

Call for project proposals

Working with racialised LGBTI communities towards justice

Deadline: 2 April, Tuesday, 09:00 CEST (morning)

UPDATED ON 26 MARCH 2024

QUESTIONS and ANSWERS

- *This Q&A document is based on the questions we received during our [previous call for proposals](#) and during our conversations with partner organisations in the programme.*
- *This version includes updates as of 26 March, capturing the information requested and offered at the on-line Q&A sessions for this call which took place on 21 February and 21 March.*
- *If you still have questions, e-mail nadzeya@ilga-europe.org. Please, note that our office will be closed for Easter 30 March, 31 March and 1 April.*

The topics that are covered:

1. Intention of ILGA-Europe in announcing this call
2. Applying as a non-registered organisation with a fiscal sponsor
3. Applying in partnership
4. Applying as an individual activist
5. Applying as an individual researcher
6. Applying as mainstream human rights organisation
7. Applying from a country with an ongoing conflict
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9. Applying to get funding for existing or ongoing project/work
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1. Intention of ILGA-Europe in announcing this call

Question: What is the intention of ILGA-Europe in announcing this call and doing work with racialised LGBTI communities?

Answer: ILGA-Europe is dedicated to bringing resources and support to underfunded and under-resourced groups, and those under rising attacks. This commitment is part of our Strategic Framework and translates into our programmatic and advocacy work in support of the LGBTI movements across Europe and Central Asia, including dedicated support to racialised LGBTI communities; trans groups; emerging LGBTI initiatives working at the intersection of issues; and LGBTI organisations in countries with rapidly shrinking civil society space and deteriorating situations around human rights and democracy. As a regional umbrella LGBTI organisation, in fulfilling this commitment we anchor our work in allyship and in nuance over polarisation in an increasingly hostile environment, where divisions are imposed and (re)created within LGBTI movements, including those across class, race, gender identity axes, and across different types of activism.

Since 2022, ILGA-Europe has earmarked financial and other resources specifically in support of the work done by and for racialised LGBTI communities, which continues to be underfunded. Since spring 2023, we have had the privilege of supporting with funding and spaces a brilliant pool of organisations and groups addressing intersectional impacts of injustice, racialisation, racism and supremacy, and specific harms affecting the lives of racialised LGBTI communities across Europe. With this new call for

proposals, ILGA-Europe continues putting into practice our commitment to provide funds and support for this part of LGBTI movement.

2. Applying as a non-registered organisation with a fiscal sponsor

- **Question 1:** Can a non-registered group or organisation apply and how to apply in this case?

Answer: Yes, non-registered groups can apply, and to do so they need to find a fiscal sponsor through which they can receive funds from ILGA-Europe. A fiscal sponsor is a registered legal entity that is able to receive funds on behalf of a non-registered organisation or an organisation that can for other reasons not receive funds directly from ILGA-Europe.

In this case, ILGA-Europe can enter into trilateral agreements with non-registered organisations (the grantee) and the fiscal sponsor. The Grantee is the one fully responsible for the implementation of the project, while the fiscal sponsor agrees to act to facilitate the grantee's activities when solicited to do so by the grantee. In practical terms, this means that the Grantee owns and implements the project, while the fiscal sponsor assists with the financial management of the grant. Among the tasks, the fiscal sponsor will facilitate the transfer of grant funds to the Grantee, may make payments within the project when authorised by the Grantee, and will assist the Grantee with financial reporting by providing all necessary documentation. Grantee's and Fiscal Sponsor's responsibilities will be clearly defined in the grant agreement.

A fiscal sponsor may charge a reasonable fee for their services, or want an accountant's fee or a share of a finance person's salary included in the budget, and that is an acceptable cost. As a non-registered organisation, you can apply as a sole applicant just using services of a fiscal sponsor who can receive funds from ILGA-Europe. You can also apply in partnership with the fiscal sponsor. If applied in partnership, you are the leading organisation, with whom ILGA-Europe makes the contract (for more details see applying in **partnership**).

