

WASHINGTON AIDS PARTNERSHIP REQUEST FOR PROPOSALS ROUND 47, Spring 2012

The Washington AIDS Partnership (WAP) invites nonprofit organizations involved in the fight against HIV/AIDS in the Washington, D.C. metropolitan region to submit proposals by **Wednesday, February 1st, 2012** for funding in **June 2012**. WAP invites proposals from community-based nonprofit 501(c)(3) organizations that are located and provide services in the Washington, D.C. metropolitan region and serve local constituencies. WAP's geographic scope includes the District of Columbia, Arlington, Loudon, Fairfax, Prince William and Stafford counties in Virginia; the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park in Virginia; and Calvert, Charles, 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 Wednesday, February 1st, 2012, 5pm Eastern Standard Time (EST)**. Proposals must be submitted online through WAP's online application system. Paper, fax, and email proposals will not be accepted. The website link and password to access the online application will be available to **current and former WAP grantees**. If your organization is a WAP grantee and would like to apply for Round 47 funding but has not received the application link and/or password, please email Jennifer Jue at jue@washingtongrantmakers.org. **First-time applicants and/or organizations that have not been funded before by WAP** are required to submit a letter of inquiry (detailed below) before submitting a full proposal. For more information on the online submission process, go to page three of this RFP and read WAP's [online submission FAQ](#).

OPTIONAL PRE-PROPOSAL MEETING

An optional pre-proposal meeting is scheduled for **Thursday, January 5th, 2012 at 10am**. The purpose of this meeting is to provide an overview of the grantmaking process, discuss WAP's priority areas, review the new online submission process, and answer any questions. If you would like to attend this meeting, please RSVP by emailing your name and organization to Sapna Khatri at khatri@washingtongrantmakers.org. Space is limited so please **RSVP by COB Friday, December 30th, 2011**. Meeting location information will be sent out in response to RSVP emails. If your organization has not been funded before, WAP strongly suggests that a staff representative attend this meeting. We have found that new applicants benefit from attending the pre-proposal meeting and learning about WAP.

LETTER OF INQUIRY

The pre-proposal letter of inquiry is a means of attaining staff feedback on your potential funding ideas before preparing a full proposal. **First-time applicants and/or organizations that have not been funded before by WAP are required to submit a letter of inquiry**. The letter of inquiry is optional for applicants that do not fit into the above categories. Letters of inquiry should be a maximum of three pages and include:

- Description of your organization's mission, goals, and recent accomplishments

- Funding category your organization is applying under (see Round 47 funding categories below)
- Dollar amount of funding request and total program budget
- Description of issue/need to be addressed
- Description of target population, number of individuals, and geographic area to be served
- Summary of program plan (planned activities, goals and outcomes, and partners)

Letters of inquiry for Round 47 must be submitted no later than **Wednesday, January 11th, 2012 by 5pm EST** by email to Jennifer Jue at jue@washingtongrantmakers.org. WAP staff will respond to LOIs within two-three days after the due date.

ROUND 47 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: For Round 47, WAP will prioritize programs that align with the [U.S. National HIV/AIDS Strategy](#) (NHAS). Several of the NHAS priorities are of interest to WAP: reducing new HIV infections and HIV related health disparities. Prevention proposals should target high risk populations and geographic areas where HIV is concentrated through effective, evidence-based approaches. Evidence-based interventions include CDC-approved interventions, innovative community-driven interventions based on local research and experience, and those that plan to continue or build upon successful models. When possible, applicants should identify the intervention(s) they plan to use in their application and provide a brief description. As HIV prevention is a top priority for WAP, 50% or more of grants awarded through this RFP process will fall under this funding category.

Public Policy: WAP 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 WAP's grantmaking area. WAP is interested in proposals that focus on systems change, whether through targeted assessments of services and needs in specific localities or advocacy focused on improving public policy for specific populations or localities. WAP is also interested in assessing whether the District of Columbia and the Washington metropolitan area jurisdictions are aligning their efforts with the [NHAS](#) and national health care reform efforts that affect individuals living with HIV/AIDS. As public policy is a priority for WAP, 20% of grants awarded through this RFP process will fall under this funding category.

