



New York City-DIFFA Fund 2019 Request for Proposals (RFP)

Overview

[The New York Community Trust](#) (The Trust) *DIFFA Fund* invites proposals from New York City nonprofits working on the fight against HIV/AIDS. 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 *New York City-DIFFA Fund 2019 RFP* is only open to the New York City-based DIFFA grantees below:

1. Ali Forney Center
2. Bailey House
3. BOOM!Health
4. Callen-Lorde Community Health Center
5. GMHC
6. God's Love We Deliver
7. Hetrick-Martin Institute (HMI)
8. Housing Works
9. Planned Parenthood of New York City
10. Ready, Willing, and Able
11. Services and Advocacy for GLBT Elders (SAGE)
12. SUNY Downstate Medical Center (HEAT Program)
13. The Correctional Association of New York
14. Visual AIDS for the Arts
15. VOCAL-NY

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:

- *New York City-DIFFA Fund 2019* grants will range from \$3,000 to \$10,000 and will be for one year. Proposals are due on Thursday, September 12, 2019.
- Awards may vary from what is requested and a submission does not guarantee funding.
- Only one grant request per nonprofit organization/EIN number.
- Site visits, if requested, will occur between September 23, 2019 to October 11, 2019, and 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 *New York City-DIFFA Fund 2019 RFP*

- This is available via the [Grantee Portal](#) on The Trust's website.
- Directions on how to complete the *New York City-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 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. 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 “New York City-DIFFA Fund 2019 \(Invitation Only\)” RFP.](#)

The screenshot shows the 'Proposal Cover Sheet' form. At the top left is the logo for 'THE NEW YORK COMMUNITY TRUST GRANTS PORTAL'. At the top right are links for 'AA', 'Print', and 'Home'. The main heading is 'Proposal Cover Sheet'. Below this, a message states: 'You are submitting a proposal cover sheet for the New York City-DIFFA Fund 2019 (Invitation Only) RFP.' A note indicates that an asterisk (*) denotes a required field. The form is divided into two main sections: 'Information about Person Completing the Form' and 'Applicant Organization'. The first section includes fields for 'YOUR NAME*', 'YOUR TITLE*', 'YOUR EMAIL*', and 'YOUR TELEPHONE*', each with a character limit. There is also a checkbox for 'CHECK HERE IF YOU ARE THE PRIMARY CONTACT FOR THIS PROPOSAL COVER SHEET'. The second section, 'Applicant Organization', includes an 'EIN*' field with a note about its use, a checkbox for 'WE ARE USING A FUNDS ADMINISTRATOR FOR THE PROPOSED PROJECT', and fields for 'LEGAL NAME*', 'ALTERNATIVE NAME*', and 'YEAR ORGANIZED OR INCORPORATED*'. A note at the bottom of the form states: 'The New York Community Trust reserves the right to share information provided on this form during the evaluation of the proposal.'

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

This screenshot shows the submission interface. At the top left, there is an 'Upload PDF' section with a button labeled 'UPLOAD PDF'. A yellow highlight and an arrow point to this button with the text: 'Click here to upload proposal and attachments as a single PDF'. Below this is a paragraph of instructions: '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.' Below the instructions is a 'Certification' section with a checkbox and the text: 'I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE.' Another paragraph follows: '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.' At the bottom, there are three buttons: 'SUBMIT THIS REQUEST NOW', 'SAVE FOR LATER & CONTINUE', and 'CANCEL'. A yellow highlight and an arrow point to the 'SUBMIT THIS REQUEST NOW' button with the text: '2. Click here to submit once the document has been uploaded and the proposal cover sheet is completed'.