***Important note: Remember that the application will be made via our Zengine platform. This form in Word will let you know the questions you need to answer and the documents you must attach to your application. Note that only applications submitted via Zengine will be received. Incomplete applications will not be accepted.* *Thank you for your interest in ACTIF.***

**STEP 1: ORGANIZATIONAL PROFILE**

**Call for proposal 2022**

*The first step in this call for proposals is a request for organizational profiles. Organizations that meet the eligibility criteria will be invited to submit a full proposal.*

|  |  |
| --- | --- |
| 1. **Contact information** | |
| Canadian organization | |
| **Canadian organization name:** | |
| **Name of primary contact:** | **Role within the organization:** |
| **Email address:** | **Phone number:** |
|  | |
| Southern Organization | |
| **Southern organization name:** | |
| **Name of primary contact:** | **Role within the organization:** |
| **Email address:** | **Phone number:** |
| *If you would like to add an additional partner, please add additional rows for their contact information (you will be asked to indicate if you want to add additional partners on Zengine).* | |

|  |  |
| --- | --- |
| 1. **Project Summary** | |
| **Project name:** | **Anticipated project duration (24-36 months):** |
| **Country or countries of implementation:** | **Anticipate project budget ($100,000-$500,000):** |

|  |  |  |
| --- | --- | --- |
| 1. **Canadian Organization Profile- Legal Status and Governance**   Please note that an Organizational Profile is required for each lead partner organization. You will be invited to add additional organizational profiles for Canada and the South at the end of each section. | | |
| **Organization name:** | | |
| **Organization address:** | | |
| **Website** | **Social media handles (Twitter, Facebook, Instagram, etc.):** | |
| **Is the organization a:** | ☐ **Canadian Charity**  ☐ **Non-profit**  ☐ **Other (please specify):** | |
| **Organization's registration number:** | **Year of registration:** | |
| **First-year of operations:** | **Size of annual operating budget in $CAD for last fiscal year: \_\_\_\_\_\_\_** | |
| **Please list the total number of employees in your organization:**  **Full time: \_\_\_ Part-time: \_\_\_** | **Does your organization have audited financial statements that detail revenues and expenses during the last fiscal year?**  **☐ Yes ☐ No** | |
| **Please attach your most recent audited financial statement. If you don't have audited financial statements, please attach the financial statements and a board attestation letter.** | | |
| **Given that the format of financial statements is not standard and that certain categories may not appear in your statements, please provide the following information for both the current and past year. These figures will allow us to make informed and standard analyses of all applicants' financial statements:** | | |
| **From balance sheet** | | Deferred revenue/contributions: |
| Cash and cash equivalents: | | Unrestricted net assets / Expendable net assets: |
| **From income statement** | | Contribution & Grant revenue: |
| Donations & Fundraising revenue: | | Fundraising expense: |
| Program Services Expense: | | Management expense: |
| **Is your organization a membership group/organization?**  **☐ Yes, 0-50 members**  **☐ Yes, less than 100 members**  **☐ Yes, more than 100 members**  **☐ No** | **Is your organization a member of Dignity Network Canada?**  **☐ Yes**  **☐ No** | |
| **Your organization has:**  **Board authorization to work internationally? ☐ Yes ☐ No**  **Received funding from Global Affairs Canada (GAC) before? ☐ Yes ☐ No**  **Has your organization partnered with Southern organizations before? ☐ Yes ☐ No**  **If yes, please describe recent projects:** | | |
| Equitas is committed to practices and policies that build a safe and secure environment, free from violence, intimidation, harassment and discrimination and that enables full participation. Sexual discrimination, exploitation, intimidation, harassment and assault are not tolerated by Equitas. Read more about Equitas' policy here: [Policy-on-Preventing-Sexual-Violence-Harassment-and-Discrimination.pdf (equitas.org)](https://equitas.org/wp-content/uploads/2019/05/Policy-on-Preventing-Sexual-Violence-Harassment-and-Discrimination.pdf)  **If your organization has a policy for preventing and responding to sexual exploitation and abuse, please upload it here.**  **If not, is your organization willing to sign onto Equitas' policy?**  ☐ Yes  ☐ No  ☐ We have our own policy | | |

