

**WASHINGTON AIDS PARTNERSHIP
SUPPLEMENTAL REQUEST FOR PROPOSALS
ROUND 44, Fall 2010**

Expanding Access to and Utilization of Female Condoms

HIV PREVENTION SPECIAL INITIATIVE

The Washington AIDS Partnership (the Partnership) is soliciting proposals for year two of its HIV Prevention Special Initiative, the *HIV Prevention Female Condom Project*. The goal of this project is to expand knowledge of, access to, and utilization of female condoms in the District of Columbia. Year one grantees are currently providing individual and group level educational interventions to high risk populations in Wards 5, 6, 7, and 8, along with distribution of female condoms.

The elements of a proposal for this initiative should include, but are not limited to: conducting female condom and female anatomy education sessions; training peer educators in core HIV competencies, female anatomy, and female condom use; distributing female condoms; educating distribution locations about the female condom; and providing ongoing support to distribution locations (site visits, restocking female condoms, information materials, etc.). Community providers will be expected to incorporate a volunteer and/or incentivized peer educator component with cultural/community competencies.

Training and technical assistance on the female condom will be provided to funded organizations to build organizational capacity to sustain activities. Grantees are required to attend monthly meetings to share best practices and to receive additional trainings. Grantees are also required to participate in the project's evaluation and data collection efforts, media and online activities, and public awareness campaign(s).

Grant awards are subject to the availability of funding.

TARGET POPULATION

The HIV Prevention Female Condom Project's primary target population is African American young and adult women who have sex with men in Wards 5, 6, 7, and 8, although city-wide programs are encouraged to apply. This initiative will not fund programs outside of Washington, D.C.

ELIGIBLE ORGANIZATIONS

For the HIV Prevention Female Condom Project, eligible organizations are community-based nonprofit 501(c)(3) organizations that provide services in Washington, D.C. Local governments are not eligible for grants. Community-based providers with experience in HIV/STI prevention, women's health, outreach, education sessions, peer training, and logistics of health item distribution are encouraged to apply.

PROPOSAL DEADLINE

Proposals are due by Monday, August 23rd, 2010 by 5:00 pm. Please mail or deliver **two** copies of the proposal and **one** set of attachments and supporting materials to:

J. Channing Wickham
Executive Director
Washington AIDS Partnership
1400 16th Street NW, Suite 740
Washington, DC 20036

Things to remember:

- Proposals will not be accepted by fax or email.
- Use paper clips to bind your proposal.
- Do not bind, staple, or double-side proposals.
- Do not include DVDs/CDs or any color copies.
- **Proposals will not be accepted if received after 5:00 pm on August 23rd.**

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 organizations that have not been funded before by the Partnership 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 include a short description of the proposed project and the amount of funding sought, and should be a maximum of three pages. Letters of inquiry for Round 44 must be submitted no later than **Wednesday, August 4th, 2010 by 5:00 pm.** Letters of inquiry must be submitted by email to SarahMGaudreau@gmail.com.

APPLICATION FORMAT

For this grant round, the Partnership will be using the **Common Grant Application Format**. Please follow this format when preparing proposals for the Partnership. The format can be accessed on the Washington Grantmakers' website, www.WashingtonGrantmakers.org. Please contact Washington Grantmakers at (202) 939-3440 if you have trouble downloading the format.

ADDITIONAL REQUIREMENTS

In addition to the Common Grant Application Format, a **Proposal and Population Information Form** (located near the end of this RFP) must be completely filled out and included with each proposal. The Partnership is **unable to review any proposals** submitted without a completed Proposal and Population Information Form. Please make sure to indicate which funding category you are applying for on the form.

Organizations that have previously received funding from the Partnership **MUST** be up-to-date on their reporting requirements before seeking additional support. Please call Jennifer Jue at (202) 939-3379 if you are unsure about your status. If your organization is currently a recipient of a grant from the Partnership, you also **MUST** include progress to date 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.

WEB RESOURCES

Please visit the Partnership's website, www.WashingtonAIDSPartnership.org, for more resources including epidemiologic information, research information, and best practices.

NONDISCRIMINATION REQUIREMENT

The 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.

QUESTIONS/FURTHER INFORMATION

Questions about proposal submission should be directed to Sarah Gaudreau, Project Director, at SarahMGaudreau@gmail.com.

FREQUENTLY ASKED QUESTIONS

1. What are the deadlines for the HIV Prevention Female Condom Project?

- **Wednesday, August 4th, 2010, 5:00 pm:** Letters of inquiry are due.
- **Monday, August 23rd, 2010, 5:00 pm:** Grant proposals are due.
- **Mid-December 2010:** Applicants will be notified of the outcome of their request.

2. What is the target population for this initiative?

The HIV Prevention Female Condom Project's primary target population is African American young and adult women who have sex with men in Wards 5, 6, 7, and 8, although city-wide programs are encouraged to apply. This initiative will not fund programs outside of Washington, D.C.

3. How can Partnership funds be used?

Grant funds may be used for staff salaries, office operations, and other direct expenses of a proposed project. Requests for general operating support will not 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. How many proposals may my organization submit?

Under this initiative, an organization can only submit one proposal.

6. What about grant size and duration?

Grants for the HIV Prevention Female Condom Project will not exceed \$50,000 per organization. The grant period is one year. The total award amount for the second year of this project will be up to \$250,000.

7. How will proposals be reviewed?

The Partnership Steering Committee evaluates proposals and presents a grants docket for approval 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 Washington, D.C.;
- has clearly defined and realistic goals and outcomes;
- 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 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 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.

