**Advancing the rights of LGBTI+ in Türkiye**

**III term**

Grants to strengthening the core functions of LGBTI+ organisations and initiatives by supporting their operations and increasing their organisational resilience

***The last day to submit your application (deadline) is***

***3 January 2025 at 10:00 (Ankara time)***

***Applications should be sent to*** [***anastasia@ilga-europe.org***](mailto:anastasia@ilga-europe.org)

**Timeline**

|  |  |
| --- | --- |
| *Proposals accepted until* | 3 January 2025, 10:00 (Ankara time) |
| *Decisions announced* | 13 January 2025 |
| *Strat of the term* | 1 January 2025 |
| *Completion of the term* | 31 October 2025 |
| *III term Reporting* | 17 November 2025 |

**Instructions**

* Please read the call for project proposals and the application form before you start filling in your application. Make sure that the grant proposal to support core operations is relevant to the goals of the call.
* Below we share with you the grid that we use when evaluating proposals, so that you understand what we consider as important when looking at proposals. Use this as a check-list to evaluate your own proposal before submitting it (or ask your colleagues to do so).
* Please answer all the questions in the application form. Incomplete application forms will slow down the selection process and taking final decision over the grant. Applications sent after the deadline or sent to ILGA-Europe through other channels than [the](mailto:boris@ilga-europe.org) contacts indicated above will not be accepted.
* This call invites applications in English, including translated by automatic translation tools.
* Please feel free to reach out with questions to [anastasia@ilga-europe.org](mailto:anastasia@ilga-europe.org) at ILGA-Europe. For accompaniment in proposal development from the Rainbow Coalition, please reach out to [murat@coalitionrainbow.org](mailto:murat@coalitionrainbow.org).

**Evaluation grid**

|  |  |  |
| --- | --- | --- |
| **Section of the form** | **Evaluation criteria** | **Scoring** |
| 1, 2, 3, 4, 8 | * Structure and capacity of the organisation. History of project and financial management. Solidity of the budget proposal. | 0-20 |
| 3, 4, 6 | * Description of the organisation; clarity of decision-making processes and roles (including accountability towards the communities you serve); relevance and transparency of work; financial management capacity * Description of the organisational work; clarity of purpose/change, connection with the context; * Overall rationale linking described current issues and planned responses; clarity, and alignment with a clear plan and actions to achieve change for LGBTI people leading to the estimated impact. * Clear assessment of external and internal risks and mitigation measures | 0-20 |
| 5 | * Which activities will be implemented throughout the grant term and their link to the goal of the program; logic and clarity of explanations, clear link between objectives, strategy, activities and resources * Coherence of results (outputs and outcomes) with the methods and strategies adopted. Role of beneficiaries and stakeholders | 0-20 |
| 5, 8 | * Clear and realistic outputs, outcomes; measurability and correlation of organisational activities and impact * Budget clearly and fully supports functioning of the organisation in the current grant term; other relevant costs are factored in | 0-20 |
| 4,5,7 | * Sustainability of the organisational work and systems described endure beyond the grant timeframe * Evaluation and impact. Concrete methods of measuring success and impact. | 0-20 |
|  | **MAXIMUM SCORE** | **100** |

**Grant Application Form**

## Project-related information

|  |  |
| --- | --- |
| Name of your organisation/ group: |  |
| Period of implementation:  *The project should start on 1 January 2025 and last up to 10 months maximum (i.e. until 31 October 2025)* |  |
| Budget requested in EUR (max € 20,500) |  |

## 2. Contact information

|  |  |
| --- | --- |
| Postal address of organisation |  |
| Email of organisation |  |
| Phone number of organisation |  |
| Website (if relevant) |  |
| Social media (Instagram, Facebook or other) |  |
| Organisation/group is in existence since: |  |
| Year of registration of the organisation/group (if applicable): |  |
| Name and contact information of the person responsible for this proposal: |  |
| Security information: please let us know if you prefer to use secure communication channels such as ProtonMail and Signal. |  |
| Information provided will be used solely for the purpose of processing applications. Information may be passed on to third parties, securely and only for the purpose of assessing the applications. Without your authorization we will not be able to process your application. | O I agree  O I don't agree |

# 3. Information about your organisation or group (maximum 2 pages)

*Please feel free to copy into this section the information provided in the previous call and, if necessary, include updates about changes.*

* 1. Primary target group of your organisation (for instance: “lesbian, bisexual and trans women in Izmir”, or “LGBTI people in Mersin”).
  2. Tell us about your organisation/group’s priorities, areas of work and achievements in the past 3 years.
  3. Who makes decisions in your organisation about implementing activities and spending money, and how are these decisions made? How do the people that this grant targets take part of such decisions?

* 1. Who will contribute to the management of this grant and in what roles? What experience and skills do they bring to the project? (Board, volunteers, members, staff)
  2. Topics and sizes (amount in EUR) of grants received during the last 2 years indicating donors for each one.
  3. Describe your internal processes or ways of managing funds and financial resources.
  4. How do you track your expenditures and income to make sure that no money is lost or misspent?

