itf
INTERNATIONAL TRANS FUND
Resourcing Trans Movements Worldwide

APPLICATION
GUIDELINES 2020

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APPLICATION GUIDELINES 2020

The International Trans Fund (ITF) is pleased to announce our fourth grant cycle. We warmly welcome applications from trans-led organizations with budgets below $150,000 USD based in any region of the world. The deadline to apply is December 2, 2019 at 5pm (ET/New York time).

We require all organizations to complete an application form. The application form is available on the ITF website (www.transfund.org). We strongly urge you to review these guidelines before you submit your application. If you have any questions, please contact info@transfund.org.

ABOUT US

The ITF was created to mobilize sustainable resources to help build strong, trans-led movements and support collective action, and to address and eliminate funding gaps impacting trans organizations across the globe. The purpose of the ITF is to:

1. **Build & Sustain the Fund** | Build and sustain a mechanism to support trans-led organizations of different sizes working on a range of issues at the international, regional, country and local levels, with a particular emphasis on organizations with access to fewer resources.
2. **Resource Trans Movements** | Increase resources and enhance access to resources to support trans movements, including:
   • Access to financial resources dedicated to trans-led organizations through grantmaking.
   • Access to non-financial resources for trans organizations, such as skills building, organizational strengthening, leadership development and activist support.
   • Access to other and new donors for trans organizations, beyond the ITF's direct support.
3. **Educate Philanthropic Community** | Educate peers in the philanthropic community on trans issues and influence other funders and strategic allies in trans-related commitments and strategies.

ASTT(e)Q – Action Santé Travesti(e)s et Transsexuel(le)s du Québec (Canada)

Irish Trans Student Alliance (ITSA) (Ireland)

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OUR GRANTMAKING

The ITF is a participatory grantmaking fund and we take an activist-led approach that engages trans people in our grantmaking process. This means that trans people are actively involved at every stage, from determining funding priorities to reviewing applications and making decisions about which organizations get funded. We want to ensure widespread trans community participation as well as foster trans leadership and collective ownership of funding decisions. We believe that this approach to philanthropy increases the diversity of decision-makers, strengthens decisions and allows more funding to reach diverse trans organizations at the grassroots level. Over the past 3 grant cycles, the ITF has awarded $1.815 million US dollars to 75 trans-led organizations in 50 countries worldwide.

All eligible applications are reviewed by the Grant Making Panel (GMP), a group of 15 trans activists from across the globe. The GMP selects the grantee partners and the ITF Steering Committee ratifies these decisions. This is a highly competitive process as we receive far more applications from trans-led organizations than we can fund. Over the past 3 grant cycles, the ITF has funded approximately 11-14% of the eligible applications we received.

The ITF's participatory grantmaking process takes a considerable amount of time. For the fourth grant cycle, we will receive applications in December and they will be checked for eligibility. The eligible applications are assigned to the GMP who review and score. We then host an in-person meeting where we bring our GMP together to make decisions about which organizations will get funded. These decisions are reviewed and approved by our Steering Committee and funding will be disbursed in August 2020.

We know that organizations spend a lot of time working on their applications. For this reason, you will receive communication from the ITF to confirm that we have received your application, inform you if it is eligible, and if it is eligible, you will be told if your organization was successful or not.

Confirmation that application has been received	**Jan 20**
Confirmation of eligibility	**Feb 28**
Informed if your group has been awarded a grant	**June 30**

If you have not heard from the ITF by the above dates, please check your spam or promotion folders as our emails may end up there. You may also contact us about the status of your application at info@transfund.org.

OUR PRIORITIES

The ITF's priorities in this funding cycle are to:
- Fund a diversity of groups, including different regions, languages, gender identities, strategies and issues.
- Prioritize trans communities facing greater levels of marginalization (e.g. racism, classism, ageism, ableism, misogyny and so on).
- Support trans-led organizations whose work is intersectional and contributes to social justice, movement building, and the liberation of trans people.

ITF's Definitions

We believe that it is important to work towards shared understandings of the words we use. The ITF Steering Committee has developed working definitions for some key terms below.

Trans Movement Building

There are many diverse trans communities across the globe and there is no singular way to build movements. At the ITF, we see movement building as working on the collective processes that create shared vision, strategy, and action to challenge oppressive power dynamics. We identify movement building activities as those that strengthen trans communities, influence public discourse and seek to change social norms and public policy.

