



## South Florida HIV/AIDS Prevention Demonstration Grant

### **Request For Proposal**

#### GENERAL TERMS AND CONDITIONS

*Our Foundation is a community foundation that exists to support a sustainable livable community for all South Floridians by promotion and increasing responsible philanthropy directed at agencies advancing lesbian, gay, bisexual, and transgender issues in Broward, Miami-Dade, and Palm Beach Counties.*

*The following terms and conditions must be met in order to receive an awarded grant. If the applicant/grantee fails to meet any of these terms and conditions, Our Fund Foundation may withdraw its grant opportunity, award, and/or terminate a grant agreement accordingly and shall thereupon have no further obligation to disburse to any remaining grant funds. Our Fund Foundation may require repayment of any grant funds that were not used in accordance with the terms of a grantee agreement.*

#### **South Florida HIV/AIDS Fund Description**

The South Florida HIV/AIDS Fund at Our Fund Foundation was established to stimulate private philanthropy and initiate grantmaking in HIV prevention within South Florida, addressing priorities and enhancing services within current HIV prevention to ensure communities at the highest risk of the epidemic are reached.

#### **Grant Purpose**

Our Fund Foundation releases this Request for Proposal (RFP) to fund enhanced HIV prevention services in Miami-Dade and Broward Counties. Our Fund Foundation seeks grant proposals that reflect promising, best, and/or innovative practices in the prevention of HIV transmission and infection. Grant proposals must demonstrate HIV prevention activities that combine outreach, engagement, education, testing, navigation, and follow-up support. Proposed projects must include a case management component that addresses the contributing factors and root causes associated with risky behavior such as social determinants of health and health promotion. Proposals must target young black and/or latinx men between the ages of 18 to 34 years old in Miami-Dade and/or Broward Counties who have sex with men. Proposed programming must be culturally relevant and designed to overcome existing stigma and trust issues.



## **Grant Amount**

Through the South Florida HIV/AIDS Fund and this RFP, Our Fund Foundation is granting \$200,000.00.

Our Fund Foundation intends to grant up to four annual awards of \$25,000.00 each over a two year period. Applicants can apply for a maximum of \$25,000.00 annually with the potential for a second year grant renewal up to the same amount based on grantee and project performance and outcome.

Our Fund Foundation reserves the right to adjust grant award amounts and/or the number of awarded grants based on received, reviewed, and rated proposals as well as the responsiveness to this RFP. Our Fund Foundation can also select to not release funding based on the outcome of received, review, and rated proposals and responsiveness to this RFP.

## **Grant Duration**

Our Fund Foundation intends to grant awards for up to a two year period. Grant awards and associated contracts will be annual with the option to renew for a second year based on grantee and project performance and outcomes.

## **Grantee Eligibility**

Applicants must be an organization qualified under 501 (c)(3) of the Internal Revenue Code with its principal place of operation in Miami-Dade and/or Broward County. Applicants must provide services in Miami-Dade and/or Broward Counties. Grantees must maintain this grant eligibility for the entire awarded grant period.

Religious organizations may be funded to conduct projects/programs that meet the RFP priorities, criteria, and guidelines provided these projects/programs do not support religious work and/or promote specific religious beliefs.

Grants will not be awarded for projects that promote lobbying and/or legislative change.

## **Program Overview**

Through this RFP, Our Fund Foundation seeks to fund enhanced HIV prevention services targeting young black and/or latinx men between the ages of 18 to 34 years old in Miami-Dade and/or Broward Counties who have sex with men, the highest risk populations. The Foundation seeks to decrease the incidence of HIV transmission and infection in South Florida by building service provider capacity to engage young black and/or latinx men who test negative in case management and follow-up support that addresses the root causes of their risky behavior and/or social determinants of their health promotion.



Applicants need to describe how proposed projects will engage the target population in education and testing, and subsequently, in case management and follow-up support for those young men to test HIV negative. Case management services need to compass assessment of risky behaviors and circumstances, development a relevant mutually agreed upon plan to address those factors contributing to potential HIV infection and health risk, and connection to community services and resources that increase health promotion and protection. Case management services need to include client follow-up as well as evaluation of individuals' progress, condition, and risk reduction.

Applicants should propose projects that represent promising, best, or evidence-based practices aimed at decreasing risks and increasing protective factors. Proposed projects need to consider stigma, client trust, and social determinants of health as well as represent interventions that maintain the target populations' HIV negative status. This grant is intended to maintain HIV negative status among high risk populations who are HIV negative.

### **Target Population**

Applicants must propose projects that provide services to young black and/or latinx men between the ages of 18 to 34 years old in Miami-Dade and/or Broward Counties who have sex with men, specifically those young men who test negative for HIV infection. Accordingly, proposed projects must address both engagement of this target population in testing and education as well as uptake of those who test negative in case management and follow-up services to further reduce their risk for HIV infection and maintain the HIV negative status

### **Target Geographic Region**

Applicants must propose projects that provide services in Miami-Dade and/or Broward Counties. Applicants can propose programming in either or both counties. Grants will not be awarded to projects or programs that are outside the target service area.

### **Programmatic Requirements**

The following guidelines represent programmatic requirements:

- Outreach, education, and engagement of the target population
- HIV testing of the target population
- Assessment of risk factors including social determinant of health among the target population who test HIV negative



- Social determinants of health include housing, income, education, employment, transportation, health care access, behavioral health (mental health and substance misuse), and trauma. Social determinants of health are associated with perceived risk, perceived need, stigma, fear, shame/embarrassment, interpersonal style, discomfort with topic, privacy, and language and cultural barriers. Social determinants of health are related to life events and stressors, support systems, and follow-up/follow-through.
- Case management with the target population who test negative to collaboratively develop a relevant support plan
- Navigation, connection, and linkage with existing community services and resource that address risk and contribution factors and that promote stability, empowerment, resilience among the target population
- Follow-up to evaluate client progress, risk level, and HIV status

Proposed projects must include effective engagement of the target population in all programmatic activities and interventions, particularly with respect to uptake of individuals who test HIV negative in case management services and follow-up supports. Proposed projects must document employed culturally relevant and trauma informed practices. Applicants must demonstrate organizational capacity to implement and evaluate proposed programming. Applicants should consider the role of the target population in project planning and service delivery.

