



# HOW TO APPLY FOR AN ITF GRANT THROUGH SMART SIMPLE PLATFORM

## Login

Email

Password

Log In

Forgot Password?

New to the System?

Register

Here you can register to join the platform and complete the Application Form.

## Welcome to the International Trans Fund

The International Trans Fund (ITF) is the only global platform that is exclusively dedicated to supporting trans-led groups to secure rights for trans people and improve their lived realities. We mobilize and facilitate sustainable resources for strong leadership and collective action, and to address and eliminate funding gaps impacting trans groups across the globe.

To learn more about the application process and eligibility criteria please visit our website!

<https://www.transfund.org/>

### ✓ Select Language

English (US)  
Español (Spanish)  
Français (French - France)  
Русский язык (Russian)  
正體中文 (Traditional Chinese)

Select your language here.

## Registration Options

I am applying as:

### Trans Led Organization

Register yourself and your organization.



**Click here to complete the  
information about your  
organization to register.**



# Organization Information

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Instructions

Required fields are marked with an asterisk "\*".

\* Name of your Organization

\* Address

Address 2

\* Country

Canada

\* City

\* Province

\* Zip/Postal Code

# Contact Information

\* First Name

\* Last Name

\* Email

\* Position in the Organization

\* Pronouns

☐ She/Her

☐ He/Him

☐ They/Them

☐ Other, please add

Gender Identity and/or expression

Please Select

\* Language

Please select the language we should use in our communications.



To register you will need to complete the information about your Organization and the main Contact Person.



## Registration Complete

### Registration Complete

Thank you for registering. You will receive an email with a link to create a password and login within the next 5 minutes. If you do not receive this email, please check your spam folder.

[Login here](#)

**After completing the  
registration, you will see  
this message.**

Welcome to International Trans Fund 's system.

Your user name is [jovanadjdj@gmail.com](mailto:jovanadjdj@gmail.com) and you can go to the address below to reset your password.

[https://transfund.smartsimple.ca/ex/ex\\_activate.jsp?lang=1&token=%24jpeAsLPJMKTnRngifpATW4%2BU%2FR8ldf0VrxS3f3mivjAsJz4it%2BQufRFYDo8xNy2M8ni664fQm%2BaYO7bBy5i%2BIA%3D%3D](https://transfund.smartsimple.ca/ex/ex_activate.jsp?lang=1&token=%24jpeAsLPJMKTnRngifpATW4%2BU%2FR8ldf0VrxS3f3mivjAsJz4it%2BQufRFYDo8xNy2M8ni664fQm%2BaYO7bBy5i%2BIA%3D%3D)

