



**2008-09 U.S. GENERAL FUND
FUNDING GUIDELINES AND APPLICATION**

Deadline for Receipt of Proposal: In Astraea’s office by 6pmEDT on Monday, December 1st, 2008
Applications may be submitted via postal mail or email (See submission instructions, p.3-4)

ABOUT ASTRAEA

Astraea Lesbian Foundation for Justice works for social, racial and economic justice in the U.S. and internationally. Our grantmaking and philanthropic advocacy programs help lesbians and allied communities challenge oppression and claim their human rights.

Our mission is based on an enduring commitment to feminism, progressive social change, and an end to all forms of exploitation and discrimination.

Founded in 1977 by a small group of women to address the lack of funding for women (especially lesbians and women of color), Astraea is now a global foundation -- providing critical support for LGBTI organizations and projects throughout the U.S. and around the world.

ASTRAEA’S GRANTMAKING PHILOSOPHY. Astraea’s grantmaking is guided by our understanding of how social change and movements for justice develop. We believe that:

- Social change results from the powerful collective action of groups of people working together
- Organizations that are committed to addressing the intersections of various oppressions, and demonstrate commitment to social, racial, economic and gender justice, are most likely to help build transformative and liberationist movements for change
- Art and cultural work are powerful mediums for resistance, cultural change and inspiration – all critical components of lasting justice movements
- Communities that are most affected by various issues are best positioned to identify effective priorities and strategies for social change in their communities
- Social justice funding institutions – like Astraea – seek to help redistribute wealth and power in society in order to help finance the sectors of our movements that have the least access to mainstream funding resources

One of the ways that Astraea seeks to maintain accountability to communities is by ensuring that activists – who have a history of working within the communities that we fund -- are involved in grantmaking decisions. The US General Fund (and several other Astraea funds) is an activist-advised grantmaking fund where activist panel members work with Astraea staff to develop priorities for strategic grantmaking, review proposals, and make funding recommendations.

ABOUT THE U.S. GENERAL FUND. Organizations/projects can apply for general support or project-specific funding. Astraea is a public foundation that raises funds every year for grantmaking activities. Given realities of our funding limitations, the panel is not able to provide grants to all worthwhile projects.

Maximum grant size is \$10,000. Grants have generally ranged from \$4,000 - \$10,000.

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U.S. GENERAL FUND CRITERIA, PRIORITIES & EXCLUSIONS

As a feminist, progressive, lesbian foundation, Astraea specifically seeks to secure resources for Lesbian, Trans, Intersex, and LGBTI social change organizations and projects (including film, video, media and cultural projects) that directly address the depth and complexity of critical issues in LGBTI communities. This includes progressive and/or women's organizations and projects that are led by LGBTI people, and that integrate LGBTI issues in their programs.

BASELINE CRITERIA. All applicants must meet the following criteria in order to be reviewed for funding:

- Primary work is for social change: Seeks to eliminate oppression through systemic change, and address the root causes of injustice
- Active participation and leadership of communities most affected: Communities most affected by issues that the organization/project seeks to address are involved in the organization's leadership and programmatic development, implementation and evaluation
- Commitment to social, racial, economic and gender justice, and feminist commitment to address multiple intersections of oppression experienced by lesbians and LGBTI communities: Organization demonstrates commitment to feminist principles, including inclusivity and self-determination.
- Annual organizational budget of \$750,000 or less

In addition to meeting the above criteria, **film, video, media and cultural projects** that are supported by Astraea represent the depth and complexity of lesbian and/or trans experiences, contradict stereotypes and reflect the diversity within lesbian, trans and/or intersex communities

FUNDING PRIORITIES. The following are additional factors that the US General Fund panel considers when reviewing applications and making funding decisions:

- Clear social change strategy and impact, with long-term vision for change that address intersections of multiple forms of oppression; multi-issue work that actively makes connections across divisions
- Led by and for lesbian/ bisexual/ trans/ intersex women of color
- Led by and for trans, intersex, and/or other gender non-conforming communities of color
- Led by LGBTI communities that are historically under-resourced within LGBTI communities (e.g. youth, elders, immigrants, low-income people, people with disabilities, Indigenous peoples and other communities of color, etc.), and integrates issues of under-resourced communities in organization/project's work
- Based in rural or other geographic areas where isolation may present barriers to visibility and community organizing
- Organizations/projects with least access to traditional/mainstream funding
- Works in alliance and/or builds coalition with other justice movement organizations (that are not necessarily only LGBTI); actively broadens notions of traditional "LGBTI issues" and/or builds the capacity of other movements to integrate LGBTI issues in their analysis and work
- Organizations/projects where community organizing and base-building for mobilization are primary strategies
- Internal/external practices reflect progressive political principles, and build community capacity to directly challenge oppression and engage in social change work (e.g. provides opportunities for leadership development of members and staff; incorporates political education, anti-oppression work; utilizes popular education techniques; develops structures/processes that promote sharing of power and resources; etc.)
- Organizations/projects with clear structures, processes, and mechanisms for accountability to communities being organized/served
- Strategic and timely impact of grant to organization/project's success

FUNDING EXCLUSIONS. Astraea’s US General Fund generally does not provide support for the following:

- Individual projects (e.g. graduate research, fellowships, etc.)
- Organizations with strong leadership from only 1 individual
- Private business or profit-making efforts (including business development)
- Organizations with budgets of over \$750,000
- Projects that are based in or sponsored by a university, college, or other academic institution
- Capital campaigns, endowments, or deficit financing
- Direct social service projects, research projects, or one-time events that are not part of, or linked to, ongoing social change organizing strategies.
- Organizations/projects that are not based in the United States, territories (Puerto Rico, etc.) or Indigenous nations sharing a border with the United States
- Efforts that endorse candidates for public office

SUBMISSION INSTRUCTIONS

All proposals must be received in the Astraea office by 6pmEDT on Monday, December 1st, 2008. Proposals may be mailed or emailed, but should be submitted as one package. We do not accept faxed proposals. You will receive an email acknowledging receipt of your application within 1 month of submission.

If you choose to mail your proposal, please submit eight collated copies of your application. Each application copy should be 3-hole punched on the left side, and stapled as one package, with the application checklist in front. Please DO NOT send applications arranged in folders, with plastic covers, or binder clips. Applications should be mailed to: Astraea Lesbian Foundation for Justice, 116 E. 16th St., 7th fl., NY, NY 10003.

If you choose to email your proposal, please be sure to scan signed letters of support as part of your application package. For film, video, media and cultural projects, please note that TWO copies of sample work must be snail mailed and received in the office by the application deadline (see application instructions for sample work) – even if you choose to email the rest of your application. (See below for instructions on submitting sample work). Emailed proposals should be sent to: grants@astraeafoundation.org.

Please be sure to review full guidelines and application instructions before applying. Astraea accepts the National Network of Grantmakers (NNG) Common Grant Application format for proposals. If you would like to submit your application by using the NNG Common Grant Application format, please be sure to: 1) review Astraea’s guidelines to acquaint yourself with our specific criteria and funding priorities; and 2) contact us for a list of items that need to be customized and attached to your application.

All complete applications should include:

1. **Astraea’s US General Fund Cover Sheet.** This includes an application checklist which should be completed and submitted with the full application package.
2. **Proposal Narrative.** This is a critical part of your proposal. Please respond to the questions that you think best fit your project (e.g. General Grant questions or Film/Video/Cultural Project questions), and be sure to address how your organization meets Astraea’s criteria and funding priorities. Respond to ALL questions. Keep in mind that we are more interested in understanding your social change strategy than in reviewing a comprehensive description of the problems that you seek to address.
Your narrative should be no more than six pages.
3. **Required Attachments**
 - Board/staff/organizational leadership list(s), or other governing body and key personnel – include names, positions/titles and BRIEF biographical information (including community/organizational affiliations)
 - Diversity Chart – Complete Astraea’s Diversity Chart. If some responses are estimates, please note this clearly on the chart.
 - Financials– Be sure to include:
 - Most recent organizational financial statement, audited if available. This statement should reflect ACTUAL expenses and funds received during your most recent completed fiscal year. Please provide a list of all institutional funders for the past year, including amounts provided by each.