Marginalization

Marginalization or social exclusion occurs when a group is pushed to the margins of society and denied access to rights, resources and opportunities as a result of their identity, whether chosen or imposed. For instance, individuals may experience marginalization in relation to their gender identity/expression, sexual orientation, sex characteristics, race, ethnicity, disability, age, class, caste, geographic locality, etc. A person can experience marginalization on several grounds at the same time and this aggravates the marginalization experienced. For instance, trans people of color who are sex workers experience much higher levels of violence, discrimination and denial of services. The ITF prioritizes funding to trans communities facing greater levels of marginalization.

Intersectionality

Intersectionality is a framework that describes the dynamic between our different identities (e.g. trans woman, Black) and connected systems of oppression (e.g. cissexism, white supremacy). The ITF uses this term to refer to the complex and aggravating way that the effects of different forms of discrimination (e.g. cissexism, racism, classism, etc.) combine, mutually re-enforce, and intersect to compose systems of oppression. The privileges we enjoy, and the discrimination we face, are a product of our unique positioning in society as determined by our experiences and identities. For example, a trans person who is a rural Dalit experiences life in a certain way due to gender identity/expression, class, caste, race, language, religion and geographic locality. At the ITF we actively seek to support organizations that take an intersectional approach to their work.

Social Justice

Social justice acknowledges that there are power imbalances between different groups in different regions of the world but that we aspire to full and equal participation of all groups. This includes a vision of society that is equitable and where all members are safe and secure. The ITF supports trans organizations whose work contributes to social justice.

OUR PROCESS

The ITF has one call for applications for funding each year. Our fourth grant cycle opens on October 21 and closes on December 2, 2019 at 5pm (ET/NYC).

The ITF is only able to make one-year grants. Most grants will range between $10,000 and $30,000. Grants up to $50,000 may be considered in special circumstances. We do not accept applications for funding of more than $50,000 or less than $5,000. We prefer to provide organizations with general support (core funding). We trust organizations to know what they need. If your organization would like to apply for project funding, you can specify this as part of your funding request.

We encourage organizations to submit applications from any region in the world and we accept applications for funding in English, French, Russian, Simplified Chinese and Spanish.

Organizations may only submit one application. If an organization submits more than one application, both may be found to be ineligible.

Trans Pre-Conference at CFCS VII (Kenya)

ELIGIBILITY

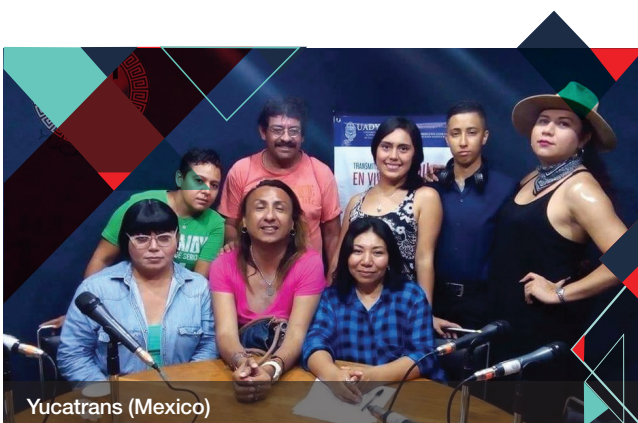To be eligible for funding organizations must meet the following criteria:

1. Be trans-led:
   a. Trans people must be in decision-making roles, including setting the organization's strategic and financial priorities, **and** make up 75% of the staff, spokespeople, and Board or decision-making body.
   b. If this is not the case, organizations must demonstrate how trans people make budget, organizational and strategic decisions.
2. Have an operating budget under $150,000 USD.
3. Be a group of people (i.e. not an individual).
4. Main focus of work is to benefit the trans community.
5. Contribute to movement building, not just providing direct services.

Applications that do not meet these criteria will be found to be ineligible and will not be reviewed by the GMP.

WHAT WE DO NOT FUND

The ITF does not fund the following:
- Individuals.
- Organizations that are not led by trans people (even if they are working on trans issues).
- Organizations that do not do work specifically to benefit trans people or communities.
- Organizations, collectives, and networks with operating budgets above $150,000 USD.
- Organizations and projects that only provide direct services to individuals without contributing to trans movement building in some way.

