ACT TOGETHER FOR INCLUSION FUND (ACTIF)

equitas

DIGNITY NETWORK CANADA **RÉSEAU DIGNITÉ CANADA**

CALL FOR PROPOSALS

Step 2:

Project Proposal Submission

GUIDELINES APRIL 2021

educate. empower. change.

Introduction

These guidelines are intended for applicants invited to Step 2 of the Act Together for Inclusion Fund's (ACTIF) 2021 call for proposals. These guidelines serve to provide information and instructions for submitting the Project Proposal Form. This document also details key concepts and tools common to Global Affairs Canada (GAC) funding, such as Results-based management, theory of change, and logic models. It is a complement to the guidelines published in the first step of the ACTIF Call for Proposals – Organizational Profiles. Please refer to the Step 1 guidelines for more information on Equitas and DNC, the history and values underpinning ACTIF, as well its participatory and feminist approach to funding.

ACTIF aims to enhance the respect, protection and fulfillment of the human rights of lesbian, gay, bisexual, trans, queer, two-spirit and intersex (LGBTQ2I*) persons in countries in the Global South, and specifically those eligible for Official Development Assistance (ODA). ACTIF will fund projects designed and managed through a partnership between Canadian LGBTQ2I and Southern organizations. It aims to foster solidarity between LGBTQ2I movements in the Global South and Canada.

In this first Call for Proposals, organizations may apply for funding between $200,000 CAD and $500,000 CAD. The duration of projects can be between 12 to 36 months. Please note that projects asking for $400,000-$500,000 must be for a minimum of two years. LGBTQ2I organizations and programming are severely underfunded, and much of the funding available is short term and small grants. By providing multi-year grants, ACTIF aims to strengthen organizational sustainability and stability as well as support the development of equitable and respectful partnerships.

*Limitations exist in using the terms lesbian, gay, bisexual, transgender, queer, two-spirit and intersex. There is a spectrum of gender identity and sexual diversity both in Canada and around the world and there are many other words in various languages to describe this diversity, reflecting the culturally and historically-specific ways in which sexual and gender identities are recognized and expressed. For example, in Canada, the term "two-spirit" is used by and within Indigenous communities, reflecting the history among some peoples of describing those who differed from gender norms and crossed gender boundaries as carrying both male and female spirits.

Selection Criteria

of the call for proposals (Request for Organizational Profiles), organizations were screened according to the following criteria:

- Legal status and governance of Canadian and Southern organizations
- ODA eligibility
- The credibility of applicants within LGBTQ2I movements
- A track record of working on LGBTQ2I rights is required, whether in Canada or internationally.
- This first call is particularly aimed for organizations who have experience working with international partners and a track record of managing projects on LGBTQ2I rights internationally

, The Organizational Profiles, Project Proposal Forms and supporting documents will be shared with the Project Selection Committee, who will evaluate according to the following criteria that were outlined in the Guidelines for step one.

- The capacity of Canadian and Southern organizations
- Southern voice and partnership approach
- Inclusion and intersectionality

The project proposals will be evaluated using these additional criteria:

- Project fit with objectives of the Fund and alignment with funding priorities
- Sound design: Understanding of local context, meaningful impact and feasibility
- Meaningful evaluation and appropriate risk management

Project Proposal Form

Project Rationale and Context

In this section, you should provide an analysis of the local context. Explain the challenges and opportunities for LGBTQ2I rights in the project's target region. Using a gender based intersectional analysis (GBA+), particularly of more marginalized groups within the LGBTQ2I communities. Please provide references to community and partner consultations and/or external documentation. This section serves to provide rationale or justification of the need for your project. Its purpose is to identify the situation that your project will seek to address or change.

Theory of Change

ACTIF's ultimate objective is to increase the respect, protection and fulfillment of human rights and socio-economic outcomes for LGBTQ2I persons in the Global South.

In order to contribute to this ultimate objective, ACTIF will fund projects that respond to one or more (maximum three) of the following intermediate outcomes. Projects do not need to contribute to all intermediate objectives. Rather, the list is meant to be representative and inclusive of various LGBTQ2I organizations in Canada and in the Global South and reflect the diversity of strategies employed to advance the human rights of LGBTQ2I people. Organizations can adapt these outcomes to better respond to the priorities identified with their partners.

