## INSTRUCTIONS AND CHECKLIST FOR

## *Individual Activists*

Please read these guidelines carefully before starting your application.

Please take the eligibility test below to determine if you are eligible to apply for this ISDAO ASANKA grant opportunity.

**Note: If you are in a leadership role in an organization/group, you cannot apply as an activist.**

Are you a member of the LGBTQI community? Yes  No

Are you from an ISDAO focal country or based in the diaspora? Yes  No

Does your proposed work focus on local LGBTQI communities in

at least one of the ISDAO focal countries or at a regional level? Yes  No

Does your proposal benefit local LGBTQI people in at least one

of the ISDAO focal countries or at regional level? Yes  No

If you answered **YES to** all the above questions, you are eligible to apply.

If you answered **NO** to at least one of the above questions, you are not eligible to apply for an ISDAO grant for this call.

**Concept Note Requirements / Form for Individual Activists**

To apply for a grant, please submit a concept note not exceeding 3 pages in total, not including the information page. Applications should include the information below and follow the specific guidance.

|  |  |  |
| --- | --- | --- |
| **Your name(s) and surname(s)**  **Your pronoun(s):** | **Within the wider LGBTQI community, there is a diversity of identities and communities. Please briefly describe the particular communities you are used to working with (100 words maximum)** | |
| **What is/are your country of origin and country of residence?** | **Contact details**    **Address:**    **E-mail:**  **Telephone number:**  **WhatsApp number:** | |
| **How long have you been an activist?** | **What best describes the level to which you have engaged as an individual activist with the LGBTQI movement in West Africa? (*Tick more than one box if necessary*)**  **Local**  **National**  **Regional (West Africa)** | |
| **What is the main purpose of your application to ISDAO?** | **Amount you are requesting (in US dollars):** | **Duration of the project/support**  **(Maximum 12 months):** |
| **Are you associated with an organisation/group that has already received funding from ISDAO?**  **YES  NO**  **If yes, total amount in USD$:** | |
| **A biography of yourself (100 words maximum)**  *(A brief description of yourself and your work as an LGBTQI activist) and why you are well placed to carry out the proposed initiative.)* |  | |
| **Your references**  *Please provide contact information for two references who can provide thoughtful references on your work for the LGBTQI community.*  **Reference 1:**  **Name:**  **Organisational affiliation:**  **E-mail:**  **Telephone number:** | **Reference 2:**  **Name:**  **Organisational affiliation:**  **E-mail:**  **Telephone number:** | |

**The following information should be provided within a** maximum of **3 pages.**

**Overview - Make sure it includes the following**:

1. Project title
2. Target community(ies) of the programme
3. Amount of the application (USD$3,000 - $5,000 maximum)
4. Proposed timeframe for the initiative - Please note that we are currently providing funding for a period of one year (12 months) maximum.
5. Brief description of the request in 1 to 4 sentences

**Narrative description - Ensure that it includes the following elements:**

1. A detailed description of the proposed creative project/application, including proposed activities, objectives, main aims and expected outcomes. Please explain carefully how these results will be measured

* Please indicate if the project is already underway and/or if you have already received funding for part of the implementation.

1. How the project meets the needs of the communities for which it is planned.
2. The name of the partner organisation/group/association with which the project will be implemented.
3. How the project contributes to the strengthening of the movement at local, national and/or regional level.
4. One or more clearly formulated key learning questions that you want to answer by implementing the creative project/application.
5. An overview of collaboration with organisations, associations, groups in at least one of the nine ISDAO focal countries, if applicable

## Budget

Please include the total budget for the proposed project, with a breakdown by item. If your concept note is selected for the virtual presentation, you will be asked to submit a detailed budget by a certain deadline.

**Example of a budget broken down by item for the concept note below**

|  |  |
| --- | --- |
| **SIMPLIFIED BUDGET** | |
| **Line Headings** | **Amount (In USD)** |
| ***I- Operational and administrative costs*** | ***1 500,00*** |
| ***Salaries / Fees / Bonuses*** | ***1 000,00*** |
| ***Administrative costs / Operating costs*** | ***500,00*** |
| ***II-*** ***Implementation Costs*** | ***2 000,00*** |
| ***Activity 1 / Step 1*** | ***500,00*** |
| ***Activity 2 / Step 2*** | ***500,00*** |
| ***Activity 3 / Step 3*** | ***500,00*** |
| ***Activity 4 / Step 4*** | ***500,00*** |
| ***III-*** ***Cost of materials, working tools, equipment, etc.*** | ***1 000,00*** |
| ***Material 1 / Work tool 1 / Equipment 1*** | ***250,00*** |
| ***Material 2 / Work tool 2 / Equipment 2*** | ***250,00*** |
| ***Material 3 / Work tool 3 / Equipment 3*** | ***250,00*** |
| ***Material 4 / Work tool 4 / Equipment 4*** | ***250,00*** |
| **TOTAL BUDGET (I+II+III)** | **4 500,00** |

**Format guidelines**

Text document

Page limit: 3 pages

Format: Microsoft Word