**CALL FOR PROJECT PROPOSALS**

***No One Left Behind Fund***

**Working towards socio-economic justice:**

**addressing LGBTI homelessness in the European Union**

**Application form**

Designing a project proposal takes time and effort. To be mindful of it, we encourage you to start by reading the call for proposals carefully and checking if your project and activities are a good fit for this call.

The last day to submit your application (deadline): 1 May, Monday, 23:59 CEST

Applications should be sent to: [nadzeya@ilga-europe.org](mailto:nadzeya@ilga-europe.org)

Here are the Do’s and Don’ts when submitting an application:

|  |  |
| --- | --- |
|  |  |
| All the sections and the budget template are completed | Incomplete application forms |
| Submitted by Monday 1 May 23:59 CEST | Applications sent after the deadline |
| Sent to [nadzeya@ilga-europe.org](mailto:nadzeya@ilga-europe.org) | Applications sent through other channels |
| Application is submitted in English\* | Applications not in English |

*\*For this call for project proposals, ILGA-Europe can only review applications in English.* ***We understand that English is not the first language of most applicants.*** *So, we encourage you to use translation apps, such as* [*Google Translate*](https://translate.google.com/?hl=de)*, as needed. Try to use short sentences to get better translation results.*

## Information about the project and your organisation:

|  |  |
| --- | --- |
| Name of your organisation/group: |  |
| Country in the EU where you are based and work |  |
| Project title |  |
| Project period | 1 July 2023 – 1 July 2024 (fixed) |

|  |  |
| --- | --- |
| Budget requested in EUR | 20.000 EURO |

|  |  |
| --- | --- |
| Name and contact information (e-mail and phone) of the person responsible for this proposal |  |
| Topics and sizes (amount in EUR) of grants you have received during the last year. Please indicate the donors for each one |  |
| Previous projects funded by ILGA-Europe in the last five years. *Please mention the year that you submitted the final report for this project* |  |
| In case you don't have a history of cooperation with ILGA-Europe, please provide two external references. *Please note that by providing these names you authorise ILGA-Europe to contact these references* |  |

## Contact information:

|  |  |
| --- | --- |
| Postal address of organisation: |  |
| Email of organisation: |  |
| Phone number of organisation: |  |
| Website and social media (Instagram, Facebook or other) of organisation - if relevant: |  |
| If your organisation is registered with the authorities, please provide the official name and the year it was registered  If you are working with a fiscal sponsor, please provide the name, entity type (e.g. NGO), country and contact details of the sponsor. |  |
| Organisation/group is in existence since: |  |
| Both members and non-members of ILGA-Europe are eligible for this call. Is your organisation a member of ILGA-Europe? |  |
| Security information: please let us know if you prefer to use secure communication channels such as ProtonMail, Signal etc. |  |
| Please provide an up-to-date list of your Board members. |  |
| The information provided will be used solely for the purpose of processing your application. Information may be passed on to third parties (securely) but only for the purpose of assessing your application. **We are not able to process your application without this authorisation.** | O I agree  O I don’t agree |

# **Information about your organisation or group**

**3.1. Introduce your organisation/group by briefly** describing your work, priorities, forms of activism, and the LGBTI communities you are working with and for.

*Max 250 words*

**3.2. Describe your experience of working to address LGBTI homelessness.** Please be as clear and specific as possible to help us understand your track record in this area.

*Max 500 words*

**3.3. Peer-learning and networking among grantee partners is a central component of this programme.** If you are selected, what do you think you’ll be able to share with other organisations? This can include know-how’s and knowledge, but also questions and challenges.

*Max 250 words*

**3.4Describe the financial management systems you have in place.** What are yourinternal processes/ ways of managing money and checking that everything in your finances is correct?, Please focus on internal processes and actions rather than on the software you use. How do you track your expenditures and income to make sure that no money is lost or misspent?

*Max 150 words*

# **Project information**

**4.1. Project Summary.** Please introduce your project and the change that you envision as a result. Indicate how your project relates to the priorities of this call. Summarise the activities you will carry out. Your activity descriptions and timeline can be shared in the next section.

*Max 250 words*

**4.2. Activity Plan**

Please fill in this table with activity details, while respecting the project start and end dates, which are fixed: 1 July 2023 – 1 July 2024. You can add as many rows as you need to the table.

|  |  |  |  |
| --- | --- | --- | --- |
| Activity and who is involved | Who is the target audience | Month | Expected result |
|  |  |  |  |
|  |  |  |  |

**4.3. Context and change.** Please describe the **change** you envision as a result of your project, why it is important in your **context**, and how the planned activities will bring about this change.

*Max 500 words*

**4.4. Risks and mitigation**. What do you think is going to be difficult about this project? Please list any risks you see and what you will do to **mitigate** these risks. Examples of risks: “the team working on the project is not big enough or lacks experience”; “more time is needed to hire new people or build our own knowledge at the beginning of the project”.

*Max 200 words*

**4.5. Team of the project:** Who will work on this project and what experience and skills do they bring to the project?

*Max 200 words*

**4.6.** **Any other information** that you’d like us to consider while reviewing your application.

*Max 150 words*

1. **Budget**

Your project budget should be submitted only via our budget template, provided as a separate Excel document. The budget template contains three tabs: guide, budget and narrative. Please read the guide in the first tab before you start filling the budget template and only fill in the parts marked in yellow in the budget and narrative tabs.