Yucatrans (Mexico)

Transgender and Intersex Africa (South Africa)

GENERAL TIPS FOR WRITING A STRONG APPLICATION

- **Make sure your application is complete.** Fill in all fields of the application form and include the requested details. Respond with N/A (not applicable) to questions that are not relevant to your organization. Do not leave a question blank. The ITF will not follow-up on incomplete applications and if it is not complete your application may be considered ineligible.
- **Be clear and concise.** We follow a strict page limit as this will help us fairly evaluate applications. **Applications must not exceed 8 pages.** Font size should be no smaller than 11pt. Please note that to be fair, we will not review materials after 8 pages. Additional materials (reports, strategic plans, etc.) will **NOT** be reviewed.
- **Follow the 3-4-1 formula.** Due to the strict page limit, you need to be strategic with how you use your space. We suggest that you allocate up to 3 pages to PART 1: Organizational Background, 4 pages to PART 2: Funding Request and 1 page to PART 3: Financial Information. Do not forget to provide referees under PART 4.
- **Remember your reviewer.** Your application will be reviewed by ITF's GMP who are trans activists from different parts of the world. This means you should write to your peers, but know they may be peers who know very little about your working context. Trans activists know the importance of your work, just remember to describe its specifics well.
- **Make your application stand out.** Be clear about what you will do with the funding and make sure you tell us what impact it will have on your community and the trans movement. The competition for funding is very high and you need to make a case for why your work is important to trans movement building in your region.
- **Be realistic.** You are the experts of what needs to be done in your context so tell us what your organization wants to do and not what you think we want to hear. The best applications are ambitious but realistic. This also includes the budget – ask for the funding that your organization needs to do the work.
- **Check your details.** Make sure you check that your contact details, especially your email address, are spelled correctly. If we cannot get in touch with you, it will delay the process.
- **Referees.** When you select referees, choose 2 people that know your organization and that will give an honest and thoughtful reference. These cannot be members of your organization but should be colleagues, funders or representatives of civil society. Please do not list ITF GMP or Steering Committee members as referees. Remember to inform your referees about your application and the need to respond to our request.
- **Budget.** The ITF has adopted a simplified budget reporting table within the application form. This has been changed to reflect the ITF's belief that grantees and the GMP should focus on the work itself versus budget lines. You must fully complete the table.

UNDERSTANDING THE CRITERIA

Criteria 1: The organization must be trans-led

Trans people must be in decision-making roles, including setting the organization's strategic and financial priorities, and make up 75% of the organization's staff, spokespeople, and Board or decision-making body. If this is not your situation, you must clearly demonstrate how trans people make budget, organizational and strategic decisions in your organization.

TIP

Question 13 will tell us if your organization is trans-led. We ask you to tell us who makes the decisions and to list all the staff and Board clearly stating their identities and roles (we give an example below that protects the privacy of your members). We urge you to provide clear and concrete information which will enable the ITF to assess your organization's eligibility.

What do we mean by trans?

The ITF understands trans as a political term that defines the communities of people that we work with. We define trans people as individuals whose gender identity or expression differs from their sex assigned at birth. Some of these people identify and present themselves as male or female; others identify with a non-binary gender category. These identities or expressions may include trans women, trans men, fa'afafine, leiti, fakafifine, akava'ine, mahu, vakasalewalewa, palopa, Sistergirls, Brotherboys, whakawahine, tangata ira tane, muxhe, omeguid, travesti, two-spirit, hijra, bandhu, mangalamukhi, kinnar, thirunangai, thirunambi, khwaja sira, meti, katoey, waria, mak nyah, kua xing nan, trans laki-laki, transpinay, transpinoy, kwaa-sing-bit, and transgender, transsexual, genderqueer, gender non-binary, gender diverse, gender non-conforming, and agender people – to name just a few.

As part of the ITF's commitment to self-determination and decolonizing bodily oppressions, we are permanently committed and open to recognizing gender identities that emerge and that our communities claim within their socio-political contexts. These arise from the ongoing work of resistance and liberation that involves both the remembering and reimagining of gender identities and expressions. The ITF does not privilege any one gender identity or expression over another, including those communities who do not have specific terms to describe who they are.

East Africa Trans Health & Advocacy Network (Regional – East Africa)

Our organization is made-up of trans people but it is not quite 75% trans-led, are we eligible?