- **Question 2:** We are an LGBTI-led organisation and our fiscal sponsor is going to be an art institution that we've been working with. As being an ILGA-Europe member is a requirement for this call - who needs to apply for the membership - our LGBTI-led organisation or our fiscal sponsor?

Answer: Only LGBTI organisations can apply for membership. Additionally, if successful we will sign a grant agreement with you, indicating a fiscal sponsor in the agreement, but your organisation will be a grantee and the one responsible for the implementation of the project. So, in your case, your organisation needs to apply for membership and not your fiscal sponsor.

- **Question 3:** Our fiscal sponsor already supports other projects of our organisation. Is this acceptable that an organisation acts as fiscal sponsor for several projects or also for other organisations?

Answer: There is no limit of how many projects or organisations a fiscal sponsor can support. Actually, having already collaborated with the fiscal sponsor, or choosing a fiscal sponsor that already has experience of supporting non-registered partner organisations, can help you with the management of the grant.

3. Applying in partnership

Question: We are forming a partnership to apply. We are currently a consortium of which our Project Lead (the applicant) is an LGBTI organisation. Within the organisation, there is a department/group that consists of and works for racialised LGBTI persons. Do they meet the criteria for eligibility?

Answer: Applications from coalitions and organisations in partnerships are welcome. Please note that in applications made in partnership, the leading and main beneficiary must be the LGBTI organisation which is run by and works directly with and for racialised LGBTI communities.

The structure of the partnership and distribution of resources, roles and work need to be explained very transparently in an application form. In any partnership, we have to see that racialised LGBTI people are the primary vehicle for action and beneficiary (as in salaries as well as outcomes of the projects), with a meaningful role in decision making. You can use the application form to make sure all this is clearly outlined.

If the project is going to be implemented in partnerships where there are racialised and non-racialised LGBTI partners involved, the primary lead and beneficiary must be an organisation that is run by and works with racialised LGBTI people.

4. Applying as an individual activist

Question: The call invites applications from registered organisations or non-registered groups. Does this mean that an individual applicant operating under an Individual Entrepreneur licence is not eligible to apply?

Answer: You cannot apply as an individual person. We can fund either registered or non-registered organisations/groups. (For more details on applying as a non-registered organisation, see the section: *On applying as a non-registered organisation and fiscal sponsor.*)

5. Applying as an individual researcher

Question: I am a researcher at a University and lead on research related to racialised LGBTI issues - can I apply?

Answer: The programme and call for proposals are intended for LGBTI groups and organisations across Europe that are working with and for LGBTI communities. Projects by individuals are not a match for this programme and won't be considered.

6. Applying as mainstream human rights organisation

Question: We are an NGO that works with LGBTI communities and on the rights of LGBTI people as part of our mission, among other priorities. Can we apply for this call? Can we apply for support to train staff members on LGBTI issues in order to make practices and policies of the organisation more inclusive?

Answer: The programme and call for proposals are intended for LGBTI groups and organisations across Europe that are working with and for LGBTI communities. Building capacity of mainstream human rights organisations on issues pertaining to the rights and experiences of LGBTI people is outside of the scope of this programme.

7. Applying from a country with an ongoing conflict

Question: Due to conflict in my country, many people have left. I believe most of the project participants will be from the region (the country) by birth, but they will most probably currently reside outside of their country of origin. Is it an issue?

Answer: No, it is not a problem. We recognise that due to crises and ongoing conflicts in some regions, many activists and LGBTI people have been displaced and left the countries of their residence. You can specify this in the application form.

8. Working with a racialised LGBTI population that is based in a different European country

Question: We are based in one European country and are planning to work with our communities in another European country. We are an organisation of and for racialised LGBTI people. Is it an eligible type of work or should we only work with racialised LGBTI communities in the country we are based in?

Answer: We understand that conflicts, migration patterns and other factors may necessitate work across borders and across different countries. Please, use the application form to explain your context, indicate the gaps your organisation wants to address in this particular case, and outline why it is essential to engage with these particular communities, while being based in a different country. Please, note that this call is intended for the LGBTI organisations based in Europe and working with racialised LGBTI communities in Europe.