Medical Morale: Medical morale grants are designed to improve the morale of hospital personnel, community-based clinic personnel, and staff of nonprofits that have at least one practicing doctor or nurse on staff. The medical morale funding category focuses on the human and organizational factors affecting the morale of 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 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 WAP staff. We strongly encourage creative and uniquely-tailored approaches to medical morale issues, believing that there is no single 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. WAP expects to award approximately 7-8% of grants in this category through this RFP process.

Technical Assistance: WAP will consider technical assistance proposals from community-based service organizations seeking to strengthen their capacity to deliver quality services and/or advocate for people living with or at risk for HIV/AIDS. Grants in this area may include activities designed to strengthen or improve: financial management, technology development, strategic planning, board development, evaluation, and mergers. WAP expects to award approximately 5-10% of grants in this category through this RFP process.

*** In some cases, WAP will consider grants that do not fit into our four main categories. Please contact WAP staff at 202-939-3379 in advance of submitting your application if you have a proposal idea that falls outside of WAP's four funding categories.

APPLICATION FORMAT

For round 47, **all applicants** will submit their proposal online, using WAP's online application form. WAP's application includes organizational and request-specific questions which align with the three types of requests WAP will support under its four funding categories: program requests, general operating requests, and technical assistance requests. WAP typically only funds general operating requests under its prevention category; most requests under this category are program support requests. Most requests under the medical morale and public policy funding categories are program requests. Organizations interested in applying for technical assistance funding would submit a technical assistance request. In addition to answering questions, applicants will need to submit several attachments which are detailed in the application.

All Prevention and Public Policy requests must include a logic model. Logic models for program/project requests submitted under these two categories should focus on the specific program/project while general operating support request logic models should focus on organization-wide programming. The W.K. Kellogg Foundation provides a helpful logic model development [guide](#).

NONDISCRIMINATION REQUIREMENT

WAP 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.

WAP GRANTMAKING FREQUENTLY ASKED QUESTIONS

1. What are the deadlines for Round 47?

- **Thursday, January 5th, 2012, 10-11am:** Optional pre-proposal meeting.
- **Wednesday, January 11th, 2012, 5:00 pm EST:** Letters of inquiry are due.
- **Wednesday, February 1st, 2012, 5:00 pm EST:** Grant proposals are due.
- **Mid-June 2012:** Applicants will be notified of the outcome of their request.

2. What kinds of proposals are being sought?

WAP encourages proposals that do one or more of the following:

- are aligned with the [U.S. National HIV/AIDS Strategy](#), including such priorities as reducing HIV disparities and new infections by targeting prevention for communities where HIV is concentrated such as high risk populations and geographic areas, and through effective, evidence-based approaches;
- identify and respond to gaps in existing services;
- target hard-to-reach and underserved populations;
- build organizational capacity to deliver services;
- incorporate coordination and collaboration between service providers and minimize duplication of efforts;
- address emerging trends and issues in the HIV/AIDS epidemic such as: dual diagnoses of HIV and Hepatitis C, maintenance of risk reduction behaviors, harm reduction, Crystal Meth use and HIV, etc.;
- mobilize key constituencies including policy makers, business leadership, religious, professional, and grassroots organizations;
- effectively train, use, and support volunteers;
- leverage other philanthropic or government dollars; and
- demonstrate cost effectiveness.

3. Does WAP focus its funding on particular geographic areas or populations?

WAP's funding focus is on populations and geographic areas that have disproportionately high rates of HIV/AIDS. Populations who are particularly affected by HIV/AIDS include African Americans, women, men who have sex with men, and substance users.

4. 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 under the Prevention funding category. Capital grants will also be considered. WAP funding is limited and is not intended to replace government funding.

5. 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.

6. 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 WAP if they have questions about whether or not they qualify.

7. 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 #6), you may submit a third proposal in the medical morale category.

