



2016 Request for Proposals

DIFFA: Design Industries Foundation Fighting AIDS is proud to release a request for grant proposals to organizations working on direct care, education and prevention in the fight against HIV/AIDS

About the 2016 Grants Process:

This RFP is open to organizations in the New York City metropolitan area, groups located in regions where DIFFA does not have local chapters or partners, and organizations with a national scope that are focused on any of the following areas:

- providing direct care services and medical treatment for people living with or impacted by HIV/AIDS (including medical case management; provider/patient treatment information; and HIV/AIDS-related social services such as housing, employment, food/nutrition, legal services, etc.);
- offering preventative education programs and services targeted to populations at risk of infection (including testing and harm reduction services);
- or supporting public policy initiatives.

The application will be available on our website.

Grants will only be made to 501(c)(3) organizations. Funds from DIFFA cannot be used for lobbying (direct or indirect) or political action committees.

The funds should be used for a specific project or program. Priority will be given to those organizations and / or programs that are targeting at-risk populations. Grants will generally range from \$2,500 - \$10,000 but requests may be considered up to \$25,000. Final awards may vary from what is requested after review of submitted materials. All grants are one-year grants.

The submission does not need to be lengthy. All requests will be judged on the quality of narrative, a thorough review of financial documents and a history of effective outcomes. Please note that funding is not guaranteed.

Please submit one copy on organizational letterhead electronically with required supporting documents to josebun@diffa.org or you may submit via a file sharing service such as Dropbox.

All items are due Wednesday, September 28. Awards are anticipated to be announced in early November. We may request site visits for our Board grants committee on a case-by-case basis.



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Please include the following; applications missing any components may not be considered. Kindly label all attachments starting with your organization's name (or acronym) followed by the attachment title or purpose (e.g. "DIFFA – Cover Page"). Items 2 and 3 may be included in one document as "Narrative."

1) Cover Page (see attached)

2) Mission, Accomplishments and Organizational Structure (1-2 pages maximum)

- a) Mission
- b) History and Key Accomplishments
- c) Organizational Structure
- d) Current Programs

3) Grant Request (2 – 4 pages maximum)

a) Programmatic or Project funding

- i) Please outline program(s) offered, population(s) served and evaluation model(s) as well as outcome measurements. Please indicate any recent changes to program(s) or anticipated changes to program priorities, population served or structure in the next 12 months. Include staffing structure.
- ii) Describe impact of grant on program's efficacy and how grant would be applied.

*** If you are a past grantee applying for continued support of the same project or program, please address the impact of past DIFFA funding. Address goals achieved, outcomes, and any changes to the program (including staffing) over the last grant period.

b) OR policy funding

- i) Please outline policy goal, what progress has been made to date, describe plan to achieve it, possible barriers, and timeline for achieving policy goal (does not need to be completed during grant period, however, measurable achievements should be outlined).
- ii) Describe impact of grant on work to achieve policy goal and how grant would be applied.

4) Financial & Supporting Documents

- a) Current organizational and program / project budget
- b) Audited financial statements for last 2 fiscal years
- c) List of top 10 funding sources for last and current year
- d) List of board members and affiliations
- e) Copy of 501(c)(3) determination letter