9. Applying to get funding for existing or ongoing project/work

Question: Can the funding be used for an existing project/ongoing work if this fits with the call's aims, or does it need to be a new project?

Answer: Yes, the funding can support ongoing work/project, given the work/project fits into one or both areas of the call. For us to make an informed decision about your application, we would need to have a clear and transparent picture of the ongoing work, its scope, what part of it is the project you

are applying with, and what activities and outcomes are supported by other sources/ other funders (with an indication of the sources/ funders and the amounts). This will allow us to see what our funding would contribute to and how it fits in the ongoing work, if the project is selected. You can expand on that in the application form.

10. Applying when you have funding from other ILGA-Europe's programmes

Question: Currently, we have a project supported by ILGA-Europe under a different programme. Are we eligible to apply for this call of proposals?

Answer: Yes, you are eligible to apply. Implementing a project funded by a different programme at ILGA-Europe does not prevent you from applying for this (or any other) call at ILGA-Europe, and if successful receiving the funding.

11. Applying when you have never had funding before

Question: This is our first application and we cannot show an experience of managing grants. Will it affect us getting funding? What kind of support will be available to us if we do get funding from ILGA-Europe?

Answer: We are aware that this part of LGBTI movement has been historically underfunded, so we do expect that some groups who will apply may have little experience in managing finances (in accordance with donor's requirements). This being the first grant received and/or having little experience in managing grants does not prevent you from applying. We do ask a few finance-related questions in our application form (section 3). In this section, we ask you to provide an overview of grants you received, for us to know if you have managed grants before. We then ask you to do a few small practical financial exercises, for us to understand how you approach financial management and reporting. This will give us an idea about your financial capacity and systems, and an understanding of what support you may need as a group if you are selected.

If you are selected, we will provide some guidance and support. As part of the grant agreement package, will send you a guide that outlines administrative and financial responsibilities of this grant. Moreover, we will guide you through the reporting deadlines and financial and administrative requirements during our first call in June, explaining all the supportive documentation you need to collect and how to fill the Excel sheets for the interim and final financial reports.

We will also direct you to some already available resources in our LGBTI activist resource centre, The Hub, and Antonella Cariello, the Grants Officer for this project, will be reachable by e-mail throughout the duration of the project to answer any additional questions you may have. Based on your group's need, we may also define additional support; for instance, a pre-financial report call or a specific webinar on common issues.

12. Submitting several project proposals

Question: Can an organisation submit two separate (different) proposals?

Answer: Yes, an organisation can submit two different proposals. They will be evaluated separately and they both have to adhere to the criteria for the call. We are aware that applications take a lot of time, often from activists and groups for whom time is an already scarce resource. Hence, we want to note in transparency that the number of submitted applications will not by itself increase the chances of a successful application. We are happy to answer any questions to help groups in navigating the call for proposals and making their choices of what to apply with.

13. Including multiple activities into a project

Question: Can we submit one application with multiple activities inside, given all the activities serve the same overall purpose?

Answer: Yes, the project can consist of various activities. For example, it can have a set of activities during a Pride month; a series of monthly gatherings for your community; or a few workshops for your team to enhance certain skills (please note, this is a generic example coming from several supported projects in [a current program](#)).

14. Working with refugees/asylum seekers who do not hold European citizenship

Question: We are planning to work with refugees/asylum seekers. Do our beneficiaries have to have European citizenship for us to apply with a project and for it to be eligible for consideration?

Answer: No, your beneficiaries don't have to hold European citizenship. We understand that migration/refugee status is often part of lived experiences of racialised LGBTI communities across Europe. However, please, note that your group and the communities you work for and with need to be based in Europe, regardless of the status.

15. Including training for the team and/or strategic team meetings

Question: Can we propose a project or activities that enhance the cohesion of the team, strategic thinking and/or enhance skills of team members?

