



International  
Trans\* Fund

## **REQUEST FOR PROPOSALS FOR AN ADMINISTRATIVE HOST ORGANISATION FOR THE INTERNATIONAL TRANS\* FUND**

### **SUMMARY**

According to 340 trans organisations surveyed by the American Jewish World Service and Global Action for Trans\* Equality in 2013, more than 50% of trans group operated on an annual budget of less than USD10,000, almost two-thirds said they had no resources, and trans\*-led organisations were even less likely to receive foundation funding. To address this disparity, in 2015, a group of international trans\* activists and donors have come together to create the first International Trans\* Fund.

The International Trans\* Fund is now seeking an organisation to serve as the administrative host of the Fund, including fiscal sponsorship and support with administration, fundraising, communications and financial reporting. The administrative host will be identified through a competitive RFP process, initiated through this RFP, and will be chosen by the International Trans\* Fund's Interim Steering Committee which consists of trans\* activists and donors.

### **BACKGROUND**

In December 2013, trans\* activists and donors convened in Berlin to discuss the needs of the trans\* community and how to best financially support the global trans\* movement. In May 2015, a group of trans\* activists and donors organised a working meeting to explore the possible creation of a new fund to support global trans\* communities. After significant discussion, there was clear consensus among participants at the working meeting that the development of an international trans\* fund is both possible and recommended. Funders and activists alike agreed that the time is right for the development of such a fund and an Interim Steering Committee was constituted to realise this vision of developing the International Trans\* Fund.

### **MISSION OF THE INTERNATIONAL TRANS\* FUND**

The working mission of the Fund is to create sustainable resources for strong, trans\*-led movements and collective action, and to address – and ideally eliminate – funding gaps impacting trans\* groups across the globe.

### **PURPOSE OF THE INTERNATIONAL TRANS\* FUND**

1. Build and sustain a mechanism to support trans\*-led groups of different sizes working on a range of issues at the international, regional, country, and local levels, with a particular emphasis on smaller groups and/or groups with access to fewer resources.
2. Increase resources and enhance access to resources to support trans\* movements (including financial resources dedicated to trans\*-led organisations and groups through grant making; access to non-financial resources for trans\* organisations, such as skills building, organisational strengthening, and activist support; and increasing access to other and new donors).
3. Educate our peers in the philanthropic community on trans\* issues and influence other funders and strategic allies in trans\*-related investments and strategies.

## **PROJECT TIMELINE FOR THE CREATION OF THE INTERNATIONAL TRANS\* FUND**

Between March and August 2016, the Fund's Interim Steering Committee and Project Consultant will conduct a series of consultations to solicit feedback, ideas, and engagement from trans\* activists and donors worldwide. From August to November 2016, the Interim Steering Committee will choose a host for the fund through a competitive selection process; develop grantmaking priorities; and create collaborative decision making structures to administer the Fund. It is our intent to issue the first Request for Proposals in November 2016, with an initial round of grants funded by June 2017.

## **APPLICATION PROCESS**

To apply to be the Administrative Host for the International Trans\* Fund, please return the complete cover page and narrative proposal to [InternationalTransFund@gmail.com](mailto:InternationalTransFund@gmail.com). The deadline for applications is **10 August 2016**. Applicants will be notified about the status of their proposal by **15<sup>th</sup> August 2016**, with a goal that any clarifications and negotiations with the leading applicant will be completed by **22<sup>nd</sup> August** for formal decision and announcement to be made by **31<sup>st</sup> August 2016**. We anticipate that the formal hosting relationship will begin by or on **1<sup>st</sup> October 2016**.

## **ADMINISTRATIVE HOST CRITERIA AND REQUIREMENTS**

To provide guidance for the proposal narrative, the following describes some of the criteria with which the Interim Steering Committee of the International Trans\* Fund will review proposals from prospective administrative host organisations:

### **Commitment**

1. Clear statement of interest in acting as the administrative host of the International Trans\* Fund, and an understanding of the mission and purpose of the International Trans\* Fund.
2. An organisational history of supporting and working with the trans\* rights movement.
3. An interest in supporting the development, and potentially the future independence, of a trans-led collaborative fund.

### **Grant-making**

4. Description of current international grant-making practices, including approaches that ensure flexibility, adaptability and accessibility to emerging and developing organisations; efficiency; quality; due diligence, reporting; and monitoring. Please include information about grants management systems, databases, and other resources that may be available to the ITF.

5. Capacity to make grants to un-registered groups around the world.
6. Explanation of how the ITF may be able to leverage your current grantmaking systems to make small (\$7,500-\$25,000) and medium-sized grants (\$25,000-\$50,000) to grassroots trans\* rights organisations and networks.
7. Description of the organisation’s history and approach in providing support to grassroots groups for organisational development, mentoring of nascent and emerging groups, peer-to-peer learning, and technical support.

