amfAR
MAKING AIDS HISTORY

GMT INITIATIVE COMMUNITY AWARDS

APPLICATION GUIDANCE & INSTRUCTIONS

The MSM Initiative

amfAR, The Foundation for AIDS Research, is pleased to announce new funding for innovative projects **that focus on innovative combination interventions that increase access to HIV prevention and ARV/STI treatment for gay men, other men who have sex with men, and transgender individuals (GMT)** in the Caribbean .Grassroots organizations led by or closely linked to men who have sex with men or lesbian, gay, bisexual and transgender (LGBT) communities in low- and middle-income countries in the Caribbean are encouraged to submit relevant proposals. Funds for this round of awards are made available through the generous support of the Elton John AIDS Foundation.

All applications (e-mail or hard copy) must be received no later than:

December 17, 5:00 p.m. in New York City, USA (UTC 21:00)

amfAR's GMT Initiative seeks to fund innovative community-led projects relevant to reducing the impact of HIV/AIDS among gay men, other men who have sex with men and/or transgender individuals (GMT).

Regional priorities have been determined in advance of issuing the RFP by surveying a wide range of community-based colleagues with experience and expertise in the region. Based on the survey, only proposals that address the following types of programming will be considered:

Innovative combination interventions that increase access to HIV prevention and ARV/STI treatment for GMT, including any combination of the following:

- **Increased access to HIV/STI testing, including monitoring follow-up, linkages to care, and documenting results**
- **Increased access to HIV care, particularly ARV treatment for GMT who are positive (ideally linked with adherence counseling and secondary prevention)**
- **Decreasing stigma and discrimination for GMT in healthcare settings (public and private) through various means including but not limited to provider education and sensitization training**
- **Distribution of condoms and condom-compatible lubricant**
- **Monitoring and documenting episodes of stigma and discrimination for GMT in public healthcare and other social service settings, and producing a report for broader dissemination and advocacy efforts**
- **Advocacy related efforts to inform and increase support for GMT/HIV programming and policies among key stakeholders at the local and/or national level**

Recognizing the increased challenges faced by transgender communities and GMT living with HIV throughout the Caribbean, relevant projects that include **transgender communities and/or GMT living with HIV** will be given prioritized attention.

Projects that do not focus on combination interventions will not be considered for funding.

Since amfAR's investment is relatively modest, priority will also be given to projects that can be sustained after the conclusion of amfAR funding, and help to inform local, national, regional, or international advocacy activities. Each proposal **must** clearly explain the involvement of local LGBT communities in project design, development, implementation, and evaluation, as well as having a clear **monitoring and evaluation plan**.

The GMT Initiative will provide support for organizational development activities if they are directly related to the project and linked to longer-term goals related to HIV among GMT. In addition, amfAR provides technical and capacity-building assistance to successful applicants, which may include organizational development activities if needed.

As always, the GMT Initiative is receptive to feedback and suggestions regarding the RFP process, so please do not hesitate to let us know what you think.

Each organization may apply for an award of up to **$17,500 USD** to support project-related costs for up to 12 months. Only one application may be submitted per organization. Proposals for general operating support will not be considered.

All amfAR awards are made without assurance of continued funding and are reliant on verification of institution eligibility.

The current RFP is posted at www.amfAR.org/grants. Information about the goals and objectives of the GMT Initiative can be found at www.amfar.org/msm.html. If you have any questions or need any assistance in completing your application forms, please feel free to contact amfAR at msm.awards@amfAR.org. All inquiries will be answered.

Deadlines are strictly observed. Applications that are received late, are incomplete, or exceed page or budget limitations (see section 9 below) will not be reviewed. Proposals may include citations, listed references, and resumes (curricula vitae) for key personnel. Web links to important documents and articles may be listed, but they should **not** be included as physical attachments.

Please read the instructions thoroughly as they contain the information necessary for the preparation and submission of an application.

LANGUAGE REQUIREMENTS

Applications and budget and justification forms may be submitted in English, French or Spanish. **For application and budget and justification forms prepared in a language other than English, amfAR requires that both the original language version and an English translation also be submitted,** even an approximate translation such as one made using an Internet translation engine (e.g., Google translate). Copies of both the original language version of the proposal and the translated English version will be provided to community peer reviewers. **Please make sure your submission includes the original language version of your proposal.**

ELIGIBILITY

Who Is Eligible to Apply?

- Community-based organizations located in low-and middle-income countries in the Caribbean. The list of eligible countries is on the last page of these instructions;
- Non-profit organizations (e.g., NGOs, CBOs, and other charitable organizations) that are the equivalent of U.S. tax-exempt non-profit organizations;
- Organizations **comprised of MSM/LGBT community members** and/or that have **established links to MSM/LGBT communities** and experience directly involving members of those communities in the development and implementation of programs and activities;
- Organizations with strong management and leadership;
- Organizations with capacity to carry out the proposed activities and effectively manage award funds.

Who Is Not Eligible and SHOULD NOT APPLY?

- Individuals;
- Government organizations or units;
- For-profit organizations;
- Organizations based in countries that are not on the list of eligible countries;
- **Organizations with annual operating budgets of more than $1 million USD;**
- Organizations that do **not** involve MSM or members of the LGBT community in the development and implementation of programs and activities.