Log in here <https://transfund.smartsimple.ca>

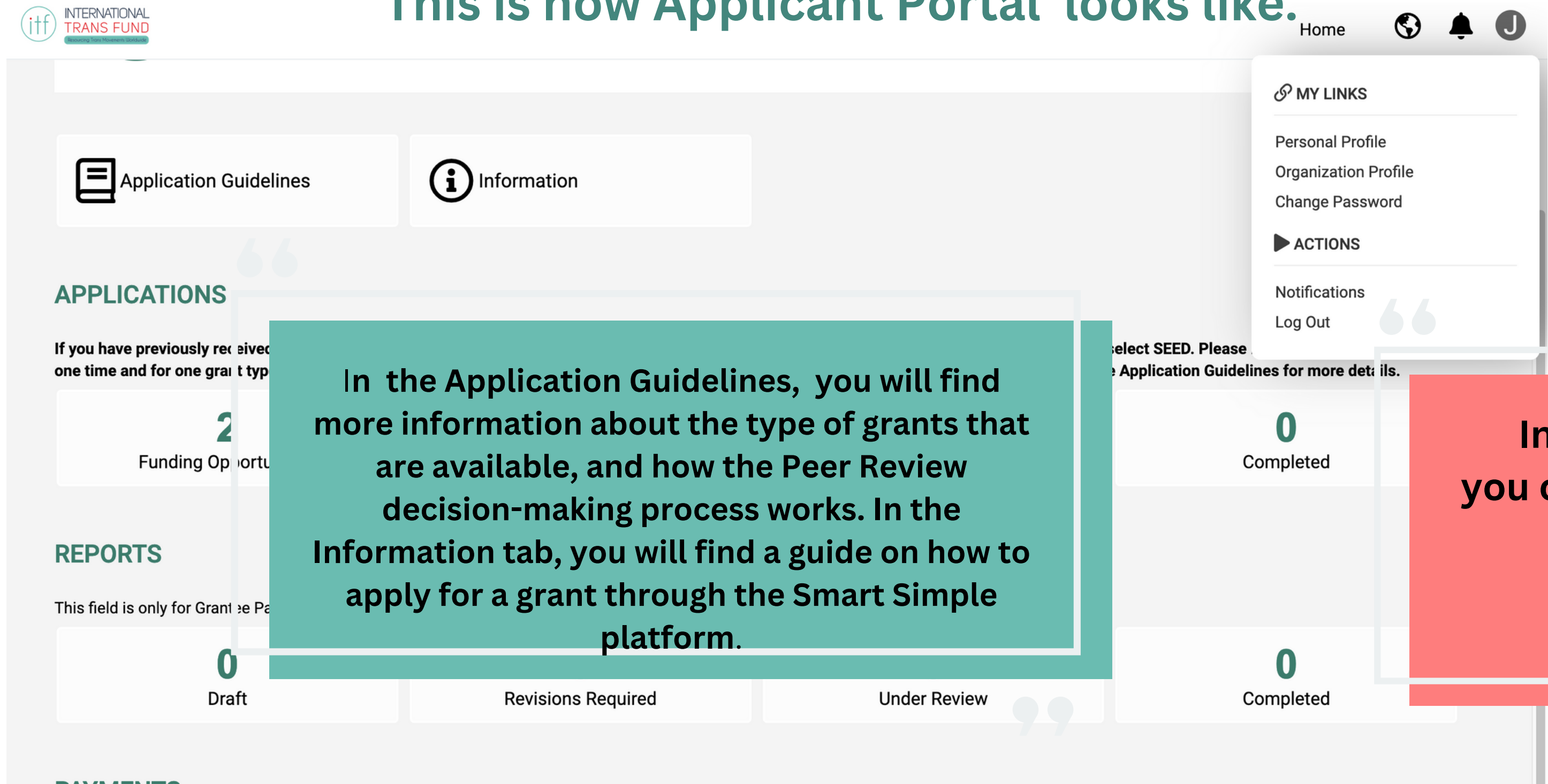
Sincerely yours,

The ITF team

**Once you click Register in a couple of minutes  
a link will be sent to your email to register.  
Follow the link to complete your registration.  
Once you are registered you can log  
in through this portal to see your application**



# This is how Applicant Portal looks like.





Application Guidelines



Information

## APPLICATIONS

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 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). Please refer to the Application Guidelines for more information.

2

Funding Opportunities

0

In Progress

0

Under Review

By clicking on Funding Opportunities you will be able to choose between SEED and 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.

part of the grant application process.

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Revisions Required

0

Under Review





## FUNDING OPPORTUNITIES

### Opportunity Details

↕ Cycle Deadline

SEED

Apply Now

11/30/2023 12:00 AM

THRIVE

Apply Now

11/30/2023 12:00 AM

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  
Once you start an application you cannot switch to another grant type (e.g. from THRIVE to SEED).

In case you start a wrong application and would like to change it you will need to reach out to us by email.

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You can start your application by clicking on Apply Now.  
You don't have to submit it right away. You can work on your application click Save Draft and come back to it later.  
Please keep in mind that once you click Submit you will no longer be able to modify your application.



- Please click on the **Save Draft** button below to activate the application
- Please complete the mandatory questions below.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form.  
If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.



ELIGIBILITY QUIZ

PROJECT INFORMATION



Eligibility Questionnaire

Before you start completing the application please read the International Trans Fund eligibility criteria and guidelines about the applications process below.

Please note that at this moment 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.



\* Is your organization trans-led?

NEXT >

Save Draft

Once you start your application you should click Save Draft .

## New Grant



### ELIGIBILITY QUIZ

### PROJECT INFORMATION

- Organizations and projects that only provide direct services to individuals without contributing to trans movement building in some way.

#### \* Is your organization 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 staff, spokespeople, and Board or decision-making body. If this is not the case, organizations must demonstrate how trans people make budget, organizational and strategic decisions.

☒ Yes ☐ No

#### \* Is your organization's operating budget under \$100,000 USD?

☐ Yes ☒ No

#### \* Is your organization made of a group of people?

☐ Yes ☒ No

#### \* Is the main focus of work to benefit the trans community?

☒ Yes ☐ No

#### \* Does your organization contribute to movement building, not just providing direct services?

☒ Yes ☐ No

Save Draft

Click on Save Draft

You will start your application  
by completing the eligibility  
questions.

Regardless of your responses,  
you will have access to  
complete the Application.



- Please click on the **Save Draft** button below to activate the application
- Please complete the mandatory questions below.
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If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.

