

These guidelines will help you to submit an application to the Other Foundation to be a grant proposal peer reviewer by completing form G2.

For each round of grant making, the Other Foundation recruits between 8 and 12 individuals from southern Africa to help decide about grant allocations. Thank you for taking the time to apply to be a grant proposal peer reviewer. We know that it takes a lot of effort and time to complete applications and we know that we will have more applications than places available. We therefore have an application process that hopefully minimizes your time, while still providing the information that we need to assess your application.

You can download the peer reviewer application form G2 from www.theotherfoundation.org/peer-reviewers. We encourage you to do that so you can see the whole set of questions that you will need to answer, while you go through these guidelines.

FIND OUT MORE ABOUT THE OTHER FOUNDATION

You are also strongly encouraged to find out more about the Other Foundation before you complete the application form. You can get more information from our website www.theotherfoundation.org. You are especially encouraged to review the Foundation's call for proposals, guidelines and grant concept proposal forms that are available at www.theotherfoundation.org/grants.

PARTS OF THE FORM TO COMPLETE

You must complete all sections of the form. Please answer all the questions in each section.

LANGUAGE

The form can be completed in English, Portuguese, or French. It will be processed most efficiently if it was submitted in English, though. All peer reviewers must be able to communicate in English.

ATTACHMENTS

You must attach your *curriculum vitae* (CV) when you submit the application form. Do not send any other attachments other than the completed application form and your CV.

Before explaining how to complete the peer reviewer application form, some background information about the Other Foundation's grant making process will be helpful . . .





WHAT DOES THE OTHER FOUNDATION FUND?

The Other Foundation funds organizations and activities that advance and defend the human rights, well-being, and social inclusion of people who experience exclusion, discrimination, violence,

criminalization and moral judgment because of their sexual orientation and/or gender identity or expression. We are especially interested to support:

- Mainstream faith-based groups to be more welcoming and inclusive of lesbian, gay, transgender, and intersex (LGBTI) people;
- Extended and improved legal and psycho-social support to LGBTI people;
- Medical or psychological associations to review available evidence around sexual orientation and gender identity (SOGI) and to use science as an entry point into southern African debates around SOGI;
- Popular culture that challenges myths and stereotypes about sexual orientation and gender identity or expression;
- Innovative public information about sexual orientation and gender identity, especially within specific groups such as teachers, the medical fraternity, members of parliament, police, parents and so on;
- The building of alliances between LGBTI organizations and those working on other social justice issues;
- Advocacy and organizing to improve the lives of LGBTI people, including challenging discriminatory law and policies and responding to human rights violations through grants for documentation, strategic litigation, and research; and
- The strengthening of institutions by building organizational skills and systems, including activist exchange visits and internships.

HOW MANY & WHAT SIZE OF GRANTS?

The Other Foundation has four different types of grants that it gives. In this round of grant making, we have ZAR 4 million to allocate in grants and we will be making grants in all four categories as follows:		
TYPES OF GRANTS		EXPECTED NUMBER OF GRANTS
 <p><i>Namaqualand Daisy</i> grants are for individuals only, including activists, artists, researchers and others. The maximum grant is ZAR 10,000 for work lasting up to 12 months.</p>		We expect to give 10 to 15 grants in this category.
 <p><i>Inyosi or Honey Bee</i> grants are for smaller organizations that want support for a small project or to get started. The maximum grant is ZAR 50,000 over 12 months.</p>		We expect to give 8 to 10 grants in this category.
 <p><i>Hungwe or Fish Eagle</i> grants are for established organizations that need support for a project. The maximum grant is ZAR 200,000 over 18 months.</p>		We expect to give 5 to 8 grants in this category.
 <p><i>Mosu or Umbrella Tree</i> grants are for core support to anchor organizations working at a national or regional level. The maximum grant is ZAR 500,000 over 24 months.</p>		We expect to give 2 to 4 grants in this category.

THE PROCESS OF GRANT MAKING

The grant application process has two steps. The first step is the submission of a 'concept proposal'. We will be a peer review system of all grant concept proposals to identify which applications to invite to submit a full proposal. That is where you come in as a peer reviewer.

In this way, individuals who are also eligible for applying for grants, will be the ones recommending to the Other Foundation which concepts should be taken the next step of the grant making process by being invited to submit full proposals. We believe that this gives real expression to the identity of the Other Foundation as a community foundation.

The second step of the grant making process is where staff of the foundation then work with the invited applicants to develop full proposals, taking into account the recommendations made by the peer reviewers. These final proposals will be recommended to the Foundation's board of trustees for funding. The Other Foundation's board of trustees will make the final decision about what projects should be supported.

More detailed information about grant types and the Other Foundation's grant making process will be given to all selected peer reviewers.

WHO CAN BE A PEER REVIEWER?

The opportunity to be a peer reviewer is open to everyone who is eligible to apply for funding. You should think about applying to be a peer reviewer, especially if you are worried about the transparency and fairness of the process.

HOW WILL GRANT PROPOSALS BE PEER REVIEWED?

The peer reviewers will be divided into four teams, each focusing on one of the Other Foundation's four grant types. Staff of the foundation will assist each team. Every proposal that meets the criteria will be reviewed twice: first individually by every peer reviewer in that team who will receive the grant concept proposals electronically (along with an assessment sheet), and then jointly by the team in a regional peer review workshop that will be convened by the Foundation. At the regional workshop, the peer reviewers will select the best concept proposals to be developed into full proposals by grant applicants.

