



**Astraea** LESBIAN FOUNDATION FOR JUSTICE  
Funding Change and Strengthening Communities Around the World

**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.**
  - i. **Who you are:** Tell us about your organization, your mission, and the major programs you carry out. Tell us about the background of your leaders, and who you see as your constituency.
  - ii. **Where you are:** Share your perspective on the context in which you work (geographic context, socio-economic or socio-political context). What are the conditions that LGBTIQ people face in this context?
  - iii. **What for:** Tell us what you would like to propose to Astraea and for how long (general activities or specific project), and your goals during that period. Tell us about the impact you hope to have. How does your work address the conditions you talked about earlier (section ii) that LGBTIQ people face?
  - iv. **How much:** 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
  - v. **With whom:** Tell us about three organizations you work with most closely and how; tell us about coalitions and networks you belong to and what your role is in them. What movement(s), if any, do you connect with and/or situate your work within? How do these relationships support/inform your organization’s work for lasting social change?
- 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.