LGBTQI+ Organizational Inventory and Resource Guide

The Nonprofit Center of Northeast Florida is proud to introduce the LGBTQI+ Organizational Inventory and Resource Guide as a new tool for nonprofit organizations in Northeast Florida. This document can help your organization — whatever the size or mission — make strides toward an inclusive and affirming environment for LGBTQI+ individuals.

Using the LGBTQI+ Organizational Inventory and Resource Guide

The LGBTQI+ Organizational Inventory and Resource Guide has three main features. The Organizational Inventory helps identify key domains to look at when assessing an organization's opportunities for greater inclusion. All of the key domains in the inventory are linked to the Resource Guide, which contains multiple exercises, activities, and sample resources to help in that area. All items linked to in the Resource Guide have been vetted and evaluated for time to read and implement, and summarized to help organizations use the tool that is best for them. Finally, the Resource Guide has connections to peer organizations in Northeast Florida who are willing to connect with other organizations to share their own expertise and resources.

How This Tool Was Developed

The LGBTQI+ Organizational Inventory and Resource Guide was developed by the Nonprofit Center of Northeast Florida with support from LGBT Community Fund for Northeast Florida, a giving circle of The Community Foundation of Northeast Florida. It was created following a research process that involved 32 nonprofit organizations in Northeast Florida who took part in a series of reflective practice circles to identify areas of expertise and ongoing need as the sector moves toward better policies and practices to ensure that our community is inclusive and affirming of LGBTQI+ individuals, whether they are nonprofit clients, staff members, donors, or other stakeholders.

Start Here: Take the Organizational Inventory

Many organizations seeking to become more inclusive and affirming to LGBTQI+ individuals wonder where to start, or how to continue and improve upon existing efforts. Take stock of what your organization has, and might need, by using this inventory to connect you to segments of the Resource Guide that will be most helpful to your organization.

LGBTQI+ Organizational Inventory Directions

This Organizational Inventory is intended as a lens through which your organization can quickly identify areas for growth, but is not evaluative. This document is free to download and print, but does not have to be submitted anywhere. To begin, print pages 3-4 of this document, and complete the inventory.

The inventory is divided into three sections:
- Broader community actions;
- Internal actions and employee-facing decisions; and
- Actions that impact your service population.

Within each of these larger sections are hyperlinked subsections that contain a checklist of suggested practices that can help your organization become more inclusive and affirming of LGBTQI+ individuals, whether clients, staff, donors or any other stakeholders.

Please note, every organization is different. We recognize that not every organization will have the same areas for improvement, nor will every organization be able to apply each of these areas to their work. For example, if your organization does not offer healthcare to its employees, this subsection is not applicable to your work. If there is a subsection or item that is not applicable, please skip that particular subsection or item and move on to the next subsection or item.

LGBTQI+ Organizational Inventory

<u>**Broader Community Actions**</u>
<u>**Organization Communications**</u>
- ❏ Organization uses LGBTQI-inclusive language and imagery in press releases, brochures, social media, and all written communication
- ❏ Organization has a standard procedure for including pronouns in
    - ❏ Email signatures
        - ❏ For those who use pronouns in email signatures, the signature includes a link to a resource explaining why their pronouns are included
    - ❏ Name tags
    - ❏ Introductions at events

<u>**Community Presence**</u>
- ❏ Organization has mechanism or staff role for collecting feedback about negative experiences of LGBTQI+ staff or clients
- ❏ Organization actively participates in LGBTQI-specific community events such as River City Pride, Jax Black Pride, or events hosted by LGBTQI-specific groups such as JASMYN, Jacksonville Transgender Action Committee, Transgender Awareness Project, University of North Florida LGBT Center, LGBT Fund, or PFLAG
- ❏ Organization leverages their community presence to highlight the intersectional needs of LGBTQI+ members of their service population
- ❏ Organization actively recruits diverse employees, board members, and donors, including members of the LGBTQI+ community

