

## **WASHINGTON AIDS PARTNERSHIP REQUEST FOR PROPOSALS ROUND 30, FALL 2003**

The Washington AIDS Partnership invites nonprofit organizations involved in the battle against HIV/AIDS in the Washington, DC metropolitan area to submit proposals by **Monday, August 25, 2003** for funding in **December 2003**. The Partnership invites proposals from community-based nonprofit 501(c)(3) organizations that work in the greater Washington metropolitan area and serve local constituencies. The Partnership's geographic scope includes the District of Columbia, Arlington, Loudon, Fairfax, Prince William and Stafford counties, the cities of Alexandria, Falls Church, Manassas and Manassas Park in Virginia, and Charles, Calvert, Frederick, Montgomery and Prince George's counties in Maryland. Local governments are not eligible for grants. However, collaborative projects between government and nonprofit organizations will be considered.

### **PROPOSAL DEADLINE**

**Proposals are due by Monday, August 25, 2003 by 5:00 p.m.** Please mail or deliver **two** copies of the proposal and **one** set of attachments and supporting materials to:

J. Channing Wickham, Director  
Washington AIDS Partnership  
1400 16<sup>th</sup> Street NW, Suite 740  
Washington, DC 20036

**Proposals will not be accepted by fax.**

**Use paper clips to bind your proposal. Please do not bind, staple, or double-side proposals. Please do not send audio or video cassettes.**

### **OPTIONAL PRE-PROPOSAL MEETING**

A pre-proposal meeting is scheduled for **Wednesday, August 13, at 10:00 a.m.** at the Washington AIDS Partnership (1400 16<sup>th</sup> St., NW, Suite 740). The purpose of this meeting is to discuss the Partnership's priority areas, the Common Grant Application, and to answer any other questions or concerns. If you plan to attend this meeting, please contact Suzanne Kinsky at (202) 939-3379 to reserve a space. Prior reservation is not required to attend the meeting, however.

### **OPTIONAL LETTER OF INQUIRY**

We offer the opportunity to submit a pre-proposal letter of inquiry as a means of attaining staff feedback on your potential funding ideas before preparing a full proposal. Letters of inquiry should include a short description of the proposed project and the amount of funding sought, and should be a maximum of three pages long. Letters of inquiry for Round 30 should be submitted to the Partnership no later than **Friday, August 15 by 5:00 p.m.**

## **FUNDING CATEGORIES**

---

Applicants are limited to submitting one proposal per category, and two proposals per grant round. However, if applicants fit the requirements for a Medical Morale grant, they may submit a third proposal under the Medical Morale category.

**Prevention:** The Partnership will give priority to targeted, culturally appropriate efforts that build upon successful models and draw upon expertise in the field. The Washington AIDS Partnership is interested in funding high-risk and underserved populations as defined by local CDC Community Planning Groups.

**Public Policy:** The Partnership will consider proposals for public policy efforts designed to improve the quality of, access to or availability of HIV/AIDS services or prevention for residents in the Partnership's giving area. Past grants have supported the expansion of Medicaid coverage to people with HIV, financed efforts to make syringe exchange legal in the District of Columbia, and funded staff positions dedicated to HIV/AIDS advocacy.

**Technical Assistance:** The Partnership will consider proposals from community-based service organizations seeking to strengthen their capacity to deliver quality services and/or advocate for people with HIV/AIDS. Grants in this area may include activities designed to strengthen or improve: organizational management, planning, education and/or training, financial management, evaluation, mergers, and equipment resources that are an integral part of the program.

**Medical Morale:** Medical Morale grants are designed to improve the morale of hospital personnel, community-based clinic personnel and staffs of non-profits that have at least one doctor or nurse on staff, with a special emphasis on the human and organizational factors affecting the morale of these care-giving employees. Grantseekers must have a medical component to their program in order to apply for grants in this category, but need not be solely or even primarily a medically-focused organization. Past grants have addressed staff burnout, relationships between different levels of a health care team, and management practices that may be having unintended or unexplained consequences on staff morale. Because of the complex and subtle nature of medical morale, grantseekers are encouraged to submit letters of inquiry or to seek additional information about this grant category from Partnership staff. We strongly encourage creative and uniquely-tailored approaches to medical morale issues, believing that there is no one answer for the many issues that can be addressed. The grant category is premised on the belief that client care improves as staff morale is raised.