|  |
| --- |
| 1. **Canadian Organization - Intersectionality and Inclusion.**   Please note that an Organizational Profile is required for each lead partner organization. You will be invited to add additional organizational profiles for Canada and the South at the end of each section. |
| **Is your organization an LGBTQ2I organization?**  ☐ The organization identifies as an LGBTQ2I organization.  ☐ There is significant representation (51%+) of LGBTQ2I staff in senior management.  ☐ There is significant representation (51%+) of LGBTQ2I members on the Board of directors.  ☐ There is significant representation (51%+) of LGBTQ2I members in the staff.  ☐ The mission is LGBTQ2I focused. |
| **Description of organization (mission, etc.):** |
| **Describe the organization’s experience working on LGBTQ2I issues in Canada:** |
| **Describe your organization’s experience working on LGBT2I issues internationally:** |
| **What key communities does your organization specifically work with?**  ☐ Two-spirit or Queer Indigenous  ☐ Trans and non-binary  ☐ Intersex  ☐ LBQ Women  ☐ Intersectional approach (All)  ☐ None  ☐ Other (Please specify) : |
| **Describe your organization’s work with these or other specific communities.** |
| **Would you like to add any additional information?** |

|  |  |  |
| --- | --- | --- |
| 1. **Organization #2** | | |
| **Is this 2nd partner a Canadian Organization or Southern Organization:**  ☐ **Canadian**  ☐ **Southern** | | |
| **Organization #2 name:** | | |
| **Organization #2 address:** | | |
| **Organization #2 country:** | | |
| **Organization #2 website:** | **Organization #2 Social media handles (Twitter, Facebook, Instagram, etc.):** | |
| **Is organization #2 a:**  *(applicable to Canadian organization only)* | ☐ **Canadian Charity**  ☐ **Non-profit**  ☐ **Other (please specify):** | |
| **Organization #2 's registration number:**  *(applicable to Canadian organization only)* | **Is the organization #2 registered in the country of operations? If so, you will be asked to upload a copy of the registration certificate**  *(applicable to Southern organization only)* | |
| **First-year of operations:** | **Size of annual operating budget in $CAD for last fiscal year: \_\_\_\_\_\_\_** | |
| **Please list the total number of employees in your organization:**  **Full time: \_\_\_ Part-time: \_\_\_** | | |
| **Please attach your most recent audited financial statement. If you don't have audited financial statements, please attach the financial statements and a board attestation letter.**  *(applicable to Canadian organization only)* | **If you do not have audited financial statements, please explain the reasons.**  *(applicable to Canadian organization only)* | |
| **Given that the format of financial statements is not standard and that certain categories may not appear in your statements, please provide the following information for both the current and past year. These figures will allow us to make informed and standard analyses of all applicants' financial statements:**  *(applicable to Canadian organization only)* | | | |
| **From balance sheet**  *(applicable to Canadian organization only)* | | Deferred revenue/contributions: | |
| Cash and cash equivalents: | | Unrestricted net assets / Expendable net assets: | |
| **From income statements**  *(applicable to Canadian organization only)* | | Contribution & Grant revenue: | |
| Donations & Fundraising revenue: | | Fundraising expense: | |
|  | | Overhead expense: | |
|  | | |
| **Is organization #2 a membership group/organization?**  **Yes, 0-50 members ☐**  **Yes, less than 100 members ☐**  **Yes, more than 100 members ☐**  **No ☐** | | |
| **Organization #2 has:**  **Board authorization to work internationally? ☐ Yes ☐ No**  **Received funding from Global Affairs Canada (GAC) before? ☐ Yes ☐ No**  **Has your organization partnered with Southern organizations before? ☐ Yes ☐ No**  **If yes, please describe recent projects:**  *(applicable to Canadian organization only)* | | |
| **Does organization #2 have experience in receiving funding from international donors and/or partners?**  *(applicable to Southern organization only)* | | |
|  | | |
| **Organization #2 - Sexual Violence Policy**  Equitas is committed to practices and policies that build a safe and secure environment, free from violence, intimidation, harassment and discrimination and that enables full participation. Sexual discrimination, exploitation, intimidation, harassment and assault are not tolerated by Equitas. Read more about Equitas' policy here: <https://equitas.org/wp-content/uploads/2019/05/Policy-on-Preventing-Sexual-Violence-Harassment-and-Discrimination.pdf> | | |
| **If organization #2 has a policy for preventing and responding to sexual exploitation and abuse, please upload it here.** | | |
| **If not, is organization #2 willing to sign onto Equitas' or the Canadian partner's policy?**  **☐ Yes**  **☐ No** | | |
|  | | |
| 1. **Organization #2 – Intersectionality and inclusion** | | |
| **Is organization #2 an LGBTQ2I organization?**  ☐ The organization identifies as an LGBTQ2I organization.  ☐ There is significant representation (51%+) of LGBTQ2I staff in senior management.  ☐ There is significant representation (51%+) of LGBTQ2I members on the Board of directors.  ☐ There is significant representation (51%+) of LGBTQ2I members in the staff.  ☐ The mission is LGBTQ2I focused. | | |
| **Describe organization #2's Mission:** | | |
| **Describe organization #2's experience in working on LGBTQ2I issues:** | | |
| **What key communities does organization #2 specifically work with?**  ☐ Two-spirit or Queer Indigenous  ☐ Trans and non-binary  ☐ Intersex  ☐ LBQ Women  ☐ Intersectional approach (All)  ☐ None  ☐ Other (Please specify): | | |
| **Describe organization #2's work with these or other specific communities.** | | |
| **Would you like to share any additional information?** | | |
| **Would you like to add a third organizational profile?**  *(If you select “yes”, you will be asked the same information that was asked for organization #2)* | | |