- Organizational budget (income and expenses) for the current fiscal year. Be sure to list foundation, corporate and government support individually, and the status of your proposal with each funding source.
- Projected organizational budget for the upcoming year (if a grant would be used in the coming year).
- List of other prospective funding sources, amount requested from each source, and status of your proposal for each.
- *If requesting project support* -- project financials and budget for the most recent, current and upcoming year (if grant would be used in upcoming year). List all institutional funders for the past year individually, and current sources that you are soliciting for funding and the status of your proposal with each.
- Contact information for 2 references who are constituents, audience or members of the communities that will benefit from the program for which you are requesting funds. Include their name, relationship to your group, their organizational affiliations, addresses, telephone numbers, and email address. *Your organization/project leadership cannot serve as references.*
- 3 signed letters of support from those with whom you have collaborated and/or those that have benefited from your work. *Letters of support can not be from active members or leaders of your organization.*
- Letter from the IRS certifying your organization's or fiscal sponsor's non-profit tax-exempt status. If you have a fiscal sponsor, please include a letter signed by your fiscal sponsor, on their letterhead, describing the fiscal sponsor arrangement.
- Sample work (for film, video, media and cultural projects)

SUBMITTING SAMPLE WORK for Film, Video, Media and Cultural Projects. All submitted works should be clearly labeled with organization/project title and contact/director's name. When mailing your sample work, please note that only TWO copies of sample work are needed (not eight). If you email your application, please be sure to snail mail your sample work in time to make the receipt deadline. **DO NOT** email your sample work. *Sample work is required* for film, video, media and cultural projects.

- **Film/video.** Submit two copies of a VHS tape cued to a 10-minute selection OR DVD with clear instructions for which 10-minute segment you would like viewed. Sample must be either a trailer for the proposed project or a sample of a previously completed work. If possible, previous work should be relevant to the proposed project. If the project is an educational film/video involving classroom activity, include the teaching materials as part of your submission. If the project is a narrative, please include two copies of the script.
- **Visual arts.** Up to 10 slides on color photocopies.
- **Performing arts.** VHS tape, CD, or audiotape cued to 10-minute selection OR DVD with clear instructions for which 10-minute segment you would like viewed.
- **Literary Projects.** Sample excerpt(s) of up to 10 pages or a copy of the relevant book/publication.

If you need additional information, or have questions, please fee free to contact us at: grants@astraeafoundation.org or by phone at: 212-529-8021.

REVIEW AND DECISION-MAKING PROCESS

The US Grants Panel is comprised of activists with experience in communities that Astraea funds. Panel members work with Astraea staff to develop priorities for strategic grantmaking, review grant proposals, and make funding recommendations. With support from staff, panel members review applications, interview groups, conduct reference checks, choose grantees and determine grant amounts.

Incomplete applications may not be considered for support. Applicants who have received a prior Astraea grant, and have not submitted a progress or past-due report may not be considered for funding.

Applicants that are considered for funding will be contacted by a member of the US Grants Panel or Astraea staff to schedule a telephone interview or site visit. Applicants who fail to respond to the interview request in a timely manner will not be considered for a grant.

Notification of funding decisions will be processed via email and/or mail by the end of June 2009.

CONDITIONS OF GRANT, IF AWARDED

Organizations that are awarded a grant will receive a written term of agreement. Signed original agreements are required before grant checks can be processed.

Submission of reports, as specified in the written term of agreement, is required. Failure to submit reports on a timely basis may reduce the likelihood of future grants.

Grantees are required to provide Astraea with project documentation. Film/video grantees must submit one copy of the completed work, and promotional and educational materials.

Astraea Lesbian Foundation for Justice is a public foundation that must raise funds each year for grantmaking and operating expenses. The information provided in the application, as well as in reports may be shared with our donors and/or used in our publications. If your work has confidentiality requirements, and you would prefer that we do not share certain information with our donors or in our publications, please let us know that as part of your application -- this will not affect funding decisions.