**Administration, Fundraising, and Staffing**

8. Strong financial capacity, including positive net assets. Please include at least two years of financial reports or audits.
9. A proposed process for recruitment and hiring of ITF staff (at least 2 FTE for 2016-17) in collaboration with the International Trans\* Fund’s Interim Steering Committee, and a proposed plan for allocation of administrative support for ITF staff in the areas of bookkeeping, grant tracking, fundraising, translation/interpretation, donor advocacy, communications and global convenings (which would include travel and visa application support for members of staff, the steering committee and grant making panels).
10. Description of capacity to provide competitive benefits for staff, including health care benefits for trans- related medical care for the Fund’s staff members.
11. Description of capacity to support ITF staff in advocacy and fundraising activities while avoiding competition for resources.
12. Description of capacity to track, disburse and report on grant-making and to pay vendors quickly.
13. Description of capacity to support the International Trans\* Fund’s working languages – English and Spanish - as well as the Fund’s grant application process that accepts proposals in five languages: Chinese (simplified/standard), English, French, Russian and Spanish.
14. Description of capacity to receive, track, and report on contributions to the International Trans\* Fund from a range of small and large donors from around the world (include information about the status and nature of your registration and any limitations on both receiving and disbursing funds internationally).

**Governance**

15. A description of proposed interaction between the International Trans\* Fund’s independent governance structures and the administrative host’s own management and governance structures.

**APPLICATION COVER PAGE:**

Name of Organisation	
Address	
Phone number	
Email	

Contact person	
Annual organisational budget	
Approximate annual budget now allocated to trans* rights grant-making (if applicable)	
Number of full and part time staff	
Organisational mission and key activities and/or priorities	

Please attach:

1. Proposal Narrative
2. Proposed Budget
3. A list of staff members with brief biographies of organisational leaders
4. A list of board members with brief biographies
5. Your two most recent audited financial statements

## **PROPOSAL NARRATIVE**

Please provide a proposal narrative of approximately 10-15 pages demonstrating how the applicant meets the criteria and requirements for the Administrative Host (Items 1-12 above). Within the narrative, please include the following information:

1. Why you are interested in serving as Administrative Host for the ITF.
2. What resources and support you would be able to provide to the Fund as its Host.
3. The proposed relationship between your existing governance/management structure and the ITF staff and steering committee.
4. Your proposed approach to grantmaking and related staffing, administration, fundraising, and governance as the Administrative Host of the ITF.
5. Proposed budget (with narrative) and description of the Host's financial management experience and approach, including any fees that would be charged to the ITF.

## FINANCIAL BUDGETING AND MANAGEMENT

**Please provide a budget with an assumption of one million dollars total income in the launch year of the International Trans\* Fund, at least \$700,000 of which will be disbursed as grants. In preparing your budget, please refer to the following guidance.**

The International Trans\* Fund will budget, raise, allocate and manage funds with the aim to strengthen and ensure the sustainability of the trans\* rights movements by catalysing new funding specifically for trans\*-led organisations and networks. This aim will guide all structures and individuals participating in the International Trans\* Fund – including the members of the International Steering Committee and Grantmaking Review Panel, and the host administrative organisation and Fund Coordinator. It is also understood that the existence and actions of the International Trans\* Fund can and should contribute to the broader aims of the collaboration for trans\* rights, including information sharing, exchange between grant-makers and trans\* activists, leadership development, capacity building, and collective advocacy.

The following are some goals and intended parameters for budgeting, fundraising, fund allocation, and financial management for the International Trans\* Fund:

- The ITF ideally aims that at least 70% of funds raised in any year should be allocated in grant-making to trans\*-led organisations, for both locally-focused groups and also networks and organisations with a regional and global mandate. This is based on the standard for most other collaborative funding mechanisms. Should any potential host express the need for a different breakdown of distribution of grant-making in relation to set-up (core) costs, please submit a three-year projected budget for the ITF that would break down and explain in detail any costs of 30% or more for other-than-grantmaking functions. Costs of International Trans\* Fund’s governance and proposal review which will include, at a minimum:
  - At least one meeting each year of the International Steering Committee, including costs of travel, stipends, and interpretation.
  - Costs of proposal translation and interpretation (to allow funding applications to be reviewed and discussed by the Grant-making Review Panel across multiple languages).
- Costs of International Trans\* Fund’s implementation and administration which will include, at a minimum:
  - At least a 2 FTE staff positions, some specified allocation of staffing for grants administration and financial management, some specified allocation of staffing for administrative support, and some specified allocation of costs for communications, website, and publications.

It is understood that budgeting and costs of the International Trans\* Fund will vary and evolve over time, as prioritised and guided by the Fund’s Steering Committee and as allowed by resource availability.

It is understood that the International Trans\* Fund may fundraise, budget, allocate, and report on “ring-fenced” funding that is restricted by donor requirements to a specific geographic region, language area, sub-population, or thematic focus; these cases will be reviewed and approved by the Steering Committee.

For cost-efficiency, the International Trans\* Fund may conduct only one global grantmaking round in its first year with regional input provided virtually and through conference calls. The International Trans\*

Fund's staff will be responsible for working with the Steering Committee and the Grant-making Review Panel to determine the best grant-making process for available grant-making resources and to ensure that sufficient input is collected (such as across geographic regions, languages, sub-populations, networks, areas and levels of expertise, including from front-line work and from across different movements such as sex worker rights, women's rights, LGBTI rights, sexual rights, sexual and reproductive health and rights, labour rights, HIV, etc.), as needed.