**Preventing and combating intersectional violence towards LBTIQ women and**

**non-binary persons**

**Application Form**

Welcome to the application process in EL\*C’s grant-making program aiming to contribute to a violence-free lesbian\* future! Before applying, please make sure you meet the eligibility criteria.[[1]](#footnote-1)

Please note that the term “LBTIQ women and non-binary persons” refers to cis, trans and intersex women, and non-binary persons who self-identity as lesbian, bisexual and queer. Also, “LBTIQ CSOs” refers to LBTIQ-led and/ or focused civil society organizations.

The deadline for applications is 23:59 CET on **June 22nd, 2024**. You need to submit the completed application form to the following email address: [grants@lesbiangenius.org](mailto:grants@lesbiangenius.org)

Late or incomplete applications will be ineligible.

With the submission of the application form you agree to EL\*C handling the data you include in the application.

1. The organization

Name and address of the organization:

Country of registration, and registration number:

What is the legal form in which the organization is registered? (e.g. association, foundation, etc.)

Brief description of the organization (Who you are and what you do for LBTIQ women and non-binary persons?) *Max 2-3 paragraphs*:

Could you tell us about the organization’s two most important achievements for LBTIQ women and non-binary persons? *Max 2-3 paragraphs*

Have you worked on preventing or combating gender-based violence (GBV)? If so, please explain this work. (*Prior experience in GBV is not a precondition for applying.*)

Are you a member organization of EL\*C? *(EL\*C membership is not a precondition for applying.)*

Contact person (name, email address, phone number):

Website, and/ or social media channels:

How much did you spend as an organization in 2023 (organizational budget in EUR)?

1. The proposal

Please submit only one proposal, one application form. You as the main applicant may involve any partner NGOs, including EL\*C members, in project activities. Activities planned under the project must take place within the territory of EU member states and in CERV participating countries (currently Bosnia and Herzegovina, Kosovo and Serbia). Applications can be submitted in one of two categories:

**-Category I.: Starting Up and Tailoring GBV Work**

This category is recommended for LBTIQ CSOs launching new work or tailoring existing work for LBTIQ women and non-binary persons. For instance, an LBTIQ CSO may launch its own services to support victims or may work with existing service providers – e.g. women’s or LGBTIQ crisis centers, other service-providers - on introducing a new element of service in order to meet the specific needs of LBTIQ women and non-binary persons. It is also recommended for those introducing a new element to the existing service, outreach, prevention or advocacy work in order to meet the specific needs of the LBTIQ community, or its parts (e.g. members living in rural areas, persons exposed to multiple discrimination, etc.). Projects are encouraged to include collaboration and learning. Grant requests may range between 10,000 and 30,000 EUR.

**-Category II.: Scaling up GBV Work**

This category is recommended for LBTIQ CSOs already engaged in prevention or combating of GBV and planning to consolidate, grow, expand, develop it in new directions or deepen their work to a new level. It is also recommended for coalitions of CSOs planning to achieve better provision of services and/ or systemic change at the local, national or regional level. Projects are encouraged to include collaboration and learning. Grant requests may range between 30,000 and 60,000 EUR.

EL\*C plans to launch another call for proposals in 2025. Applicants will be able to apply again in 2025, but the cumulative amount of 60,000 EUR cannot be overstepped in the two cycles.

In which category would you like to submit the project?

What is the requested amount? (For Category I.: from 10,000 to 30,000 EUR; and for Category II. from 30,000 to 60,000 EUR.)

Additional funding / Total project budget[[2]](#footnote-2):

Title of the project:

What is your main goal with this project?

Please indicate towards which objective(s) the project contributes from the below list (see footnote)[[3]](#footnote-3):

Please tell us about your project by responding to four questions!

1. What activities are you planning? *Funding can be provided only for activities in this list[[4]](#footnote-4), so please do not include non-listed activities*.