Answer: Strengthening internal organisational structures, skills and practices to build a sustainable presence for and with(in) the communities and wider civic society space is one of the four areas of work that we will be gladly supporting. So yes, the projects that include any activities related to that are welcome.

16. Using art-based methods in proposed activities

Question: We work with art-based methods, are you interested in a project that use this approach?

Answer: We support LGBTI-led organisations across Europe that employ variety of methods and approaches in their work and activism. Some of the projects we support under [No One Left Behind Fund \(2023-2024\)](#) use art as one of the methods in their work with communities. Your project can have an art component as long as the project's content and main objectives are aligned with one or more of the areas of work under this call, and as long as the project is led by a LGBTI organisation (and eligible to apply – as in, your organisation is led by racialised LGBTI people and works with and for racialised LGBTI communities).

17. Europe: definition and eligibility to apply

- **Question 1:** Can you provide a list of countries that are considered part of Europe for this call?

Answer: For this call Europe is considered to include the following countries: Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, San Marino, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine and United Kingdom. *Please, also see question 2 below.*

- **Question 2:** How do you define the borders of Europe? Do you include, for example French colonies into the scope of funding? Can we work with the communities in the French overseas territories?

Answer: While we work only in Europe and Central Asia, we also recognise that overseas territories (both departments and communities) are part of France and exist within the French legal policy framework. We also recognise the colonial history and reality of these territories and acknowledge that sense of belonging to and forms of affinity with the region of Europe and Central Asia (and LGBTI movement there) can vary amongst LGBTI communities in overseas territories. Our work is strongly rooted in connections and exchange between LGBTI groups across the region, and this programme will also include such elements. With that, organisations from overseas territories are eligible to apply for this call (which includes funding support and on-line regular partner meetings). At the moment ILGA-Europe is in the process of analysing regulations and other aspects of working with the movement in overseas countries and territories (OCTs), so while funding in these areas will be eligible for us, we cannot at this point commit to other forms of support (such as in-person trainings).

- **Question 3:** Are UK-based organisations eligible to apply?

Answer: Yes, the UK-based organisations are eligible to apply. Please, note that under this programme we can support up to 12 organisations with up to 10 grants for the EU-based organisations, and *up to two grants for non-EU based organisations*. This distribution stems from the funding source that is available for this programme coming mostly from the European Commission as a donor.

18. The requirement of LGBTI organisation to be run by racialised LGBTI people and work for and with racialised LGBTI communities (eligibility to apply)

- **Question 1:** How strict is the requirement of an organisation to be led by racialised LGBTI people in this call?

Answer: This requirement is strict and is an eligibility criterion. Please, consult the call and other sections of this Q&A document where we explain the rationale of the call, the definition of “racialised” and why this call is not meant for white-led groups.

- **Question 2:** In terms of this requirement, is there a proportion of the organisation’s leadership/trustees that you require to be from racialised LGBTI communities in order to be eligible?

Answer: The funding under this programme is reserved and dedicated to the work of racialised LGBTI communities working for and with racialised LGBTI communities. Eligibility is based **not** purely on *representation* of racialised LGBTI people within the organisation or a team for the proposed project. We are looking to support organisations that have been founded and are governed by racialised LGBTI people, who form the mission of the organisation, make decisions, set the agenda for actions, implement the activities, and distribute the resources. We aim to support these groups in their work with and for racialised LGBTI communities.

- **Question 3:** We are a mixed group with different identities running a space for FLINTA* people and dedicating some seminars for BIPoC people. Can we apply to cover our costs related to providing spaces for racialised LGBTI groups (so they can come for free/little fees)?

Our requirement for the groups who apply for this call is to be led by racialised LGBTI people and work primarily (exclusively) with racialised LGBTI communities. The idea of the programme is that the funding and support (including sharing and networking space) in this programme are dedicated for and go to racialised LGBTI groups.