8. What can I expect after submitting a proposal?

Steering Committee members will review submissions using the criteria 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 in **mid-December 2010**. We expect to receive many more requests than can be funded. If your proposal is declined, it does not mean that it lacks merit.

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

All grantees are required to submit an interim and final grant report. What you report on will be based on the goals, outcomes, activities, and evaluation plan you include in your proposal. Some online reporting will be required due to the Partnership's relationship with the National AIDS Fund (described later). Grantees of the HIV Prevention Female Condom Project will have specific evaluation reporting requirements, including submitting monthly data using a data collection tool designed for this project.

ABOUT THE WASHINGTON AIDS PARTNERSHIP

The Partnership is a collaboration of grantmaking organizations that leads an effective private-sector response to the HIV/AIDS epidemic in the Washington, D.C. metropolitan area through grantmaking, technical assistance, public policy initiatives, and investment in youth development through an AmeriCorps program. The Partnership is one of 29 local sites of the National AIDS Fund, one of the nation's largest philanthropic organizations dedicated to eliminating HIV/AIDS as a major health and social problem.

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 Partnership has awarded more than 750 grants totaling over \$19 million. Partnership grants reflect a commitment to strengthening community-based systems of prevention and care for people at risk for, living with, or affected by HIV/AIDS in the region. The Partnership is guided in its work by a Steering Committee of funders, HIV experts, people living with HIV/AIDS, and community leaders.

The Partnership'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.

Washington AIDS Partnership Proposal and Population Information Form

The following form should be completed and included with your grant application. For this grant, please indicate the demographics of the population(s) you will **predominantly** target with the funds, and the type and purpose.

Organization Name _____

Populations Served

Gender (check all that apply): Male Female Transgendered

Age (check all that apply): 0-12 yrs 13-18 yrs 19-24 yrs 25-55 yrs 56+ yrs

Race/Ethnicity (check only one for the group predominantly targeted):

African American/African Hispanic/Latino White
 Asian/Pacific Islander Combination of people of color All ethnic/racial groups

Population HIV Status (check all that apply): HIV-positive HIV-negative Unknown status

HIV Risk/Exposure Categories (check up to three, i.e. the three primary categories):

** If a population served by this project only accounts for a small percentage of the project's total target population (less than 5%), this is not considered a primary category and should not be listed.*

MSM IDU MSM & IDU Pediatric exposure
 Heterosexual contact Hemophilia Blood transfusion/products Other/risk not reported

Special Populations Targeted (check up to three, i.e. the three primary categories):

** If a population served by this project only accounts for a small percentage of the project's total target population (less than 5%), this is not considered a primary category and should not be listed.*

Alcohol/Drug users Mentally ill Family/Friends
 Homeless Sex industry workers Physically disabled/Hearing impaired
 Refugees/Immigrants HIV+ pregnant women Offenders/Ex-Offenders
 General Public Children/Youth (up to age 24) Gay/Lesbian/Bisexual/Transgender/Questioning

Geographic location(s) of target population: DC

IRS Status: 501(c)(3) Fiscal agent 501(c)(3) Pending with IRS

Grant Information

Request Amount: _____

Please provide a one-sentence description of how the grant will be used. (Example: Funds will be used to conduct an HIV prevention peer-education program focusing on the female condom targeting African-American women in Wards 7 and 8.)

Funding category of grant requested: HIV Prevention Special Initiative

Intervention Type (definitions on next page): Evidence-based Intervention Community-based Intervention

Intervention Definitions for Proposal and Population Information Form:

For Grant Round 44 and future grant rounds, the Partnership will need applicants to designate their grant request as either an evidence-based intervention or community-based intervention on the Proposal and Population Information Form. Definitions include:

Evidence-based Interventions (EBIs) are either based on scientifically proven models, or are intentionally designed based on behavioral or social research and include at least basic process and outcomes evaluation to help improve the intervention and determine effectiveness. While evidence-based interventions in the CDC's Diffusion of Evidence-Based Interventions (DEBI) project are eligible, EBIs also includes those which may NOT be included in the CDC's DEBI project, but for which agencies can articulate clear theory, a basic foundation of research (either through formative research, literature analysis, etc.), and thoughtful process and program evaluation which informs ongoing intervention refinement. *The Partnership is highly interested in funding EBIs in Round 44.*

Community innovations are creative efforts that have theoretical basis for effectiveness, yet they incorporate new or evolved strategies to address HIV/AIDS in an ever-changing context. These programs offer the promise of creating new models for the future of our work. *The Partnership is open and interested in funding community innovations though evidence-based models remain a priority in Round 44.*

GRANT PROPOSAL TO THE WASHINGTON AIDS PARTNERSHIP

ROUND 44 CHECKLIST

This checklist is for your planning purposes only. You do not need to submit this with your 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' Revised Common Grant Application Format.
- ___ Two copies of the proposal are included.
- ___ One copy of attachments is included.
- ___ The Proposal and Population Information form is completed and included for each proposal you are submitting.
- ___ An update of any current Partnership grants is included in the proposal.
- ___ My organization is up-to-date on reporting requirements.
- ___ No DVDs or CDs are included.
- ___ All pages should be standard letter size, 8.5 inches x 11 inches.
- ___ **No staples have been used.**
- ___ **None of the material is bound.**
- ___ **None of the material is double-sided.**
- ___ **None of the material is in color, only black and white print.**