**INSTRUCTIONS AND CHECKLIST FOR LGBTQI *Organisations/Groups***

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.

**If your group/organisation has any grant (Regional grant or Love Alliance grant) with ISDAO that is currently ongoing or about to begin, you cannot apply for this Asanka grant. However, if your only current/ongoing grant is the Asanka grant, you may submit a new application.**

Is your group/organisation community-based? Yes  No

Does your group / organisation work in at least one

of the nine ISDAO focal countries? Yes  No

Does your proposal/request benefit LGBTQI persons? Yes  No

Is your organisational group led by LGBTQI people? 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 Organisations/Groups**

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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of your organisation/group:** | | **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)** | |
| **Contact person 1 (full name)**  **Pronoun(s):** | | **Contact details**  **Address:**    **E-mail:**  **Telephone number:**  **WhatsApp number:** | |
| **Contact person 2 (full name)**  **Pronoun(s):** | | **Contact details**  **Address:**    **E-mail:**  **Telephone number:**  **WhatsApp number:** | |
| **Year your organisation/group was founded:** | **In which country is your main office located?** | **What best describes the level at which your organisation/group works? (*Tick more than one box if necessary*)**  **Local**  **Infra-National**  **National**  **Regional**  **International** | |
| **What is the main purpose of your application to ISDAO?** | | **Amount you**  **Ask for (in US dollars)** | **Duration of the project/support**  **(Maximum 12 months)** |
| **Have you ever received funding from ISDAO?**  **YES  NO**  **If yes, total amount in USD$:** | |
| **Overview/Information on the organisation**  **(100 words maximum)**  *(A brief description of your organisation(s) and why you are well placed to carry out the proposed initiative)* | |  | |
| **Your references**  *Please provide contact details of two references who can provide reflective references on your organisation's/group's 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. How the project contributes to the strengthening of the movement at local, national and/or regional level.
3. One or more clearly formulated key learning questions that you want to answer by implementing the creative project/application.
4. An overview of the collaboration with other organisations, associations, groups, if any

## 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**

|  |  |
| --- | --- |
| **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