The following elements will comprise proposed project applications:

- Applicant Information
- Project Request Information
- Executive Summary
- Organizational Background
- Statement of Need
- Project Goals and Objectives
- Innovative Program Model, Approach and Features
- Evidence of Program Model Promise and Effectiveness
- Target Population Engagement
- Proposed Outputs and Outcomes
- Evaluation Plan
- Project Timeline
- Organizational Capacity
- Sustainability Plan
- Community Awareness and Dissemination



- Corresponding Attachments
  - IRS Letter of Determination of tax exemption under Section 501 (c)(3) of the Internal Revenue Code
  - List of current board members with professional affiliations, demographics, and annual financial contribution status
  - Non-Discrimination Policy
  - Most recent IRS Form 990 (if applicable) Sections I to IX. If your organization did not file a 990, provide a year-end financial statement for the most recent fiscal year
  - Current year operating budget
  - Project line item and narrative budget
  - A list of foundations, corporations, governmental agencies, and individuals who funded the organization in the last fiscal year (\$1,000 and above for agencies with budgets <\$500,000 / \$5,000 and above for agencies >\$500,000)

## **Program Evaluation**

Applicants must describe program evaluation activities that assess project implementation and outcome. Applicants must document project goals and objectives as well as proposed performance measures, specific outputs and outcomes. The proposed program evaluation plan can employ both quantitative and qualitative methodologies.

Awarded grantees must participate in program evaluation activities administered by an Our Fund Foundation external evaluator. This assessment will be designed to measure project process and impact of all awarded grant programs. Applicants must document their agreement to participate in this external evaluation within their proposal. Awarded grantees will meet with the external evaluator and receive technical assistance prior to and during project implementation.

## **Reporting**

Awarded grantees must submit one semi-annual and one annual project report to Our Fund Foundation within each annual grant period. These reports include a project description along with performance information demonstrating achievement of proposed measurable outputs and outcomes through quantitative and qualitative analysis. An accounting of expenditures must be included in these reports along with any publicity the project has received and photo(s) of program operations that the Foundation can use as part of its publicity efforts.

## **Monitoring & Site Visits**

In order to assess the grant effectiveness, Our Fund Foundation may conduct a monitoring of the program funded by this grant and through this RFP. This may include



site visits by Foundation representatives to observe grantee program procedures and operations and to discuss the project with grantee personnel. Additionally, the Foundation would like to be informed of special events to share funded organizations and programs with Foundation staff, board members, and donors. This could range from observing a funded project or other related and notable programming to showcase.

### **Publicity**

Press releases, programs, announcements, invitations, feature stories, materials and other public information produced as part of this grant must include the Our Fund Foundation's support of the program. Any coverage received in association with the project should be forwarded to Our Fund Foundation. Communication verbiage should refer to support as "This program was made possible by a grant from Our Fund Foundation, an LGBT Community Foundation." Any statement about Foundation policy and/or staff should be cleared in advance with the Foundation.

### **Fundraising**

Awarded grantees must conduct one joint annual fundraiser with Our Fund Foundation to generate philanthropy for the South Florida HIV/AIDS Fund at Our Fund Foundation.

### **Use of Funds**

Awarded grants must be used by the grantee strictly in accordance with the terms of the executed grant agreement and the final budget upon which the grant was based. Any changes must be submitted in writing to the Foundation and be approved by the Foundation.

### **Reversion of Funds**

All funds not expended for the purposes agreed to by the Grantee and Our Fund Foundation must be returned to the Foundation.

### **Miscellaneous**

Our Fund Foundation is pleased to provide the grant through this RFP but cannot accept legal responsibility for the project. Accordingly, the Grantee agrees to indemnify and hold harmless the Foundation from any and all liability the Foundation may incur in connection with Applicant's/Grantee's application, participation, and administration of this grant.

### **Application Timeline**

The following table outlines the planned application timeline:



ACTIVITY	DATE
RFP Announcement Released	June 28, 2019
Bidder Conference	July 15, 2019 at 3:00 p.m. [Our Fund Foundation Office]
Proposals Due	August 2, 2019 at 5:00 p.m. via online submission
Proposals Reviewed and Rated	August 9, 2019
Grantee Interviews	August 16, 2019
Grantees Announced	August 23, 2019
Required Grantee Meeting	By August 30, 2019 [Specific date, time, and location to be released following proposal review, rating, and selection]

Our Fund Foundation reserves the right to adjust this timeline based on applicants' responsiveness to the RFP and/or related factors contributing to the RFP intent and/or criteria. Our Fund Foundation will publish any required notifications accordingly as applicable.

### **Application Process**

Applicants must complete the online application and provide the necessary attachments.

Required application content and attachment can be accessed [here](#).

### **Grant Review, Rating, and Distribution**

Our Fund Foundation will assemble a Grant Distribution Committee composed of Foundation representatives, target population members, and community volunteers. The Committee will objectively review, evaluate, and rate each grant request to ensure the proposed projects meets the RFP criteria. Each applicant must be prepared to meet with the Committee for a scheduled interview. The Committee will make funding recommendations to the Our Fund Board of Directors who will vote on final approval of all grant applications. Applicants will be notified of grantmaking determination following the Foundation Board's vote.