The ITF values trans leadership and decision-making. We selected 75% as a target to highlight how important we think it is for funding for trans work to go to organizations led by trans people. We know there are certain situations where organizations will not meet the target of 75%. For instance, there may only be 3 people in your organization and only 2 are trans or perhaps the environment you are working in is too hostile. If your organization is not 75% trans-led, this does not mean you are automatically ineligible. What it does mean is that we need you to tell us why you think your organization is trans-led and demonstrate how trans people make budget, organizational and strategic decisions. If this is not clearly demonstrated your application may be found to be ineligible so we encourage you to be very clear and precise.

Our organization is trans-led but we do not want to disclose the names and identities of our members, what should we do?

We do not require the full names of the trans individuals and we understand that for privacy, safety or security reasons you may not want to disclose names. Here is an example of how you could answer question 13 in the application form.

The country that we work in is hostile to trans people which can make it difficult for individuals to join our organization or to take part in activism. There are currently 6 members of our organization and 4 are trans, including 2 trans men, 1 trans woman and 1 non-binary person. The organization prioritizes trans leadership by ensuring that the Chair and Treasurer are both trans people. This guarantees that the responsibility for decisions related to the strategy and budget rests with trans people in the organization. We also strive to ensure diverse trans representation and have rotating trans spokespeople who take turns representing the organization.

Criteria 2: Operating budget under $150,000.

The ITF will only fund organizations that have an annual operating budget **under** $150,000 USD.

Criteria 3: Organization of people (i.e. not an individual).

The ITF is flexible and open to funding different forms of organizing. Please note that it does not matter if your organization is registered or unregistered. You can be organized as a support group, collective, network, project, etc. The most important thing to know here is that we do **not** fund individuals. You must be an organization of two or more individuals.

Criteria 4: The main focus of work is to benefit the trans community.

Your application must clearly demonstrate that the main focus of work that your organization does will benefit the trans community. If your organization includes trans people but the focus is not on benefitting the trans community, your organization is not eligible. If you are part of an LGBTI organization that works on diverse issues but not specifically on work that will benefit the trans community, your organization is not eligible.

TIP Question 19 of the application form asks about the impact that receiving this funding would have on your organization and/or on your work. This is where we encourage you to elaborate on how your work will benefit the trans community.

Criteria 5: Contributes to movement building, not just providing direct services.

There are many diverse trans communities across the globe and there is no singular way to build movements. At the ITF, we see movement building as working on the collective processes that create shared vision, strategy, and action to challenge oppressive power dynamics. We identify movement building activities as those that strengthen trans communities, influence public discourse and seek to change social norms and public policy.

We support a wide range of movement building activities, which can include awareness raising events, direct action, educational seminars, trainings sessions, support groups, media projects, political advocacy, resource development, art and activism collaborations, community-based research, community spaces, skills sharing courses, leadership or personal development programs, educational or political campaigns, demonstrations, mobilizing communities and many other activities. We are happy to support creative and innovative activities not listed above. However, these activities must contribute to movement building in some way. You must demonstrate this in your application.

The ITF will support organizations that provide direct services, for instance medical or legal advice or drop-in services. However, direct services cannot be the only activities that your organization engages in. Your organization must also engage in movement building activities as described above.

TIP Question 18 of the application form asks how the work you propose will contribute to trans movement building. Here we would like you to tell us exactly how you think your work will strengthen trans communities, influence public discourse and change public policy.

TransAction (Pakistan)

UNDERSTANDING THE SECTIONS

PART 1: Organizational Background

This section helps us understand your organization, who you work with and what you do. We know it can be difficult to keep answers short because of all the important work you are doing. However, we urge you to read the questions carefully and give us clear and concise answers.

TIP

In question 8 we ask you to tell us about the context that you work in. What are the issues you are experiencing at the local, national, regional or international level? Tell us about the biggest challenges that you have had to deal with and the opportunities that you see. Make sure that your application addresses the issues that you describe in this section. Please do not exceed the 150 word count.

TIP

Question 9 asks you to mark the gender identity/expression of the majority of individuals that you work with. Who participates in your activities? Who are the people who come to your events? Who are the people that use your services? Please only mark the field that applies.

Samoa Fa'afafine Association Inc. (Samoa)

Samabhabona (Baishamya Durikaron Samiti Regst.) (India)

TIP

Question 10 asks about the main populations that your organization works with. This could be your organization's membership or focus area. Please do not mark more than 3 boxes and ensure that you explain how you work with these populations in your application.