2. What members of the LBTIQ community are you going to work with?

3. What NGO partners and what other stakeholders do you plan to involve in the project? *Please feel free to include these as collaborative partners.*

4. What results would you like to achieve, and how long will these results influence the life of the community? *Max 4 paragraphs in total*:

Please provide a brief summary of the project (*max. 2 sentences*):

Start date (*Please note it should be in August or September 2024)*:

End date (*Please note the project length should be between 6 and 12 months*):

Any other note/ comment on the project that you consider important:

III. The budget

Please note that the budget should be prepared in EUR. This budget is based on the **main activities** that you plan to undertake. Please prepare the budget for the amount that you request from EL\*C.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities:** | **Budget lines** | **Cost (EUR)** | **Cost Justification:** Please provide a breakdown of all expenses required to execute the activity. This should include a detailed explanation of all listed costs. |
| **Activity 1:**  [type here name of the activity] | A. Personnel |  |  |
| B. Subcontracting |  |  |
| C.1a Travel |  |  |
| C.1b Accommodation |  |  |
| C.1c Subsistence |  |  |
| C.2 Equipment |  |  |
| C.3 Other goods, works and services |  |  |
| **Activity 2:**  [type here name of the activity] | A. Personnel |  |  |
| B. Subcontracting |  |  |
| C.1a Travel |  |  |
| C.1b Accommodation |  |  |
| C.1c Subsistence |  |  |
| C.2 Equipment |  |  |
| C.3 Other goods, works and services |  |  |
| **Activity 3:**  [type here name of the activity] | A. Personnel |  |  |
| B. Subcontracting |  |  |
| C.1a Travel |  |  |
| C.1b Accommodation |  |  |
| C.1c Subsistence |  |  |
| C.2 Equipment |  |  |
| C.3 Other goods, works and services |  |  |

***Please feel free to expand the table in order to add more activities****.*

Explanation of budget lines:

A. Personnel:

This includes the costs associated with personnel or human resources required for the project. It covers the salaries, wages, and fees for the individuals directly involved in the project's implementation. This may include project managers, team members, and any other staff members working on the project.

B. Subcontracting:

Subcontracting refers to the process of outsourcing specific tasks or parts of the project to external contractors or vendors. This budget line includes the costs incurred when hiring external parties to perform specialized work that is beyond the expertise or capacity of the organization's in-house team. Subcontracting expenses cover services or tasks such as specialized consulting, IT services, graphic design, marketing, or any other outsourced activities.

C.1a Travel:

Travel encompasses the expenses related to travel required for the project. This includes transportation costs for project team members or participants to attend meetings, workshops, conferences, or any other project-related events. Travel expenses may involve airfare, train or bus tickets, car rentals, fuel, parking fees, and any other travel-related costs.

C.1b Accommodation:

Accommodation includes expenses associated with providing accommodation for project team members or participants during project-related travel or events. Accommodation costs typically cover hotel or lodging expenses, including room charges, taxes, and other fees.

C.1c Subsistence:

Subsistence comprises the costs of providing meals and daily living expenses for project team members or participants during travel or events. This includes food, beverages, and any other daily subsistence costs required while away from their usual place of work.

Regarding expenses related to travel, accommodation, and subsistence we will assess estimated costs provided by the applicant based on the European Commission’s relevant decisions for such cost items, in order to check if costs are non-excessive and reasonable.

When applying for the project, you do not need to be burdened if the amounts you have stated do not match these benchmarks; this will not be considered an error. We will be in touch with you if corrections are necessary.

C.2 Equipment:

Equipment may include purchasing or renting equipment such as computers, laptops, projectors, audio-visual devices, specialized tools, machinery, or any other hardware required for the project's activities. The amounts included may not be higher than the depreciation costs associated with the equipment.

Equipment should be reported as depreciation costs, aligning with international accounting standards and the beneficiary’s usual practices. Only costs proportional to actual usage during the action duration are eligible. Renting or leasing such items is acceptable if expenses remain within depreciation costs and exclude financing fees.

C.3 Other goods, works, and services:

This includes expenses for various goods, works, or services that are essential for the project but do not fall into the other specified categories. It may include purchasing office supplies, data collection tools (survey software, questionnaires, etc.), postage and courier services for sending project-related materials, or any other miscellaneous costs necessary for the project's successful execution.

