

## **The GLIFAA Small Grants Fund**

The GLIFAA Fund provides a mechanism to reimburse GLIFAA post representatives for expenses incurred in support of host- country LGBT+ advocacy organizations or events. Grants will be issued subject to the following guidelines:

1. **Eligibility:** Grants will only be issued to GLIFAA post representatives who are current members of GLIFAA up to date on dues payment. If a non-GLIFAA member wishes to support a local LGBT-focused event or organization, the non-GLIFAA member must seek funding through the resident GLIFAA post representative. GLIFAA Post Representative positions may be held by most personnel at Post. For more information on post representatives, please see <https://glifaa.org/about/post-representatives/>.

2. **Amount:** Each post may receive up to \$500 in small grants funding per calendar year. The GLIFAA Board will set-aside \$2,500 of the 2018-2019 budget to support these grants; this amount may be revised in subsequent years.

3. **Qualifying Activities:** Examples of requests that could qualify for funding include: purchasing equipment or supplies for a local NGO-sponsored event, venue rentals, publication costs, or requests related to Post employee's participation in an LGBT+ Pride or other LGBT+-related event. Priority will be given to requests that are innovative, are likely to have the greatest impact in the host country, and for those requests that are unlikely to be supported by funds available for another source. GLIFAA is unlikely to fund those requests which are repeats of previous years, are unsustainable, or which would undermine Post priorities or GLIFAA's mission in any way.

4. **Application Procedures:** To request a grant, a GLIFAA post representative must fully complete and return via electronic mail the GLIFAA Small Grants Fund Application to the GLIFAA Board at [board@glifaa.org](mailto:board@glifaa.org). The application must include the following details:

- A description of the event or a description of the proposed project and the NGO or organization involved, how it will support the human rights of LGBTI individuals, and a brief explanation of the specific part GLIFAA funds will play in advancing the project;
- An explanation of how the NGO or organizations involved have been vetted to ensure they are genuine; this may include the length and depth of their involvement with the post or other diplomatic missions in lieu of more formal forms of vetting;
- A breakdown of how much funding is being requested and to what purpose each sum will be used (NOTE: A more detailed cost breakdown may allow GLIFAA to provide some funding when a limited grants budget prevents us from providing the entire amount requested); and,
- An explanation of what efforts have been made to secure USG funding for the request and/or the reasons why USG funding is either unavailable or inappropriate. Post representatives are encouraged to pursue official USG channels for requests that could be met through USG funding prior to requesting assistance from the GLIFAA Fund.

5. **Application Deadline:** The application period will be from January 1, 2019 to March 31, 2019. All applications must be received no later than March 31, 2019. For extraordinary circumstances, the Board reserves the right to consider applications on an ad-hoc basis. All applications made outside the yearly application period must have a extremely strong justification and indicate why the application could not be made during the normal application window.

6. **Decision Procedure:** A completed application will be submitted and voted upon by the Board. Posts will be notified by April 30, 2019 on the Board's decision.

7. **Funds Disbursement:** Reimbursement will be made after the GLIFAA Treasurer has received receipt(s) from the post representative. Reimbursements will be in the form of either a bank check or, if the post representative is a member of the State Department Federal Credit Union (SDFCU), by electronic fund transfer.

8. **Follow-Up Requirement:** Post representatives are required to write a brief two to three-paragraph entry for the GLIFAA website and monthly newsletter about the grant-supported event or program after its conclusion.

9. **Liability Waiver:** GLIFAA does not provide liability insurance for the protection of individuals, groups, organizations, businesses, recipients, or others relating to the recipient of a grant by GLIFAA. In consideration of the grant, the recipient of a grant, and any associated individuals, groups, organizations, businesses, recipients, or others, does hereby release and forever discharge GLIFAA, and its officers, Board, and membership, jointly and severally from any and all actions, claims, and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participating in or with the organization or event which received a grant from GLIFAA.

**GLIFAA Small Grants Fund**

Application for Funding  
Deadline: March 31, 2019

Date:	Post:
GLIFAA Post Representative:	
Dates of Event/Project/Program:	
Funding Request Amount:	

Proposal, Funding Breakdown, and Justification:

Could USG funds be available to support this proposal?                      YES                      NO

If YES, why are USG funds not being provided? If NO, why not?

By signing below, I acknowledge that all GLIFAA small grants funds are awarded at the sole discretion of the GLIFAA Board, and where applicable, the voting membership of GLIFAA and that submission of this request does not constitute a guarantee that funds will be available or will be awarded. I also acknowledge that, if awarded funds, GLIFAA and the GLIFAA Board, both corporately and as individuals, disclaim any and all liability related to or arising from the grant or the use of such funds.

Name:

Signature:

Date:

GLIFAA Board Decision: Fund? YES    NO	Funding Amount:
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