<u>**Internal Organization Actions**</u>
<u>**Organization Policies**</u>
- ❏ Client non-discrimination statement prohibits discrimination on the basis of
    - ❏ Actual or Perceived Sexual Orientation
    - ❏ Actual or Perceived Gender Identity
    - ❏ Gender Expression
- ❏ Client non-discrimination policy and complaint resolution procedures are posted publicly in client-facing spaces
- ❏ Client non-discrimination policy and complaint resolution procedures are communicated to clients when they begin receiving services and are documented in client records
- ❏ Client gender transition plan outlines and guidance are available to all clients
- ❏ Employee non-discrimination statement prohibits discrimination on the basis of
    - ❏ Actual or Perceived Sexual Orientation
    - ❏ Actual or Perceived Gender Identity
    - ❏ Gender Expression
- ❏ Memorandums of Understanding with partner agencies mirror internal policies and practices

Organization Forms and Documents

- ❏ Organization forms and documents (such as intake forms, client info sheets, etc)
  - ❏ Include rationale or explanation for why demographic information is collected and how that information will be used to serve client
  - ❏ Use LGBTQIA-inclusive language for relationships
    - ❏ Ex: "spouse" or "parent" rather than "husband" or "mother"
  - ❏ Allow client to indicate personal pronouns
  - ❏ Allow client to indicate preferred name
  - ❏ Allow client to indicate sex assigned at birth separately from gender identity or makes use of other design feature to include transgender, genderqueer/gender non-conforming, and intersex people
- ❏ Items specified for client forms are also included on internal employee forms

Employee Healthcare

- ❏ Employee Benefit Parity
  - ❏ The same health coverage that is available to employee opposite-sex spouses is extended to same-sex spouses
  - ❏ The same family leave, parental or adoption leave, flexible work time, and other family-related benefits that are offered to employee opposite-sex spouses are extended to employee same-sex spouses
- ❏ Transgender-inclusive health coverage is available

LGBTQI+ Competency Training

- ❏ Annual LGBTQI+ Competency Training is mandatory for all employees
- ❏ Organizational diversity plan includes LGBTQI+ Identities

Service Population Actions
Organization Physical Space

- ❏ Organization displays **multiple, highly-visible** symbols of LGBTQI+ Acceptance
  - ❏ This could mean anything from flags (Rainbow Pride, Transgender Pride, Intersex Pride, Philly Pride, etc) to Safe Space Stickers, Safe Zone Sign, Y'all Means All, or Out For Safe Schools Badges
  - ❏ Symbol from JASMYN, Equality Florida, Human Rights Campaign, Trans Student Educational Resources, or other such organization
  - ❏ Organization participates in LGBTQI-friendly directory program (Such as Open Doors/Puertas Abiertas or ElderSource's LGBT Elder-Friendly Business Certification)

LGBTQI+ Resource Guide Directions

Once you've completed the Organizational Inventory, this guide can point you in the direction of resources, tools, and activities that can help address areas identified in the inventory. Each resource contains:

- Hyperlinked resource title
- Estimated reading time and estimated action time
- A description of the resource
- A statement on which types of organizations might find the resource most helpful

At the end of this guide, you will find a section entitled [LGBTQI+ Research](). This section is meant to provide additional links to commonly-cited research on LGBTQI+ individuals and communities.

Broader Community Actions

Organization Communications

1. [Good Practices: Names and Pronouns]() **(15 minute read, 2+ hour action)** This detailed article includes videos, linked resources, and exemplar handbook information on sharing gender pronouns. ***This resource is most helpful for organizations seeking to develop their own pronoun policy.***

2. [Samuel Merritt University Gender Pronoun Resource]() **(15 minute read, 20 minute action)** This website explains the basics of using gender pronouns in email signatures and lists 5 examples of email signatures that include pronouns. ***This resource is most helpful for organizations with a pronoun policy seeking exemplar email signatures to incorporate into their existing policy.***

3. [Sharing Your Pronouns]() **(5+ minute read, 5 minute action)** This website is maintained by an individual who uses they/them pronouns. This website contains several pages of information, but the most helpful is the linked page, which some individuals use in their email signatures. ***This resource is most helpful for organizations seeking to add a linked resource in email signatures with pronouns already included.***

4. [GLSEN Pronoun Explanation]() **(2 minute read, 5 minute action)** This very brief post form GLSEN explains the ways that pronouns are used throughout their organization. ***This resource is most helpful for agencies looking to share information about pronouns on their organization website and seeking an exemplar.***

5. [Gender Pronouns: Small changes have big impact on workplace inclusion]() **(15 minute read, 10+ minute action)** This opinion column in CIO makes a case for including gender pronouns as a signal for the broader diversity work your organization is engaged in. ***This resource is most helpful for organizations just beginning to explore using gender pronouns.***

