# Application Form - English

#### Resourcing Lesbian\* Movements in Europe

Welcome to the application process for EL\*C’s much-awaited grant-making program! Before applying, please make sure you meet the eligibility criteria[[1]](#footnote-2).

Please note that the deadline for applications is **23:59 CET on May 12, 2025**.   
Late or incomplete applications will be ineligible.

You need to submit the completed application form including the budget to the following email address: [grants@lesbiangenius.org](mailto:grants@lesbiangenius.org)

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

1. **The organization**

**Legal name of the organization:** (*If you can, please provide the legal name of your organization in English too.)*

**Address of the organization:**

**Country of registration, and registration number:**

**Legal form that you are registered as an organization**: (e.g. association, foundation, etc.)

**Contact person**

* + Name:
  + Email address:
  + Phone number:

**Website, and/ or social media channels of the organization:**

**Brief description of the organization: who you are and what you do for the lesbian\* community? (Max 2-3 paragraphs)**

*Please note that the term “lesbian\*” refers to cis, trans and intersex women, and non-binary persons who self-identify as lesbian, bisexual and queer.*

**Could you tell us about the organization’s two most important achievements for the lesbian\* community?** (**Max 2-3 paragraphs)**

**How much did you spend as an organization in 2024 (in EUR)?**

1. **The proposal**

Please submit only one proposal, one application form. Joint applications by EL\*C members are discouraged at this time. However, 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 European Union member states.

**Title of the project:**

**Key details**

* Start date *(please note it should be in June 2025*):
* End date*(please note the length of the project should be between 6 months and 8 months)*:
* Requested amount *(The minimum requested amount is 5,000 EUR and the maximum is 30,000 EUR*):
* Additional funding[[2]](#footnote-3):

**Please provide a brief summary of the project: goal, objectives, key activities (max. 1 paragraph)**

**Please indicate towards which objective(s) the project contributes from the below list (see footnote)!** The project contributes to increasing/ developing/ strengthening the following, in order to benefit the lesbian\* community[[3]](#footnote-4)

**What is your** **main goal with this project? Please link it closely with the objective(s) you selected in the previous question. (Max. 1 paragraph)**

Please note that we can support only those projects that contribute to the objectives listed earlier.

**Please tell us about your local context to help us better understand the relevance of your project for the lesbian\* community. (Max 2 paragraphs)**

**Please indicate which activities are you planning to include in your project from the below list (see footnote)!**

*Funding can be provided only for activities in this list*[[[4]](#footnote-5)*,*](#_bookmark5) *so please do not include non-listed activities*.

**Please describe in your own words the planned activities. We would like to understand what activities you are planning and how, and with what methods you would like to do them. (Max 1 page)**

*Please make sure to name the activities in the same way that you will name them in the budget.*

**What members of the lesbian\* community are you planning to work with in the first place? Are you going to engage members of the community for whom accessing rights protection is particularly challenging, e.g. for those experiencing multiple hardship, discrimination, exclusion, including those living in rural areas? (Max 1 paragraph)**

**If you are planning to involve NGO partners and/or other stakeholders in the project, please explain. (Max 1 paragraph)**

**What results would you like to achieve in the short term? What are the mid-term and long-term impacts that the project will contribute to, especially in the field of rights protection, monitoring, implementation and advocacy? Is there a vision for potential long-term sustainability? (Max 4 paragraphs)**

**Any other note/ comment on the project that you consider important (Max 1 paragraph)**

1. **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.

You can use the budget form below, or [THIS EXCEL TEMPLATE (click here to download).](https://drive.google.com/drive/folders/1tjz4AccATJsS4yuNxblZXIpkIlBuk_T9?usp=sharing) You have to fill out the budget only once. If you use the Excel template, make sure to submit it along with the application form by the application deadline.

*You will find an Example Budget in Appendix II.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities:** | **Budget lines[[5]](#footnote-6)** | **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 |  |  |
| 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 |  |  |
| **Total cost (EUR)** | |  |  |

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

1. **Activity Implementation Measurement Matrix**

In case your project gets funded, we want to make sure that it is easy to monitor the progress of each activity. For that, we have created a tool. This tool lists the deliverables that will be produced during the implementation of activities (e.g. reports, attendance lists, agendas, photos, publications, etc).

A few suggestions for filling out the matrix:

* Please follow the activities in your Budget when filling out the first column! Please try to be as concrete as possible when describing the activity.
* When thinking about deliverables, please consider what will be the result or outcome of the activity, and how you can show that result to others; and what evidence can you show that the activity has taken place. You are welcome to list more than one deliverable per activity.
* When thinking about the % of the activity (last column) please think about how important that activity is overall for the project, and how much of the resources are going into the activity. When adding up the percentages, in the end the number should be 100%.