Grantees are required to provide Astraea with at least two quality photographs that may be used in Astraea's publications (e.g. newsletter, annual report, website, e-communications). Information, completed works and photos are helpful in Astraea's efforts to illustrate specific examples of what is accomplished with Astraea grants, and how the support of donors is helpful in furthering the work of grantee organizations.

We request that grantees acknowledge Astraea Lesbian Foundation for Justice when acknowledging support of their activities. For film/video projects, we request that Astraea Lesbian Foundation for Justice is cited in the production credits, as well as in all promotional and publicity materials.

PROPOSAL NARRATIVE QUESTIONS – FOR GENERAL APPLICATIONS

Please answer question areas 1-5 in the order listed. Respond to the questions completely, and when possible please use concrete examples. This will help us get a better sense of your work. Please limit your narrative to **SIX pages**

1. Tell us **about your organization** (and project, if applicable), including:
 - How and why your organization started
 - Your organization's mission
 - Your organization's most significant accomplishments to date
 - Your group's local, regional, national and/or international context, and the context for the needs you address
 - Your organization's major programs and activities

2. Tell us **about your request** - Describe the work for which you are requesting funds, including:
 - How much are you requesting from Astraea? What would this grant be used for?
 - What are the long-term and short-term goals and objectives for your work?
 - What is the long-term impact that you seek to have? What do you seek to achieve during the grant period?
 - Describe your strategy for achieving your goals.
 - Describe your primary constituency/ community. How is your constituency/community involved in shaping the organization/project, and your work?
 - What leadership, if any, will be developed through this request?
 - Provide a timeline for the grant period, and indicate key projected milestones and activities.
 - How will you measure/evaluate progress and success? How will you use what you have learned to advance social change and movement-building?

3. Tell us about **your organization's** (and/or project, if applicable) **values and movement-building approach**:
 - Describe your organization's core values
 - How do you fit into Astraea's funding criteria and priorities, including:
 - How do you address gender oppression and how do you advance gender justice?
 - How are you anti-racist and how do you advance racial justice?
 - Describe alliances/coalitions that you are active in (and your organization's role), and local, state, regional, national, and/or international organizations that you work closely with.

4. Tell us about your **organizational structure**
 - Describe how your organization works (including who the primary leadership body is) and how decisions are made
 - How has the size of your organization (e.g. staff, board, members, volunteers and/or other relevant categories) grown or been reduced since the organization started?
 - How do you develop leadership amongst your members, volunteers, staff, board and/or other parts of your organization?
 - Is your leadership representative of your constituency? Why or why not?

5. Tell us about your **finances** [See required attachments section – you will also need to attach financial reports and budgets to your application].
 - How will you use a grant from Astraea, and why is an Astraea grant important to you?
 - Have you approached other sources to support your proposed work? What is the status of those requests?
 - Describe your fundraising plan and challenges
 - 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?

PROPOSAL NARRATIVE QUESTIONS – FOR FILM, VIDEO, MEDIA & CULTURAL PROJECTS

Please answer question areas 1-5 in the order listed. Respond to the questions completely, and when possible please use concrete examples. This will help us get a better sense of your work. Please limit your narrative to SIX pages.