6. [HRC Talking about Pronouns in the Workplace]() **(5 minute read, 10+ minute action)** This information guide from the HRC explains the basics of pronouns usage and identifies the areas in which pronoun policies are helpful. ***This resource is most helpful for organizations just beginning to explore using gender pronouns.***

7. [In the Frame: Inclusive Imagery]() **(5 minute read, 10+ minute action)** This resource shares 10 tips for finding realistic stock photos of LGBTQI+ people. It focuses on LGBTQI+ elders. ***This resource is most helpful for organizations at the beginning stages of evaluating the images their organization uses.***

8. [Top Ten LGBT Stock Photo Sites]() **(5 minute read, 1+ hour action)** This blog presents a list of LBTQI-inclusive stock photography websites. Readers will have to research each site individually in order to

see if the photos available meet the needs of their project. ***This resource is most helpful for organizations actively redesigning their website or other materials.***

9. [The Center Resource List](#) **(20+ minute read, 1+ hour action)** This NYC-based nonprofit maintains a list of national LGBTQI+ resources. Search through the "General Resources" tab for dozens of topics! ***This resource is most helpful for organizations seeking links to other nonprofits and nonprofit resources across the country.***

Community Presence

1. [Working At The Intersections: LGBTQ Nonprofit Staff And The Racial Leadership Gap](#) **(60+ minute read, 10+ hour action)** This lengthy report from the Building Movement Project is an extension of the Race to Lead project. This report specifically addresses the barriers and challenges LGBTQI+ people of color face as employees in their nonprofit organizations.***This resource is most helpful for organizations beginning to research and build a Diversity, Equity, and Inclusion plan or seeking to understand how to diversify their LGBTQI+ work.***

2. [The New Now: Working Together For Social Change](#) **(45+ minute read, 10+ hour action)** Another report from the Building Movement Project, this report defines intersectionality through detailed case studies of two organizations. ***This resource is most helpful for organizations beginning to research and build a Diversity, Equity, and Inclusion plan or seeking to understand how to diversify their LGBTQI+ work.***

3. [Addressing Sexual Orientation and Gender Identity Discrimination in Federal Civilian Employment](#) **(25 minute read, 10+ hour action)** This detailed breakdown explains the various mechanisms for individuals who have faced discrimination to seek recourse. Though it is geared towards federal civilian employees, the procedures outlined may be useful to organizations. ***This resource is most helpful for organizations seeking to establish or create a mechanism for handling claims of discrimination. Consult with legal professionals in addition to reading this guide.***

4. [Three Strategies for Decolonizing Nonprofits from a Black Queer Feminist Organizer](#) **(10+ minute read, 20+ minute action)** This blog post gives three starting points for moving organizations towards intersectional empowerment. ***This resource is most helpful for organizations who wish to begin discussions about creating a more inclusive work environment. This could be used as a reading to begin a staff or senior leadership meeting.***

5. [HRC Corporate Equality Index](#) **(5+ hour read, 10+ hour action)** The 2018 Corporate Equality Index, or CEI, evaluates national for-profit businesses on their inclusive practices. ***This resource is most helpful for organizations seeking to understand benchmarking tools and systems in order to develop a long-term strategic LGBTQI+ inclusion plan.***

6. [Making your Organization Intersex-Friendly](#) **(20 minute read, 2+ hour action)** Though this resource is from Australia, many of the principles and resources are relevant in the US. ***This resource is most helpful for organizations seeking to better understand the intersex community and what changes to service delivery might benefit intersex clients.***

7. [Valuing Transgender Applicants and Employees](#) **(40+ minute read, 2+ hour action)** This resource focuses on employment best practices for transgender applicants and employees. ***This resource is most helpful for organizations seeking to evaluate their hiring and recruitment practices.***

8. Research Local LGBTQI+ Organizations **(1+ hour action)** Using social media as well as search engines, research the local LGBTQI+ nonprofits. ***This resource is most helpful for organizations who have not***

yet partnered with any LGBTQI-specific organizations and are seeking to know more about what services are offered in Northeast Florida.