*You will find an Example Activity Implementation Measurement Matrix in Appendix III.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Deliverable(s)** | **Start date** | **End date** | **Deliverable %** |
| **1.** |  |  |  | **%** |
| **2.** |  |  |  | **%** |
| **3.** |  |  |  | **%** |
| **4.** |  |  |  | **%** |

*Please feel free to add more lines/ expand as needed.*

**Appendix I. Explanation of budget lines:**

1. 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.

1. 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.

1. 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.

1. 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.

For expenses related to travel, accommodation, and subsistence during the potential signing of the contract, we will adhere to the regulations of the European Commission concerning limits on the reimbursement of travel expenses, accommodation, and subsistence. These are predetermined amounts that must be adhered to.

When applying for the project, you do not need to be burdened if the amounts you have stated do not match these; this will not be considered an error.

* 1. Equipment:

Equipment covers the costs of acquiring and using equipment necessary for the project's implementation. This 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.

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.

* 1. 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 II. – 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 | 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| of the LBQ community | 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:** Network 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 | Network 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 for comm. members 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 | Network 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 | 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 organization’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** |

**Appendix III. – Example Activity Implementation Measurement Matrix**

*Please note that your matrix may look very different from this one:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Deliverable(s)** | **Start date** | **End date** | **Deliverable %** |
| 1. **Research and monitoring**  Conducting a survey with at least 100 LBTQ women who have experienced GBV about their experiences with authorities, service providers etc. Writing a report including findings and recommendations for policy changes and other improvements. | A research report with the findings, including a section on methodology, and a section on policy recommendations. | 01.05.25 | 31.09.25 | 35% |
| 2. **Social media campaign**  Launching a social media campaign reaching at least 10.000 individuals, with the result of the research and with recommendations | A brief report including social media reach | 01.10.25 | 31.12.25 | 30% |
| 3. **Advocacy**  Advocacy efforts with responsible authorities, decision-makers, service providers to discuss and propose changes/ improvements in policy responses to GBV based on experiences of LBTIQ women | List of meetings with responsible authorities, decision-makers, service providers; list of recommendations; list of agreements/ next steps | 01.09.25 | 31.12.24 | 35% |

*This publication was co-funded by the European Union. Its contents are the sole responsibility of EL\*C - EuroCentralAsian Lesbian\* Community and do not necessarily reflect the views of the European Union.*

**EUROCENTRALASIAN LESBIAN\* COMMUNITY**

Heumühlgasse 14/1, 1040 Vienna Austria www.lesbiangenius.org

1. - Approved full member organization of EL\*C at the time of submitting the application *(an organization is an approved full member after going through a separate application process for membership and receiving a formal notification about approval of membership)*

   - Legally registered, non-profit and non-governmental, civil society organization in their country of operation

   -Established in a Member State of the European Union (including overseas countries and territories (OCTs)

   - Respecting EU values, including values such as dignity, equality and justice

   - Fully completed application form, including the budget, 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-2)
2. You do not need to have co-funding, and you are welcome to leave this blank. Having said that, if you have co-funding, please indicate what the total budget would be and where the co-funding would come from. [↑](#footnote-ref-3)
3. - NGO capacity to protect and promote the rights of lesbians\*, especially in the field of rights protection, monitoring, implementation and advocacy

   - NGO advocacy and watchdog role,

   - NGO involvement in policy and decision-making processes with local, regional and national governments,

   - awareness raising about EU rights and values regarding lesbians\* in support of NGOs watchdog and advocacy work. [↑](#footnote-ref-4)
4. - Desk research (research cannot be the main purpose of the action), baseline studies

   - Training actions, study visits, field trips and internships

   - Facilitation of contacts, consultations and discussions between different stakeholders

   - Communication and information activities

   - Organization of conferences, roundtables, workshops and seminars

   - Promotion of the implementation of adopted laws and regulations

   - Advocacy for the revision of existing legislation and adoption of new legislation in accordance with EU standards and requirements

   - Establishment of dialogue with political parties, groups of parliamentarians or legislative bodies

   - Documentation and monitoring activities, as well as monitoring international commitments

   - Publication of monitoring reports

   - Drafting policy or legislation recommendations

   - Public awareness raising campaigns

   - Publication of leaflets, manuals on best practice

   - Testing of innovative approaches

   - Community building activities, in support of NGOs watchdog and advocacy work

   - Internal/organizational capacity development activities

   - Service provision to community members, in support of NGOs documentation and monitoring activities [↑](#footnote-ref-5)
5. You can find the explanation of each budget line in Appendix I. [↑](#footnote-ref-6)