



New York City DIFFA Fund 2024 **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 2024 Request for Proposals (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. Alpha Workshops
3. Bridging Access to Care
4. New Pride Agenda
5. The Correctional Association of New York
6. Visual AIDS for the Arts
7. Voces Latinas

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

- (i) Mission
- (ii) History
- (iii) Key Accomplishments, including the impact of past *DIFFA Fund* 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., # of meals provided, # of people engaged in counseling) through the *DIFFA Fund* grant. Please do not provide the overall number of people served by the agency but specifically what the DIFFA funds would cover.
- (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. For example, if it is an education and awareness project, how many people are educated, through what formats, and in what locations/neighborhoods. 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 (income and expenses) (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 2022 or 2023.

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 specific goals or outcomes.
 - (ii) Realistic timeline with achievable outcomes in grant period.
- 2. All proposals are to be [submitted electronically through The Trust’s Grant Portal](#) and are due by Thursday, May 23, 2024. Details are provided in the Submission Process section below.
- 3. New York City-DIFFA Fund 2024 grants will be up to \$20,000. All grants 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 Cover Sheet for the [New York City-DIFFA Fund 2024 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 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 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 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 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 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 to your address book so important communications do not get caught in spam filters.

You must submit your application through [The Trust’s Grants Portal](#) by **3:00pm ET on Thursday, May 23, 2024**. Grant award decisions will be made by July 15, 2024.

For questions about the RFP content, email Irfan Hasan (iha@nycf-cfi.org). For technical help submitting the RFP through the portal, please email Melanie DeLorenzo (mdl@nycf-cfi.org).