# 4. Information about the work of your organisation in the grant period (maximum 1,5 page)

1. Provide some background information about your work in 2024. To what extent were you able to implement strategies you envisaged during the core grant period as planned? Did you encounter any unforeseen opportunities or threats during the grant period? Were you able to use these opportunities? How did you deal with threats? What have you been able to do differently in your association and your work with the contribution of your core grant?
2. Summary of work organisation will do in 2025: please briefly introduce your organisational work plan for 2025 showing how it builds up on the strategies declared for the previous funding term. When describing your work plan 2025, concentrate on a bigger picture and main strategical directions of your work and what impact you want to achieve.
3. Indicate how your main directions of work and chosen strategies for 2025 fit into the priorities of this funding identified as protecting LGBTI+ rights in general and sustaining core functions of LGBTI+ organisations and improving their resilience in specific in the face of increasing challenges in Türkiye.
4. Regarding the priorities of the program, what are your objectives (outputs) for the period covered by the grant in 2025 and how they ensure continuation of work implemented in 2024? Are there any lessons learnt from the II term in 2024 that you would like to reflect on your work and approach in the new period?
5. In the medium term, what changes (outcomes) do you expect to see in your organisation, your stakeholders and/or the external environment with the work you plan for 2025? What will emerge in your organisation and its main directions of work with this grant contribution in the coming years (i.e. raising funds to have a safe space for the community, continue to provide knowledge, tools and practices to be used after support ends)?
6. Describe your cooperation with other project partners whining this project and beyond it as well as relevant coordination actions that clearly demonstrate joint efforts aiming at ensuring sustainable work of the movement in a long-term perspective and avoiding overlap of the activities.

# 5. Activities supported under this grant (maximum 1,5 page)

a. Provide description of the activities you will be implementing in 2025 and how this grant will contribute to their realisation. For each activity supported by the grant and reflected in the budget please provide the following information[[1]](#footnote-1):

* How the activity/service contributes to your broader objectives, core functions of the organisation, and other activities planned for the grant period, i.e. what outputs it will produce and contribute to creating outcomes
* The program objective with which it is more relevant: A) sustaining core functions of LGBTI+ organisations and B) improving their resilience
* Who is involved (stakeholders)
* The timeline (months of implementation)

b. Provide here details about the activities within you work plan provided in section 4 that will be implemented without the financial support of the grant (not included in the budget), if any. Will you need financial support other than this grant to implement your work plan in 2025 (e.g. resources for knowledge, tools, training and working with volunteers, etc.)?

**6. Risk assessment[[2]](#footnote-2)**

Briefly describe main risks for the work of the organization for the period of grant implementation, the team, and the beneficiaries of your work. How the risks identified for the project period differ from previous one? How is it possible to minimize these risks in case they materialize? Please describe foreseen mitigation measures in brief.

**7. Evaluation and impact *(maximum 1 page)***

1. How will this grant improve sustainability of your core functions and organizational capacity regarding resilience of your organization? How will you measure and report change in this area? Please describe it making sure there is clear connection and follow up on the grant from 2024 (II term).
2. Consider the overall organisational work and objectives in #4 above. How will you measure if you have achieved the objectives regarding your organization’s core functions? How will you understand what has changed in your organization and target groups as a result of this support, also in comparison to the grant received in the II term? How will you measure and report?

**8. Budget**

Please, use the designated budget in Excel format ONLY to compile your project budget. The excel document contains 3 sheets. Please only fill in the parts marked in yellow in the following sheets.

***Data –*** this sheet contains your organisational and project information.

***Budget –*** this table needs to be filled with all the expenditures that are foreseen under your project. You need to fill in all the budget lines. You may add or remove lines under each budget category (A, B, C) if needed, but do not create new budget categories. The small table at the top is a Summary Budget that summarises project expenditures according to budget lines. Do not introduce any changes in this table; only fill in the yellow sections of the detailed budget below.

***Narrative –*** in the yellow section please type detailed explanations for how you estimate all project expenses according to the instructions provided below.

**How to build the budget narrative**

Please, provide budget notes that clarify the calculations behind each figure in detail.

1. **Human Resources**

Include in this budget line the recruiting staff/covering the salary costs of the existing staff. Include information on the official job title and type of contract for the regular personnel involved in the project implementation (e.g. full-time or part-time). Please indicate full salary rate for each person involved in the project implementation, as well as the percentage of the salary planned to be covered by this project (i.e. % time commitment). The full gross salary should include all applicable income tax (please specify percentage), social security and/or pension contributions (please specify percentage) paid by the employer, and other costs paid by the employer for this employee. You also need to indicate what the functions and tasks of each person involved in the project would be.

Within the scope of your project, It’s mandatory for the employment contracts of the personnel employed to be prepared in Turkish Lira (TRY) and the salary payments to be made in TRY.

According to the Presidential Decree Amending the Decree No:32 on the Protection of the Value of Turkish Currency, published in the Official Gazette dated September 13, 2018.

