE grant.

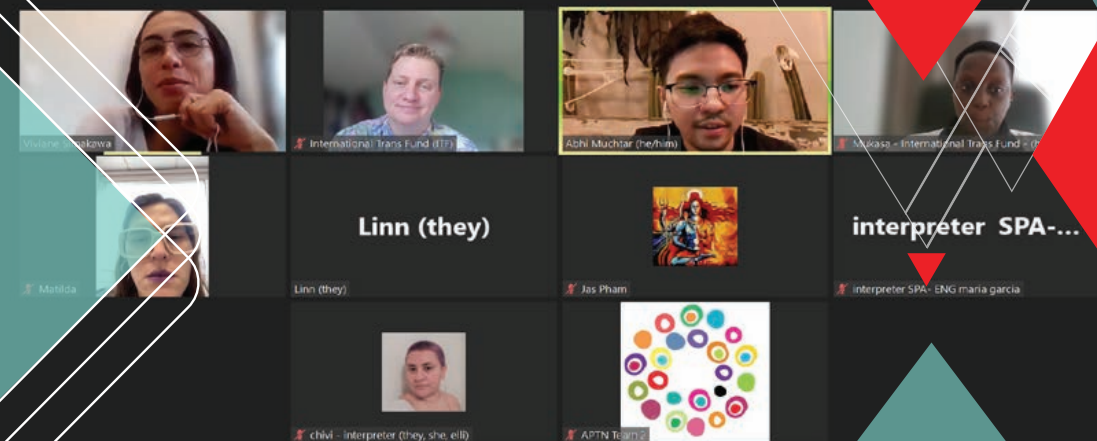
- **SEED Grant (1-year)**

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 \$25,000 USD/year.

- **THRIVE Grant (1-year)**

The THRIVE grant is a 1-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 \$25,000 to \$50,000 USD/year.

Organizations may only submit one application to either the SEED or THRIVE grants. If you have previously received a grant from the ITF you can apply for either a SEED or THRIVE grant. If you have never received a grant from the ITF, select SEED. Please note that you can only apply one time and for one grant type. Once you start an application you cannot switch to another grant type (e.g. from THRIVE to SEED).





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OVERVIEW OF THE ITF

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SECTION 1: OVERVIEW OF THE ITF

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** | Develop 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 emphasis on smaller groups with limited resources.
2. **Resource Trans Movements** | Increase and enhance access to resources to support trans movements by increasing financial resources dedicated to trans-led organizations and groups; providing access to non-financial resources for trans organizations, such as skills building, organizational strengthening, leadership development and activist support; and improving advocacy in philanthropy to increase access to new donors.
3. **Educate Philanthropic Community** | Educate our 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 seven grant cycles, the ITF has awarded \$6.26M to 181 trans-led groups in 93 countries.

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 Board of Directors 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 8th grant cycle, we will receive applications from December - January 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 host an in-person meeting where we bring the Grant Making Panel together to make decisions about which organizations will get funded. The decisions are ratified by the Board of Directors and funding will be disbursed in August 2024.

Our Priorities

The ITF has priorities for our grantmaking:

- Fund a diverse collection of groups, inclusive of various identities, strategies and issues, languages and regions.
- 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 and economic justice, trans 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 \$100,000 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 \$100,000 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 Board 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 gender 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, 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.

