



## **DIFFA Fund 2022 Request for Proposals (RFP)**

### **Overview and Eligibility**

[The New York Community Trust's](#) (The Trust) *DIFFA Fund* was 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 2022 RFP* is an invitation only RFP for the following New York City nonprofits working on the fight against HIV/AIDS.

1. Ali Forney Center
2. APICHA
3. Bridging Access to Care
4. Brooklyn Community Pride Center
5. Callen-Lorde Community Health Center
6. GMHC
7. God's Love We Deliver
8. Hetrick-Martin Institute (HMI)
9. Housing Works
10. New Pride Agenda
11. Planned Parenthood of New York City
12. Services and Advocacy for GLBT Elders (SAGE)
13. The Correctional Association of New York
14. True Colors United
15. Visual AIDS for the Arts
16. VOCAL-NY

### **RFP Grantmaking Focus**

As in past years, proposals must focus on a specific project that either provides a direct service, offers education, or engages in advocacy (or a combination of the three). The DIFFA Fund is interested in projects that address three critical issues as it pertains to the treatment and prevention of HIV/AIDS:

1. prevention of homelessness
2. alleviation of hunger
3. provision of emotional wellness supports

### **Submission Materials**

A. Proposal Narrative (12-point font single space)

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

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

2) Grant Request (2-pages maximum)

- (i) For direct service projects, outline project need, intervention proposed, population(s) served, and expected measurable outcomes (e.g., x meals provided, x people engaged in counseling).
- (ii) For policy focused projects, outline the policy goal, progress made to date, and next steps that this grant would support. We recognize policy change can take time, so the policy goal does not need to be completed during the grant period, but measurable achievements towards reaching it should be outlined. Note that funds may not be used for lobbying activities as defined by the Internal Revenue Service.

- B. Itemized project budget: include expenses and if project relies on support from other sources in addition to DIFFA, provide confirmed/pending revenue sources (1-page maximum).
- C. Current organizational operating budget (2-pages maximum).
- D. List of the board of directors noting if any are related or paid (1-page maximum).
- E. Audited financial statements or most recent IRS Form 990 for fiscal year 2021.

**Submission Dates and Review Criteria**

- 1. Grant proposals will be evaluated on a competitive basis using the following criteria:
  - (i) Clarity of project description including the need and anticipated goal or outcome.
  - (ii) Realistic timeline with achievable outcomes in the time period.
- 2. All proposals are to be [submitted electronically through The Trust's Grant Portal](#) and are due by 3pm (Eastern) on Thursday, August 18, 2022. Details are provided in the Submission Process section below.
- 3. New York City-DIFFA Fund 2022 grants will range from \$5,000 to \$15,000. The maximum requested amount is \$15,000. All grants will cover a one-year project period.
- 4. Awards may vary from what is requested and a submission does not guarantee funding.
- 5. Only one grant request per nonprofit organization/EIN number.

**Submission Process**

- 1. Assemble and merge items **A to E** from the Submission Materials section into a single PDF of no more than 25 MB in size, and name it in the following format: "*Applicant Organization Name.pdf*".
- 2. Complete a Proposal Cover Sheet for the [New York City-DIFFA Fund 2022 RFP](#) (make sure the proposal cover sheet you complete is for the DIFFA Fund at the top of the page and not The Trust's competitive grants program or another active RFP). It must be completed on The Trust's Grants Portal.
- 3. Because you will need to submit the proposal and the Proposal Cover Sheet together, we recommend making sure your proposal (items A to E in the Submission Materials section) are in a single PDF prior to starting the Proposal Cover Sheet. You will know you have been successful uploading the document when you see "You have successfully uploaded your PDF" on your screen.
- 4. Once the proposal is uploaded, check the certification box at the end of the Proposal Cover Sheet and click submit. You will get an email confirming the proposal has been received. This email will include—as a PDF attachment—the Proposal Cover Sheet you just completed. The email will be sent to the email address entered in the "Information about Person Completing this Form" field on the Proposal Cover Sheet.
- 5. Please note that The Trust's communications about the result of your submission will be by email, whether notification of a decline or grant. Please add [noreply@nycommunitytrust.org](mailto:noreply@nycommunitytrust.org) to your address book so important communications do not get caught in spam filters.

You must submit your application to the Grants Portal by **3:00pm ET on Thursday, August 18, 2022.**

Grant award decisions will be made by December 15, 2022.

For questions about the RFP, email Irfan Hasan ([iha@nyct-cfi.org](mailto:iha@nyct-cfi.org)) and if you have technical questions or need help with submitting the RFP, email Melanie DeLorenzo ([mdl@nyct-cfi.org](mailto:mdl@nyct-cfi.org)).