**Social/Support Services:** The Partnership gives a limited number of grants to agencies serving people living with HIV/AIDS. This may include projects that fill gaps in the service continuum, facilitate access to care and enhance the quality of life for children, adolescents and adults living with HIV/AIDS. Consideration will be given to proposals in this category if the request fills a gap in services.

## **APPLICATION FORMAT**

---

The Washington AIDS Partnership uses the Washington Grantmakers **COMMON GRANT APPLICATION FORMAT**. Please follow this format when preparing proposals for the Partnership. The Common Grant Application Format can be found at: [http://www.washingtongrantmakers.org/WG/GS\\_Resources/Application/Application\\_Ind ex.asp](http://www.washingtongrantmakers.org/WG/GS_Resources/Application/Application_Ind ex.asp).

Organizations that have previously received funding from the Partnership **MUST** be up-to-date on their reporting requirements before seeking additional support. Please call Suzanne Kinsky at (202) 939-3379 if you are unsure about your status.

## **ADDITIONAL REQUIREMENTS**

---

In addition to the Common Grant Application, proposals must complete and include a Population Information form (located at the end of this RFP). Please note that this is a new requirement for Partnership applications. The Partnership is unable to review any proposals submitting without a completed Population Information form.

If your organization is currently a recipient of a grant from the Washington AIDS Partnership, you **MUST** include a progress report for that grant in your proposal. If you are requesting continuation funds for a program funded by the Partnership, you must detail progress to date in the proposal.

## **NONDISCRIMINATION REQUIREMENT**

---

The Washington AIDS Partnership funds only those organizations which do not discriminate, in any practices, with regards to race, color, religion, sex, gender, national origin, marital status, personal appearance, family responsibilities, veteran status, matriculation, physical ability, age, ethnicity and sexual orientation.

## FREQUENTLY ASKED QUESTIONS

---

### ***1. What are the deadlines for Round 30?***

- **Wednesday, August 13, 2003, 10:00 a.m.:** Optional pre-proposal meeting.
- **Friday, August 15, 2003, 5:00 p.m.:** Optional letters of inquiry are due.
- **Monday, August 25, 2003:** Grant proposals are due.
- **Mid-December 2003:** Applicants will be notified of the acceptance or rejection of their proposals.

### ***2. What kinds of proposals are being sought?***

The Partnership encourages proposals that do one or more of the following:

- build organizational capacity to deliver services;
- incorporate coordination and collaboration between service providers and minimize duplication of efforts;
- identify and respond to gaps in existing services;
- address emerging trends and issues in the HIV epidemic such as: dual diagnoses of HIV and substance abuse, maintenance of risk reduction behaviors, harm reduction, early intervention strategies, etc.;
- mobilize key constituencies including policy makers, the leadership of business, religious, professional and grassroots organizations;
- target hard-to-reach and under-served populations;
- effectively train, use and support volunteers;
- leverage other philanthropic or government dollars; and
- demonstrate cost effectiveness.

### ***3. How can Partnership funds be used?***

Grant funds may be used for staff salaries, office operations and other direct expenses of a proposed or existing project. Requests for general operating support will be considered. Capital grants will also be considered. Partnership funding is limited and is not intended to replace government funding.

### ***4. What will not be funded?***

Grants will not be made to individuals, for medical research, for sectarian purposes or for reimbursement of medical care. Grant funds cannot be used for the following purposes: to reduce operating deficits; to fund direct health care treatment; to reimburse health services; or to fund endowments.

### ***5. Does my organization qualify for a Medical Morale grant?***

In order to submit a Medical Morale proposal, your organization must have a medical component and employ at least one doctor or one nurse. Applicants are encouraged to contact the Partnership if they have questions about whether or not they qualify.

### ***6. How many proposals may my organization submit?***

Most organizations may submit up to two proposals per grant round, but each proposal must fall in separate funding categories. If your organization qualifies for a Medical

Morale grant (see question #5), you may submit a third proposal in the Medical Morale category.

**7. What about grant size and duration?**

Partnership grants have ranged in size from \$2,500 to \$90,000. In 2002, the average grant was \$30,000. However, there is no set limit on grant size and larger grants are not precluded. To see the most recent grants list, please visit the Partnership's website at [www.washingtonaidspartnership.org](http://www.washingtonaidspartnership.org). Grants are made for a one-year period. The Partnership will award up to \$500,000 in Round 30.

**8. If I am requesting funds to continue a project that the Partnership has already funded or knows well, do I need to submit a full proposal or can I submit a shorter, renewal proposal?**

Although the Partnership may be familiar with your organization, you must submit a full proposal. Do not worry that certain portions of your proposal will be repetitive. Judicious use of boilerplate narratives is fine.