8. What about grant size and duration?

WAP grants have ranged in size from \$2,500 to \$90,000. In 2011, the average grant was \$31,000. However, there is no set limit on grant size and larger grants are not precluded. To see the 2010 and 2011 grants lists, please visit WAP's [website](#). Grants are made for a one-year period (Round 47: July 1, 2012 – June 30, 2013).

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

Although WAP may be familiar with your organization, you must submit a full proposal.

10. How will proposals be reviewed?

WAP Steering Committee evaluates proposals and presents a grants docket for approval to the Washington Regional Association of Grantmakers' Board of Directors. The Steering Committee uses the following criteria when evaluating proposals:

The project or program...

- is conducted in the metropolitan area;
- has clearly defined and realistic goals and outcomes;
- has the potential to reach the target population(s) and for significant impact;
- targets a population at significant risk for HIV/AIDS; and
- has a plan for the described activities, realistic budget, and a thoughtful evaluation plan.

The grant-seeking organization demonstrates...

- a mission that is compatible with the proposed activities;
- the capacity to carry out the proposed activities;
- involvement of the target population(s) in the proposed activities, 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.

11. What is WAP looking for in terms of evidence-base and what information should I include in my agency's application?

Like many funders, WAP has long been interested in supporting evidence-based interventions. This RFP specifically asks applicants to identify the interventions they will use in their online proposal application. Please see page 2 for more information.

12. What can I expect after submitting a proposal?

Steering Committee members will review submissions using the criteria listed in this RFP. WAP 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 in **mid-June 2012**. We expect to receive many more requests than can be funded. If your proposal is declined, it does not mean that it lacks merit.

13. If my project or organization receives WAP funding, what type of reporting will I be required to complete?

All grantees are required to submit an online interim and final grant report. Whether your organization receives a Prevention, Medical Morale, Technical Assistance or Public Policy grant, what you report on will be based on the goals, outcomes, activities, and evaluation plan you include in your proposal. Finally, some additional online reporting may be required for some grantees due to WAP's relationship with AIDS United and the Elton John AIDS Foundation.

ABOUT THE WASHINGTON AIDS PARTNERSHIP

For more than two decades, WAP – a collaboration of local grantmaking organizations and individual donors – has been fighting HIV/AIDS in the Greater Washington region. As the largest private funder of HIV/AIDS prevention, education, and advocacy in the region, WAP awards more than \$1 million in local grants annually. WAP also provides technical assistance, implements and supports public policy initiatives, and supports youth development through an AmeriCorps team.

WAP is one of the local sites of AIDS United, one of the nation's largest philanthropic organizations dedicated to eliminating HIV/AIDS as a major health and social problem. WAP is housed at the Washington Regional Association of Grantmakers (WRAG). Founded in March 1992, WRAG promotes and supports effective, strategic, and efficient charitable investment in the Greater Washington region. WRAG members include independent foundations, community foundations, operating foundations, charitable trusts, corporate foundations and corporate giving programs.

Since 1989, WAP has awarded more than 730 grants totaling over \$21 million. WAP grants reflect a commitment to strengthening community-based systems of prevention, testing, and care for people at risk for, living with, or affected by HIV/AIDS in the region. WAP is guided in its work by a Steering Committee of funders, HIV experts, people living with HIV/AIDS, and community leaders.

WAP's key goals include:

- **Invest in “best practice” prevention approaches** – Support innovative and science-based HIV/AIDS interventions and programs targeting underserved and marginalized populations.
- **Promote effective public policy** – Support and develop policies, coalitions, and systems reform to prevent new infections and improve access to health care for those already living with HIV/AIDS.
- **Build the capacity of the nonprofit sector** – Strengthen the infrastructure of local organizations that provide much-needed HIV/AIDS prevention, care, and advocacy.
- **Engage the philanthropic sector** – Educate, convene, and foster collaboration among local and national funders around HIV/AIDS and related issues.
- **Build leadership** – Recruit, train, and mentor leaders to address HIV/AIDS both locally and nationally.