Internal Organization Actions
Organization Policies

1. [SHRM - How Can HR Support Transgender Employees](#) **(20 minute read, 1+ hour action)** This SHRM article offers an introduction to Human Resource best practices for supporting transgender employees. *This resource is most helpful for an agency at the beginning stages of researching employee transition plans.*

2. [SHRM - Managing Gender Transitions in the Workplace](#) **(45 minute read, 10+ hour action)** This very detailed article presents the business case for developing gender transition plans for organizations. *This resource is most helpful for organizations ready to begin building their own gender transition plan.*

3. [Sample Inclusive Policies](#) **(15 minute read, 2+ hour action)** This resource from the True Colors Fund includes several model policies for LGBTQI+ inclusion. *This resource is most helpful for organizations seeking model language to update existing nondiscrimination policies.*

4. [Tufts University Nondiscrimination Policy](#) **(5 minute read, 30+ minute action)** This website includes examples of policies as well as reporting procedures. *This resource is most helpful for organizations seeking a model policy as well as a model for reporting procedures.*

5. [HRC LGBT Employee Resources](#) **(30+ minute read, 2+ hour action)** This site includes several resources for LGBTQI+ employees, including information on Resource Groups and LGBT Professional Associations. *This resource is most helpful for LGBTQI+ employees of nonprofit organizations.*

6. [Out & Equal Toolkits and Guides](#) **(30+ minute read, 2+ hour action)** This list of resources from Out & Equal covers topics from inclusive terminology to videos about coming out at work. *This resource is most helpful for organizations seeking printable or shareable resources for educating employees on LGBTQI+ issues.*

7. [Funders for LGBTQ Issues](#) **(10 minute read, 1+ hour action)** This brief article covers best practices for writing nondiscrimination policies. *This resource is most helpful for organizations seeking the perspective of funders or seeking to educate funders on best practices.*

8. [LGBT Movement Advancement Project](#) **(30 minute read, 1+ hour action)** This website offers a relatively up-to-date look at LGBTQI+ protections across the country. *This resource is most helpful for organizations seeking to complete more research on laws and policies across the country.*

9. [American Medical Association LGBT Policies](#) **(60+ minute read, 1+ hour action)** The American Medical Association outlines all of the AMA guidelines related to LGBTQI+ individuals on this site. *This resource is most helpful for organizations working in the healthcare field.*

10. [Virginia LGBTQ-inclusive Model Policies](#) **(25+ minute read, 1+ hour action)** The Virginia Anti-Violence Project outlines both model policies and best practices for nondiscrimination statements. *This resource is most helpful for organizations working in the realm of sexual assault and direct service.*

11. [City of Jacksonville Human Rights Commission](#) **(25 minute read, 1 hour action)** The City of Jacksonville Human Rights Commission is the local government agency responsible for investigating and responding to violations of our Human Rights Ordinance (HRO). This website contains an overview of our HRO as well as contact information for the Human Rights Commission. *This resource is most helpful for organizations seeking basic information on what Jacksonville's HRO requires.*

Organization Forms and Documents

1. [Designing Forms for Gender Diversity and Inclusion](#) **(20 minute read, 10+ hour action)** Written from the perspective of a User Experience Designer, this article explores basic principles of inclusive forms. The article includes several visual examples of forms with critiques and explanations of each. ***This resource is most helpful for organizations seeking to redesign their forms from scratch***.

2. [Gay and Lesbian Medical Association Guidelines For Care of LGBT People](#) **(70+ minute read, 2+ hour action)** Though this resource is focused on medicine and a clinical setting, much of the background information as well as data may be useful to a variety of organizations. ***This resource is most helpful for organizations that provide any type of direct service that involves client health screening.***

3. [All Children, All Families Inclusive Forms](#) **(5 minute read, 1+ hour action)** This is a brief primer on how to make forms more inclusive. ***This resource is most helpful for organizations beginning to review their intake forms.***

4. [Focus on Forms and Policy: Creating an Inclusive Environment for LGBT Patients](#) **(15 minute read, 1+ hour action)** This detailed guide focuses primarily on healthcare-related forms. ***This resource is most helpful for organizations beginning to review their intake or client service forms.***

5. [LGBTQ-Inclusive College Applications](#) **(15 minute read, 1+ hour action)** This list of example questions about LGBTQI+ identity contains several resources with varying language. ***This resource is most helpful for organizations seeking model language to use and adapt.***

