

## Guiding example for completing the application from

### 3. Information about your organisation or group (maximum 2 pages)

- a) **Primary target group of your organisation (for instance: “lesbian, bisexual and trans women in Izmir”, or “LGBTI people in Mersin”).**
- b) **Tell us about your organisation/group’s priorities, areas of work and achievements in the past 3 years.**

We work to increase capacities of transgender people, strengthen the trans community, raise trans awareness and trans sensitivity of society in all issues related to transgender people, as well as the availability of trans-competent medical care. By our efforts and with the support of allies we are creating an environment where trans people can live a life of dignity. Our Areas of work are (1) Increasing capacity of trans people, creating a strong trans community with developed self-awareness and mutual support, able to achieve systemic changes; (2) Raising of trans awareness and spreading of trans sensitivity and trans-inclusiveness: in society as a whole, among key professional groups for trans-people, in a human rights environment, within the LGBTI community itself; (3) Attracting and supporting key groups of allies: family and friends, psychologists, doctors, journalists and others, increasing their trans-competence, mobilizing allies.

The Organisation is the largest trans led, community-based initiative in the Country. We have an All-Russian volunteer program, now in Organisation volunteer team are 48 people throughout the Country. Our support groups for trans people in are visited by 600 people a year. Our peer-to-peer online consulting service serves 3 000 trans people throughout the Country per year. In 2015 we have developed and implemented community-based technology “Trans People Visiting Doctors” which includes the following components: translated into local language and published with the recommendations of local doctors “International standards of medical care for transgender people”, trans-volunteers undergo training “Visit to a doctor”, and then they are visit doctors in their local state clinics. The project according to this methodology is ongoing, to date, 200 volunteers have been prepared, more than 500 visits have been made, contacts of 200 friendly doctors are in the database charge. The technology “Trans People Visiting Doctors” is described and transferred to other regions of the Country.

In 2018, we reached an agreement on partnerships with the psychiatric hospital network in the City. We held a round table “Transgender Patients: Needs of Psychiatric Care in the City” for psychiatrists and sexologists of the hospital with the support and participation of management (60 doctors participated).

- c) **Who makes decisions in your organization about implementing activities and spending money, and how are these decisions made? How do the people that this grant targets take part of such decisions?**

The General Assembly is responsible for taking the major decisions of medium and long-term strategies and policies, electing the members of the board, organizing social and cultural activities. The Executive President, together with the staff, consultants and volunteers are in charge of the everyday work. Organisation’s Board of Directors is responsible for the policy making of the organization within the frame conferred by the statute of the organisation and the decisions of the General Assembly. Board members are not paid for their work and cannot be at the same time paid staff members. All of them are professionals relevant to organization’s mission.

The organisation currently reunites 16 active members with voting rights, a board comprised of 5 members, including a secretary, and 2 co-presidents. All board member positions are not remunerated. The current team is comprised of an executive director, a volunteers coordinator, a financial manager and an administrative assistant. We also employ staff and experts on temporary contracts, depending on project-base work. We have roughly 48 active volunteers, engaged in event organizing, community building, design and communication. Furthermore, the organisation has roughly 200 supportive members, who do not vote in a General Assembly, but engage in community activities.

The project expenditure will be approved by the executive director, who will also coordinate this project, and financial officer. The project assistant also fulfils the role of community outreach, working with youth in order to promote community participation to project activities and maintain a strong link to the community, with a focus on the trans and roma communities.

**d) Who will contribute to the management of this grant and in what roles? What experience and skills do they bring to the project? (Board, volunteers, members, staff)**

The core team of the organization consisting of 3 persons (name, position, etc) will be the team of the project which have been working in the organization since 2018. .

The project will be coordinated by Name, organisations permanent staff since March 2017, experienced in project management, legal and sociological research, advocacy, working with various stakeholders and legal and advocacy drafting. Financial records will be kept by Name, current financial manager since June 2018. Project activities will be implemented, with the support of the previous mentioned individuals, by Name, transgender rights activist and community leader. Name has been a youth trans activist for the past 4 years, and organised roughly 300 trans adolescents on social media, provided resources and links to health care professionals and other services. Name will work part time on this project, while extending the outreach of the project to other vulnerable and marginalized groups across the country.

**e) Topics and sizes (amount in EUR) of grants received during the last 2 years indicating donors for each one.**

- "Name of the Project", name of the Donor, dates of implementation, amount in €
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**f) Describe your internal processes or ways of managing funds and financial resources.**

Organisation's finance team follow up the account activities in order. They give sequence numbers to each activity. Owing to this process of numbering, they make sure that expenditures are made in specific projects.

For each project, the organisation has separate banking accounts mostly in order to prevent any confusions. For each project, finance team create monthly expenditure tables and through these numbers given they are able to follow the expenditures. They check the expenditures with these tables monthly. By this way, they become sure that current budget and expenditures are in line with each other. These tables prepared by Finance Coordinator are double checked by General Coordinator and assistant of General Coordinator regularly. Then they are approved.

**g) How do you track your expenditures and income to make sure that no money is lost or misspent?**

The organisation uses an accounting system named Zirve. This system is used by a certified public accountant. Our accounting system gets official/ legal through this system. As mentioned in the previous section, the organisation's finance team keep records of the expenditures and current budget through sequenced numbers given to the expenditures, and this system is checked by several staff member in finance team. Then it is approved by the General Coordinator.

SAMPLE