1. Tell us **about your project**, including:
 - How and why your organization and project started
 - Your mission and most significant accomplishments to date
 - Your project's local, regional, national and/or international context, and the context for the needs you address
 - How your project is unique
 - About your artistic and stylistic approach, and past experience doing this type of work
2. Tell us **about your request** - Describe the work for which you are requesting funds, including:
 - How much are you requesting from Astraea? What would this grant be used for?
 - What are the long-term and short-term goals and objectives for your work? What do you seek to achieve during the grant period?
 - Describe your primary community and target audience, and how they are involved in shaping the organization and project
 - What impact will this project have on your community?
 - What do you want your audiences to do as a direct result of viewing/participating in your work?
 - Describe your marketing/outreach and distribution plan.
 - Provide a timeline for the grant period, and indicate key projected milestones and activities.
 - How will you measure/evaluate progress and success? How will you use what you have learned to advance social change and movement-building?
 - Tell us about your submitted sample work, and how it demonstrates your artistic ability
3. Tell us about **your project's values and movement-building approach**:
 - Describe your project's core values
 - How does your project fit into Astraea's funding criteria and priorities, including:
 - How does it address gender oppression and how does it advance gender justice?
 - How is it anti-racist and how does it advance racial justice?
 - How does it address multiple intersections of identity and contradict stereotypes?
 - Describe how your project will contribute to justice movements in your area
 - How is your strategy (i.e. film, theater) a tool for community mobilization and systemic change? Describe how your project will be used as a tool for social change.
 - How will you do outreach to diverse communities?
 - What organizations and artists do you collaborate with, and how?
4. Tell us about your **project's structure**
 - Describe how decisions are made, and who gives artistic and creative input
 - Who is involved in your organization/project, and what roles do they play? (include list of staff, board, and/or crew, etc. in attachments)
 - Is your project's leadership representative of your constituency and primary audience? Why or why not?
5. Tell us about your **finances** [See required attachments section – you will also need to attach financial reports and budgets to your application].
 - How will you use a grant from Astraea, and why is an Astraea grant important to you?
 - Have you approached other sources to support your proposed work? What is the status of those requests?
 - Describe your fundraising plan and challenges
 - 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?

ASTRAEA LESBIAN FOUNDATION FOR JUSTICE

U.S. General Fund Application Cover Sheet – 2008-09 Funding Cycle

Please indicate what type of U.S. Fund application you are submitting:

Media/Cultural Project Film/Video Project General

Organization Name _____ Year Founded _____

Project Name (if applicable) _____

Mailing Address _____

City _____ State _____ Postal Code _____ Tax ID number _____

Telephone _____ Fax _____ E-Mail _____ Web Site Address _____

Name of Contact Person #1 _____ Title of Contact Person #1 _____

Contact Person #1 - Telephone _____ Email of Contact Person #1 _____

Best Method & time to contact for proposal questions: Telephone (day/eve?) OR Email?

Name of Contact Person #2 _____ Title of Contact Person #2 _____

Contact Person #2 - Telephone _____ Email of Contact Person #2 _____

Best Method & time to contact for proposal questions: Telephone (day/eve?) OR Email?

Fiscal Sponsor [tax-exempt, 501(c)3 non-profit organization to receive grants funds, if other than organization listed above]

Fiscal Sponsor Organization Name _____ Tax ID Number _____

Mailing Address _____ City _____ State _____ Postal Code _____

Contact Person/Title _____ Telephone _____ Fax _____ Email _____

<u>Type of Request</u>	Astraea Grant Request:	\$ _____	<u>Organization's Fiscal Year</u>
<input type="checkbox"/> General Support	Total Project Budget (if applicable):	\$ _____	Starting Month: _____
<input type="checkbox"/> Project Support	Organizational Budget (current year):	\$ _____	Ending Month: _____

Have you previously applied to Astraea? Yes No
 If you have received past grants from Astraea, please indicate the years: _____

