

## National-DIFFA Fund 2019 Request for Proposals (RFP)

### Overview

[The New York Community Trust](#) (The Trust) invites proposals from nonprofits working on the fight against HIV/AIDS outside of New York City through The Trust's *DIFFA Fund*. Created in 2018 by the Design Industries Foundation Fighting AIDS (DIFFA), the *DIFFA Fund* provides grants to nonprofits to treat and prevent HIV/AIDS through direct service, education, and advocacy. This *National-DIFFA Fund 2019 RFP* replaces RFPs historically issued and managed by DIFFA directly. It is an invitation-only RFP, open to the following organizations:

1. AID Atlanta, Atlanta, GA
2. AIDS Leadership Foothills-Area Alliance (ALFA), Hickory, NY
3. Allies for Health + Wellbeing, Pittsburgh, PA
4. Equity Federation Institute, Portland, OR
5. Jerusalem House, Atlanta, GA
6. North Idaho AIDS Coalition, Coeur D'Alene, ID
7. Peter & Paul Community Services, St. Louis, MO
8. Southwest Center for HIV/AIDS (SWHIV), Phoenix, AZ
9. The Aliveness Project, Minneapolis, MN
10. Vermont CARES, Burlington, VT
11. Southern Arizona AIDS Foundation, Tucson, AZ

As in past years, grants must be focused on a specific project in one of the three areas below:

1. provide direct care services and medical treatment for people living with or impacted by HIV/AIDS (e.g., medical case management; provider/patient treatment information; and HIV/AIDS-related services such as housing, employment, food/nutrition, legal, etc.);
2. offer preventative services to at risk populations, including testing and harm reduction; or
3. support public policy initiatives.

### Please Note:

- *National-DIFFA Fund 2019* grants are for one year, between \$3,000 to \$5,000.
- Electronic submissions of proposals are due on Thursday, September 12, 2019.
- Awarded grants may vary from what is requested.
- Proposal submission does not guarantee funding.
- Only one grant request per nonprofit organization/EIN number.
- *National-DIFFA Fund 2019* grants will be announced by December 15, 2019.

**A completed proposal submission should include the following:**

**A. A New York Community Trust Proposal Cover Sheet for the *National-DIFFA Fund 2019 RFP***

- This is available via the [Grantee Portal](#) on The Trust's website.
- Directions on how to complete the *National-DIFFA Fund 2019 RFP* is on page 3.

**B. Proposal Narrative**

1) Mission, Accomplishments, and Organizational Structure (1-page maximum)

- i) Mission
- ii) History
- iii) Key Accomplishments, including the impact of past DIFFA grants
- iv) Current Programs

2) Grant Request (3-pages maximum)

i) Project Funding

Please outline the project, population(s) served, evaluation model(s), and outcome measurements.

**OR**

ii) Policy Funding

Please outline the policy goal, progress made to date, and next steps that this grant would support. Recognizing policy change can take time, the policy goal does not need to be completed during grant period, but measurable achievements should be outlined. Note that this grant may not be used for lobbying activities as defined by the Internal Revenue Service.

**(Please make sure all proposal narrative materials are single spaced and in a 12-point font.)**

**C. Itemized project budget (1-page maximum)**

Include expenses and other confirmed/pending revenue sources.

**D. Current organizational operating budget (2-pages maximum)**

**E. List of the board of directors (1-page maximum)**

**F. Past fiscal year audited financial statements or most recent IRS Form 990.**

Grant proposals will be evaluated on a competitive basis using the following criteria:

- Clarity of project description including the need and anticipated goal or outcome.
- Realistic timeline with achievable outcomes in the time period.
- Organizational and financial capacity to achieve the expected results.

## **Submission Process**

1. Merge items **B** to **F** listed on page 2 into a single PDF document, using the following file format: “Your Organization Name.pdf”.
2. Complete a [Proposal Cover Sheet](#). Make sure that the Proposal Cover Sheet you complete is specifically for the *National-DIFFA Fund 2019 RFP* (see image 1).
3. When you have completed the Proposal Cover Sheet, attach a PDF copy of your proposal (item 1 above), sign off on the certification (see image 2 on the next page), and then click submit. Once you click submit, you will get an email confirming your submission.
4. All electronic submissions must be uploaded to The Trust’s Grants Portal by **5:00 p.m. (Eastern) on Thursday, September 12, 2019.**
5. One hard copy of the complete application—the PDF copy of the Proposal Cover Sheet emailed to you, proposal narrative, financial attachments, and board list—should be sent by first-class mail, postmarked no later than **Friday, September 13, 2019,** to:

Sheila Dinkins  
The New York Community Trust  
909 Third Avenue, 22nd Floor  
New York, NY 10022

6. Once we receive and log in the hardcopy of the proposal and proposal cover sheet, we will acknowledge receipt of it by email. The Trust's communications with you about this grant will be by email, whether notification of a decline, or notification of a grant. Please add [noreply@nycommunitytrust.org](mailto:noreply@nycommunitytrust.org) to your address book so that our important communications do not get caught in your spam filters.

Grant applications uploaded and/or mailed after the due dates will not be considered for funding. Questions about this RFP may be emailed to Irfan Hasan at [iha@nyct-cfi.org](mailto:iha@nyct-cfi.org). Please include your contact information.

**Image 1:** [Example of the Proposal Cover Sheet you will fill out. Please note it needs to be listed as the “National-DIFFA Fund 2019 \(Invitation Only\)” RFP.](#)

**THE NEW YORK COMMUNITY TRUST**  
**GRANTS PORTAL**

**Proposal Cover Sheet**

You are submitting a proposal cover sheet for the National-DIFFA Fund 2019 (Invitation Only) RFP.

\* indicates a required field

**Information about Person Completing the Form**

**YOUR NAME\*** 40 characters

**YOUR TITLE\*** 40 characters

**YOUR EMAIL\*** 50 characters

**YOUR TELEPHONE\***

CHECK HERE IF YOU ARE THE PRIMARY CONTACT FOR THIS PROPOSAL COVER SHEET

**Applicant Organization**

**EIN\*** After entering an EIN, any information we have will display in the fields below. Please review for accuracy and update as needed.

WE ARE USING A FUNDS ADMINISTRATOR FOR THE PROPOSED PROJECT

**LEGAL NAME\*** 80 characters

**ALTERNATIVE NAME\*** 120 characters DBA or other name your organization may be known as

**YEAR ORGANIZED OR INCORPORATED\*** 4-digit

**Image 2:** [Example of where you will upload your single PDF of application materials.](#)

**Upload PDF**

1. Click here to upload proposal and attachments as a single PDF

Please submit the required application materials in the order outlined in the RFP, and condensed into a [single PDF](#) file no more than 25 MB in size. In addition, don't forget to mail a hard copy of your application and cover sheet. See the RFP instructions for more information.

**Certification**

I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE.

You will receive a PDF of this cover sheet once it is submitted. Please print the PDF to submit with the other proposal contents by mail.

*The New York Community Trust reserves the right to share information provided on this form during the evaluation of the proposal.*

or

2. Click here to submit once the document has been uploaded and the proposal cover sheet is completed