6. [Room to Be Safe Intake Forms](#) **(5 minute read, 1 hour action)** This brief example intake form includes the essentials as well as links to best practices around LGBTQI-inclusive intake practices. ***This resource is most helpful for organizations with simple intake forms.***

Employee Healthcare

1. [HRC Transgender Healthcare White Paper](#) **(40 minute read, 2+ hour action)** This resource is designed to help organizations understand the basics of transgender-inclusive healthcare. ***This resource is most helpful for organizations in the beginning stages of researching transgender-inclusive healthcare.***

2. [Transgender Health Benefits: Negotiating for inclusive coverage](#) **(60+ minute read, 10+ hour action)** This guide from the Transgender Law Center offers practical advice on all aspects of transgender health benefits, from defining what's included to practical tips on how to negotiate with insurance companies for a policy that includes transgender provisions. ***This resource is most helpful for organizations committed to bringing inclusive coverage to their employees, and seeking an action plan to drive the process.***

LGBTQI+ Competency Training

1. [True Colors Fund Online Trainings](#) **(Times vary by course)** The True Colors Fund offers a variety of courses centered on LGBTQI+ cultural competency. ***This resource is most helpful for small organizations seeking introductory cultural competency training.***

2. [National LGBT Health Education Center](#) **(Times vary by course)** The National LGBT Health Education Center offers several courses with a particular emphasis on healthcare topics. ***This resource is most helpful for organizations where healthcare is a primary focus of work.***

3. [LGBT Aging Cultural Competency Trainings](#) **(Times vary by course)** The National Resource Center on LGBT Aging offers several courses with a particular emphasis on aging populations. ***This resource is most helpful for organizations where age is a primary focus of work.***

4. [SAGECare Consulting and Training Services](#) **(Times vary by course)** SAGE, a national nonprofit that focuses on LGBT Aging, offers several courses and flexible evaluation or consultation packages with a particular emphasis on aging populations. ***This resource is most helpful for organizations where age is a primary focus of work or for organizations who are seeking more intensive consulting.***

5. [SAMHSA LGBT Training Resources](#) **(Times vary by course)** SAMHSA, the national Substance Abuse and Mental Health Agency, links to several courses and resources that offer flexible training options with a particular emphasis on Substance Abuse and Mental Health services. ***This resource is most helpful for organizations where Substance Abuse or Mental Health is a primary focus of work.***

6. [ElderSource Institute LGBT Elder Cultural Competency Training](#) **(1.5 hour action)** This locally-created resource provides an affordable online option for basic cultural competency training. ElderSource also provides customized training. ***This resource is most helpful for organizations who wish to work with a local nonprofit.***

7. [Assessing Our Organizations (for LGBTQ Inclusion)](#) **(10 minute read, 3+ hour action)** This Assessment activity is designed for organization staff to engage in a self-assessment of LGBTQI+ inclusion at every level of the organization. ***This resource is most helpful for organizations who want to use a tool similar to this resource guide in a community or whole staff setting.***

Service Population Actions
Organization Physical Space

1. [True Colors Fund Inclusion Toolkit](#) **(25+ minute read, 2+ hour action)** The True Colors Fund works to end LGBTQI+ youth homelessness. This toolkit explores how to create an inclusive space in your organization. It is broken down into several sections that each end with an action step and includes downloadable resources.***This resource is most helpful for agencies that are seeking to incorporate existing resources into their work or seeking a plan of action to make their agency more inclusive.***

2. [Gender Neutral Bathrooms](#) **(20 minute read, 1+ hour action)** This resource from the Unitarian Universalist Association explains the needs for gender neutral bathrooms and gives links to several flexible resources, from permanent restroom signs to printable flyers that signal that restrooms are open for all people to use. ***This resource is most helpful for agencies seeking to evaluate and update their gendered restrooms.***

3. [This Bathroom is For Everyone](#) **(2 minute read, 2 minute action)** This resource from the National Gay and Lesbian Task Force is a printable sign that can be posted inside of or outside of any gendered restroom space. ***This resource is most helpful for agencies housed in a shared tenant space in which they have no control over bathroom layout or setup.***

4. [University of Maryland Inclusive Restrooms](#) **(10 minute read, 1+ hour action)** This article details some practices and changes made at the University of Maryland to enhance restroom inclusion. ***This resource is most helpful for organizations seeking pictures and examples of signs and bathroom layouts as a model.***