COMPLETING THE PEER REVIEWER APPLICATION FORM

SECTION A

This section provides your contact details, confirms your eligibility to become a peer reviewer, and gives us some information that will enable us to plan ahead.

CONTACT INFORMATION

Please double check all the contact details that you give, as this is the only way in which we will be able to communicate with you. Please make sure that you include your telephone country code. Email and telephone will be the primary ways that we will communicate with you. All the contact details that you give will automatically be added to our database of contacts so that you receive all communications from the Other Foundation.

PASSPORT

As we will have a regional workshop for peer reviewers, you will need a valid passport to be able to get a visa and travel internationally in southern Africa. It will be your responsibility to make sure that you have a valid passport in time, and to apply for a visa in good time – if you are selected as a peer reviewer.

13 ELIGIBLE COUNTRIES

The geographic region that we cover is Southern Africa. The countries from which we accept applications are: *Angola, Botswana, Lesotho, Namibia, Madagascar, Malawi, Mauritius, Mozambique, Seychelles, South Africa, Swaziland, Zambia, Zimbabwe*. Even though the Democratic Republic of Congo and Tanzania are also members of the Southern African Development Community (SADC), we do not give grants in those countries since our sister agency in East Africa does grant making there.

SECTION B – DECLARATION OF INTERESTS

To ensure a fair and transparent grant making process, everyone involved in any part of the decision making about grant allocations must declare all their interests so that we can effectively manage any potential conflicts of interests. This will ensure that there is no bias, favoritism, or prejudice based on any professional associations, family ties, friendships or other close relationships – and that there is no chance of any personal financial benefit from recommending the allocation of a particular grant. Please declare all your relevant interests and remember the golden rule about conflicts of interest: if in doubt about whether it is a potential conflict of interest, then declare it anyway.

SECTION C

This is the main section of the application. It is where you would want to make the best case possible for why you should be a grant proposal peer reviewer – and share your best thoughts with us. There are only a few questions to answer so please answer them carefully and with great clarity. The word limitations will not allow for much detail, so a plain language and to-the-point motivation would be best. There are no right or wrong answers, so just tell us what you think, especially about good funding applications and the characteristics of initiatives that will work best to achieve the overall purpose of this round of grant making.

WORD RESTRICTIONS

Some of the questions have a restriction on the number of words that you can use, to ensure that the answers are short, clear, and to the point. In assessing your application, we will be strict about the length of answers with word restrictions. Make sure you put the most important things at the start of your answer.

SECTION D

This section of the application form gives information that will be used to map and better understand who and where we get applications from, so that we can address any gaps that we identify and pay attention to under-represented areas and groups.

We have used proxy measures for hard-to-measure issues like ‘social class’, which is why we ask questions about where you live and what you do. We do this because we are committed to ensuring that we don’t inadvertently only get applications from middle class people. In particular this information will be used to better understand patterns that emerge about who applies and who actually gets selected so that we can improve our application processes.

We have also included questions about ‘race’ or ‘population group’. We recognize that these are very problematic notions but we have to weigh up those concerns with a recognition that the legacies of colonialism and apartheid in our region mean that we must make sure that people who benefited from these systems, do not continue to exclude others from being able to fully participate in building a new future for us all.

Please answer all the questions in the relevant section. Your responses will not have any negative effect on your application.

SECTION E

This section is self-explained and straight-forward. We will contact the referees that you name.

SECTION F

This section is a declaration that confirms the truth of all the information you have given, that you are applying in your personal capacity, and that your name and picture will be communicated publicly if you are chosen as a peer reviewer, since all the grant applicants and back-funders will want to know who the peer reviewers are. It also confirms your consent for contact details to be added to the Other Foundation's database of contacts. We want to make the submission of applications as simple, quick, and easy as possible, so we will accept your written name in lieu of your signature on this form.

WHAT'S IN IT FOR YOU?

Participating in the this regional grant making process will give you a unique opportunity to get a good overview of the LGBTI sector across southern Africa. It will also give you an opportunity to learn more about what others are thinking and doing, and to engage in strategic reflection with others who are interested in the human rights, wellbeing, and social inclusion of LGBTI people in southern Africa.

WHAT'S IN IT FOR US?

You will be bringing your skills, knowledge, ideas, experience, and networks to help others do their work more effectively and efficiently, and you will help build the Other Foundation to truly be a community foundation.

REMUNERATION

The Other Foundation does not pay peer reviewers for participation in this process. However, all direct expenses for participation in the regional peer review workshop will be paid by the Other Foundation. The details of the expenses that will be paid for will be communicated ahead of the workshop.

SELECTION OF PEER REVIEWERS

An independent selection panel, appointed by the Other Foundation, and Foundation staff will review all applications. In making final decisions about the selection of the panel of peer reviewers, the selection panel will want to reflect the necessary geographic, gender identity, sexual orientation, skills, sectorial and other demographic diversities that will ensure a good mix of different knowledge, networks, and perspectives in the peer review panel.

QUERIES

Please email peer.reviewer@theotherfoundation.org if you have any questions. We will answer your question as quickly as possible.

CLOSING DATE & SUBMISSION

Please make sure that you submit your application by the closing date that is given on our website at **www.theotherfoundation.org/peer-reviewers**. Late applications will not be accepted. You must submit your application by email to **peer.reviewer@theotherfoundation.org**. Do not send any appendices or attachments other than the application form and your *curriculum vitae*. Applications submitted by fax or post or in any other way will not be accepted.