

Astraea International Fund for Sexual Minorities
Letter of Inquiry Instructions for organizations that are not current grantee partners

Please read the “**Eligibility and Priorities Check**” document and the “**International Fund Panel Grant Background**” prior to completing the Letter of Inquiry questionnaire and assembling requested materials.

Once you have reviewed those documents thoroughly, proceed to complete the following:

- a. **Letter of Inquiry Cover Sheet Form** (this summarizes basic information about your group)
- b. **A completed demographic chart** (attached to the cover sheet), detailing the composition of people in your organization and the community you are trying to reach and/or transform. Please list actual numbers and not percentages.
- c. **A Letter of Inquiry (3 pages maximum, 11-point font, single space), dated, signed, and addressed to Astraea’s International Fund (grants@astraeafoundation.org) answering the following questions. Please answer the questions¹ below in that exact order.**
 - i. **How you found out about Astraea** and/or about this request for Letters of Inquiry.
 - ii. **Who you are:** Tell us about your organization, your mission, the people involved in your group and their background and experience, and the programs you carry out
 - iii. **Where you are:** Tell us where you are located (geographic location/environment, socio-economic and socio-political context) and how and why your current location and context are especially relevant for justice for LGBTIQ people at this point in time.
 - iv. **What for:** Tell us exactly what you would like to propose to Astraea and for how long (general activities or specific project), and your goals during that period and beyond, including the impact you expect your work will have.
 - v. **How much and Why:** If you were invited to apply, tell us whether you would like to apply for general or project support, for how much (in US Dollars), and what are some of the expenses a potential grant would cover
 - vi. **Who your collaborators are:** Tell us about the three organizations you work with most closely and how; tell us about coalitions and networks you belong to, what your role is in them and how you will use them for this work
- d. If there is additional information about your organization available online such as reports, press clippings, websites, blogs, videos, or photos, please be sure to inform us (do not submit with letter of inquiry). This will help us develop a clearer picture of your organization.

¹ Please note that though the questions above may seem extensive, the goal is to get you to think of the question in deeper ways. But we would like you to be as brief and concise as possible in your writing. That means that you do not need to provide every single example or detail to answer the question, especially in reference to sections i-iii below; what we need is the most meaningful and representative information about your organization’s background. We believe you can be both brief and informative at the same time.