



AIDS Service Foundation of Greater Kansas City Community Education Grants Program Request for Proposals

I. AIDS Service Foundation (ASF) Mission

The mission of the AIDS Service Foundation of Greater Kansas City is to raise money to support the Kansas City metropolitan HIV/AIDS community while raising awareness about HIV. We accomplish our mission by:

1. Assisting equally three Kansas City area organizations that provide HIV services: Hope Care Center, KC Care Health Center, and SAVE, Inc.
2. Awarding grants to not-for-profit organizations that support the specialized needs of the diverse communities impacted by HIV/AIDS by promoting awareness, education, and prevention.

II. AIDS Service Foundation Community Grants Program

A. Funding Priorities: The AIDS Service Foundation (ASF) will award grants to not-for-profit organizations which serve specialized needs of the community in support of our mission. We seek proposals from organizations who provide innovative, direct-service projects with a focus on HIV/AIDS awareness, education, and prevention.

In addition, the ASF Education and Outreach Committee seeks projects focused on inclusive health and underserved populations (For example: Youth, LGBTQ+, Transgender, Homeless, Black, Hispanic).

B. Eligibility: Any interested not-for-profit organization with a 501(c) (3) IRS status is eligible to apply to the AIDS Service Foundation Community Education Grants Program.

The mission of the applicant organization should complement the mission of the AIDS Service Foundation. Funding for this period is limited to qualified organizations in the five (5) county Kansas City metropolitan area including Jackson, Clay, and Platte Counties in Missouri, and Johnson and Wyandotte Counties in Kansas.

C. Application Process:

- a. One (1) copy of the Grant Application, with attachments, **must be received by 5 pm CT Monday, November 6, 2023**. Email the completed application and attachments to Wanda Taylor, ASF Vice President of Education and Outreach, at educationoutreach@asfkc.org.
- b. Notice of receipt of the proposal will be sent to the contact email address on the application.
- c. The Community Education Grants Committee will review each eligible proposal and make final award decisions.
- d. Announcement of grant awards is expected to be made in **January 2024 and distributed at the ASF Board meeting on February 19, 2024**.

D. Criteria

Completed grant applications will be scored on the following criteria:

a) Completed application	5%
b) Alignment with ASF educational mission	20%
c) Potential number impacted	10%
d) Populations served	20%
e) Demonstrated need	20%
f) Project goals and objectives	10%
g) Proposed use of funds	15%

E. Grant Amounts

The AIDS Service Foundation has previously awarded Community Education Grants up to \$10,000.

F. Application Format

The *ASF Community Education Grants Program Application form*, must be completed and signed. The application should be submitted with the organization's IRS tax-exempt ruling letter and additional attachments as detailed on the Grant Application Form.

G. Evaluation

Grant recipients are expected to submit a written report describing their use of the grant funds to the AIDS Service Foundation at the completion of the project or by **November 30, 2024**, whichever date is earlier. The Vice President of Education and Outreach will provide the form to be used which will focus on measurable outcomes and metrics.

H. Contact

For questions about this Request for Proposal or if there is a need for additional information please contact Wanda Taylor, Vice President of Education and Outreach, at educationoutreach@asfk.org.

III. Terms and Conditions

A. Confidentiality and Ownership

All responses must be submitted in the format requested in this document and in the Grant Application. All responses submitted become the property of the AIDS Service Foundation. The AIDS Service Foundation may require additional information if clarification is needed. Applicants will not publicly announce or disclose participation in this application process or advertise or release any publicity regarding this application or the fact that the aforesaid discussions are taking place or the nature of such discussions.

B. No Agreement

This Request for Proposals is not an agreement or a guarantee. Applicants receive no rights whatsoever because of their response. The AIDS Service Foundation may accept other responses, accept or reject any response, in whole or in part, or reject all responses, with or without notice or reasons. If no response is accepted, the AIDS Service Foundation may abandon the grant process. In addition, the AIDS Service Foundation may add Applicants at any time. Applicant's response to this application does not grant Applicant any rights of ownership, licenses, or any other intellectual property rights in any materials provided to Applicant by the AIDS Service Foundation as part of this application. The AIDS Service Foundation reserves

the right to pursue a grant on a local or regional basis. The AIDS Service Foundation also reserves the right to award no grant during the process.

C. Cost and Expenses

Any expenses incurred by the AIDS Service Foundation or by the Applicant, because of this application, will be paid by the party incurring the expense. The AIDS Service Foundation will not reimburse any of the Applicant's costs.

D. Amendments

The AIDS Service Foundation may make changes to this application or timeline or request additional information on the Applicant's response if clarification is needed.

E. Compliance

Acceptance of the provisions contained throughout this application is a necessary condition to applying. If the Applicant disagrees with these conditions, it should indicate its non-compliance in written form at submittal. A non-compliant applicant may be rejected unless the reason for non-compliance is explicitly and subsequently accepted by the AIDS Service Foundation under no obligation or discretion.