TIP

Question 11 asks about the main issues or topics that your organization is working on. Where do you invest most of your time and resources? We know many organizations work on multiple issues but here we ask you to mark the 3 that are the most relevant to this application. Please ensure that you clearly explain how you work on these issues or topics in your application.

TIP

Question 12 asks you to introduce your organization. We want to know about your organization's vision, mission, objectives, key activities and partnerships. This section will be used exactly as it is written for the summary that goes to the GMP if your application is selected to go to the in-person meeting, so be clear and concise. Please do not exceed the 200 word count.

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PART 2: Funding Request

This section tells us how much money your organization needs, what you are planning to do during the grant cycle, how this will contribute to trans movement building and the impact this funding will have. The ITF prefers to provide organizations with general support (core funding) because we trust you to know what your organization needs to do. General support provides unrestricted funding that enables an organization to carry out its mission. For example, this can be used to rent an office, pay staff, print resources, purchase computers or any other costs the organization deems necessary. If you would like to apply for a project grant, please explain what your organization is planning to do with the funding.

TIP Make sure that the total funding amount requested in question 14 matches with the total amount listed in your budget (question 16).

TIP Question 15 asks what you are requesting funding for. Please tick the box that describes what you want to do with the funding and make sure this answer reflects your responses in the budget template (question 16).

TransWave Jamaica (Jamaica)

HOW TO COMPLETE THE BUDGET TEMPLATE

Question 16 asks you to complete a simple budget template to provide information on your funding request. We encourage you to provide clear information to help the GMP understand what you want to do.

Here are instructions on how to complete the budget template:

1. The budget template has two sections. The first asks you to list all costs related to general support (core funding) (e.g. staff salaries, rent, etc.). The second section asks you to list any activities you are requesting funding for. Some organizations may choose to have all expenses listed in the first section or all expenses listed in the second section. Some organizations may choose to allocate expenses in the first and second section.
2. If you are requesting a project grant, please only complete the second section.
3. Provide as many details as possible in the budget to help the GMP understand what the grant will be used for and to evaluate if it is realistic and feasible.
4. Please state the amount in US dollars and not your local currency.
5. The total at the bottom of the budget template should equal the total amount you are requesting from the ITF.
6. If the budget is not complete, your application may be found to be ineligible.

Trans Pre-Conference at CFCS VII (Kenya)

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Example of a completed budget template

FUNDING REQUEST	BREAKDOWN OF ITEMS Fully describe the items you will fund with this grant.	AMOUNT IN USD Please state the amount of each item in US dollars.
1. General support (core funding) This includes operational and staffing costs (e.g. salaries, rent, utilities, security, capacity building, office equipment, etc.)	Salary for part-time Program Coordinator (20 hours/week).	$600/month x 12 months = $7,200
	Payment of office rent for 12 months.	$400/month x 12 months = $4,800
	Payment of utilities: - Electricity for 12 months. - Water for 12 months.	- $50/month x 12 months for electricity bill = $600 - $30 /month x 12 months for water bill = $360
	Capacity building expenses for staff: - Training course on leadership for Executive Director for 6 months. - Facilitation for Project Assistant to attend exchange building program for 3 months.	- $1,000 tuition fee for Executive Director to enroll in a 6 month training course on leadership. - $750 to facilitate project assistant to attend a 3 month exchange building program.
	Purchase of office equipment: - 2 laptops. - 1 printer. - Stationery (pens, notebooks, staplers etc.).	- $150 for 2 laptop = $300 - 1 printer = $100 - Stationery = $75
TOTAL EXPENSES FOR GENERAL SUPPORT		**$15,185**

2. Project grant (project activities)		
This includes project related activity costs (e.g. facilitators, transport, venue hire, printing, meals, accommodation, conference fees, etc.)	Host Trans Camp - Venue hire for 5 days. This includes accommodation for 20 participants and meeting space for 5 days.	$250/day x 5 = $1,250
	Travel to attend Trans Camp - Airfare for 20 participants from 5 regions.	$250 x 20 participants = $5,000
	Food and snacks - Three meals each day and snacks for 20 participants for 5 days (approximately $200 per person)	$200/person x 20 participants = $4,000
	Attendance of trans peer counsellor to provide onsite support and deliver workshop on self-care and healing justice.	- Travel costs = $250 - Food = $200 - Honorarium = $1,000
TOTAL EXPENSES FOR PROJECT ACTIVITIES		**$11,700**

