

## **Request for Proposals/Application Guidelines**

### **Cycle 22 -- December 2005**

The AIDS Foundation of Chicago (AFC) is issuing a Request for Proposals for HIV-related programs and services in the Chicago metropolitan area. HIV/AIDS education/prevention/risk-reduction programs, direct care services for people living with HIV/AIDS, and HIV/AIDS-related advocacy projects are all eligible for funding in this cycle. Only organizations with 501(c)(3) status as determined by the Internal Revenue Service, operating in the Chicago metropolitan area, are eligible to apply.

Agencies may submit only one proposal for Cycle 22. Details of the requirements for submitting a proposal are listed in the following pages.

**Eight (8) copies of proposals must be received in the AFC office before 5:00 p.m., Friday, March 3, 2006.** The deadline is strictly enforced, and no exceptions will be granted for any reason. Proposals delivered after 5:00 p.m. will not be accepted or reviewed.

Each of the eight proposal copies submitted should be bound ONLY with a paperclip or binder clip. Cover letters are unnecessary. Please do not staple, rubber band, place in separate envelopes or folders or in any other way make your submission require special handling. **Proposals from agencies with an overdue interim or final report from a previous AFC grant cycle will not be considered.**

The average grant award is approximately \$15,000. Awards will be announced by AFC's Board of Directors in June 2006. The grant period will begin on July 1, 2006 and end June 30, 2007.

**Proposals should be addressed to Cynthia Tucker, Director of Grantmaking, AIDS Foundation of Chicago, 411 South Wells Street, Suite 300, Chicago, IL 60607. If you have any questions concerning this RFP and/or AFC grantmaking guidelines, please contact Mark Ishaug, Executive Director or Cynthia Tucker, Director of Grantmaking, at 312/922-2322.**

## I. INTRODUCTION

The AIDS Foundation of Chicago (AFC) was established in 1985 to coordinate local response to the HIV/AIDS epidemic. In 1988, AFC initiated its own grantmaking program, to support local HIV/AIDS prevention, care, and advocacy efforts. AFC's grantmaking program is the single largest source of philanthropic support for HIV/AIDS-related programs in the metropolitan area, and has distributed more than \$14 million to over 100 community agencies.

## II. FUNDING PHILOSOPHY

The AIDS Foundation of Chicago funds organizations that:

- conduct HIV education, prevention, and/or risk-reduction programs; and/or
- provide direct care services for people affected by HIV/AIDS; and/or
- advocate on behalf of people affected by HIV/AIDS.

Grantmaking priority is directed toward community-based organizations and those organizations serving populations disproportionately affected by HIV/AIDS, especially communities of color. In particular, AFC seeks (1) to fill gaps in HIV/AIDS-related services by making funds available for innovative programs that may be considered too risky or controversial to be funded by other grantmakers; and (2) to assist in building the capacity of community-based providers, particularly in under-served communities.

## III. GENERAL GRANTMAKING POLICIES

The following policies govern the AIDS Foundation of Chicago's grantmaking program:

- Only organizations with a 501(c)(3) Internal Revenue Service designation operating in the Chicago metropolitan area are eligible for funding.
- AFC conducts its general grantmaking program in a single annual cycle. The deadline for submission of proposals is Friday, March 3, 2006. Proposals delivered after 5:00 p.m. will not be accepted or reviewed. Proposals are accepted only between December 1 and the application deadline; proposals received at other times will be returned. Grant awards are announced in June 2006.
- **AFC funding is NOT available for endowment purposes, scholarships or loans, grants to individuals, travel (except as an integral part of a specific project), and/or projects outside the Chicago metropolitan area. Because AFC funds case management, transportation, and emergency client assistance for HIV-positive clients through various government contracts, THESE SERVICES WILL NOT BE FUNDED UNDER THIS RFP.**

- AFC will consider general operating support requests from agencies that find it difficult to secure funding for core activity administrative support, provided that the agency's operating budget does not exceed \$5 million.
- New agencies are strongly encouraged to collaborate with more established service providers in addressing service gaps; however, proposals for start-up funding will be considered if evidence of unmet service needs is clearly demonstrated.
- Organizations may submit only one proposal to AFC under Cycle 22.

#### **IV. FUNDING CRITERIA/PROPOSAL EVALUATION**

Proposals are evaluated by a subcommittee of AFC's Grantmaking Committee, which makes recommendations to AFC's Board of Directors. Funding community-based organizations and those agencies serving populations disproportionately affected by HIV, especially communities of color, is a grantmaking priority for AFC's Board.

Successful applicants for AFC funding will also include in their proposals a clear explanation of either why other funders will not support the proposed program or administrative costs and/or a statement of the agency's ability and willingness to generate funds from other sources if necessary to carry out the proposed program.

Other criteria that will be taken into consideration in judging proposals include:

**1. The extent to which the narrative section of the proposal clearly demonstrates:**

- documented need for the project;
- a feasible implementation plan;
- agency capability to carry out the proposed program;
- significant impact on the targeted population;
- for those requesting continuation funding, clear and specific reporting on past accomplishments; and

**2. The extent to which the proposed project:**

- relates to identified unmet needs in the metropolitan area;
- is likely to expand community-based service capacity in an under-served community;
- shows evidence that the affected community has had or will have input into

development, governance, and/or evaluation of the proposed program; and

- shows evidence of the involvement of more than one institution, agency, or organization.

**During the evaluation process, AFC may seek additional information about the applicant agency from those in the community who are knowledgeable about the agency's history, reputation, and operations. AFC may also schedule a site visit with applicants to seek additional knowledge and clarification concerning the proposal.**

## **V. GRANTMAKING PROCEDURES**

Grant awards are typically made for one year. Awards are distributed in four payments; contingent upon the submission of satisfactory progress reports covering the quarterly cycle of the grant period.

Final program and fiscal reports are expected at the conclusion of the grant period. AFC will not consider any subsequent funding request from an agency with an overdue interim or final report; such proposals will be returned without review.

AFC may request a site visit to any agency receiving a grant during the award period. Site visits will only be made by appointment with appropriate agency personnel.

## **VI. DEFINITION OF COMMUNITY-BASED ORGANIZATIONS SERVING COMMUNITIES OF COLOR**

Because the AIDS Foundation of Chicago wishes to encourage and fund applications from organizations **servicing and governed by** people of color, the following definition was developed to assist us in identifying such organizations. If your organization meets the definition that follows, please include a section in your proposal narrative so demonstrating. If your organization does not meet the definition specifically as stated below, you need make no reference to it in your narrative.

### **DEFINITION**

- A. Community-based organizations serving communities of color must be:
  - 1. non-governmental
  - 2. not-for-profit
  
- B. Community-based organizations serving communities of color must have:
  - 1. A governing body or program advisory board that is predominately

composed of persons of color.

2. A client population predominately composed of persons of color.
3. Staff predominately composed of persons of color.

C. If either the GOVERNING BODY or the CLIENT POPULATION or the STAFF does not meet the criteria stated in B above, then three of the following four conditions must be met:

1. Formal provisions/mechanisms for securing and acting upon community input.
2. Mission statement that specifically identifies the target population as being from communities of color.
3. Program priorities that target communities of color.
4. Location(s) in area(s) perceived as communities of color.

Summary: An agency meets AFC's definition if it meets all of the criteria stated in A and B above. In every case, agencies must meet at least two of the three criteria in B. If all three criteria are met, the agency qualifies; if only two of the three criteria are met, then agencies must meet three of the four conditions in C.