ACTIF 4th Funding Cycle – Application Form

**STEP 1: Organizational Profile**

*Thank you for your interest in ACTIF. Please complete the following application form. Incomplete applications will not be accepted. Please note that only applications made in either French or English can be accepted.*

*STEP 1 of this call for proposals is a request for organizational profiles. An organizational profile is required for each lead/Canadian partner organization and for each Southern partner.*

*Organizations that meet the eligibility criteria will be invited to submit a full proposal in STEP 2.*

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

*If the partnership consists of more than 1 Canadian organization and/or more than one Southern organization, the Additional Organizational Profile Sheet(s) must be completed and submitted alongside this Application Form.*

**SECTION 2 – PROJECT SUMMARY**

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| **Project name:** | **Anticipated project duration (maximum 24 months):** |
| **Country or countries of implementation:** | **Anticipated project budget ($150,000-$400,000 CAD):** |
| **How many Canadian organizations will be leading this project?**  **How many Southern organizations will be leading this project?** | |
| **Relevant result area(s) that the project will aim for (between 1 and 3 areas):**  **Protecting and supporting individuals**  **Campaigning for acceptance**  **Inclusive institutions and services**  **Improving law and policy** | |
| **What is the context in which the project will be implemented? (Max 400 words)** | |
| **What is/are the general issue(s) that the project aims to address? (Max 400 words)** | |
| **How will these issues be addressed by the project? (Max 400 words)** | |

**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 4 A) SOUTHERN Organization – LEGAL STATUS AND GOVERNANCE**

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| **Organization name:** | | |
| **Organization address:** | | |
| **Organization country:** | | |
| **Organization website:** | **Organization Social media handles (Twitter, Facebook, Instagram, etc.):** | |
| **Please specify the organization’s entity type:** | **Charity**  **Non-profit**  **Other (please specify):** | |
| **Organization's registration number & year of registration (if applicable):** | **If the organization is registered in the country of operations, please submit a copy of the registration certificate.** | |
| **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 submit, along with this form, your most recent audited financial statement. If you do not have audited financial statements, please submit the financial statements, if available, and an attestation letter from the board or the treasurer of the board.** | **If you do not have audited financial statements, please explain the reasons.** | |
| **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 statements** | | Contribution & Grant revenue: |
| Donations & Fundraising revenue: | | Fundraising expense: |
|  | | Overhead expense: |
| **What is your method of not-for-profit accounting?** | | |
| **Is the organization a membership group/organization?**  **Yes, 0-50 members**  **Yes, less than 100 members**  **Yes, more than 100 members**  **No** | | |
| **Organization has:**  **Board authorization to work internationally?  Yes  No**  **Received funding from Global Affairs Canada (GAC) before?  Yes  No** | | |
| **Does the organization have experience in receiving funding from international donors and/or partners? If so, please explain.** | | |
| 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, resources and mandate to manage a project funded by GAC 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?).** | | |
| **Organization - 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 the organization has a policy for preventing and responding to sexual exploitation and abuse, please submit it along with this form.** | | |
| **If not, is the organization willing to sign onto Equitas' or the Canadian partner's policy?**  **Yes**  **No**  **We have our own policy** | | |

**SECTION 4 B) SOUTHERN Organization – Intersectionality and inclusion**

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| --- |
| **Is the 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:** |
| **What key communities does the organization specifically work with?**  Two-spirit or Queer Indigenous  Trans and non-binary  Intersex  LBQ Women  Intersectional approach (All)  None  Other (Please specify): |
| **Describe the organization's work with these or other specific communities.** |
| **Would you like to share any additional information?** |

**SECTION 5 – Other Information on the Partnership**

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| **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 submit, alongside this form, a 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 submit, alongside this form, any other documents you deem necessary to supplement your application or organization profiles.** |
| **What makes the organizations qualified to deliver meaningful change on LGBTQ2I issues, specifically, in a way that can be effective, sustainable, and coherent with wider LGBTQ2I movement efforts at relevant scales?** |

**SECTION 6 – REFERENCES**

Please provide at least 2 references for each Canadian and Southern organization.

References for Canadian Organization

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

References for Southern Organization

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

**Section 7 – Reminder: Documents to Submit**

When you submit this form, please remember to attach the following:

1. The most recent audited financial statements of all Canadian organizations.
2. The most recent audited financial statement of all Southern organizations. If they do not have audited financial statements, please attach the financial statements, if available, and a board attestation letter.
3. For Southern organizations: a copy of the registration certificate (if applicable)
4. For all organizations that have one, their policy for preventing and responding to sexual exploitation and abuse.
5. The letter signed by all the organizations outlining their commitment to this partnership and project.
6. Any other documents you deem necessary to supplement your application or organizational profiles.
7. For each partner organization, the signed Declaration of incidents of fraud, sexual violence or illegal activities.