**9. How will proposals be reviewed?**

The Washington AIDS Partnership Steering Committee evaluates proposals and presents a grants docket for ratification to the Washington Grantmakers' Board of Directors. The Steering Committee uses the following criteria when evaluating proposals:

The project or program . . .

- is conducted in the metropolitan Washington area;
- has clearly defined and realistic goals;
- has the potential to reach the target population(s);
- has the potential for significant impact;
- targets a population at significant risk for HIV/AIDS; and
- has a realistic budget and plan for the described activities and is designed so that outcomes can be evaluated.

The grant-seeking organization demonstrates. . .

- a mission that is compatible with the proposed project;
- the capacity to carry out the project;
- involvement of the target population(s) in the project, or a plan for developing that involvement;
- a strong and active board of directors;
- key collaborative relationships where desirable; and
- a knowledge of concurrent efforts to reach the target population.

**10. What can I expect after submitting a proposal?**

Steering Committee members will review submissions using the criteria in listed in this RFP. Partnership staff may schedule a meeting, phone interview or site visit to gather more information from selected applicants. All applicants will be notified **in writing** of decisions made by **mid-December 2003**. We expect to receive many more requests than can be funded. If your proposal is declined, it does not mean that it lacks merit.

## **ABOUT THE WASHINGTON AIDS PARTNERSHIP**

---

The Washington AIDS Partnership is a collaborative of grantmaking organizations whose goals are to mobilize and sustain private funding to address the AIDS epidemic in the Washington metropolitan area, to improve coordination and communication between key players in the fight against HIV/AIDS, and to provide support and technical assistance to community-based organizations working in HIV/AIDS prevention and care. The Partnership is one of 29 local sites of the National AIDS Fund, the nation's largest private AIDS care and prevention philanthropy.

The Partnership is housed at Washington Grantmakers. Founded in March 1992, Washington Grantmakers is a membership organization of over 100 private, corporate and community foundations, charitable trusts and corporate giving programs.

Since 1989, the Washington AIDS Partnership has awarded over 500 grants totaling over \$11.5 million. Partnership grants reflect a commitment to strengthening community-based systems of care and prevention for the diversity of people at risk of, or affected by, HIV/AIDS in the region. The Partnership is guided in its work by a Steering Committee of funders, community representatives, and experts on HIV.

## **FUNDING PARTNERS (as of 7/03)**

---

- Allan and Michelle Berman
  - Diane and Norman Bernstein Foundation
  - Morris & Gwendolyn Cafritz Foundation\*
  - Centers for Disease Control
  - Community Foundation of the National Capital Region
  - Consumer Health Foundation
  - Lois & Richard England Family Foundation
  - Fabrangen Tzedakah Collective
  - Fannie Mae Foundation
  - Freddie Mac Foundation\*
  - Freed Foundation
  - Gannett Foundation
  - Diana L. Goldberg
  - Corina Higginson Trust
  - Paul & Annetta Himmelfarb Foundation
  - Individual & Anonymous Donors
  - Jenesis Group
  - Elton John AIDS Foundation\*
  - Knoll Fund
  - Herbert J. and Dianne J. Lerner Foundation
  - Gilbert & Jaylee Mead Family Foundation
  - Eugene & Agnes E. Meyer Foundation\*
  - Morningstar Foundation
  - National AIDS Fund
  - Prince Charitable Trusts\*
  - Public Welfare Foundation\*
  - Nalini and Chris Rogers Charitable Trust
  - Smith-Evans Foundation
  - Washington Forrest Foundation
  - World Bank
  - Margot and Paul Zimmerman Fund (CFNCR)
- \*Indicates annual support of \$50,000 or more



# GRANT PROPOSAL TO THE WASHINGTON AIDS PARTNERSHIP

## ROUND 30 CHECKLIST

*Please submit this checklist with your enclosed proposal. Our goal is to work with you to present the best representation of your organization. **Grant proposals not adhering to these guidelines may not be considered for funding.***

- The grant proposal adheres to the Washington Grantmakers' Common Grant Application Format.
- Two copies of the proposal are included.
- One copy of attachments is included.
- The Population Information form is completed and included.
- An update of any current Partnership grants is included in the proposal.
- My organization is up-to-date on reporting requirements.
- No audio or video cassettes are included.
- No staples have been used.**
- None of the material is bound.**
- None of the material is double-sided.**