5. [The Welcoming Project](#) **(10 minute read, 10 minute action)** Site includes an explanation of the Welcoming Project in Oklahoma as well as a link to order a rainbow sign. ***This resource is most helpful for an organization looking for a welcoming symbol to display.***

6. [Open Doors/Puertas Abiertas](#) **(5 minute read, 30 minute action)** This website is maintained by Equality Florida and lists LGBTQI+ friendly organizations in a directory. ***This resource is most helpful for organizations seeking to increase the visibility of their commitment to the LGBTQI+ community.***

7. [GLSEN Safe Space Kit](#) **(5 minute read, 5 minute action)** Though this is youth-focused, the imagery is widely recognized as LGBTQI+ friendly imagery. ***This resource is most helpful for organizations seeking a recognizable symbol of LGBTQI+ inclusion.***
8. [True Colors Fund Visual Resources](#) **(5 minute read, 10+ minute action)** This list offers several examples of inclusive visual cues. ***This resource is most helpful for organizations seeking to choose from a variety of inclusive imagery.***

LGBTQI+ Research

While this is not meant to be an exhaustive listing of primary research sources, this section can provide access to some research sources that could be helpful to your organization. The descriptions for each resource explain the types of research the reader can expect to find at each link. Research is most notably limited on transgender individuals, intersex individuals, and LGBTQI+ people of color.

1. [GLSEN - National School Climate Survey](#) GLSEN has conducted a biennial survey of LGBTQI+ youth since 2001. The reports from each year are included as well as downloads and infographics related to the 2017 NSCS.
2. [Human Rights Campaign](#) The Human Rights Campaign offers a variety of resources and research, from statewide policy maps to research on transgender youth to research on LGBTQI+ experiences within communities of color. Resources are listed by topical area.
3. [Qualified and Transgender](#) After passing an updated Human Rights Ordinance, the Washington D.C. Office of Human Rights conducted a research study to measure discrimination against transgender and gender nonconforming applicants in the DC Metro area.
4. [SAGE USA](#) SAGE is an advocacy and resource agency that focuses on LGBT elders. They offer resources as diverse as national statistics on LGBT aging to links to local SAGE affiliates.
5. [The Williams Institute](#) The Williams Institute studies sexual orientation and Gender Identity law and policy. The Williams Institute has completed a [community assessment](#) of the LGBTQI+ community in Northeast Florida and offers several other Florida-specific resources as well.
6. [Trans Student Educational Resources](#) Trans Student Educational Resources publishes infographics on transgender youth experiences.

LGBTQI+ Community of Support

We know that this journey looks different for everyone and connecting with other organizations who are also engaging in this work can often be a huge asset. Below is a list of local organizations who are willing to share their policies and practices around LGBTQI+ inclusion with peer organizations.

- **<u>Children's Home Society of Florida</u>**
  Contact: Gary Bevel, garry.bevel@chsfl.org, 904-426-4876
  Can help with...
  - ❖ Nondiscrimination statements
  - ❖ Mission, vision, and value statements
  - ❖ LGBTQ Cultural Competency benchmarks
  - ❖ Programming for LGBTQI+ Individuals and/or loved ones
  - ❖ Training materials
  - ❖ Marketing materials (program brochures, websites, etc.)
  - ❖ Safe Space/Safe Zone/Hate Free Zones flyers
  - ❖ Restroom signage
  - ❖ 9 Dignity Model trained providers
  - ❖ 3 LGBTQ Cultural Competency trainers
  - ❖ SOGIES LGBTQ youth resource group (primarily for youth in foster care)
  - ❖ Technical assistance on developing diversity, equity, and inclusion committee/internal structure/staff champions
  - ❖ Open to collaborating with other organizations around programming
  - ❖ **Please note**: There is a cost to the services CHS offers so at the moment they cannot offer them for free. They recognize the importance and value of this work so they are open to creative payments such as in-kind donations or bartering.