You can encourage the racialised LGBTI groups who are in cooperation with you to apply. You can support their application through partnership agreements (offering space and your skills), but the

applicant needs to be a racialised LGBTI group (or an association of groups) and the resources need to go to the group(s).

If you have a BIPOC subgroup in your collective working separately and specifically with and for BIPOC people, there could be a possibility for them to apply. If you have a doubt in terms of how eligible your organisation is for this call, please, email us at nadzeva@ilga-europe.org

- **Question 4:** A big part of our organisation consists of racialised LGBTI people but the rest of the organisation is white. Can we say that our organisation is led by racialised LGBTI people and are we eligible to apply?

Eligibility is based **not** purely on *representation* of racialised LGBTI people within the organisation. Please, see the answer to the questions above in this subsection, reflect on the identity and mission of your organisation and provide an answer in Section 2 of the application.

19. What does “racialised” mean in this call

Question: When you speak about “racialised” communities what do you mean?

Answer: When we speak about racialised LGBTI communities, we are referring to LGBTI communities whose lives - and life experiences - are shaped and limited by racialised profiling, racist structures, policies, treatment and discrimination. Because intersectional oppressions are rooted in the ‘logic’ of a human hierarchy, with Whiteness and patriarchy as supreme, we know that harm will particularly affect people racialised as Black, as well as Indigenous people, people of colour, racialised minorities in Western and Northern Europe (such as Roma, Kurds, Sami people etc.) and in Central and Eastern Europe (such as Crimean Tatars, people from Central Asia and South Caucasus in Russia etc.) In other words, racialisation will always create particular negative impacts on people who are seen as furthest from Whiteness and patriarchy (including gender binarism and hetero-normativity).

We understand that migration/refugee status and faith/religion intersections are often part of lived experiences of racialised LGBTI communities. Migration/refugee status is racialised profiling at its core. In the same way, religious dimensions are often part of racialised profiling, since they are rooted in the 'otherness' of non-Christians, or those whose type of Christianity deviates from 'White' denominations in a given society. This is why these intersections can be indicated and included in a project.

20. What does ‘LGBTI organisation’ mean?

Question: We are Black-led organisation with a majority of us being Black queer people. In our work, we focus on different aspects of our identities with a big focus on queerness but not exclusively. Are we eligible to apply?

Answer: We acknowledge that many LGBTI groups work on intersection of identities. As long as the LGBTI community (in general or some LGBTI subgroups), their rights and their lived experiences are at the core of your work, you are part of LGBTI movement and its landscape and are eligible to apply.

21. Anti-racism work done by white-led LGBTI organisations

Question: In our country at the moment, we do not have an LGBTI organisation or an organisation that also works on LGBTI issues where racialised communities are a part of the organisational structure. We are (so far) the only LGBTI organisation in the country working intensely on anti-racism and applying anti-racism strategies into our work. Would we be eligible for this funding?

Answer: We acknowledge that there might be local contexts with very few or no (known) LGBTI organisations and groups working for and with racialised LGBTI communities, with these communities being part of the organisation and not only beneficiaries. In these contexts, working proactively on anti-racism is crucial. However, this call has been designed specifically to provide funding for the work that racialised LGBTI communities are doing for and with racialised LGBTI communities.

22. Differentiating BIPOC organisations from white-led groups

Question: In this programme and call for proposals, will ILGA-Europe differentiate between BIPOC organisations and white-led organisations working with/for BIPOC people? How ILGA-Europe will ensure that those who are supported are indeed racialised led LGBTI groups?

Answer: In an application form there is a section (Section 2) with two questions that are designed specifically for us to see and assess whether an organisation fits the profile of groups we aim to support. Additionally, we go back to some of the applicants with follow-up questions as part of our selection process, including with questions about the profile of the group, its governance and communities. We do our own research into groups and organisations who apply; we draw on experience and knowledge of colleagues if we need to know a little more about applications; and we use references provided in the application if there are any specific questions about the groups that cannot be answered based on the information provided in the application, in follow-up discussions with applicants, or online.

