

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

### **Cycle 20 -- December 2003**

The AIDS Foundation of Chicago (AFC) is calling for funding 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 20. 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 5, 2004.** 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 and must include the attached cover sheet and proposal checklist as the first two pages and the attached community areas map and accompanying narrative as pages three and four. 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 the AFC Board of Directors in June 2004.

**Proposals should be addressed to Mark Ishaug, Executive Director, 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 or Cheryl Beck, Program Manager, at 312/922-2322.**

# ***AIDS Foundation of Chicago - Grant Application Guidelines***

## **I. INTRODUCTION**

The AIDS Foundation of Chicago (AFC) was established in 1985 to coordinate local response to the AIDS epidemic. In 1988, the Foundation initiated its own Grantmaking program, to support local AIDS care, prevention, and advocacy efforts. AFC's Grantmaking program is the single largest source of philanthropic support for AIDS- and HIV-related programs in the metropolitan area, and has distributed over \$13 million to some 135 community agencies.

## **II. FUNDING PHILOSOPHY**

The mission of the AIDS Foundation of Chicago's Grantmaking program is to support programs designed either to reduce the spread of HIV/AIDS and/or to care for those living with and affected by the epidemic.

Within this broad mission, AFC funds organizations that:

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

Grantmaking priority is directed toward community-based organizations and those organizations serving populations disproportionately affected by HIV, especially communities of color. In particular, AFC seeks (1) to fill gaps in 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:

- C Only organizations with a 501(c)(3) Internal Revenue Service designation operating in the Chicago metropolitan area are eligible for funding.
- C The Foundation conducts its general Grantmaking program in a single annual cycle. Announcement of the cycle this year is made in December. The deadline for submission of proposals is Friday, March 5, 2004. 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 2004.

- C **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, providing 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 indicated.
- C Organizations may submit only one proposal to AFC under Cycle 20 unless a special program announcement invites additional proposals.

#### IV. PROPOSAL REQUIREMENTS

All proposals submitted to the AIDS Foundation of Chicago should follow the format and must include the materials described below. Each page of the proposal (including attachments) should be sequentially numbered.

1. **Narrative.** A narrative section not exceeding ten (10) double-spaced typewritten pages must include the following:
  - C An executive summary, including a brief description of the applicant agency, the nature and purpose of the proposed project or program, and the amount requested.
  - C A brief description, using specific examples, how AFC funding has benefitted your agency's programs (current AFC grantees only).
  - C A statement documenting the need and justification for the proposed program or project. This statement should be focused as closely as possible on the specific project proposed, the applicant agency, and the population to be served. General statements and statistics about HIV/AIDS are not necessary.
  - A detailed description of the proposed project, including a clear statement of goals and objectives, an implementation plan, expected outcomes, and a statement of how the proposal meets the funding criteria described in Section V below.
  - A statement of agency capability and experience specific to HIV/AIDS. Please indicate the number of HIV/AIDS clients served, and provide, where appropriate and possible, a breakdown by race, ethnicity, gender, and sexual orientation.

- If relevant, a description of any significant collaboration(s) with other agencies that will be part of the proposed project. Please describe the specific nature of such collaboration; do not simply list those with whom you plan to work.
- A brief discussion of how the proposed program will support or relate to overall agency programs and priorities.
- A description of how the program will be evaluated.
- Agencies requesting continuation funding should include specific information detailing the degree to which goals and objectives for the currently funded cycle were or are being met, and if not met, why. Agencies must provide detailed reporting of the progress of the current funding year. **Proposals from agencies with an overdue interim or final report from current or previous AFC grant cycles will not be considered.** Agencies should also identify potential alternate sources of support or a timeline for soliciting ongoing support.
- Applicants requesting funding for the expansion of existing programs should provide specific evidence of the need for expansion, e.g., the number of clients on waiting lists, changes in client eligibility requirements, etc.

**2. Financial Documents.** Each proposal must be accompanied by the most up-to-date and complete financial documents. **Proposals from agencies that include incomplete or out-of-date documents will not be considered.** Please include each of the following:

- C A line item project budget showing both income sources and proposed expenses, together with a brief budget narrative explaining each line item. If the request is for operating support, include a detailed line item budget for all HIV/AIDS programs.
- C The applicant's most recent audited financial statements. Agencies with financial statements that include fund balances exceeding six months of operating expenses must identify any restrictions preventing the use of these funds for the proposed program/project.
- C The applicant's current-year agency operating budget, showing revenues and expenditures, and stating the relationship of the grant period to the fiscal year.
- C The applicant's most recent year-to-date agency summary financial statement.
- C The applicant's fundraising plan for AIDS programs and services for the year in which the project or program will be carried out.
- C All financial information must match both the proposal narrative and the budget narrative provided.