ORGANIZATION'S PRIMARY ISSUE AREA (if multi-issue, choose top 3)	ORGANIZATION'S PRIMARY STRATEGY (if multi-strategy, choose top 3)
<input type="checkbox"/> Legal/civil rights/Civic Participation <input type="checkbox"/> Human rights <input type="checkbox"/> Education <input type="checkbox"/> Economic Justice <input type="checkbox"/> Environmental Justice <input type="checkbox"/> Faith/Spirituality <input type="checkbox"/> Sexual/Gender Justice <input type="checkbox"/> Feminism <input type="checkbox"/> Homophobia <input type="checkbox"/> Transphobia <input type="checkbox"/> Anti-violence work (Inc. DV & Hate Crimes) <input type="checkbox"/> Family Issues <input type="checkbox"/> Racial Justice/Immigrant Right (<input type="checkbox"/> Racial Justice <input type="checkbox"/> Immigrant Rights) <input type="checkbox"/> Healthcare issues (<input type="checkbox"/> HIV/AIDS <input type="checkbox"/> Cancer <input type="checkbox"/> General Health) <input type="checkbox"/> Disability Rights <input type="checkbox"/> Housing <input type="checkbox"/> Youth <input type="checkbox"/> Aging <input type="checkbox"/> Peace & Justice/Anti-Militarism <input type="checkbox"/> Philanthropy <input type="checkbox"/> Prisons/Police Brutality <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Advocacy <input type="checkbox"/> Education <input type="checkbox"/> Publications <input type="checkbox"/> Media <input type="checkbox"/> Research <input type="checkbox"/> Arts and Culture <input type="checkbox"/> Community Building <input type="checkbox"/> Grassroots Organizing <input type="checkbox"/> Direct services <input type="checkbox"/> Leadership Development <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Training <input type="checkbox"/> Other (specify): _____

Type of Organization (check one): Lesbian Autonomous Trans Intersex
 LGBTI Women's Progressive Other (specify): _____

If applying for project support, what is the name of the project? _____

Indicate type of project (check one): _____ Lesbian Autonomous _____ Trans _____ Intersex
_____ LGBTI _____ Women's _____ Progressive _____ Other (specify): _____

Organization Structure # of Paid staff: _____ Full-time _____ Part-time
of Volunteers: _____ Core Volunteer Leaders _____ Other Active Volunteers # of Members (not incl. staff/volunteers): _____

Geographic reach Geographic area(s) served: _____
_____ Local/Town/City-wide _____ State-wide _____ Multi-state/regional _____ National
_____ Other (specify): _____

Descriptive summary of your organization (AND project, if applicable) as you would like it publicly listed - up to 3 sentences.

Briefly describe your request:

If applying for a General Grant:
Highlight specific work accomplished in the past year:

If applying for a Media/Cultural Project Grant:

Describe your project's intended audience(s):

Title of Sample Work Enclosed: _____

Format: _____ Slides _____ Books/Publications _____ Audio Cassette _____ DVD _____ CD _____ VHS
_____ Other (specify): _____

Brief description of sample work and its relevance to the project for which you are requesting funds:

If applying for Film/Video Project Grant:

Current Project Status: _____ Pre-Production _____ Production _____ Post-Production _____ Distribution
Requesting Funds for: _____ Pre-Production _____ Production _____ Post-Production _____ Distribution

Describe your project's intended audience(s):

Highlight distribution plan for the film/video:

Title of Sample Work Enclosed: _____

Brief description of sample work and its relevance to the project for which you are requesting funds:

2008-09 US GENERAL FUND APPLICATION CHECK-LIST for

Organization Name: _____

Project Name: _____

Application submitted by: Email (sample work submitted under separate cover, by postal mail) Postal Mail

Please indicate which materials are being submitted with this application package. If any materials are being submitted under separate cover, please indicate.

REQUIRED FOR ALL U.S. GENERAL FUND GRANT APPLICATIONS -- Your complete application must be received in our office by Monday, December 1st, 2008, 6pm EDT, for your proposal to be reviewed. Please review guidelines for email/postal mail submission instructions:

US General Fund Cover Sheet (this 3-page form, including this check-list)

Proposal Narrative -- NOTE that for Film, Video, Media and Cultural Project applicants, the narrative should respond to "Proposal Narrative Questions for Film, Video, Media, Cultural Project Applications"

REQUIRED ATTACHMENTS

List of Board and Staff (or other governing body and key personnel, as relevant)

Diversity Chart – Please complete Astraea’s applicant diversity chart

Organization’s Financials - Most recent year income/expense statement (audited, if available) and current year income/expense budget. If grant would be used in the coming year, also include projected budget for the upcoming year.

List of other prospective funding sources -- for organization (and project, if applicable).

If applying for project support -- **Project Financials**, include last fiscal year actuals and current year projected budget. If grant would be used in the upcoming year, also include projected budget for the upcoming year.