23. Duration of the project

Question: Is there a minimum and a maximum duration of the project?

Answer: The length of the project is fixed: 12 months (you can see in it in the application form). All projects must start on 1 June 2024 and end on 1 June 2025. The programme is designed to not only support grants to LGBTI groups but to bring them together as a cohort. The same duration of the projects across the cohort will support a shared journey and will allow to make the most of the sharing spaces in the programme (e.g. partner meetings).

24. External references (when needed)

Question: We have never worked with ILGA-Europe and we need to provide external references in the application form. Who should we put as a reference? Do they need to be from a donor?

Answer: As a reference, you can provide a contact of a person who has worked with you in professional capacity, represents an organisation or a group, has a good knowledge about your group and can act as a reliable reference point for us to reach out to if we need to inquire about your group and your work. It can be a donor, it can also be a representative of a local partner organisation, for instance, or a leader of a group you have collaborated with (to give some examples).

25. Questions around ILGA-Europe membership

- **Question 1:** Is membership at ILGA-Europe usually a requirement to get funding or access other resources at ILGA-Europe?

Answer: No, in general, you can apply for our funding and access our learning resources without being a member of ILGA-Europe. This particular call is limited to member organisations due to the eligibility conditions of the European Commission, which is the main source of funding for this programme.

- **Question 2:** Do we have to be a member organisation at the time of submitting our application?

Answer: You have to be a member of ILGA-Europe OR your application for membership needs to be under consideration for the grant agreement to be signed with you and for the grant to be awarded. This means that you can apply for membership and apply for a grant in this call for proposals at the same time, and your application in this call will be eligible.

- **Question 3:** How to apply for membership?

Answer: ILGA World handles and grants membership for all six ILGA regions – Africa, Asia, Europe and Central Asia, Latin America and the Caribbean, North America and the Caribbean, and Oceania. Please find information about membership [on the website of ILGA World](#). ILGA-Europe member organisations from Europe and Central Asia are part of the overall ILGA World membership.

Membership fees are established on a sliding scale, with the amount that is paid in annual fees depending on the organisation's annual budget for the year of the payment. For example, with an annual budget under €10,000, the fee is €10 per year; if your annual budget is under €50,000, the fee is €30 per year. A full membership fees scale is available at the link provided above. Membership fees cannot be included as a cost in project proposals in this call, because this will constitute a conflict of interest.

- **Question 4:** What are the benefits and responsibilities of membership at ILGA-Europe?

Answer: Members participate in the ILGA-Europe governance. This participation is not nominal, but is at the heart of ILGA-Europe as a membership-based organisation. You will have the right to elect or nominate your candidates for the Executive Board of ILGA-Europe, vote on many important organisational issues, and ensure we are an accountable and inclusive organisation. General Assemblies happen twice a year. They are members' right and not an obligation. Members also participate in strategic processes, which define the way ILGA-Europe works and supports LGBTI movement in Europe and Central Asia. You can read more about membership rights and responsibilities [in our Constitution](#).

- **Question 5:** What is the presence of BIPOC-led queer groups within the membership of ILGA-Europe and what access do they have for funding and/or other resources?

Answer: Our list of member organisations is available [here](#). It is organised according to the countries where organisations are based and work in. We do not collect statistics on the profiles of member organisations (size of groups, time in existence, annual budget, focus issues, LGBTI (sub)communities organisations are working with, etc). We have been earmarking resources in support of LGBTI organisations working with and for racialised LGBTI communities since 2022, and we know from partner and applicant organisations how limited access to resources is. This is our second iteration of the NOLB programme dedicated to supporting the work done for and with racialised LGBTI communities across Europe. Our regional and issue-based programmes that are broader in focus have and will also serve to support this part of the LGBTI movement.

- **Question 6:** Can we apply for membership before the proposal deadline (2 April)? And if our application is still under consideration when the applications are assessed, will it have any effect on the outcomes of consideration/selection?