- **<u>Jewish Family and Community Services</u>**
  Contact: Colleen Rodriguez, crodriguez@jfcsjax.org, 904-394-5752
  Can help with...
  - ❖ Employee handbooks
  - ❖ Employee healthcare policies
  - ❖ Nondiscrimination statements
  - ❖ Memorandums of Understanding, contracts, or referral agreements with partner agencies
  - ❖ Board bylaws
  - ❖ Mission, vision, or value statements
  - ❖ Assessment, evaluation, and/or data-tracking templates
  - ❖ Intake or assessment paperwork template
  - ❖ Training materials
  - ❖ Marketing materials (program brochures, websites, etc.)
  - ❖ Restroom signage
  - ❖ Open to collaborating with other organizations around programming

- **University of North Florida LGBT Center**

  Contact: Kaitlin Legg, k.legg@unf.edu, 904-620-3939

  Can help with…
  - ❖ Employee climate survey
  - ❖ Nondiscrimination statements
  - ❖ Memorandums of Understanding, contracts, or referral agreements with partner agencies
  - ❖ Mission, vision, or value statements
  - ❖ Programming for LGBTQI+ Individuals and/or loved ones
  - ❖ Assessment, evaluation, and/or data-tracking templates
  - ❖ Research, white papers, or other policy analysis
  - ❖ Training materials
  - ❖ Marketing materials (program brochures, websites, etc.)
  - ❖ Safe Space/Safe Zone/Hate Free Zone Flyers
  - ❖ Restroom signage
  - ❖ Open to collaborating with other organizations around programming

- **Independent Living Resource Center**

  Contact: Tyler Morris, tylerm@theilrc.org, 904-399-8484

  Can help with…
  - ❖ Memorandums of Understanding, contracts, or referral agreements with partner agencies
  - ❖ Mission, vision, or value statements
  - ❖ LGBTQI+ advocacy and programming strategies within the disability community
  - ❖ Open to collaborating with other organizations around programming

- **Eldersource**

  Contact: Linda Levin, Linda.Levin@myeldersource.org, 904-391-6610

  Can help with…
  - ❖ Employee handbooks
  - ❖ Inclusion statement
  - ❖ Programming for LGBTQI+ Individuals and/or loved ones
  - ❖ SAGE resources
  - ❖ Marketing materials (program brochures, websites, etc.)
  - ❖ LGBT Elder Friendly Business Certification program
  - ❖ LGBT Elder Cultural Competency training
  - ❖ Open to collaborating with other organizations around programming
  - ❖ **Please note:** Eldersource is not a direct service provider. They provide trainings to those that provide services and offer businesses certification.

About the LGBTQI+ Organizational Inventory and Resource Guide
The LGBTQI+ Organizational Inventory and Resource Guide was developed by the Nonprofit Center of Northeast Florida with support from LGBT Community Fund for Northeast Florida, a giving circle of The Community Foundation of Northeast Florida. It will be updated regularly, as new resources become available or links go out of date. This resource was initially developed by the 2018 Fellow for Nonprofit Inclusiveness, Anna McDaniel. She can be reached at annamwrites@gmail.com.

Know of an additional resource that should be added to this guide? Since this guide will live electronically, we always have the ability to update it. If you have additional links or resources to send, or if you are willing to join the network of organizations willing to help their peers on this journey, contact Issis Alvarez at IAlvarez@NonprofitCtr.org.

About The LGBTQ Community Fund for Northeast Florida

The LGBTQ Community Fund for Northeast Florida, a giving circle of The Community Foundation for Northeast Florida, was founded in 2014 and pools the collective resources of its members to benefit the LGBTQ community in Northeast Florida. A steering committee representing members works to develop the grantmaking strategy and guides the work of the Fund. Any member making an annual gift of $2500 or more can serve on the Steering Committee. To become a member or donate to the Fund, or for more information, visit www.lgbtnefl.org.

About The Community Foundation for Northeast Florida

The Community Foundation for Northeast Florida (www.jaxcf.org), Florida's oldest and largest community foundation, works to stimulate philanthropy to build a better community. The Foundation helps donors invest their philanthropic gifts wisely, helps nonprofits serve the region effectively, and helps people come together to make the community a better place. Now in its 54th year, the Foundation has assets of $398 million and has made grants of $450 million since 1964.

About the Nonprofit Center of Northeast Florida

The Nonprofit Center of Northeast Florida is a vital support system for local nonprofits. We provide services, programs, and information resources to our members while advocating for the Northeast Florida nonprofit sector locally and at the state level. We provide local government, civic and business leaders, and the media insights and information to promote smart decision-making and public support for local nonprofits. To become a member or for more information, visit www.NonprofitCtr.org.