

**BORDER AIDS PARTNERSHIP**  
**REQUEST FOR PROPOSALS**

## **INTRODUCTION**

The mission of the **Border AIDS Partnership (BAP)** is to provide funding to community based organizations providing HIV/AIDS education and prevention services, in our region, to underserved populations including marginalized youth and young people under the age of 25 as well as men and women. The BAP, a bi-national and tri-state funding collaborative, is comprised of committed community volunteers who work toward a common goal – preventing HIV/AIDS in El Paso, Texas, Southern New Mexico and Ciudad Juárez, México.

### **A. PROJECT GOALS**

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

The goals of the BAP 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 in communities located in Southern New Mexico, West Texas or Ciudad Juárez, México;
- 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, 2011 to December 31, 2011. Although the average grant size is \$15,000, grant amounts may be smaller or larger than the average grant size. For instance, grant awards may range from \$5,000 to \$25,000.

#### **Eligible Applicants**

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

#### **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

### Minimum Requirements

- Eligible applicants are not-for-profit organizations that are tax-exempt under IRS Code section 501 (c) (3) or chartered in México located in El Paso County, Dona Ana County and Juárez, Chihuahua, México.
- Each project must have a sponsor/collaborator/partner capable of executing a contract with the Border AIDS Partnership for the administration and operation of the project.
- The Partnership expects any organization receiving a grant to “give back” to the Partnership and the community by helping to sell tickets to the annual fundraising event, attending the annual fundraising event and by volunteering participation at the annual fundraising event.

## D. DEADLINE FOR SUBMISSION

The deadline for submission of proposals is **Friday, October 15, 2010 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: FAX or e-mail proposals will NOT be considered**

## E. PROPOSAL REVIEW PROCESS

The Board of Directors will review proposals during October 2010. Awards will be announced in **December 2010.**

## 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 (see Applicant Data Sheet/Detailed Project Information).

- 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 items. **Note: Any packets missing the items below and any attachments will be dismissed from review.**

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

## **H. ATTACHMENTS**

- One (1) 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)
- One (1) copy of your most recent financial audit
- One (1) 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.***

Last Updated May 2010