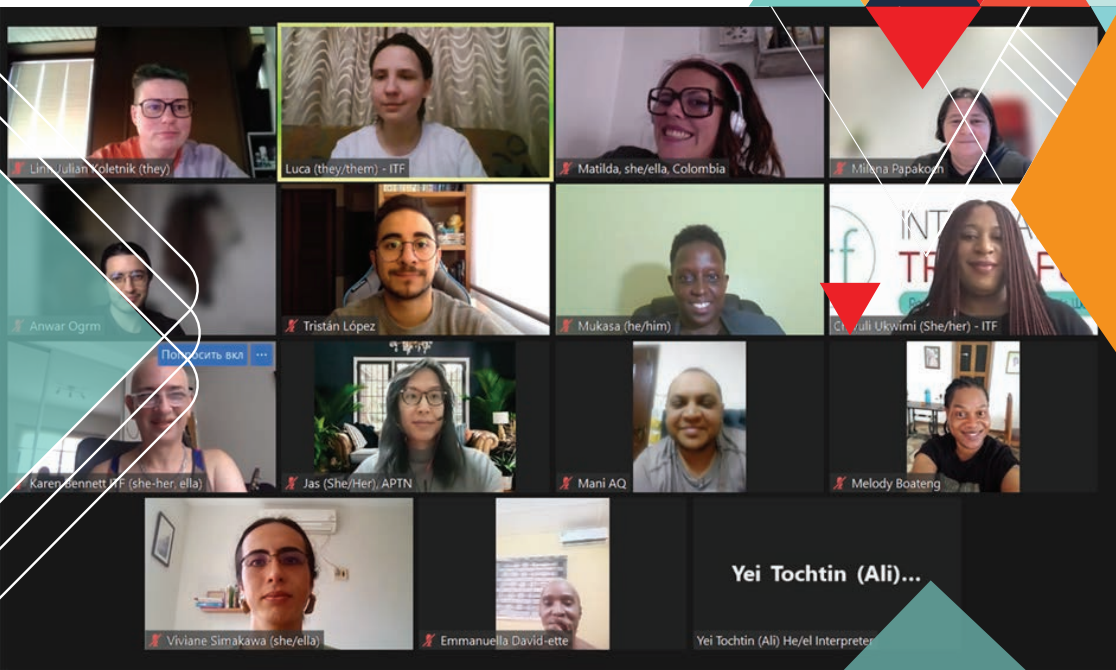
Intersectionality

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.



GMP Training



SECTION 2:

UNDERSTANDING THE ELIGIBILITY CRITERIA

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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.

In the ITF grants portal, you will be asked to complete an Eligibility Quiz. You will need to meet the criteria and affirm your eligibility.

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 three people in your organization and only two 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 you need 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. Please refer to the specific question on the application forms, for more details.

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 six members of our organization and four are trans, including two trans men, one trans woman and one 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 \$100,000.

The ITF will only fund organizations that have an annual operating budget under \$100,000 USD.

Criteria 3: Organization 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 two 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: 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 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.

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SECTION 3:

GENERAL TIPS FOR WRITING A STRONG APPLICATION

SECTION 3: GENERAL TIPS FOR WRITING A STRONG APPLICATION

- **Make sure you are applying for the right grant.** SEED grants are for organizations that have never been funded by the ITF. THRIVE grants are for organizations that have been funded by the ITF and are in good standing. Please note in the grants portal you can only apply one time and for one grant type. Once you start an application you cannot switch to another grant type (e.g. from THRIVE to SEED).
- **Make sure your application is complete.** Fill in all fields of the application form with clear and accurate information. Respond with N/A (not applicable) to questions that are not relevant to your organization. The ITF will not follow-up on incomplete applications and if it is not complete your application may be considered ineligible.
- **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. We strongly recommend that you invite a secondary contact in the grants portal.

- **Choose relevant referees.** When you select referees, choose two 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 Board 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.



*GMP In-person
Meeting (June 2023)*

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SECTION 4:

REGISTERING AN ORGANIZATIONAL PROFILE



SECTION 4: REGISTERING AN ORGANIZATIONAL PROFILE

All applicants must register and complete an organizational profile in the ITF's grant portal in order to apply for a grant: https://transfund.smartsimple.ca/s_Login.jsp

The ITF is no longer accepting applications via our email address. In order to be considered for a grant, you must apply via the grants portal. If you are having difficulty, please reach out to info@transfund.org



GMP In-person
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SEED GRANT

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SECTION 5: SEED GRANT

Once you have completed an organizational profile, you can choose to apply for a SEED grant.

Under the SEED Grant, the ITF will provide a 1-year grant of \$10,000 - \$25,000 USD. The ITF conceives of 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 can also provide project grants if preferred.

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.

PART 1: Contact Information

This section will be automatically populated based on the information from your organizational profile. If you want to change anything, you need to change it in the organizational profile first.

Secondary Contact: In this section, you can invite a secondary contact who will also have access to the application. We strongly encourage you to include a secondary contact, which can be very helpful if we need to get in touch with your organization and the primary contact has left or does not respond.

Referees: You must list the names of two referees who the ITF can contact if your organization's application is selected to go to the review 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 Board members as referees.

