**Request for Proposals**

**AIDS Service Foundation of Greater Kansas City Community Grants**

**I. AIDS Service Foundation Mission**

The mission of the AIDS Service Foundation of Greater Kansas City (ASF) 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**

**A.** **Funding Priorities:**

The 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, as well as whole person wellness support.

In addition, the ASF Education and Outreach Committee seeks projects focused on inclusive health, health equity, and underserved populations (for example: youth, LGBTQIA+, transgender, unhoused, Black, or Hispanic persons).

**B. Eligibility:**

Any interested not-for-profit organization with a 501(c) (3) IRS status is eligible to apply for an ASF Community Grant.

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.

The mission and project plans of the applicant organization should complement the mission of the AIDS Service Foundation.

* 1. **C. Application Process:**
  2. a. One (1) copy of the Grant Application, with attachments, **must be received by 5:00 pm CT Friday, October 25, 2024**. Email the completed application and attachments to Wanda Shafer, ASF Vice President of Education and Outreach, at educationoutreach@asfkc.org
  3. b. Notice of receipt of the proposal will be sent to the contact email address on the application.
  4. c. The Community Grants Committee will review each eligible proposal and make final award decisions.
  5. d. Announcement of grant awards is expected to be made in **November 2024 with funds expected to be distributed at the ASF World AIDS Day reception on December 4, 2024.**

1. **D. Criteria**

Completed grant applications will be scored on the following criteria (125 possible points):

| **Criteria** | **Criteria description** | **Maximum points** |
| --- | --- | --- |
| **Alignment with ASF mission** | How does your organization align with ASF’s mission?  Include a description of your organization as well. | 5 points |
| **Executive summary** | Provide a brief paragraph summarizing your proposed project. | 5 points |
| **Project goals and objectives** | What will you do?  Use SMART goals/objectives. | 20 points |
| **Description of population served by ASF grant** | Who and how many will be served by the funds?  In which local counties &/or zip codes will these funds be used? | 15 points |
| **Demonstration of need** | What problem will this project address?  Why is your project important to fund? | 15 points |
| **Health equity** | Refer to the *Health Equity Rubric* (Appendix 1, below) for detailed metrics to be evaluated. Integrate the information into your submission. | 25 points |
| **Detailed budget** | Provide a detailed use of funds in numbers. (See Appendix 2: Budget Template, below) | 20 points |
| **Budget narrative** | Explanation of your budget | 20 points |
| **Past grant performance**  **(if applicable)** | Points may be subtracted based on the following criteria listed in the Maximum points column 🡪 | ☐ Final end of year report turned in on time: up to minus 10 points  ☐ Goals unmet: up to minus 5 points |

**E. Grant Amounts**

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

**F. Application Format**

All responses must be submitted in the format requested in this document and in the Grant Application. **Limit submissions to text only**. The *ASF Community 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. **Incomplete applications will not be considered.**

**G. Evaluation**

Grant award recipients are expected to submit a written report to the ASF describing their use of the awarded grant funds at the completion of the project or by **November 30, 2025**, 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 / Questions**

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

**III. Terms and Conditions**   
**A. Confidentiality and Ownership**

All responses must be submitted in the format requested in this document and in the Application Form. All responses submitted become the property of the ASF. The ASF 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.

1. **B. No Agreement**
2. This Request for Proposal is not an agreement or a guarantee. Applicants receive no rights whatsoever because of their response. The ASF 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 ASF may abandon the grant process. In addition, the ASF 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 ASF as part of this application. The ASF reserves the right to pursue a grant on a local or regional basis. The ASF also reserves the right to award no grant during the process.

**C. Cost and Expenses**

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

**D. Amendments**

The ASF 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 ASF under no obligation or discretion.

**Appendix 1. Health Equity Rubric**

**1. The project is focused on Men who have Sex with Men (MSM) (5 points)**

* 0 points – no focus on MSM
* 1 point – some focus on MSM
* 2 points – moderate focus on MSM
* 3 points – strong focus on White MSM
* 4 points – strong focus on Latino MSM
* 5 points – strong focus on Black MSM

**2. The project is focused on Women of Color (WOC) and/or Transgender WOC (TWOC) (5 points)**

* 0 points – no focus on WOC/TWOC
* 1 point – marginal focus on WOC/TWOC
* 2 points – some focus on WOC/TWOC
* 3 points – moderate focus on WOC/TWOC
* 4 points – mostly focused on WOC/TWOC
* 5 points – strong focus on WOC/TWOC

**3. The project is focused on People Who Inject Drugs (PWID) (5 points)**

* 0 points – no focus on PWID
* 1 point – marginal focus on PWID
* 2 points – some focus on PWID
* 3 points – moderate focus on PWID
* 4 points – mostly focused on PWID
* 5 points – strong focus on PWID

**4. The project is focused on HIV incidence priority zip codes (5 points)**

*64130, 64106, 64111, 64134, 64127, 64133, 64109, 66102*

* 0 points – no focus on priority zip codes
* 1 point – marginal focus on priority zip codes
* 2 points – some focus on priority zip codes
* 3 points – moderate focus on priority zip codes
* 4 points – mostly focused on priority zip codes
* 5 points – strong focus on priority zip codes

**5. The organization’s Leadership and staffing reflects those most impacted by HIV (5 points)**

*MSM, WOC, TWOC, PWID*

* 0 points – no representation
* 1 point – marginal representation
* 2 points – some representation
* 3 points – moderate representation
* 4 points – moderately-high representation
* 5 points – strong representation

**Appendix 2. Budget Template**

| **Budget Template** | | |
| --- | --- | --- |
| **Project Activity** | **# People Served** | **Budget** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| **TOTAL** | | $ |