Beneficiaries are required to make employment contracts with their employees in Turkish lira. Personnel contracts cannot be made in any foreign currency other than TRY.

The monthly costs for the personnel to be employed under Human Resources will be entered into the report in three lines for each payroll simultaneously. Other payments-related details will be added to the respective line later when tax and social security contribution are made.

Example 1:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Payment Date | Explanation | (TRY) Amount | Exchange Rate | (EUR) Amount |
| 1/31/2025 | January 2025-General Coordinator net Salary | 25.000,00 | 0,02 | € 500,00 |
| 2/26/2025 | January 2025-General Coordinator Tax (Income-Stamp Tax) | 5.500,00 | 0,02 | € 110,00 |
| 2/26/2025 | January 2025-General Coordinator SSK (Social Security Insurance) | 9.500,00 | 0,02 | € 190,00 |

For the budget items under “Human Resources” in Category A, the following supporting documents need to be provided.

|  |
| --- |
| -Employee resumes  -Employee contracts  -Payrolls (for part-time/temporary employees, the cost allocated to this budget item should be indicated as a percentage on the payroll)  -Monthly time sheet table for full-time/part-time/temporary personnel  -Monthly withholding tax declarations, accrual receipts, tax payments receipts/collection receipts. |

***Example 2:***

*The project coordinator will allocate 40% of their time (16 hours out of 40 per week) to the present project. The monthly gross salary rate of 650 euro includes 20% income tax and 10% social security contribution. An employment contract will be signed for the present project.*

1. **External Personnel**

This category should include payments/honoraria for all services provided outside of payroll for internally employed personnel (budget category A). This is usually individuals on service contracts (not staff) e.g. consultants, trainers etc. who provide a specific service. Amounts should include any applicable taxes paid by the employer, such as Value Added Tax (VAT), and should indicate how many hours/days/weeks/months the contracted person will dedicate to the project and at what rate. Please provide logic about the rates included, for example organisational experience in the field, internal policy of the organisation/group. If you plan to work with a fiscal sponsor, don’t forget to include any fees for their services that they may charge here.

Under Category B for procurement of expert services, the following supporting documents are expected to be provided:

|  |
| --- |
| -Purchase documents in case of service procurement from the same expert/supplier amounting to 1,000 EUR and above.  -Supporting documents related to the selection of experts (how the expert selection process was conducted).  -Employment contracts for experts.  -Time schedules indicating the monthly working hours for experts.  -Invoices, freelance invoices, etc.  -Payment receipts for expert fees.  -Payment receipts (the date and number of the invoice should also be included on the receipt). |

***Example:***

*The expenses for the facilitator (who is an acting lawyer and will be facilitating the events with the community described in Activity #...) will be covered. For each of the 2 events within the project activities, the organisation will contract a facilitator for a total amount of 3 days of work at the rate of 100 euro per day (€100 \* 3 days of work \* 2 events = €600).*

**C) Costs of activities/ service fees**

All costs assumed by the organization due to the completion of an approved grant application noted within the budget narrative. Examples of costs that could be included within project are: (1) renting an office space/sustaining the existing office space, (2) Buying/subscribing to digital tools & software for their organisational needs and fulfilment of core functions, (3) Buying training, coaching, counselling, consultancy, translation/interpretation, legal support, external audit and evaluation services for their organisational capacity development needs[[3]](#footnote-3),(4)Becoming members to international/national networks and/or sustaining existing memberships.

For expenses under Category C, the following supporting documents need to be prepared:

|  |
| --- |
| * Purchase documents in case of service procurement from the same supplier amounting to 1,000 EUR and above. * Contract, lease agreement, etc. * If a lump sum or a portion of office costs has been budgeted as a regular operational cost on a weekly/monthly basis, there should be a summary explanation on how the operational costs are calculated. * If there is a reasonable justification, the percentage of operational costs can be changed in the middle of the project. * Invoices, freelance invoices, etc. * Bank payment receipts. * For digital programs and software purchased from abroad (KDV 2 declaration must be provided with the Title of Responsibility). |

***Examples:***

*On average, the organisation/group annually incurs €5000 on rent. 2 of the organisation’s 4 employees will be working half-time (50%) on this project, therefore a proposed contribution of €5000/2\*50% = €1250 (€104 euro per month) is included.*

*The grant will be used to pay for zoom subscription for one year. The total cost of subscription €150.*

*The 3 one-day meetings planned in cities of the region will require the rental of a small meeting room in a local hotel at a rate of €150/day (total €450 for 3 meetings). The estimated rate is based on the organisation’s experience of organising such meetings in the past.*

1. Please see Annex I for type of activities that can be supported under this project and included in the budget. Also thee is an example of the activity description. [↑](#footnote-ref-1)
2. Risk assessment document can be attached as a separate document if considered relevant and in a format considered most suitable by the applicant. [↑](#footnote-ref-2)
3. Fees for hiring expertise – expert fees should be included in the category B – External personnel) [↑](#footnote-ref-3)