PART 2: Eligibility Quiz

All organizations must complete the eligibility quiz. This is a moment for you to reflect on whether your organization is eligible to apply. We provide this quiz in order to ensure you do not waste your time and resources applying if you do not meet the eligibility criteria. If the answer is 'no' to any of the questions, your application will be found ineligible. If you answer 'yes' but still do not meet the eligibility criteria, your application will be found ineligible.

PART 3: Organizational Background

This section helps us understand your organization, who you work with and what you do.

- ▶ **Question 1:** You will first be asked if you would like to complete the application manually through the platform or submit a video. The following section relates to if you select 'manually'.
- ▶ **Question 2:** 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 3:** 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?

- ▶ **Question 4:** Asks about the main populations that your organization works with. This could be your organization's membership or focus area. You can only tick up to three boxes. Please ensure that you explain how you work with these populations in your application.
- ▶ **Question 5:** 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 three 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 6:** 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 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 7:** Asks how your organization is trans-led and who makes strategic and budget decisions. This question is very important and if you do not demonstrate trans leadership, your application may be found ineligible. We provide an example in *Section 2: Understanding the Eligibility Criteria*.

We understand that there are contexts in which it is difficult to demonstrate trans leadership. Such contexts include:

- Safety reasons that mean you are unable to share information about trans people in the organization or to openly frame your work as trans-focused;
- Socioeconomic or political conditions that require trans activists to work within a LGBT organization, or within a broader community that is not solely focused on trans people.

In such cases, we kindly ask that you share such elements about your situation as an organization, explaining how trans people are involved with the work you do. Some examples include:

- If you cannot list trans staff and board members for safety reasons, please provide anonymized descriptions about trans people's participation in the organization;
- If you are a group of trans people working within a broader, non-trans-led organization because of context restrictions, one possibility is to demonstrate that your group -- i.e., trans people -- will have significant autonomy in relation to this larger organization. In particular, we suggest that you highlight how trans people have decision-making positions regarding the management of the ITF grant, in case your group is selected.

► **Question 8:** Asks how your organization supports trans people who experience the most critical forms of marginalization. We want to understand if your organization takes an intersectional approach and who you partner or collaborate with (see ITF's Definitions in *Section 1: Overview of the ITF* for more information on how we define marginalization and intersectionality).



PART 4: 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 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 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.

- ▶ **Question 9:** Asks for the total amount requested from the ITF in US dollars. This must be between \$10,000 - \$25,000 USD. Make sure that the total funding amount requested in this question matches the total amount listed in your budget.
- ▶ **Question 10:** Asks about the main activities you are planning for this grant period. These should be all activities, not just those that apply for an ITF grant. Our Grant Making Panel is interested in knowing about your work in general and what you are planning to do.
- ▶ **Question 11:** 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 12:** Asks you to complete a simple Funding Request template for your organization. We encourage you to provide complete and clear information to help the Grant Making Panel understand what you want to do.

Here are instructions on how to complete the budget template:

- 01 The budget template has two 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.
- 02 If you are requesting a project grant, please only complete the second section.
- 03 Please state the amount in US dollars and not your local currency.
- 04 The total at the bottom of the budget template should equal the total amount you are requesting from the ITF.
- 05 If the budget is not complete, your application may be found to be ineligible.

► **Question 13:** 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 14:** 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 15:** 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 of the ITF*). 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 5: 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 16:** Asks what your organization's overall revenue/income was last year.

Revenue and income refer to the money that your organization received from grants, donations, merchandise, membership, etc.

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/>

- ▶ **Question 17:** Asks for your organization's overall expenses last year. This refers to all expenses and costs for the organization.
- ▶ **Question 18:** 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.

If you respond that you have previously received external funding, you must list the names of your current or former funders over the past 2 years and the purpose of those grants. You do not need to tell us about individual one-off donations, fundraising events, merchandise sales, etc.

- ▶ **Question 19:** Asks you to tell us about other funding you have applied for or are planning to apply for that relates to the year you are applying. 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 guaranteed).
- ▶ **Question 20:** 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 THRIVE grant. You may apply for either the

SEED or THRIVE grants but cannot apply for both. Please note, if you have been an ITF grantee in the past two years this must be listed in the table provided. We also ask that you tell us how your current application will build on past ITF grant(s).