|  |
| --- |
| 1. **Other Information on the Partnership** |
| **Given the inherent power dynamics between the Global South and Global North, please describe your partnership approach and equitable partnership practices (Shared decision making, etc.)?** |
| **Please attach here the letter signed by all the organizations outlining your commitment to this partnership and project (You will not be eligible to receive funding from ACTIF without this letter).** |
| **Please attach any other documents you deem necessary to supplement your application or organization profiles (reference letters, etc.)** |
| **What makes the organizations qualified to deliver meaningful change on LGBTQ2I issues, specifically, in a way that can be expected to be effective, sustainable, and coherent with wider LGBTQ2I movement efforts at relevant scales?** |

|  |
| --- |
| 1. **Declaration of incidents of fraud, sexual violence or illegal activities**   Declaring an incident of sexual violence does not preclude organizations from receiving funding, but failure to declare incidents will result in immediate disqualification. Declared incidents of fraud or sexual violence will not result in an automatic disqualification of your proposal, but failure to declare an incident will result in an immediate refusal of your application. Equitas recognizes that all organizations are at risk of incidents of sexual violence or fraud and does not believe in a punitive approach. Neither an organization, nor the populations it serves should be automatically penalized if an incident occurs in an organization. As such, where an incident, case or allegation exists, the ACTIF Team will give applicants and partners the opportunity to provide its reasoning and evidence of appropriate preventative and corrective measures put in place following the incident. |
| **Have your organizations ever been the subject of an investigation or allegations related to inappropriate or abusive conduct, actions or behaviour toward colleagues, partners or toward any member of a vulnerable community (including, but not limited to sexual misconduct and any other conduct that is or could be construed as poor practice or potentially abusive toward any development/aid project beneficiaries)? Has your organization ever been the subject of an investigation or allegations of fraud or corruption?**  ☐ Yes  ☐ No |
| **Please have all Executive Directors sign the declaration and upload it here.** |

|  |
| --- |
| References |
| **Name:** |
| **Title:** |
| **Organization:** |
| **Email:** |
| **Name of the referred organization:** |
| **Country of the referred organization:** |