**Appendix - Budget Example**:

*Every project will have a different budget - please do not copy the below in your application, it is just an example. Also, please feel free to* ***delete this appendix from the file*** *when submitting your application.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities:** | **Budget lines** | **Cost (EUR)** | **Cost Justification:** Please provide a comprehensive breakdown of all expenses required to execute the proposed activity. This should include a detailed explanation of all below-listed items. |
| **Activity 1:**  Coordination, Leadership | A. Personnel | 6600.00 | **Project manager** will be responsible for the project's overall management, providing guidance and ensuring communication among stakeholders, as well as monitoring, evaluation, and reporting. Due to the estimated workload of the project activities this person will be dedicated to this action with 30% of their time. 30% of the gross monthly salary is 400.00 EUR per month. (400.00 x 12 = 4800.00 EUR)  **Project Coordinator** is responsible for the management of project-related activities 2-4, work planning, documenting, and sharing information. For this contribution, the Project Coordinator will be allocated a 30% of their monthly salary 300.00 EUR for 6 months. (300.00 x 6 = 1800.00 EUR) |
| B. Subcontracting | 00.00 | This activity does not involve any subcontracting costs. |
| C.1a Travel | 00.00 | This activity does not involve any travel costs. |
| C.1b Accommodation | 00.00 | This activity does not involve any accommodation costs. |
| C.1c Subsistence | 00.00 | This activity does not involve any subsistence costs. |
| C.2 Equipment | 00.00 | This activity does not involve any equipment costs. |
| C.3 Other goods, works and services | 2160.00 | Tel/fax, electricity/heating, maintenance -This budget line covers the utility cost of the office, such as heating and other communal service; internet, and telephone costs that we will need in order to implement all activities. An adequate percentage is calculated and allocated to this project. Based on the average costs and including the regional aspect that demands international and local calls, the estimation of monthly costs is 180 EUR. The costs cover a 12-month period. (180.00 x 12 = 2160.00 EUR) |
| **Activity 2:**  Needs assessment of LBQ community members with experience of GBV | A. Personnel | 00.00 | This activity does not entail any supplementary personnel costs, as all related expenses are already covered under Activity 1. |
| B. Subcontracting | 1200.00 | One (1) Consultant for methodology and analysis -assessment (10 days of work – 120.00 EUR per day) - 1200.00 EUR |
| C.1a Travel | 00.00 | This activity does not involve any travel costs. |
| C.1b Accommodation | 00.00 | This activity does not involve any accommodation costs. |
| C.1c Subsistence | 00.00 | This activity does not involve any subsistence costs. |
| C.2 Equipment | 00.00 | This activity does not involve any equipment costs. |
| C.3 Other goods, works and services | 1590.00 | Communication of results through social media  (Facebook, Instagram, Twitter, Threads) – promotion cost – 330.00 EUR  Translation costs (will ensure that the results of the assessment are available in three languages French / Italian /Russian) – 1260.00 EUR (420.00 EUR each) |
| **Activity 3:**  Stakeholder meeting and training (2X) | A. Personnel | 00.00 | This activity does not entail any supplementary personnel costs, as all related expenses are already covered under Activity 1. |
| B. Subcontracting | 00.00 | This activity does not involve any subcontracting costs. |
| C.1a Travel | 1900.00 | Stakeholder meeting to discuss actions proposed based on needs assessment (for 20 participants, 1-day event);   * Local transport for 20 participants (20 participants x 15.00 EUR per person) = 300.00 EUR in total.   Two trainings on topics defined by the needs assessment (10-10 participants, 1-1 day each, travel, and event costs) :   * Travel costs (round trip -bus, train, car) 80.00 EUR x 20 participants = 1600.00 EUR |
| C.1b Accommodation | 1100.00 | Two trainings:   * Accommodation (one night) for 2 x10 participants in twin rooms (B&B – Bed and breakfast – local taxes included) 20 x 55.00 EUR = 1100.00 EUR |
| C.1c Subsistence | 2000.00 | Stakeholder meeting:   * Refreshment during the meetings for 20 participants – 20 x 5.00 EUR = 100.00 EUR * Lunch with soft drinks for 20 participants – 20 x 25.00 EUR = 500.00 EUR   Two trainings:   * Lunch and Dinner with soft drinks for 2 x 10 participants (2x10 participants x 50.00 EUR) = 1000.00 EUR * Coffee breaks (4 in total) – 5.00 EUR x 20 people x 4 times = 400.00EUR |
| C.2 Equipment | 00.00 | This activity does not involve any equipment costs. |
| C.3 Other goods, works, and services | 900.00 | Two trainings:   * Materials (2 trainings) - 2 x 200.00 EUR =400.00 EUR * Venue & technical equipment for 2 days – 500.00 EUR   Costs were calculated based on market prices and previous experience in organizing such training. |
| **Activity 4:**  Awareness-raising campaign (in Y location) | A. Personnel | 00.00 | This activity does not entail any supplementary personnel costs, as all related expenses are already covered under Activity 1. |
| B. Subcontracting | 1200.00 | Communication person will write and distribute content to promote the project’s activities. Will handle public relations, information output, and media requests. Collaborate with the team to develop and implement an effective communications strategy. Maintain records of media coverage and collate analytics and metrics. - external contractor (3 months)  400.00 EUR per month / 1200.00 EUR in total |
| C.1a Travel | 00.00 | This activity does not involve any travel costs. |
| C.1b Accommodation | 00.00 | This activity does not involve any accommodation costs. |
| C.1c Subsistence | 00.00 | This activity does not involve any subsistence costs. |
| C.2 Equipment | 00.00 | This activity does not involve any equipment costs. |
| C.3 Other goods, works and services | 400.00 | Printing of Flyers and Brochures 100.00 EUR. This line covers the cost of printing informative flyers and brochures to distribute among community members.  Promotional Items (T-shirts, bags, pens.) – 300.00 EUR - The budget includes the cost of promotional items that can be distributed to raise awareness and foster a sense of community involvement. |
| **Total budget:** |  | **19050.00** | **EUR** |