- **Stronger and more resilient Southern LGBTQ2I organizations** - Improved sustainability of local LGBTQ2I's rights organizations in the Global South, particularly those representing two-spirit, trans, and intersex communities and bisexual, queer, and lesbian women.
- **Stronger and greater reach of LGBTQ2I movements in the Global South.**
- **Increased collective and self-care for LGBTQ2I activists and organizations**, which in turn will strengthen movements.
- **Increased participation and leadership of trans, two-spirit, and/or intersex people, and/or bisexual, queer and lesbian women** or targeted approaches addressing their needs.
- **Changing social norms or community acceptance on LGBTQ2I issues.**
- **Increased advocacy, influence and allies** with government and other sectors leading to change in policy or practice.
- **Reduced discrimination and violence** or increased mechanisms of prevention, protection and response to SOGIESC discrimination and violence.
- **Increased economic opportunities and resilience**, and access to decent work for LGBTQ2I persons.
- **Increased access to a full range of sexual and reproductive health services.**

In the Theory of Change section of the Project Proposal Form, identify the intermediate outcomes targeted by your project.

What is a theory of change?

The theory of change is a comprehensive description of what desired change the project will contribute to, why is it expected to happen, and how it intends to do so.

The theory of change explains how an initiative is expected to produce its results. It connects the program's activities with its expected ultimate outcome. The theory of change should outline the mechanisms of change, as well as the assumptions, risks and context that describes how and why the program is intended to work. It is inherent in the program design and should reflect the knowledge and experience of the project design team, research, evaluations, best practices and lessons learned. (Global Affairs Canada RBM guidelines)

This section should include:

- The project's intermediate outcomes and an explanation of how they contribute to ACTIF's ultimate outcome.
- A description of your project, approach, strategies and activities.
- The rationale for the approach and why this particular project or theme.
- If your project takes place in multiple countries, please explain the reasons for this strategy (regional approach? Similar linguistic or regulatory contexts? etc.)
- An explanation on how the proposed activities will contribute to change the situation described in the Context Section and lead to contributing to your project outcomes.

The section should also describe how the Southern partner(s) and LGBTQ2I local community have contributed to project design and will contribute to decision-making.

Inclusion

Priority consideration will be given to proposals submitted by Canadian LGBTQ2I organizations. To be eligible for funding from ACTIF, a track record of working on LGBTQ2I rights is required, whether in Canada or internationally. This first call for proposals is particularly aimed at organizations with an existing track record of working on LGBTQ2I human rights internationally. The Fund will also prioritize organizations and initiatives that particularly foster the inclusion and leadership of a diversity of LBTQ2I communities. In the first step of the application process, you provided us information on the Canadian and Southern partner's track record of working on LGBTQ2I rights and questions were asked to determine if the organizations are LGBTQ2I led. This section of the Project Proposal Form is focused on intersectional issues, in particular TQ2IBL peoples' needs and issues and other intersecting identities as well as if members of these communities are engaged in the project.

Logic Model

Results based management (RBM) guidelines

The Project Proposal Form includes a Logic Model section, where you must define various levels of outcomes. The following definitions may be helpful when developing your logic model. More information is available in Global Affairs Canada's RBM guidance. An example of a logic model is also included below.

- **Ultimate outcome** describes a positive change in the state, conditions, or wellbeing of the targeted communities, organizations or participants of the project. For the purposes of ACTIF, the ultimate objective is to increase the respect, protection and fulfillment of the human rights and socio-economic outcomes for lesbian, gay, bisexual, trans, queer, two-spirit and intersex (LGBTQ2I) persons in the Global South.
- **Intermediate outcome(s)** reflect a change in behaviour, practice, usage, or performance for the targeted communities, organizations or participants. (Examples of intermediate outcomes are available on page 5).
- **Immediate outcome(s)** reflect a change in capacities such as skills, knowledge, awareness, etc., or access, attitudes, aspirations, etc., for targeted communities, individuals or organizations.

