



Astraea's International Fund Panel Renewal Grant Application Instructions – All complete renewal applications should include:

1. **Astraea's International Fund Renewal Application Cover Sheet and Demographic Chart.** The enclosed cover sheet must be completed in full. Please use only the space provided. Do not answer, "see attached proposal" to any of the questions. Applications without completed cover sheets may not be considered for funding.
2. **Renewal Application Narrative Statement.** Please respond to all questions below. Your answers to the narrative questions a-e should not exceed 4 pages. (please use font size 11, single space)

a) About your environment and your organization, especially since your most recent Astraea grant:

- Tell us about the situation (including any positive or negative changes since your most recent Astraea grant and your role in these changes), in your most immediate environment or the geographic area where you have the most expertise in relation to social change work for LGBTI communities. For example, you can choose to tell us about the situation in your city/town OR in your province/state OR in your country as a whole OR in your nearby geographic region outside your country's borders.
- Please share with us your organization's three most significant accomplishments and successes since and with your most recent Astraea grant.
- If your organization has a NEW mission and focus since your last Astraea grant, please tell us what they are. One thing we would like to know is how your work promotes diversity and addresses inequality, oppression and discrimination within and outside your organization.
- What are your five key programs and activities currently and how are they most relevant to your environment?

b) About this funding request and other organizational needs, especially since your most recent Astraea grant:

- How much are you requesting from Astraea and what would this grant be used for?
- What do you seek to achieve during the grant period? Describe your general strategy and workplan for the next 24 months (we need a timeline with specific objectives and activities for the first 12-month period)
- What is your strategy for achieving these goals to transform society around issues of oppression facing LGBTI and other oppressed communities related to gender, sexuality, race, ethnicity, class, health, education, or political participation?
- If you are applying for project funding, describe why you decided to pursue this project, and whether it is a new or ongoing part of your organization. Why is your project so important at this time and why are you best positioned to do this work and be successful in your efforts?
- What are other ways, besides funding, in which Astraea can be especially supportive and helpful to your organization in the pursuit of your goals for the upcoming year (or, for this project, if project request)?

c) About the people your work with and for in relation to the proposed work, in and outside the organization,

- Tell us how your organization works (including who the primary leadership body is) and how decisions are made and whether the leadership represents the membership. Please tell us whether anything related to your decision-making or governance has changed since your most recent Astraea grant
- Will new leaders be developed through a new grant from Astraea? If so, please tell us how this will happen.
- How are your members, constituency, and those most affected by the issues you work on involved in the design, implementation and evaluation of your work? (For instance, if you serve LGBTI youth, how are youth involved in the leadership of the organization/project?)
- If you are *not* an organization by and for lesbian and bisexual or queer women or trans or intersex or gender non-conforming people, tell us whether those communities make up the majority of your leadership/staffing/constituency in your organization

and how their leadership development and decision-making in your group are supported. Has anything related to this composition changed since your most recent Astraea grant? If so, tell us how.

- Coalitions/collaborations – What are the five closest allies you work with at the local, regional and/or national level and how does this cooperation increase the effectiveness of your work? Who will you interact most closely with for this project – formally or informally?

d) About what you expect will happen as a result of this proposed work and how you will assess success after your intervention

- *Impact:* What do you anticipate is the short term and long term impact of each year’s activities that would be funded by this grant – both within the organization and within the community/region? Please be specific about how expect your work will make transformative and long-lasting change at different levels.
- *Evaluation:* What indicators will you use to assess whether your work is making a positive impact? In relation to the goals/objectives laid out above, what are your criteria for success? Who will be involved in the evaluation? How will evaluation results be used?

e) About money and your approach to finances for the organization

- How has grant money from Astraea affected your organization’s capacity or helped you access other financial support from donor agencies, businesses, or governments or your ability to raise funds from individuals in and outside your community?
- Are there other ways in which Astraea’s support has been important to your financial survival and development?
- Please tell us about your fundraising plan and challenges, especially since your most recent support from Astraea. What is your long-term plan for sustaining the organization?
- Have you approached other sources to support your proposed work? What is the status of those requests? If you receive or have applied for any funding from a local, regional, or international foundation or NGO, government, embassy, business or corporation, please tell us about the status of your request with each prospective source. Include name of funding source, amount requested, and status of each request (for example, “inquiry submitted”, “requested”, “approved/confirmed”, “denied”, or “received”)
- How would your work be impacted if you raise less funds than you project? What would you prioritize if you raise less funds than you have projected?
- How will your organization be affected if you were to not receive support from Astraea for this renewal request?

OPTIONAL: What are three key things you could share with a newer or less experienced group or that you would like to learn from a more experienced organization similar to you or working on similar issues or situations?

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3. **A completed financial form (attached)**, detailing your most recent financial statement (last fiscal year’s income and expenses), as well as your current budget (current income and expenses), and your projected income and expenses for the next fiscal year. If applying for a specific project, also provide these figures for each year of the project and be sure to add the project budget to your organizational budget for each year. Please be sure to convert your figures to US Dollars.
 4. **A leadership list and a staff list** (each list should be separate and should include the names and roles of each person in the organization, whether they receive pay for their work with your group, how long each has been involved with the group, as well as each person’s age, gender, sexual orientation, and gender identity, class, religious background, if any, and occupation/profession)
 5. **Five references** Two references must be from members or constituents (but not leaders) of your organization and three references must be from others outside your organization who know your organization well (only one of the three outside references can be from outside your country or region, if you are a regional organization). Please submit the name, affiliation, contact information—including phone number and email and any language needs, as well as information about how this person knows of and can speak about your organization. We will contact references directly, so you do not need to request letters of support.
 6. **If applicable, overdue Astraea grant reports for any past Astraea grant(s)**
 7. **Confirmation of charitable/non-governmental status (See Check List for more information)**