- ▶ **Question 21:** Asks if your organization is experiencing any security threats or if you have any digital safety concerns. We also ask you to share your preferred communication channel for us to get in touch with your group and if you have any other needs (proton or other safe email client, Signal etc.).





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THRIVE GRANT

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SECTION 6: THRIVE GRANT

Once you have completed an organizational profile, you can choose to apply for a THRIVE grant.

Under the THRIVE Grant, the ITF will provide a 1-year grant of \$25,000 to \$50,000 USD/year. The ITF conceives of this funding as a way of promoting sustainability of trans-led organizations to thrive. The THRIVE grants are only open to organizations that have been funded by the ITF in any of the past grant cycles and are in good standing.

PART 1: Contact Information

This section will be automatically populated based on the information from your organizational profile. If you want to change anything, you need to change it in the organizational profile first.

Secondary Contact: In this section, you can invite a secondary contact who will also have access to the application. We strongly encourage you to include a secondary contact, which can be very helpful if we need to get in touch with your organization and the primary contact has left or does not respond.

Referees: You must list the names of two referees who the ITF can contact if your organization's application is selected to go to the review 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 Board members as referees.

PART 2: Eligibility Screen

All organizations must complete the eligibility quiz. This is a moment for you to reflect on whether your organization is eligible to apply. We provide this quiz in order to ensure you do not waste your time and resources applying if you do not meet the eligibility criteria. If the answer is 'no' to any of the questions, your application will be found ineligible. If you answer 'yes' but still do not meet the criteria, your application will be found ineligible.

PART 3: Organizational Background

This section helps us understand your organization, who you work with and what you do.

- ▶ **Question 1:** You will first be asked if you would like to complete the application manually through the platform or submit a video. The following section relates to if you select manually.
- ▶ **Question 2:** 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 3:** 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 4:** Asks about the main populations that your organization works with. This could be your organization's membership or focus area. You can only tick up to three boxes and you must ensure that you explain how you work with these populations in your application.
- ▶ **Question 5:** 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 three 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 6:** 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 review meeting, so be clear and concise.
- ▶ **Question 7:** 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*.

We understand that there are contexts in which it is difficult to demonstrate trans leadership. Such contexts include:

- Safety reasons that mean you are unable to share information about trans people in the organization or to openly frame your work as trans-focused;

- Socioeconomic or political conditions that require trans activists to work within a LGBT organization, or within a broader community that is not solely focused on trans people.

In such cases, we kindly ask that you share such elements about your situation as an organization, explaining how trans people are involved with the work you do. Some examples include:

- If you cannot list trans staff and board members for safety reasons, please provide anonymized descriptions about trans people's participation in the organization;
- If you are a group of trans people working within a broader, non-trans-led organization because of context restrictions, one possibility is to demonstrate that your group -- i.e., trans people -- will have significant autonomy in relation to this larger organization. In particular, we suggest that you highlight how trans people have decision-making positions regarding the management of the ITF grant, in case your group is selected.

- ▶ **Question 8:** Asks how your organization supports trans people who experience the most critical forms of marginalization. We want to understand if your organization takes an intersectional approach and who you partner or collaborate with (see ITF's Definitions in *Section 1: Overview of the ITF* for more information on how we define marginalization and intersectionality).
- ▶ **Question 9:** Asks you to describe the impact your work has had on the communities you work with over the past three years. We want to know about your successes as an organization and what has changed since you started doing your work.
- ▶ **Question 10:** 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. The Grant Making Panel wants to see how a new grant would build on the work you have already been funded to do.

PART 4: 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 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 organization deems necessary.

- ▶ **Question 11:** Asks the total amount requested from the ITF in US dollars. This must be between \$25,000 - \$50,000 USD. Make sure that the total funding amount requested in this question matches the total amount listed in your budget table.
- ▶ **Question 12:** Asks about the main activities you are planning for this grant period. 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 13:** 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 14:** Asks you to complete a simple budget template for your organization to provide information on your funding request. We encourage you to provide clear information to help the Grant Making Panel understand what you want to do.

Here are instructions on how to complete the budget template:

01 The budget template has two 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.

02 Please state the amount in US dollars.

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

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

▶ **Question 15:** Ask 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. 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 16:** 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 1-year grants will not change everything so tell us what impact you think this grant will have.

- ▶ **Question 17:** 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 of the ITF*). 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 18:** 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 5: 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 19:** Asks what your organization's overall revenue/income was last year.

