

WHO WE ARE

Central Carolina Community Foundation has been selected as the first National AIDS Fund Partner in South Carolina and has received a challenge grant to support local grantmaking for HIV/AIDS prevention programs.

To manage the HIV/AIDS prevention grant, the Foundation has formed the Central Carolina AIDS Partnership (CCAP). In addition to the support from The National AIDS Fund (NAF) and the Elton John AIDS Foundation, CCAP is supported by several local organizations including the John S. and James L. Knight Foundation, New Morning Foundation and the AIDS Benefit Foundation.

The Partnership is overseen by an Advisory Committee that makes recommendations regarding policies, programs and grants. The Board of Directors of Central Carolina Community Foundation will review these recommendations and make the final approval of grants.

VISION: South Carolina without new HIV infections.

MISSION: To provide funding to improve effectiveness of programs aimed at raising awareness, decreasing stigma and preventing the spread of HIV.

NATIONAL AIDS FUND

The National AIDS Fund was founded in 1988 to reduce the incidence and impact of HIV/AIDS by promoting leadership and generating resources for effective community responses to the epidemic. Over the last 20 years, NAF and its Community Partnerships have directed \$160 million through Challenge Grants alone to support HIV/AIDS services, capacity building and advocacy, now reaching over 400 community organizations annually. For more information, visit www.aidsfund.org.

CENTRAL CAROLINA COMMUNITY FOUNDATION

Central Carolina Community Foundation's mission is to promote, facilitate and expand philanthropy to create a sustainable impact within our community through responsible giving. The Foundation is the fiscal intermediary for this initiative.

Interested parties are encouraged to read these guidelines and visit Central Carolina Community Foundation's website (www.yourfoundation.org). For further information about CCAP, please contact: Jo Bull, Chief Operating Officer, at jo@yourfoundation.org or 803.254.5601 x326.

INFORMATION FOR GRANT APPLICANTS

All eligible organizations that wish to apply for a grant must submit a completed application and proposal, which will be reviewed by the grants committee of the CCAP. A select group of applicants will be invited to make a formal presentation to the Grants Committee at a determined date and time. Those not invited to make a formal presentation will receive a declination letter.

Grant recipients will be determined in November. We expect the grant program to be very competitive.

Application to, or receipt of support from, the CCAP has no bearing on eligibility for other grantmaking programs within Central Carolina Community Foundation. Eligible organizations may apply to any combination of programs at the same time or different times. Other grant opportunities and guidelines can be found at www.yourfoundation.org.

FUNDING PRIORITIES

Grants will be awarded to support HIV/AIDS prevention programs with a focus on the target populations specified on the grant application. One of the following interventions must be chosen to implement your program:

1. An existing locally developed or “homegrown” intervention – maximum award of \$10,000
2. A new intervention – maximum award of \$10,000
3. An intervention from the DEBI project (Diffusion of Effective Behavioral Interventions) - maximum award of \$20,000

ELIGIBILITY REQUIREMENTS

Nonprofits that meet the following requirements are eligible to apply for a grant:

- Organizations that have been determined as charitable under Section 501(c)(3) of the Internal Revenue Code, public entities or other charitable, educational or faith-based organizations;
- Organizations must provide services in one or more of the following counties in South Carolina: Calhoun, Clarendon, Fairfield, Kershaw, Lee, Lexington, Newberry, Orangeburg, Richland, Saluda or Sumter;

WHAT WE DO NOT FUND

- Grants to individuals
- Fundraising and marketing events
- Debt reduction
- Religious services and education
- Endowment funds
- Capital campaign contributions (for building construction or renovation) or use of funds to cover capital campaign feasibility studies or campaign implementation expenses.

GRANT AMOUNT and GRANT PERIOD

Each of the three Interventions listed has a maximum grant amount. (See maximum grant amounts under Funding Priorities.) Each grant will be for a 12 month period, based on a calendar year.

GRANT APPLICATION DEADLINE

One (1) original and seven (7) copies of a completed grant proposal must be in the Community Foundation office by 5:00 pm on September 30.

APPLICATION PROCESS

- Organizations submit eight (8) completed proposal packages.
- Members of the CCAP grant committee review all proposals and either invite organizations for a formal presentation or send a declination letter.
- Invited organizations make formal presentations (during the week of November 1).
- Funding recommendations are made to the CCAP and approved by the Community Foundation's Board of Directors.
- Grant award letters and contracts or declination letters are sent by December 3.
- Once grant contracts are signed and returned a portion of the grant will be paid
- Grantees are required to submit a grantee information form at the beginning of the funding period, a six month interim report and an end of year report form within 30 days from the conclusion of their grant. (Detailed information will be in award letters.)