Example of Simplified Logic Model

Ultimate outcome	Increased respect, protection and fulfillment of human rights and socio-economic outcomes for lesbian, gay, bisexual, trans, queer, two-spirit and intersex (LGBTQ2I) persons in country X			
Intermediate outcome	1. Stronger, more vibrant and greater reach of LGBTQ2I movements in the Country X.		2. Increased advocacy, influence and allies with government and other sectors.	
Immediate outcome	1.1 Increased number and diversity of organizations participating in LGBTQ2I movements	1.2 Increased collaboration between organizations in LGBTQ2I movements	2.1 Increased capacity of LGBTQ2I organizations to engage duty bearers to better fulfilling their human rights.	2.2 Increased collaboration with allies within government.
Activities	• Mapping of the existing organization and allied organizations • An outreach plan to increase size, reach and diversity of network • Tools to foster communication among network participants (newsletters) • Events or meetings to strengthen relationships and share strengths and challenges	• Collective campaigns or events • Network produced research • Dissemination reports.	• Training to select LGBTQ2I organizations on engaging duty-bearers to fulfill their human rights obligations to advance LGBTQ2I human rights • Campaigns or events	• Relationship building with key allies • Training for duty bearers • Collaboration on policy or program development • Meetings or communications

Monitoring and Evaluation

In the Project Proposal Form, there is a section on monitoring and evaluation, where applicants are asked to describe how they will measure their project results. You will be asked to provide quantitative indicators, as well as describe qualitative participatory techniques to draw out stories of change and best practices to advance the human rights of LGBTQ2I people in the Global South. Here are a few examples of quantitative indicators to measure the intermediate results included in this call that can serve as inspiration:

1. **Stronger and more resilient Southern LGBTQ2I organizations:** Number of organizations, disaggregated by two-spirit, trans, and intersex communities and bisexual, queer, and lesbian organization demonstrating improved management and organizational sustainability and stability
2. **Stronger, more vibrant LGBTQ2I movements in the Global South:** Size of networks as defined by number of organizations, number of collective actions, representation of the diversity within the LGBTQ2I movement, etc.
3. **Increased collective and self-care for LGBTQ2I activists and organizations:** Number and quality of Safe places and security, collective and self-care processes set up for activists and staff to step back to rest and rejuvenate. Number of activists accessing these space spaces.
4. **Changing social norms or community acceptance on LGBTQ2I issues:** Number and diversity of allies (individuals or organizations, by sector).
5. **Increased advocacy, influence and allies with government and other sectors:** Evidence of change in policy or practice (Number and quality of new policies, new practices).
6. **Increased leadership of LBT2I persons:** Number of LBT2I individuals (disaggregated) that exert leadership roles within their organization or community.

Your activities will also need to be tracked, such as the number of trainings provided, the number of people trained (disaggregated by LGBTQ2I identity), documents produced, the number of events organized, etc. More examples of quantitative indicators are available on p.51 of GAC's Results-based management guide.

In this section, you should also describe some data collection techniques that you will employ, such as any participatory research techniques or traditional methodologies such as surveys or questionnaires.

Risk Mitigation

Many types of risks can be included in a risk mitigation framework for international development projects. It is important to consider what risks exist that can impede the successful implementation of the project. Consider the risks to individuals vulnerable to violence or insecurity. The following list includes a few potential risks:

- Financial risks: currency fluctuations, weak banking or legal systems, fraud
- Political risks: instability, conflict, increased repression and violence
- Others: Environmental risks, Internal risks (staff turnover or burnout), COVID and confinement can present risks to the completion of project activities.

Example: Risk

COVID-19 and accompanying social distancing measures may impede the implementation of training activities.

Example: Mitigation Measures

Investments in technology and hygiene measures can enable organizations to provide distance learning or safe in person learning environments.

Do No Harm

The Fund is guided by the principle of 'do no harm' in both partnerships and programming. ACTIF aims to challenge colonial funding dynamics and work in solidarity with marginalized LGBTQ2I groups in both Canada and the Global South to minimize harm. ACTIF will also pay particular attention to the security and well-being of Canadian partners, Southern partners, and local communities and activists to ensure that activities do not exacerbate risks of discrimination or violence.

In this section explain how you will integrate principles of Do no Harm into your project. For example, how will information about project partners and individual activists be treated with the utmost confidentiality?

Annual Work Plan

Please provide a breakdown of your activities by quarter in the template provided. This is a commonly adapted Gantt chart used in project management to plan and schedule activities according to intended outcomes.

Simply list activities under each immediate outcome and indicate the time period the activity will take place. Sometimes activities contribute to two outcomes. Please do not duplicate activities. List them only once.

Budget Guidelines

Please break down your budget to clearly present Canadian and International costs. You can add columns or rows as needed.

Eligible expenses include:

- Direct project operating and service delivery costs such as salaries, contract fees, project supplies, meeting and travel costs.
- 12% Administration fee for Canadian Organizations.
- Overseas direct costs such as rent, leasehold improvements, utilities, office expenses and supplies, office computer and general maintenance, are also eligible. Please refer to GAC Guidance on Eligible Costs for Development Initiatives.