Contact information for 2 references who are constituents, audience or members of the communities that will benefit from the program for which you are requesting funds. Include their name, relationship to your group, their organizational affiliations, addresses, telephone numbers, and email address. Your organization/project leadership cannot serve as references.

3 Letters of Support from those with whom you have collaborated and/ or those that have benefited from your work. *Letters of support can not be from active members or leaders of your organization.*

Your organization’s **IRS 501(c)3** determination letter; or signed letter from your fiscal sponsor describing terms of your fiscal sponsorship relationship AND fiscal sponsor’s IRS 501(c)3 determination letter

IN ADDITION TO THE ABOVE, THE FOLLOWING IS REQUIRED FOR ALL FILM, VIDEO, MEDIA & CULTURAL PROJECT APPLICATIONS:

Sample work (see instructions for sample work submissions): _____

OPTIONAL MATERIALS INCLUDED WITH THIS APPLICATION

Additional Information such as brochures, articles, etc. Please indicate what has been included, and relevance to the application.

1. _____

2. _____

DIVERSITY CHART for _____ (Organization/Project name)					
Category titles can be customized (e.g. Cast, Crew, steering committee, etc.) -->>	Board Members	Staff	Active Volunteers	Members	Constituency/Audience
Total Number of Each Category----->					
Diversity by Race/Ethnicity <i>Please estimate the # (not percentage) in each category below.</i>					
African-American/Black/Caribbean/ African descent					
Arab descent					
Asian/South Asian/Pacific Islander descent					
European/Caucasian/White					
Latina/Latino					
Multi-Racial/Multi-Ethnic/Mixed Heritage					
Native American/Indigenous					
Other or Doesn't Identify					
Diversity By Gender Identity					
Women (including Trans & Intersex, if applicable)					
Men (including Trans & Intersex, if applicable)					
Trans/Gender Queer/Gender Non-Conforming					
Intersex					
Other _____					
Diversity By Sexual Orientation					
Lesbian					
Gay Male					
Bisexual					
Queer/Other _____					
Straight Ally					
Diversity By Age					
18 and younger					
19-24					
25-39					
40-59					
60 and older					
Diversity By Ability					
Physical Disability					
Mental/Cognitive/Intellectual Disability					
Hearing Impaired/Visually Impaired					
Other Diversity Characteristics					
Prisoner/Former Prisoner					
Immigrant/Refugee					
Religious Minority					
Single Parents					
Parent of LGBTIQ Children					
Child of LGBTIQ Parents					
Living with HIV/AIDS					
Low-Income/ Poor					
Welfare/Workfare Client					
Other Diversity Categories That Are Important To Your Organization (if not listed above)					
1)					
2)					

ASTRAEA LESBIAN FOUNDATION FOR JUSTICE

2008-09 U.S. Fund SAMPLE FINANCIAL SHEET (Optional, you may choose to use other formats)

Organization: _____

Current fiscal year begins: _____ / _____ (month/year)

Current fiscal year ends: _____ / _____ (month/year)

ORGANIZATION INCOME	Last Fiscal Year ACTUAL <i>(Organization)</i>	This FY PROJECTED <i>(Org)</i>	Last FY Actuals <i>(Project)</i>	This FY Projected <i>(Proj)</i>
Membership Dues _____				
Individual Contributions _____				
Special Events _____				
Corporate Contributions _____				
Foundation Grants _____				
Government Fees/Grants _____				
Fees for Services _____				
Other (itemize):				
1. _____				
2. _____				
3. _____				
TOTAL INCOME _____				
ORGANIZATION EXPENSES				
Salaries/Wages _____				
Payroll Taxes _____				
Consultants/Professional Fees _____				
Rent _____				
Supplies _____				
Telephone/Internet _____				
Postage/Mailings _____				
Printing/Copying _____				
Equipment _____				
Travel _____				
Meetings/Conferences _____				
Subscriptions/Publications _____				
Other (itemize):				
1. _____				
2. _____				
3. _____				
TOTAL EXPENSES _____				
Excess Revenue (Expenses) _____				
Opening Balance _____				
Closing Balance _____				