 Application Summary

**CONTACT INFORMATION**

ELIGIBILITY QUIZ

PROJECT INFORMATION

**Before completing Project Information click on the Contact Information Tab to add your Secondary Contact and References.**

Invite secondary contact

We strongly encourage you to add a Secondary Contact from your organization. Once you add them and click invite they will receive an email to register. Once they register you can work together on the Application Form.



0 of 0



Prefix	First Name	Last Name	Email	Role	Status
--------	------------	-----------	-------	------	--------

No Results Found

Please add two references



0 of 0



#	Activity Type	First Name	Last Name	Position & Organization	Email	Activity Status
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No Results Found

NEXT >

Save Draft

Submit

Here you can click to invite another person from your organization to work with you on the proposal.


Collaborators

0 of 0

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First Name	Last Name	Email	Role	Status
No Results Found				

Collaborators

✕

Prefix	First Name	Last Name	Email	Role	Status
<input type="text"/>	<input type="text" value="ITF"/>	<input type="text" value="ITF"/>	<input type="text"/>	<div> <div>✓ -- Select One --</div> <div>Secondary Contact</div> </div>	<input type="text" value="it"/>
<div>+</div> <div> <div>Save</div> <div>Invite</div> </div>					

✕

You can add their name and email here and click Invite They will receive a link to register and have access to the Application Form so that you can work on it collaboratively.



Jo Test has invited you to collaborate for the following application: THRIVE 2023-1108 Jovana Test.

When you complete the sign up form please enter the name of the organization as it appears here "Jovana Test"

Please click on the link below to accept or decline the invitation.

[https://transfund.smartsimple.ca/ex/ex\\_invitation.jsp?lang=1&token=%24kml8kMRi6YsjH5bb4ZWZkR6efcP0YHyOt0cur%2BS0k%3D](https://transfund.smartsimple.ca/ex/ex_invitation.jsp?lang=1&token=%24kml8kMRi6YsjH5bb4ZWZkR6efcP0YHyOt0cur%2BS0k%3D)

Sincerely yours,

The ITF team ----- This message is sent from a non-production version of SmartSimple Cloud



**They will need to click on this link and click Accept. They will need to complete a form with their information. They will need to put the exact name of the organization that you previously put to register with.**

### Collaboration Invitation

You have been invited to collaborate

Jo Doe,

You have been invited as Collaborator for the following Grant: 2023-1108 Jovana Test.



## Invitation Accepted

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You have accepted the invitation


Thank you for accepting the invitation, here are some next steps

You will receive an email to login to your account and reset your password. If you already have an account, please login [here](#) and view the application in the “In Progress” area of your dashboard.

**They will then receive an email to register on the platform. To complete the registration form they will need to put the exact name of the organization that your group registered with. After they register they will access to your Applicant Portal.**

Invite secondary contact

We strongly encourage you to add a Secondary Contact from your organization. Once you add them and click invite they will receive an email to register. Once they register you can work together on the Application Form.




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Prefix	First Name	Last Name	Email	Role	Status
No Results Found					

Please add two references



0 of 0

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#	Activity Type	First Name	Last Name	Position & Organization	Email	Activity Status
No Results Found						

NEXT >

 Save Draft

 Submit

Here you can add the names of two contacts outside of your organizations that should provide References for your group.

Once you add all this information to the References please click on Save Draft.

They will be contacted only if your group is selected to receive a grant.

Please add two references

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#

Activity Type

⬇

First Name

⬇

Last Name

⬇

Position & Organization

⬇

Email

⬇

Activity Status

⬇

No Results Found

REFERENCES

>

i

\* First Name

\* Last Name

\* Email

\* Preferred Language



- Please click on the **Save Draft** button below to activate the application
- Please complete the mandatory questions below.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form.  
If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.

Application Summary

CONTACT INFORMATION

ELIGIBILITY QUIZ

**PROJECT INFORMATION**

\* Please Select if you would like to complete the application manually through the platform or video.

- ✓ Please Select
- Video
- Manual**

▼ Part I: Organizational Background

\* Select the gender identity and/or expression of the majority of individuals you work with (mark the best answer)

Please Select

\* Select the 3 main populations that your organization currently works with that are relevant to this application

mark only 3 choices

◀ BACK

☐ people of color/racial, ethnic or caste minorities

☐ Trans parents

☐ Trans people with c

Save Draft

✓ Submit

Here you can choose if you would like to submit a written application or a Video.