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**EUROCENTRALASIAN LESBIAN\* COMMUNITY**

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1. -**Legally registered, non-profit and non-governmental, civil society organization**

   -Established in a **Member State of the European Union** (including overseas countries and territories (OCTs)), or in a CERV-participating country, currently Bosnia and Herzegovina, Kosovo and Serbia. Please feel free to check the updated list of CERV participating countries on this link: [**CERV-participating country**](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/cerv/guidance/list-3rd-country-participation_cerv_en.pdf).

   -**LBTIQ CSO**,that is, LBTIQ-led and/or focused civil society organization

   -Applicant **respecting EU values** such as dignity, equality and justice (as laid down in Art.2 of the Treaty on European Union and the EU Charter of fundamental rights)

   -Fully **completed application, submitted** before the deadline. (Applications can be submitted in any EU member state language, however, English is preferred. Submitting in another language will not lead to any disadvantage.) [↑](#footnote-ref-1)
2. You do not need to have co-funding, and you are welcome to leave this blank. Having said that, if this grant would be part of a larger project, please indicate here what the total budget would be and where the co-funding would come from. [↑](#footnote-ref-2)
3. - To understand and meet the specific needs of LBTIQ women and non-binary persons who are victims of gender-based violence (GBV), and provide tailor-made support for them.

   - To ensure that systems for protection and prevention of GBV are used to serve LBTIQ women and non-binary persons and advocate for changes as needed.

   -To strengthen the sustainability, skills and capacities of LBTIQ CSOs in responding to the GBV-related needs of LBTIQ women and non-binary persons and in becoming visible representatives for the topic. [↑](#footnote-ref-3)
4. -Activities on preventing and combating gender-based violence against LBTIQ women and non-binary persons, including where such violence is committed online or in the context of people fleeing from Russia’s war of aggression against Ukraine;

   -Coalitions and partnerships among LBTIQ CSOs and feminist CSOs in the field of preventing and combating gender-based violence; coordination and strategic cooperation between LBTIQ CSOs, feminist CSOs and other stakeholders, public or private sector entities;

   -Provision of free advice, watchdog and monitoring activities on EU and international policies in the field of preventing and combating violence against women, such as the Istanbul Convention or other EU legal and policy documents;

   -Promotion of the implementation of adopted laws in the field of preventing and combating gender-based violence, regulations and Court cases;

   -Lobbying/ Advocacy to influence policy and decision-making processes, including revision/updating/adoption of policies and legislation in the field of preventing and combating gender-based violence;

   -Research and analysis aimed at informing policymaking at EU and national level, development of tools and standards to support EU policies and actions in the prevention and combating gender-based violence against LBTIQ women and non-binary persons;

   -Provision of gender-sensitive support services to LBTIQ women and non-binary persons, such as victim support tailored to the specific needs of victims who are LBTIQ women and non-binary persons, including specific medical and psychological support, victim-centered and trauma-informed services, access to national helplines, access to justice, increased accessibility of shelters, including comprehensive support for victims of sexual harassment at work, training of professionals, etc.;

   -Awareness raising and communication/information’s activities aimed in particular at creating links and animating communities in the field of preventing and combating gender-based violence against LBTIQ women and non-binary persons;

   -Community-based mobilization with direct involvement of LBTIQ women and non-binary persons (e.g., working with violence survivors, with cultural mediators, with community leaders, etc.);

   -Tackling gender stereotypes as root causes of gender-based violence against LBTIQ women and non-binary persons;

   -Awareness-raising and capacity-building to foster participation, ownership, and knowledge in the development, adaptation and/or implementation of legislation and/or frameworks or action, for instance through a multidisciplinary working group (which meets regularly and has appropriate decision-making power), enhancement of coordinating mechanisms and procedures (e.g., protocols). [↑](#footnote-ref-4)