

Call for project proposals

# Working with racialised LGBTI communities towards justice

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

## QUESTIONS and ANSWERS

- This Q&A document is based on the questions we received during our [previous call for proposals](#) and our conversations with racialised LGBTI groups we have been working with.
- This document will be updated on 26 February and 26 March, after on-line Q&A sessions.
- You can come to one of **the on-line Q&A sessions**, which we will hold on **Wednesday, 21 February, 17.00-18.00 CET (register [here](#))** and **Thursday, 21 March, 12.00-13.00 CET (register [here](#))**. The questions and answers from these sessions will be included into updated versions of Q&A document for those who won't be able to be present at the sessions.
- If you still have questions, e-mail [nadzeya@ilga-europe.org](mailto:nadzeya@ilga-europe.org). All answers to the questions received via e-mail will make it to the updated Q&A document as well.

The topics that are covered:

1. Applying as a non-registered organisation with a fiscal sponsor
2. Applying in partnership
3. Applying as an individual activist
4. Applying from a country with an ongoing conflict
5. Applying to get funding for existing or ongoing project/work
6. Applying when you have funding from other ILGA-Europe's programmes
7. Applying when you have never had funding
8. Including training for the team and/or strategic team meetings
9. The requirement of LGBTI organisation to be run by racialised LGBTI people and work for and with racialised LGBTI communities
10. What does "racialised" mean in this call?
11. Anti-racism work done by white-led LGBTI groups
12. The requirement to be ILGA-Europe's member to be eligible to apply for this call (what does it mean and how to go about it)
13. Filling in the budget narrative part
14. Filling budget categories and buying office equipment
15. Filling the financial and narrative reporting

## 1. Applying as a non-registered organisation with a fiscal sponsor

**Question:** 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**).

## 2. 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.

### **3. 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.*)

### **4. 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.

### **5. 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.

### **6. 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.

## 7. 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.

## 8. 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.

### **9. The requirement of LGBTI organisation to be run by racialised LGBTI people and work for and with racialised LGBTI communities**

**Question:** 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.

### **10. 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.

### **11. 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.

## **12. The requirement to be ILGA-Europe member to be eligible to apply for this call**

- **Question:** 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:** 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:** 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:** 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](#).

### 13. 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.

### 14. 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).

## 15. 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?

**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.

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. 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.