ACTIF 4th Funding Cycle – Application Form Supplement for ***Canadian*** Partner Organizations

**STEP 1: Organizational Profile**

**SECTION 1 – CONTACT INFORMATION**

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| Canadian Organization |
| **Organization name:**       |
| **Name of primary contact:**       | **Role/Position within the organization:**       |
| **Email address:**       | **Phone number:**       |

**SECTION 3 A) CANADIAN ORGANIZATION – LEGAL STATUS AND GOVERNANCE**

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| **Organization name:**      |
| **Organization address:**      |
| **Website:**       | **Social media handles (Twitter, Facebook, Instagram, etc.):**      |
| **Please specify the organization’s entity type:** | [ ]  **Canadian Charity**[ ]  **Non-profit**[ ]  **Other (please specify):**       |
| **Organization's registration number:**      | **Year of registration:**      |
| **First-year of operation:**      | **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 submit your most recent audited financial statement alongside this form.** |
| **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:       |
| **What is your method of not-for-profit accounting?**      |
| **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****If not, does your organization agree to become a member prior to the start of the project?****[ ]  Yes** **[ ]  No** |
| **Your organization has:****Board authorization to work internationally? [ ]  Yes [ ]  No****Received funding from Global Affairs Canada (GAC) before? [ ]  Yes [ ]  No****Partnered with Southern organizations before? [ ]  Yes [ ]  No****If yes, please describe recent projects:**       |
| ACTIF is funded by Global Affairs Canada (GAC), and as such, all projects funded by ACTIF are subject to [GAC terms and conditions](https://www.international.gc.ca/development-developpement/partners-partenaires/bt-oa/contribution_general-accord_general.aspx?lang=eng). Like most donor agencies, these requirements regarding financial and risk management or monitoring and evaluation can be onerous and burdensome. While we are working with GAC to better adapt funding modalities to the realities of LGBTQ2I human rights organizations, this is a long-term process. ACTIF is committed to supporting applicants and partners in navigating these requirements. However, all partner organizations must consider the efforts required in meeting these obligations prior to applying.**Does your organization have the capacity and mandate to manage an international project of $150,000 to $400,000 CAD and its corresponding obligations? Please explain how the organization plans to manage the work related to managing a such project (e.g. how many employees will be assigned to the project, what will their role be, and what percentage of their time will be dedicated to the project?).**      |
| **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: [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 submit it along with this form.****If not, is your organization willing to sign onto Equitas' policy?**[ ]  Yes [ ]  No [ ]  We have our own policy |

**SECTION 3 B) Canadian Organization – Intersectionality and Inclusion**

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| **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. |
| **Describe the organization and its mission:**       |
| **Describe the organization’s experience working on LGBTQ2I issues in Canada:**      |
| **Describe the 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?**       |

**SECTION 6 – REFERENCES**

Please provide at least 2 references for each additional Canadian organization.

References for Canadian Organization

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| **Reference 1** | **Reference 2** |
| **Name:**       | **Name:**       |
| **Title:**       | **Title:**       |
| **Organization:**       | **Organization:**       |
| **Email:**       | **Email:**       |