

These guidelines will help you to submit a grant concept proposal to the Other Foundation by completing form G1.

Thank you for taking the time to apply for funding from the Other Foundation. We know that it takes a lot of effort and time to complete proposals and we know that we will definitely have more proposals than funds to support them all. We therefore have a proposal application process that hopefully minimizes your time, while still providing the information that we need to assess your application.

You can download the grant concept proposal form G1 at www.theotherfoundation.org/grants. 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.

PARTS OF THE FORM TO COMPLETE

Individuals applying for *Namaqualand Daisy* grants should only complete sections A, B, C, E and G of the form. Organizations applying for *Inyosi*, *Hungwe*, and *Mosu* grants should complete only sections A, B, C, D, F and G of the form.

LANGUAGE

The form can be completed in English, Portuguese, or French. It will be processed most efficiently if it was submitted in English. However, proposals will be accepted in all three languages.

MULTIPLE CHOICE ANSWERS

Many of the answers will require the selection of one answer from a menu of several options that are given. Please select the option that *best* captures your answer. We realize that sometimes you will want to choose more than one option – but to simplify things you will need to choose a single answer. If no answer from the drop down menu works for you, then please choose ‘other’ and write in your answer. There are no right or wrong answers and there is no preference for one answer over another. It’s just about getting the necessary information.

WORD RESTRICTIONS

Many of the questions will 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.

SUBMITTING A CONCEPT

Please remember that you are completing a *concept note* rather than a full proposal. If your project is selected you will then be asked to develop a full proposal. The second stage of proposal development will particularly concentrate on the budget, the time-line, your outputs, and your success indicators. For now, we are trying to understand what you want to do, why you think it is important, and whether you are set up to be able to do it.

SECTION A

This section of the form is designed to ensure that you apply for the right type of grant and that you are eligible for. It also gives us your basic contact details.

PROJECT NAME

The title of your project should be very, very short (just four to six words) but give a self-evident and clear idea of the work to be done. Ideally someone should be able to read it and immediately have a good idea about the work that is going to be done. Avoid generic titles that could refer to anything, avoid human rights activist and/or development jargon, and completely avoid acronyms. It would be helpful to include important geographical limitations (e.g. ‘. . . in Blantyre’) and specific population groups that you might be working with (e.g. ‘youth’).

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.

RESIDENCY

You must be resident in one of the eligible countries to apply for an individual grant. Organizations must be registered and/or working in one of the eligible countries, with most of the staff and leadership of the organization coming from the region.

GRANTS TO INDIVIDUALS

The Other Foundation makes grants to individuals and organizations. The maximum amount of a grant to an individual is ZAR 10,000 for a period of up to 12 months. If you are applying for this grant you must apply for a *Namaqualand Daisy* grant. Individuals are not eligible for any other types of grants.

GRANTS TO UNREGISTERED ORGANIZATIONS

The Other Foundation can make grants to unregistered organizations. The maximum grant to an unregistered organization is ZAR 50,000 over 12 months. If you are applying on behalf of an unregistered organization you must apply for an *Inyosi* grant. You will be required to have a fiscal sponsor organization that is willing and able to receive and manage the funds for your grant. We can pay a small administrative fee for this service that will be included in your grant. If your organization is not registered, you can submit a concept proposal without having a fiscal sponsor organization yet – but you will be required to have one before you submit a full proposal if your concept proposal is approved to go to the next stage of the grant application process. If you use a fiscal sponsor, you must have their written agreement before submitting a full proposal if your concept is selected to go through to the next stage of the grant approval process.

CORE SUPPORT GRANTS

The Other Foundation makes core support grants to ‘anchor’ organizations for LGBTI communities in southern Africa. Core support grants do not support a particular project. It is a contribution to the overall costs and annual budget of an organization. You need to be a very well established organization to be eligible for a core support grant, with at least three years of audited financial statements. The maximum core support grant is ZAR 500,000 over 24 months. If you are applying for core support, you must apply for a *Mosu* grant.

GRANT AMOUNT

Please let us know the total amount that you are applying for. If you get invited to submit a full proposal we will need more details. At this stage, however, we just need a total amount. Please make sure that you convert the total into South African Rands. This is needed because the currency we use to make grants is Rands and we need one currency for all the applications to be compared.

PURPOSE OF WORK

We only support work that directly advances the rights, wellbeing, and social inclusion of lesbian, gay, bisexual, transgender, and/or intersex people in southern Africa. Your proposal will be assessed against this overall criterion.

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. However, if you receive a grant from us, we will need to send you a physical letter so we must also have a postal address that you can readily access. 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.

SECTION B

This section of the form provides the names and contact details of reliable people to whom you and your work is known, from whom we will ask for references about you / your organization and your work.

SECTION C

This section of the form explores your ideas about the work that you want the Other Foundation to give you a grant for. There are only a few questions to answer so please answer them carefully and with great clarity. Bear in mind that each proposal reviewer will read about 20 to 30 proposals, so try to be specific about *why* your work is particularly important to advance the human rights and/or wellbeing and/or social inclusion of LGBTI communities in Southern Africa – and *how* it will be done in an outstanding way. It will also be helpful to clearly say why you and/or your organization are so well placed to do this work. The word limitations will not allow for much detail, so plain language and to-the-point explanations would be best. If you are applying for a *Mосу* grant, explain a little about the programmes and staff that you have and your annual priorities.

BENEFITS

In your brief description of who will benefit from your work and how they will benefit, be as realistic and specific as possible – for example through better understanding of a problem, the delivery of a particular service, improved self-esteem and so on.

GEOGRAPHIC REACH

We don't think bigger projects are always better. Some of the most important work happens at a very local level - so don't worry that we will prefer some answers to others. The only exception is applicants for *Mосу* grants, which are restricted to organizations working at a national or regional level.

SECTION D

This section is to be completed for applications from organizations only. It provides the organizational contact details as well as some basic information about the legal status, governance, history, and implementation capacity of the organization. This information will be used to assess the ability of the

organization to do the work that is proposed within the given time frame. We do not believe that there is only one model for how effective organizations should function, so please briefly explain any unique but effective organizational / institutional arrangements that you may have that do not easily fit the framework we have provided to assess your organizational capacity.

SECTIONS E & F

These sections of the application form give 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. Individuals applying for *Namaqualand Daisy* grants should complete section D only, and organizations applying for *Inyosi*, *Hungwe*, and *Mosu* grants should complete section E only.

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 fund middle class groups. In particular this information will be used to better understand patterns that emerge about who applies for funding and who actually gets funding so that we can improve our application processes and assessments.

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 G

This section is a declaration that confirms the truth of all the information you have given. It confirms that any partner organizations that you may have mentioned are aware that you have proposed working with them. 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.

QUERIES

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

CLOSING DATE & SUBMISSION

Make sure that you submit your application by the closing date that is given on our website at **www.theotherfoundation.org/grants**. Late applications will not be accepted. You must submit your application by email to **grants@theotherfoundation.org**. Do not send any appendices or attachments other than the concept proposal form. Applications submitted by fax or post or in any other way will not be accepted.

BECOMING A PEER REVIEWER

If you want to apply to be a proposal peer reviewer, go to www.theotherfoundation.org/peer-reviewers.