Answer: If your application for membership is under consideration as of 2 April 2024 (the deadline for this application), you are eligible to apply. There is a separate question in the application form where we ask if you are already member or if you have just applied to become a member. Your application for this call will be considered on par with those groups that are already members of ILGA-Europe.

26. Filling in the budget narrative part

Question: We don't know how to fill the budget narrative part of the budget template, can you please explain what we need to include?

Answer: The budget narrative is simply the description of the expenditures you have budgeted. In this section, you have to add all information about how you have calculated this cost and what it will cover. You can look at the **pre-filled budget example** we have included in the call to see how to build the budget narrative for the different budget categories. Indeed, all categories may need different

information, but the main guideline is to include all the details that can allow us to understand the reasoning behind a cost, and to check its proportionality and connection with the project activities.

27. Filling budget categories and buying office equipment

Question: We have classified our expenditures in different categories than the one indicated in the budget form, to reflect our project activities, and we have some doubts about how to fill it. Moreover, we would like to know whether we can include office equipment purchase in our budget.

Answer: To correctly fill the Budget Template, it is essential to respect the budget categories that are indicated and explained in the form. Therefore, if you have conceptualised your activities differently, you need to translate each cost to the correct cost categories. In the narrative page of the budget, you can always add an explanation about how each expense is related to the project activities. Look at the **pre-filled budget** included in the call if you would like to see an example.

Under this call, we can't cover the expenditure for office equipment purchases. We can only cover the depreciation of new and existing equipment. Depreciation is a method that charges the project for the cost of "wear and tear" of your equipment during the project. This means that you can charge a proportion of the total value of the equipment costs.

For example, if for this project you buy a computer for €480 that is expected to have a useful life of four years, it will be depreciated at a rate of €120 per year, or €10 per month. This means that if you are implementing a project that lasts 12 months, you can include 12 months at €10 per month of the computer into the financial report of the project (total charge to that specific project is €120).

28. Including voluntary work in the budget

Question: Some of our project team members will be working on a voluntary basis - should we include volunteer unpaid work in the budget? Should we indicate it in an application form?

Answer: Volunteer unpaid work doesn't need to be included in the budget as it won't represent an actual cost. However, we understand that a lot of work done by LGBTI activists (especially, those working on intersections) is unpaid so we encourage you to indicate it in the application form. This will help us understand the shape of the team, the functioning of your organisation and the actual work (paid and unpaid) that will go to the project. You can include this in Sections 2 and 4.

29. Information about your organisation's budget

Question: Do you need to know our 2024 budget?

Answer: In Section 3 of the application form, you need to include the topics and sizes of grants you have received in 2023. This is the only information that we need to assess your previous experience and capacities in managing grants.

30. External personnel costs

Question: Where can we include the external personnel costs and what can be included there?

Answer: External personnel costs can be included under the category “Consultants and providers”. Here you can indicate payments/honoraria for all services and consultancies provided outside of payroll for internally employed personnel, including any applicable taxes e.g. VAT. Examples of costs that can be included under this category are consultants, trainers, designers, translators.

31. Including salaries in the project

Question: The biggest part of our budget is going to consist of salaries to remunerate time of people who will be running the project - do you have a limit for the human resources cost for this project?

Answer: Under this call, there is no budget percentage limitation to cover personnel and consultancy costs, as long as they are directed towards the objective of the call. This means that you can include as many human resources or external personnel costs as needed, and these costs might represent a considerable share of your budget.

32. Providing names in the application: anonymity and confidentiality

Question: In the application there is a question about the team of the project. In our organisation, we work with highly marginalised populations (like sex workers) and we have concerns about anonymity and data protection. How should we fill that section and which measures do you have in place to protect anonymity in case our project is selected?

Answer: Working with LGBTI movement in Europe and Central Asia we are aware of the importance of ensuring data protection. Therefore, as far as the application form is concerned, when presenting your team, you can avoid including the personal details of the persons and just indicate their roles and responsibilities towards the project. In case your project is selected, all the information and contact details will be stored in a safe server and will not be disclaimed. This is a usual practice for the work we do, and we take data protection very seriously in all the aspects of our work.