TOTAL BUDGET REQUESTED (This should equal the amount you are requesting from the ITF)	**Core funding ($15,185) + project activities ($11,700) = $26,885**

TIP

Question 17 is the financial narrative, here is where you tell us what you want to do during the funding cycle. The GMP are reading many applications and trying to decide which organizations to fund so it is important that you show that you have a clear idea of what you would do with the funding and how it will advance your work. If you are applying for general support, tell us what you want to fund and why. If this is a project grant, tell us what activities are you planning to do. Where will these activities take place? How many people will be involved? Who will you collaborate or partner with? It should be clear at which level (local, country, regional or international) the work will take place. It is also advisable that you indicate if the work would still be feasible if your organization does not receive the full amount of requested funding. The GMP may decide to award your organization a grant that is less than what you requested if they believe that the money would still be useful.

TIP

Question 18 asks how your work will contribute to trans movement building in your context. Here we encourage you to reflect on the definition of trans movement building (see page 5). Tell us how your work will help strengthen trans communities, influence public discourse and change social norms and public policy. We encourage you to use clear examples.

TIP

Question 19 is all about the impact that the grant will have. This means we want you to tell us what you think will change as a result of your organization getting funding from the ITF. Here you should tell us exactly what you think will improve or change in your context or community as a result of funding. Will your work contribute to changing a law? Will trans people have better access to health services? Will your organization have stronger governance structures? Will your members have a safe space to meet? Please be realistic, we know that 1 year grants will not change everything so tell us what impact you think this grant will have.

Queerstion (Sweden)

Transgender Equality Uganda (Uganda)

PART 3: Financial Information

This section helps us understand your organization's financial profile. We want to know your operating budget and if you have been funded by other funders in the recent past. This will help us understand your organization's capacity and experience with funding.

In question 20 we ask you to state your organization's operating budget in 2019.

Income	
Expenditure	

Income refers to all of the money that your organization received in 2019 from grants, donations, merchandise, membership, etc. Expenditure refers to how much money you spent in 2019. We ask you to calculate your operating budget based on your income and expenditures between January 1 and December 31, 2019. As the year will not be over when you submit your application, we encourage you to estimate these figures.

You are required to give this information in US dollars. You can find a currency converter online, such as OANDA: https://www.oanda.com/currency/converter/

If your organization has or will have a surplus at the end of the year, please explain why. In some cases, this may be because a grant covers multi-years or because you were delayed in implementing a project. The more information you can provide about the surplus will help the GMP understand your funding needs.

In this section we also ask if you have previously received external funding. This refers to any grants your organization received from foundations, trusts, governments/multilateral/bilateral donors, corporations, embassies, etc. If you have, you must list the names of your current or former funders over the past 2 years (2018 and 2019) and the purpose of those grants. You do not need to tell us about individual once-off donations, fundraising events, merchandise sales, etc.

If your organization is or has been an ITF grantee partner in the past 2 years, please list it in the table provided.

TIP
Question 23 asks you to tell us about other funding you have applied for or are planning to apply for that relates to 2020. In the column marked status, please tell us if this funding is confirmed (you will definitely receive the grant), requested (you have submitted an application and are awaiting a decision) or planned (you intend to submit an application but the funding is not confirmed).

TIP
Question 24 asks if your organization has ever been an ITF grantee partner. Please note, if you have been an ITF grantee in the past 2 years this must be listed in the table in question 22. We also ask that you tell us how your current application will build on past ITF grant(s).

PART 4: Referees

You must list the names of 2 referees who the ITF can contact if your organization's application is selected to go to the in-person meeting. These should be individuals who are familiar with your work and have given you permission to be contacted by the ITF. Your referees should represent organizations that you have worked with. For instance, this could include a program officer of a current or former funder or a representative of a trans/LGBT/human rights organization you have collaborated with. These cannot be other members of your organization. Please do not list ITF GMP or Steering Committee (SC) members as referees.

VIDEO APPLICATIONS

In order to promote accessibility for all organizations, the ITF welcomes video applications. This is limited to organizations that do not have the capacity to write an application in English, French, Russian, Simplified Chinese or Spanish, but are able to provide a spoken application in one of these languages. All applications need to answer the same questions. We will require organization's to submit contact information and the budget template in writing.