Inadmissible expenses:

- Professional membership fees;
- Entertainment-related expenses;
- Costs paid before the effective date of the Agreement;
- Gifts;
- Credit charges;
- Patents;
- Interest charges; and
- Any other costs not directly related to the project.

ACTIF was not conceived to support projects taking place entirely in Canada. While some costs can be incurred in Canada, such as admissible program management costs, the majority of funding should be directed to the Southern organizations and their work. However, some public engagement activities (less than 5% of direct project costs) taking place in Canada are eligible as long as they are complementary and not the project's main objective. Some examples include travel costs for LGBTQ2I human rights defenders who come to Canada to participate in public engagement activities, educational tours, self-care and solidarity building with Canadian LGBTQ2I organizations and movements. ACTIF will coordinate with Canadian civil society organizations and DNC to coordinate these trips to Canada to coincide with or be complementary to ACTIF round table events.

Project Selection

The ACTIF team will provide the Project Proposal Forms and selection tools to the ACTIF Project Selection Committee who will make final decisions on projects to be funded. To read more about the Project Selection Committee (PSC) members and their terms of reference, please visit our website here.

We are concerned that applicant interactions with the PSC have the potential to create real or perceived conflicts of interest during the proposal and review period, causing applicants to question the fairness of the funding decisions. In order to preserve the integrity of the process, please send all inquiries and communications to Natalia Sinuco, ACTIF Program Officer, by email at **nsinuco@equitas.org**.

Should the PSC members wish to interview or set up meetings with all applicants, the ACTIF team can support the PSC with these formalized efforts. For the time being, we do not anticipate interviews mainly because of limited capacity. However, as this is our first call for proposals and we are committed to a learning process, ACTIF may schedule interviews with applicants, whether with the ACTIF team or the PSC.

Following a review of your application

We will inform you whether your application was selected four-six weeks after the closing date. For applicants that are unsuccessful in this first call for applications, we will provide detailed feedback. Eligible organizations can re-submit an application in the second call for proposals. We will also analyze the strengths and weaknesses of the proposals submitted in order to better target these needs in the capacity-building program that will be launched in 2021. This capacity-building program is meant to accompany organizations in applying for future calls for proposals.

Finally, ACTIF will evaluate this first call for proposals to improve its process for future calls. Your participation in this evaluation will allow us to adapt the process better to respond to the needs and realities of Canadian and international LGBTQ2I CSOs.

Calendar

- **Invitations to submit Project Proposal (Step 2):** Week of April 12, 2021 (6 weeks)

- **Proposal Orientation Webinar (EN/FR):** Wednesday April 28, 2021, 12:00 EDT

- **Proposal Q&A Webinar (EN/FR):** Thursday May 13, 2021, 12:00 EDT

- **Proposal submission deadline:** May 27, 2021, 5:00PM EDT

- **Project Selection Committee deadline:** June 2021

- **Communication of results :** July 2021

- **Funding and partnership agreements:** July 2021

- **First Disbursements:** July – August 2021

- **Evaluation of application process:** July – August 2021

Information Sessions

See the above calendar for the timelines for orientation and Q&A webinars. These sessions will allow organizations to better prepare their proposal submissions. The ACTIF team will provide an orientation on the Project Proposal Form and answer questions from participants. Only applicants who were selected for step 2 will be invited to register for the webinars. Webinars will be recorded and shared with applicants upon request, if attendees provide their consent.

Support

The Equitas ACTIF team is available to respond to questions and clarifications. Please email **nsinuco@equitas.org.**

How to submit your Project Proposal package

In order to be considered in this call, you must submit your complete application package by email to **nsinuco@equitas.org before 5:00PM EDT on May 27, 2021**. Please reference the **ACTIF 2020-2021 call for proposals** in your email. Your application will not be considered for funding if you fail to meet the mandatory requirements, minimum standards and deadlines detailed below.

Your Project Proposal package must include:

- ACTIF 2020-2021 proposal form
- Completed budget spreadsheet
- Completed work plan
- Documents of Support

Submitting a proposal through a call does not guarantee funding. Funding decisions will be made on the assessment of the merit of your application by the ACTIF Project Selection Committee.

Canada

The Act Together for Inclusion Fund is funded by the Government of Canada through Global Affairs Canada.