33. Financial and narrative reporting

Question: In the call for applications, we have read there will be an interim financial reporting and a final narrative and financial reporting. We have never worked with ILGA-Europe before, therefore we are not familiar with your reporting structure, can you please explain what we might expect and how much time we have to allocate for the reporting?

Answer: For the financial reporting, you will need to list in Excel all the expenses you have incurred based on your project budget and submit the supportive documentation. If selected, you will get full instructions about which supportive documents are needed and on how to fill the Excel for the financial report. **The interim financial report** will cover the first months of the project and will be due

on 4 November. **The final financial report** will be due at the end of the project (within two weeks of completion of the project) and will cover the entire project period. The time you will need to allocate for the financial reporting depends on your capacities and the level of support needed from us. You will receive information about the expectations for financial reporting at the time of signing the grant agreement, so that you enter this programme with awareness of the reporting activities it entails. We support our grantee partners throughout the implementation if there are any difficulties and questions related to the financial management of the grant.

For **the interim narrative reporting**, ILGA-Europe uses progress calls (four calls over the 12-month period) to see how the project is going and if there are any changes, obstacles, needs. There will be four progress calls with ILGA-Europe (in June, September, January and April), each call lasting up to one hour. For **the final narrative reporting**, we ask you to write a final narrative report based on a template we will provide with the grant agreement. In essence, it's a set of questions about the project's results, activities carried out during the project, and insights that surfaced during the project's implementation. The final narrative report will be due with the final financial report, two weeks after completion of the project. Time you will need to allocate for the final narrative reporting depends on your capacities and support needed from us. SEE ABOVE – also relevant here.

34. Assessment of the applications

- **Question 1:** How will the applications be assessed and who will be assessing them?

Answer: There are two tiers of assessment of all applications. For this call, the pool of eligible applications will be first assessed by a selection committee composed of two Programmes Officers and a Grants and Finance Officer. The long-listed applications are then assessed by a committee made up of ILGA-Europe's Programme Director, Executive Director and Finance Director. We use discussion-based assessment (not points based) where we lean on the criteria listed in the call and look at a bigger picture of what comes through the pool of applications as key needs and forms of work in this particular part of LGBTI movement.

- **Question 2:** Often racialised LGBTI organisations lack experience and capacities that white-led groups have - in writing applications, using "the right language" etc. Does ILGA-Europe account for that and how it is reflected in the assessment process?

Answer: When we assess an application, we do not look solely on how "well" it is written (both in terms of use of English and use of the "right" words). We pay attention to an application as a whole - Does it give a clear straightforward answer who the group is and what it wants to do? Is there a clear connection between the group, the context, the communities, and the plan of work? Is the plan well thought through, doable and clear? The questions in an application form are formulated in a way that allows groups to tell the story of who they are and what they want to do. While we do have more formatted components like a budget, a financial section and a plan for activities, we do offer guidance in how to fill them in.



We are well aware that some parts of the movement historically have had less access to certain opportunities (this includes racialised LGBTI groups, working-class queer communities, trans-led groups, youth) and we do not expect the application to be perfect - this is why we always reserve time for fine-tuning the successful applications (in conversations with the groups) during the period of signing the Grant Agreement. We also offer accompaniment in the process of implementing the project so the groups gain additional skills and knowledge in grant management and project implementation. This is ILGA-Europe's approach of working with all partner organisations across our different re-granting programmes.

- **Question 3:** Does the programme aim to bring those groups that would be selected together to build networks and support each other? If yes, how does this consideration come into the selection process?

Answer: Yes, the programme will create spaces for the group to exchange and build connections through holding regular partner meetings (three meetings in 12 months). In the selection process, to the best of our ability we aim to support diverse projects that offer different approaches, methods and forms of activism. However, the merit of the project itself comes first and then when we see the outline of the cohort (as in, the group of organisations that have been selected) and we adjust our peer-learning and capacity building activities accordingly.