

BORDER AIDS PARTNERSHIP
REQUEST FOR PROPOSALS

INTRODUCTION

The **Border AIDS Partnership**'s mission is to strengthen our community's response to HIV/AIDS by increasing critical funding for HIV/AIDS education and prevention in the border counties of El Paso, Texas, Southern New Mexico and Juárez, México.

A. PROJECT GOALS

To be eligible for funding, the proposed project must address one or more of these goals.

The Partnership's goals are to:

- Increase prevention services to underserved areas;
- Increase effectiveness of prevention activities with measurable objectives and a clear evaluation plan;
- Increase prevention services to underserved populations - especially women vulnerable to HIV, marginalized youth (e.g., gay and lesbian adolescents) and young people at risk for HIV under the age of 25, and other populations vulnerable to HIV;
- Increase prevention services identified in the local HIV prevention planning groups if they exist (for Southern New Mexico, West Texas or Cd. Juárez);
- If they do not exist, present a picture of the local needs and resources available and how the organization will best use BAP resources in relation to local needs;
- Demonstrate coordination of prevention services with other organizations.

B. AVAILABLE FUNDS

The Board of Directors expects to award funds for the coming fiscal year: January 1, 2010 to December 31, 2010. Grants usually do not exceed \$ 15,000.

Eligible Applicants

Eligible applicants are not-for-profit organizations that are tax-exempt under IRS Code section 501 (c) (3) or chartered in Mexico located in El Paso County, Dona Ana County and Juarez, Chihuahua, Mexico.

1. Funds Distribution Among Project Areas

The Board of Directors expects to budget the available funds among the three project areas – El Paso County (Texas), Dona Ana County (New Mexico) and Juárez, Chihuahua (México).

2. Ineligible Expenses

Border AIDS Partnership funds may not be used for:

- Travel for individuals or groups;
- General operating support (i.e., administrative or indirect costs);
- Direct cash payments to individual service recipients.

C. PROJECT REVIEW CRITERIA

1. Minimum Requirements

Each project must have a sponsor capable of executing a contract with the Border AIDS Partnership for the administration and operation of the project.

D. DEADLINE FOR SUBMISSION

The deadline for submission of proposals is **Friday, October 16, 2009 at 5:00 pm.**

Submit 1 original and 10 copies to:

Mailing Address

Border AIDS Partnership

Mary Lou Moreno

P O Box 272

El Paso, Texas 79943-0272

Express Delivery

El Paso Community Foundation

123 W. Mills, Suite 520

El Paso, Texas 79901

Phone: 915/533-4020

NOTE: No FAX or e-mail proposals will be considered.

E. PROPOSAL REVIEW PROCESS

The Board of Directors will review proposals during October 2009. Awards will be announced in **December 2009.**

F. PROPOSAL FORMAT

Organizations must use the proposal and budget forms that are included in this packet. Electronic copies or original copies can be obtained from:

El Paso Community Foundation

123 W. Mills, Suite 520

El Paso, Texas 79901

915/533-4020

One (1) original and 10 copies must be submitted, arranged in the order listed below. Please **do not use report covers or binders**. Each proposal should describe one project only. If organizations are proposing more than one project, a separate proposal must be prepared for each.

Applicant Data Sheet/Detailed Project Information

Each proposal must include the Applicant Data cover sheet. All information must be completed following the instructions provided. The Detailed Project Information must also be completed following instructions provided and consists of the following:

1. **Mission Statement**
2. **Project Description**
3. **Target Population**
4. **Goals and Objectives**
5. **Assessment and Evaluation**
6. **Community Resources/Collaborations**
7. **Budget**
8. **Sustainability**

H. ATTACHMENTS

- a) A copy of your IRS 501 (c) (3) tax exemption letter (only if this is the first time you have applied, or if there have been changes to your exemption letter).
- b) A copy of your most recent financial audit.
- c) A list of names, addresses and occupations of current board members.

I. CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

The Border AIDS Partnership seeks a fair and open hearing on each proposal received. Do not contact or write letters to the Board members advocating funding of a particular proposal. This action will lead to their disqualifying themselves when your proposal is reviewed.