**3. Supporting materials.** The following materials must be submitted along with the proposal narrative and financial documents:

- C The attached AFC proposal cover sheet and completed proposal checklist as the top two pages of each copy of the submission.
  
- C As pages three and four of each copy of the submission, a copy of the attached community areas map, highlighted to show specifically where the proposed project will be operated, and a narrative description of what other services the applicant and other providers currently offer in the proposed area of operation. **APPLICANTS OUTSIDE THE CITY OF CHICAGO MAY IGNORE THE MAP, BUT MUST PROVIDE THE REQUESTED NARRATIVE.**
  
- For all applicants previously funded in Cycle 18 and/or currently funded in Cycle 19, please attach, as pages five and six, your most recent Cycle 19 interim report and the Cycle 18 year-end report.
  
- C A copy of applicant's 501(c)(3) letter of determination from the Internal Revenue Service.
  
- C Current board list with member affiliations and demographics.
  
- C Timetable for the project or program.
  
- C Resumes of current employees who will be assigned to the proposed project or program and/or job descriptions for employees to be hired.
  
- C For community-based organizations serving communities of color, evidence that they meet the attached definition of such agencies. Applicants that do not meet the strict definition need not and should not address this point.

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

Proposals are evaluated by a subcommittee of AFC's Grantmaking Committee, which makes recommendations to the AFC Board of Directors. The Board has established as a Grantmaking priority providing funding for community-based organizations and those agencies serving populations disproportionately affected by HIV, especially in communities of color.

Successful applicants for AFC funding will also include in their proposals a clear explanation of 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:

- C documented need for the project;
- C a feasible implementation plan;
- C agency capability to carry out the proposed program;
- C 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:

- C relates to identified unmet needs in the metropolitan area;
- C is likely to expand community-based service capacity in an under-served community;
- C shows evidence that the affected community has had or will have input into development, governance, and/or evaluation of the proposed program; and
- C 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 clarity concerning the proposal.**

## **VI. GRANTMAKING PROCEDURES**

Grant awards are typically made for one year. Awards are distributed in two payments; payment of the second installment is contingent on the submission of a satisfactory progress report covering the first phase 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.

## VII. 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 composed predominately of persons from communities of color.
  2. A client population composed predominately of persons from communities of color.
  3. Staff composed predominately of persons from communities 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 2 of the 3 criteria in B. If all three criteria are met, the agency qualifies; if only 2 of the 3 criteria are met, then agencies must meet the conditions in C.

Attach to your proposal as page 1

**Proposal Cover Sheet**

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Phone #: \_\_\_\_\_

Agency Fax #: \_\_\_\_\_

Agency Email #: \_\_\_\_\_

Agency Director: \_\_\_\_\_

Agency Contact Name & Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Description of Proposed Project or Request (to fit on this page):

Attach to your proposal as page 2

### Proposal Attachments Check List

1. Line Item Project or Program Budget \_\_\_\_\_
2. Budget Narrative \_\_\_\_\_
3. Most Recent Audit \_\_\_\_\_
4. Current Agency Operating Budget \_\_\_\_\_
5. Most Recent Agency Financial Statement \_\_\_\_\_
6. AIDS Program Fundraising Plan \_\_\_\_\_
7. 501(c)(3) Letter \_\_\_\_\_
8. Current Board List \_\_\_\_\_
9. Project Timetable \_\_\_\_\_
10. Staff Resumes \_\_\_\_\_
11. Evidence of being a community-based organization serving a community of color, if applicable. (Please do NOT submit this statement if your agency does not meet the definition on page 7 of the RFP.) \_\_\_\_\_

**Reminder: the next two pages of this application should be a highlighted community areas map and a narrative statement regarding your proposed area of operation.**

Attach to your proposal as pages 3 and 4

(1) Please highlight on the attached community areas map those specific areas (or portions of areas) where the proposed project will operate. Applicants outside the City of Chicago need not fill in the map, but must respond to (2) below, and should include the names of the specific communities in which the proposed project will operate.

(2) In a brief narrative to fit on the remainder of this page (use both sides, if necessary), please describe (a) other services your organization currently offers in the proposed area of operation; and (b) any and all services similar to those being proposed for AFC funding under this RFP offered by other agencies in the proposed area of operation of your project.

Attach to your proposal as pages 5 and 6 (if applicable)

(1) If funded for Cycle 19, your most recent interim report and/or, if funded in Cycle 18, your year-end report.