## 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.**

**If you are in a leadership role in an organization (executive director, coordinator, president, program manager, etc.), ensure that the creative initiative you wish to submit does not fall within your organization's focus areas.**

**Are you a member of the LGBTQI community?**

Yes  No

**Are you from one of ISDAO’s focal country, and based there or in the diaspora?**

Yes  No

**Does your proposed project focus on local LGBTQI communities in at least one of ISDAO's focal countries or at regional level?**

Yes  No

**Does your proposal benefit local LGBTQI people in at least one of ISDAO's 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 of no more than three pages, excluding the information page. Applications should include all the details requested below and adhere to the provided guidelines.**

|  |  |  |
| --- | --- | --- |
| **Your surname(s) and first name(s)**  **Your pronoun(s) :** | **Within the wider LGBTQI community, there is a diversity of identities and communities. Please briefly describe the particular communities you work with (100 words maximum.** | |
| **What is/are your country(ies) of origin and residence?** | **Contact**  **Address:**  **E-mail :**  **Phone number :**  **WhatsApp number :** | |
| **How long have you been an activist?** | **What best describes the level to which you have engaged as an individual in the LGBTQI movement in West Africa? (*Check more than one box if necessary*)**  **Local**  **National**  **Regional (West Africa)** | |
| **What is the main purpose of your request for this grant?** | **Amount requested (in U.S. dollars)** | **Duration of project**  **(Maximum 12 months)** |
| **Are you associated with an organization/group that has already received funding from ISDAO?**  **YES NO**  **If yes, what is the 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 lead the proposed project).* |  | |
| **Your references**  *Please provide contact information for two references who can provide thoughtful reflections on your work for the LGBTQI community.*  **Reference 1:**  **Name :**  **Organization:**  **E-mail :**  **Phone number :** | **Reference 2:**  **Name :**  **Organization:**  **E-mail :**  **Phone number :** | |

**The following information must be provided within 3 pages**

**Overview – Please ensure your application includes the following:**

1. Project title
2. Program target community(ies)
3. Requested amount (USD 7,500 maximum)
4. Proposed timeline for the project - (12 months maximum)
5. Brief description of your request in 1 to 4 sentences

**Narrative description - Please ensure your application includes the following:**

1. A detailed description of the proposed creative project, **including proposed activities, objectives, main goals and expected results**. 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 organization/group/association with which the project will be implemented.
3. How the project contributes to strengthening 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.
5. An overview of collaboration with organizations, 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 line item. If your concept note is selected for virtual presentation, you will be asked to submit a detailed budget by a certain deadline.

**Please find an example of a budget broken down by line items below.**

|  |  |
| --- | --- |
| **SIMPLIFIED BUDGET** | |
| **Line heading** | **Amount (in USD)** |
| ***I-Operating and administrative costs*** | ***1 500.00*** |
| ***Salaries / Fees / Bonuses*** | ***1 000.00*** |
| ***Administrative costs / Operating expenses*** | ***500.00*** |
| ***II-Implementation costs*** | ***2 000.00*** |
| ***Activity 1 / Step No 1*** | ***500.00*** |
| ***Activity 2 / Step No 2*** | ***500.00*** |
| ***Activity 3 / Step No 3*** | ***500.00*** |
| ***Activity 4 / Step No. 4*** | ***500.00*** |
| ***III-Cost of materials, working tools, equipment, etc.*** | ***2500.00*** |
| ***Material 1 / Work tools 1 / Equipment 1*** | ***750.00*** |
| ***Material 2 / Work tools 2 / Equipment 2*** | ***750.00*** |
| ***Material 3 / Work tools 3 / Equipment 3*** | ***750.00*** |
| ***Material 4 / Work tools 4 / Equipment 4*** | ***250.00*** |
| **TOTAL BUDGET (I+II+III)** | **6 000.00** |

**Format guidelines**

Format: Word document

Page limit: 3 pages