HOW TO SUBMIT YOUR PROPOSAL PACKAGE

A complete proposal package should contain one (1) copy of each of the following items: (You will need to provide eight (8) complete proposal packages.)

1. Grant Application
2. A brief description of the purpose and outcomes of your program
3. **Project Narrative – 3 page maximum**

Please provide the information below in the following order:

- Summarize your organization's history of providing HIV prevention services in the local community.
- Outline current prevention programs and activities.
- Describe the proposed HIV/AIDS prevention program and chosen intervention, and whether it's a new or continuing program or intervention.
- Identify the target population; the number of people that will benefit from this program; your demonstrated connection to the target population; and articulate your recruitment and retention plan.
- Describe how the proposed program will meet the unmet need in local HIV prevention services and the impact this program will make in the community and to the primary population you are serving.
- Describe project goals and objectives and your plans and timeline to meet each one.
- Define your process for monitoring this program and your evaluation framework.
- Indicate your commitment to collaborate as necessary and identify your collaborating partners.
- Describe how you will sustain this program in the future.
- List the foundations, corporations and other sources you are soliciting for funding of this program. Indicate the status of your proposal with each and the expected notification date.

In addition to the standard criteria listed above, applicants in each category will be required to provide the following additional information in a maximum of three (3) pages:

A LOCALLY DEVELOPED OR “HOMEGROWN” INTERVENTION

Additional criteria include:

- Description of the intervention, including: target population, target behaviors, intervention logic model, theoretical foundation, and evaluation plan.
- Description of how the intervention was developed, with particular emphasis on the role of members of the target population in the development.
- Documentation that the intervention has been implemented for a period of at least 12 months.
- Process evaluation data from prior implementation cycles.
- Preliminary evaluation data that demonstrates the potential for effectiveness.
- Statement of agency capacity to recruit and retain participants in the intervention.
- Documented resource and staffing plan for intervention implementation.

A NEW INTERVENTION

Additional criteria include:

- Justification of the need to create a new intervention.
- Demonstrated evidence-based understanding of the target population and their needs (including prior experience or research conducted locally with the target population.)
- Description of how members of the target population will be involved in intervention development.
- Description and understanding of applicable behavioral theories that will be used to guide intervention development.
- Detailed timeline and benchmarks for intervention development, including a process evaluation plan for the development of the intervention.
- Plan to pilot-test the intervention with a sample of participants from the target population.
- Description of how the intervention will be disseminated or shared with other parties following development and pilot testing.

AN INTERVENTION FROM THE DEBI PROJECT (DIFFUSION OF EFFECTIVE BEHAVIORAL INTERVENTIONS)

Additional criteria include:

- Selection of an appropriate evidence based intervention consistent with the SC HIV/AIDS Prevention Plan.
- Adequate resources and training/staffing plan to implement the intervention.
- Description of how the intervention will complement or expand existing prevention services offered by the agency.

4. Required Attachments

- Grantee Checklist
- Project Budget Form – Outline the proposed project budget showing anticipated income and expenditures using the Foundation’s budget form.
- Project Evaluation Form - Outline the results you expect to achieve by the end of the funding period using the Foundation’s evaluation form.
- Memorandum of Understanding (if collaborating/partnering with other organizations.)
- A copy of your organization's current operating budget reflecting sources and amounts of income and expenditures.
- A current list of your Board of Directors that includes their occupations, mailing address, phone number and the date in which term of service ends.
- A most recent copy of one of the following: Audited Financial Statement, Compiled Financial Statement, or Reviewed Financial Statement.
- A copy of your most recent IRS Form 990.

PROPOSAL PACKAGE FORMAT:

You will need to provide eight (8) complete proposal packages. Please do not put your proposal in a binder or notebook. Keep it simple. The maximum number of pages is six, not including the application or required attachments.

- Use white, 8 ½" x 11" paper.
- All pages including attachments must be single-sided and paginated.
- Margins must be 1" on all sides.
- Text font size must be 12 point and document must be single-spaced.

WHERE TO SEND THE PROPOSAL

Proposals may be mailed or delivered to 2711 Middleburg Drive, Suite 213, Columbia, SC 29204. Fax or e-mail transmissions will not be accepted. One (1) original and seven (7) copies of a completed grant proposal must be **in the** Community Foundation office by 5:00 pm on September 30.

NEED HELP WITH YOUR GRANT APPLICATION?

For further information or clarification, please contact Jo Bull, Chief Operating Officer at 803.254.5601 x326 or jo@yourfoundation.org.