Resources and Income refer to the money that your organization received from grants, donations, merchandise, membership, etc.

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/>

- ▶ **Question 20:** Asks for your organization's overall expenses last year. This refers to all expenses and costs of the organization.
- ▶ **Question 21:** Asks if you have previously received external funding, you must list the names of your current or former funders over the past two years and the purpose of those grants. You do not need to tell us about individual one-off donations, fundraising events, merchandise sales, etc.
- ▶ **Question 22:** Asks you to tell us about other funding you have applied for or are planning to apply for that relates to this upcoming year. 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 guaranteed).

- ▶ **Question 23:** Asks if your organization is experiencing any security threats or if you have any digital safety concerns. We also ask you to share your preferred communication channel for us to get in touch with your group and if you have any other needs (proton or other safe email client, Signal etc.).



GMP In-person
Meeting (June 2023)



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SECTION 7:

VIDEO APPLICATIONS

SECTION 7: 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.

If you are uploading a video application, please ensure that you respond to the following questions in your video presentation:

- What are the main issues facing the trans community in your context? Describe the challenges and opportunities that your work will address.
- Briefly introduce your organization's vision, mission, objectives, and key accomplishments.
- Who are the communities that your organizations works with?
- 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.
- 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.
- 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).
- If you get this grant, what do you think it will help you accomplish or change?
- How will your work or project contribute to trans movement building in your context?
- The video upload will be a maximum of 2GB.

You will still be required to respond to a few questions with text. Please review the SEED or THRIVE sections for more information.



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SECTION 8:

SEED & THRIVE SCORECARDS

SECTION 8: SEED & THRIVE SCORECARDS

In our commitment to transparency, the ITF is sharing the SEED and THRIVE scorecards that the Grant Making Panel uses to assess all eligible applications. Each application is scored on these criteria and assigned a score out of 10. We urge applicants to consider this scoring matrix as they write their applications, ensuring you are providing clear information for each question.

SEED GRANT SCORECARD

Scorecard	
1. The applicant's proposed work will benefit the trans community	Score:
	Explanation:
2. The applicant's work will have a positive impact on movement building	Score:
	Explanation:
3. The applicant's work addresses ITF's priorities	Score:
	Explanation:
4. The applicant's work fills a gap in their context	Score:
	Explanation:
5. The application is realistic and meets the requirements.	Score:
	Explanation:
TOTAL SCORE OF APPLICATION (The average of all scores. Add all 5 scores and divide by 5. Aim for 10-20% to be 8-10)	
Feedback on Application In order for us to provide groups with feedback on their applications, we need you to share your overall impression of the application, what did you like about the application? What would you suggest that the group improve on the next time they apply? We encourage you to share something you found positive about the application as well as constructive criticism which will help this group write a stronger application next time.	

THRIVE GRANT SCORECARD

Scorecard	
1. The applicant's proposed work will benefit the trans community	Score:
	Explanation:
2. The applicant's work has already had a positive impact on movement building and/or on addressing ITF priorities	Score:
	Explanation:
3. The applicant's work will have a positive impact on movement building	Score:
	Explanation:
4. The applicant's work addresses ITF's priorities	Score:
	Explanation:
5. The applicant's previous work was effective in using the ITF grant(s)	Score:
	Explanation:
6. The applicant's work fills a gap in their context	Score:
	Explanation:
7. The application is realistic and meets requirements	Score:
	Explanation:
TOTAL SCORE OF APPLICATION (The average of all scores. Add up your 7 scores and divide by 7. Aim for 10-20% of your scores to be 8-10)	
Feedback on Application In order for us to provide groups with feedback on their applications, we need you to share your overall impression of the application, what did you like about the application? What would you suggest that the group	



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SECTION 9:

ITF BOARD AND GRANT MAKING
PANEL MEMBERS

SECTION 9: ITF BOARD 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.

At the beginning of our grantmaking, the ITF allowed organizations that included Board members and Grant Making Panel members to apply for ITF funding. We understood 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 181 incredible organizations across the globe, including those with Board or Grant Making Panel members.

In 2019, the decision was made that organizations where Board 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.

Board members, 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 Board 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 Board or Grant Making Panel and/or the cancellation of a grant if awarded.

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





GMP In-person Meeting (June 2023)



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