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 this TF 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

 Drop files here or [browse files](#)

Maximum file size: 2 GB

▼ Part 1: Organizational Background

\* Select the gender identity and/or expression of the majority of individuals you work with (mark the best answer)

Please Select

▼

\* Select the 3 main populations that your organization currently works with that are relevant to this application

If you select Video you will still need to respond to some questions in application format. The video should not be larger than 2GB.

”



Application Summary

CONTACT INFORMATIONELIGIBILITY QUIZPROJECT INFORMATION

Please Select if you would like to complete the application manually through the platform or video.

Manual

▼ Part 1: Organizational Background

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

xx

Select the gender identity and/or expression of the majority of individuals you work with (mark the best answer)

Trans feminine people

Select the 3 main populations that your organization currently works with that are relevant to this application

mark only 3 choices

☐ Trans people of color/racial, ethnic or caste minorities☐ Trans parents☐ Trans indigenous people☐ Trans elders☐ Low-income or poor trans people☒ Trans migrants or refugees☐ Trans people who are homeless☐ Trans sex workers

☐ Trans people with disabilities

BACK

☰ JUMP TO

Part 1: Organizational Background

Part 2: Funding Request

Part 3: Financial Information

If you choose to submit a written application please select Manual and complete all fields with marked with \*

499 words left

**\* This is a general support grant. However, you may also choose to allocate part of this funding to project activities. Are you requesting funding for:**

- ☐ General support (core funding) only
- ☒ General support (core funding) with project activities

**\* Funding Request**

Add Funding Request

General Support (core funding)

Project Grant (project activities)

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

500 words left

◀ BACK

 Save Draft

 Submit

 JUMP TO

Part 1: Organizational Background

Part 2: Funding Request

Part 3: Financial Information



You can select General Support Grant or General Support with Project Activities. Click on Funding Request to add more information.

A pop-up window will open. To add new information, click “ +”  
If you are not requesting Project Activities Support please put zero '0'

”

Funding Request



If you are applying for only core support please list the description of items only in first table. If you are applying only project activities please list the description in the second table. If you are applying for both core and project activities please complete both columns.

**Description of Core Support** - *This includes operational and staffing costs (e.g. salaries, rent, utilities, security, capacity building, office equipment, etc.)*

**Description of items Project Activities** - *This includes project related activity costs (e.g. facilitators, transport, venue hire, printing, meals, accommodation, conference fees, etc.)*

General Support (core funding)

Description of Items	Amount (US Dollars)
	\$0.00



Project grant (project activities)

Description of Items	Amount (US Dollars)
	\$0.00



299 words left

▼ **Part 3: Financial Information**

\* What was your organization's overall revenue/income last year?

\$3,000.00

\* What was your organization's overall expenses last year?

\$3,000.00

\* Has your organization received external funding (grants) before?

Yes ▼

\* Please add previous funders

\$ Click to add Budget details



**JUMP TO**

Part 1: Organization Background

Part 2: Funding Requirements

**Part 3: Financial Information**



**To complete the question about the previous funders and any other funding you applied for this year, you should click on Add Budget Details.**

Budget

**i** Please complete the tables below.

Please list the names of your current or former funders in the past 2 years and the purpose of those grants

Has your organization received external funding (grants) before?

Funder	Year(s) when the funding was received?	For how many years?	Amount of the Grant (US dollars)	Purpose

+

Where else has your organization applied for funding this year? Indicate in the status column the funding is planned, requested, or confirmed.

Funder	Year(s) when the funding was received?	For how many years?	Amount (US dollars)	Purpose	Status

+

SaveClear

If you had any previous funding or have applied to other funders this year please on '+' and add the information requested



499 words left

**\* This is a general support grant. However, you may also choose to allocate part of this funding to project activities. Are you requesting funding for:**

- ☐ General support (core funding) only
- ☒ General support (core funding) with project activities

**\* Funding Request**

Add Funding Request

General Support (core funding)

Project Grant (project activities)

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

500 words left

◀ BACK

Save Draft

✓

Submit



JUMP TO

Part 1: Organizational Background

Part 2: Funding Request

Part 3: Financial Information

“

Once you complete all the fields click on 'Submit'

”



## APPLICATIONS

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2

Funding Opportunities

0

In Progress

1

Under Review

0

Completed



### Submission Successful

Application submitted successfully.

Click the "home" icon to return to your home portal.

 Home

Once you submit your application you will see this message and receive an email confirmation. You will be able to see your submitted application in the Under Review section on the platform.



**IF YOU EXPERIENCE ANY ISSUES WITH  
THE PLATFORM PLEASE CONTACT US  
DIRECTLY**