Length and format of the video
The video must be a maximum of 10 minutes. Please use .mp4 and .mov formats. We appreciate and encourage videos that are "Selfie-style." You can record yourself looking directly at your smartphone, tablet or computer, telling us about your organization's work. No special effects, labels, or editing are required. Videos will not be accepted if we cannot see who is speaking on behalf of the organization.

Pesantren Waria (AL FATAH) (Indonesia)

Ouest Trans (France)

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CURRENT ITF GRANTEE PARTNERS

The ITF welcomes applications from current grantee partners. We know that trans movement building is a long-term process. You will need to submit the application form which will be reviewed in the same way as other applicants. This approach is different from many grantmakers that have specific renewal processes. The reason we do it this way is to adhere to our participatory grantmaking approach by ensuring all applications are reviewed by the GMP in the same way. If you are applying for a new grant, you should ensure to acknowledge ITF funding in PART 3: Financial Information section of the application form.

TIP

If you are a current grantee partner, we encourage you to use questions 19 and 24 to tell us how you plan to build on the work that you have already been funded to do and tell us explicitly why your organization needs additional funding. We urge you to think about your organization's sustainability and build it into the work that you are doing.

All current grantee partners that are applying for a grant will need to submit the interim report by the deadline (Feb 1, 2020) in order to be considered. The report will be made available to the GMP during the review of your application.

LITE Organization (Malawi)

ITF STEERING COMMITTEE (SC) AND GRANT MAKING PANEL (GMP) MEMBERS

The ITF strives to ensure transparency, fairness and integrity. Our aim has always been to balance the need to resource trans activism and not limit opportunities for underrepresented trans-led organizations with the need to sustain the ITF as a functioning, long-term and trusted initiative. Since the beginning of our grantmaking, the ITF has allowed organizations that include Steering Committee (SC) and GMP members to apply for ITF funding. We understand that many of the individuals who volunteer for the ITF are also part of trans movements in their countries and regions and need access to funding. In order to promote the integrity of the process, we instituted a number of checks and balances in an effort to prevent real or perceived conflicts of interest and ensure fairness and transparency at every stage of the process. During the course of our grantmaking, the ITF has funded 75 incredible organizations across the globe, including those with SC or GMP members.

Cólectivo Intercultural
TRANSgrediendo (US)

This year the ITF has changed our policy. Over the past 3 grant cycles, we have received a number of examples of how the current approach is failing to provide sufficient safeguards for the fund's credibility. As a result, the SC devoted a considerable amount of time to considering this issue and have created a new policy to guide the ITF. A conflict of interest, even if only perceived, may be detrimental to the sustainability and credibility of the organization. The decision was made that organizations where SC and GMP members are involved can no longer apply for funding while the individual is a sitting member of either ITF decision-making bodies.

Going forward, SC or GMP members or their family members cannot be significantly involved in any organization that is applying for funding from the ITF. A person or their family member is considered significantly involved if any of the following conditions apply:

1. Is a paid staff member;
2. Is a Board or steering committee member;
3. Is involved in key decision-making in the organization;
4. Is a volunteer that is significant in the organization (e.g. being involved in the day to day work of the organization or contributing more than 15 hours a week);
5. Is legally or fiscally responsible;
6. Is a paid consultant;
7. Has been involved in any of the capacities mentioned above in the last 12 months.

In addition, members of the SC or GMP may not benefit financially from the grants they assess.

A SC or GMP member and the organization they are involved in can apply for ITF funding immediately after the SC or GMP member has resigned from their position.

SUBMITTING YOUR APPLICATION

Before your organization submits an application please check that it is complete. We have provided a checklist to help ensure that there is nothing missing and that you meet all the requirements. The ITF will not follow-up on incomplete applications. Applications that are not complete will be found ineligible and will not be reviewed.

Application checklist	Check (X)
Contact information for 2 people	
Organizational background (3 pages or less)	
Funding request (4 pages or less)	
Financial Information (1 page or less)	
Contact information for 2 referees	
We acknowledge that the ITF will not follow up on incomplete applications	

DEADLINE

The deadline for submitting an application is December 2, 2019 at 5pm (ET/New York time). You can find out what time that will be in your region by checking a time converter website like **www.timeanddate.com**

Please submit your complete application to info@transfund.org.

OTRANS Argentina (Argentina)

Colectivo de Hombres trans Trans-Formación (Guatemala)

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