Previous Award Recipients: amfAR encourages current GMT Initiative community award recipient organizations to re-apply, recognizing systems change takes time. Proposals that are relevant to the focus of this RFP that are submitted by current GMT Initiative community award recipients will be prioritized for funding. Applications should include a summary of work completed to date, accomplishments resulting from current amfAR funding, and describe how the organization plans to build upon successes or challenges from prior awards.

Sponsor Organizations: Grassroots groups that are not yet formally registered may consider partnering with a "sponsor" organization that is eligible to receive funding. The sponsor organization would receive and manage funds, provide

general oversight for execution of the funded project, and potentially provide technical support to the applicant. In such cases, the non-registered organization should apply directly. **However, the application should clearly identify the sponsor organization, describe in detail all technical support that the sponsor will provide (including monitoring and oversight of expenditures), and include a letter of agreement from the sponsor.**

APPLICATION SUBMISSION

E-mail submission (preferred)
E-mail the completed application as an attachment to:
msm.awards@amfAR.org

Maximum incoming file size is 5 MB. If application packet files are larger than 5MB, we suggest you use a utility such as YouSendIt (www.yousendit.com), a secure online file sharing software that allows you to easily send large files and email attachments. YouSendIt has a free service option.

Hard copy submission
Send by mail or courier to:
amfAR / GMT Initiative Community Awards
120 Wall Street, 13th Floor
New York, NY 10005-3908 USA
Please remember to mail or ship hard copy submissions with adequate time for delivery by deadline.

All applications (e-mail or hard copy) must be received no later than:

December 17, 2012, 5:00 p.m. in New York City; USA (UTC 21:00)

INSTRUCTIONS FOR APPLICATION FORM

ELIGIBILITY ASSESSMENT

- Answer either Yes or No to all the questions. This assessment will determine whether or not your organization is considered eligible to apply for an GMT Initiative community award.

SECTION 1. PROPOSED PROJECT TO ADDRESS HIV/AIDS AMONG GAY MEN, OTHER MSM, AND/OR TRANSGENDER INDIVIDUALS (GMT)

- Enter the title of the project; do not exceed 72 characters and spaces.
- Region is preset, no action is required.
- Enter the total amount (no more than $17,500 USD) of funding requested from amfAR.

If your project includes research activities involving human subjects a Human Rights Ethics Committee must approve your research protocol. **Research** is defined as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to general knowledge. A **human subject** is defined as a living individual from whom data is collected through intervention or interaction with an investigator (professional or student), or form whom identifiable private information is gathered. Educational tests, surveys, interviews, or observations of public behavior are not considered human subject research, unless participants are identified and the information collected is considered sensitive.

SECTION 2. PROPOSED PROJECT BACKGROUND

- Enter a one sentence description of the proposed project.
- Enter a one sentence description of the population of GMT individuals who will be involved in and benefit from this project.

SECTION 3. APPLICANT ORGANIZATION

- Enter the full legal name of the organization applying for this award, followed by any commonly used abbreviation or acronym in parentheses.
- Enter the street address for the applicant organization's primary location.
- Enter city and country for the primary address of the application organization. If applicable, enter state or province and/or a postal code.

SECTION 4.1 APPLICANT ORGANIZATION DIRECTOR

- Enter the first (given) and last (family) names of the applicant organization's director or chief executive (i.e., the person in charge). Enter the person's job title (e.g., executive director, president). This must be an individual who is authorized to enter into agreements (sign contracts) on behalf of the organization.
- Enter the e-mail address, telephone number, Skype name, and fax number for this individual. *Due to the global scope of the GMT Initiative, e-mail will be a primary means of communicating with applicants and awardees. If facsimile ("fax") or Skype transmission would be a more reliable means of communication, please also provide a fax number or Skype name.*

SECTION 4.2 PROJECT CONTACT PERSON

- Enter the first (given) and last (family) names of the person who will have primary responsibility for implementing/monitoring and reporting on the project at the applicant organization. Enter the person's job title (e.g., project coordinator). If the project person is the same as the director, please enter contact details for **another** person.
- Enter the e-mail address, telephone number, Skype name, and fax number for this individual. *Due to the global scope of the GMT Initiative, e-mail will be a primary means of communicating with applicants and awardees. If facsimile ("fax") transmission or Skype would be a more reliable means of communication, please also provide a fax number or Skype name.*

SECTION 5. APPLICANT ORGANIZATION BACKGROUND

- Insert the organization's mission statement. If you do not have one, in one or two sentences, describe the organization's overall goal or reason for existence.
- If there is a primary e-mail address and/or website for the applicant organization, please enter on these lines.
- Applications are accepted only from eligible institutions. Answer **"YES"** to verify that the applicant organization is a U.S. tax-exempt organization, or the foreign equivalent, i.e., a registered non-profit (a) charity, (b) non-governmental, or (c) community-based organization operated for a charitable purpose and indicate in what country the group is registered.
    - IF YOU CANNOT ANSWER YES because you are not registered, then your organization must work with an eligible organization willing to monitor and support the project as a sponsor.
- Describe the organization's registered status; organizations that aren't currently registered or approved should describe status related to approval. Examples:
    - "NGO registered since 2010"
    - "Nonprofit registration pending approval expected December 2013"
- Enter, in U.S. dollars, the applicant organization's budget (total projected costs of all organization activities) for the next 12 months. Your organization is not eligible to apply if its annual operating budget exceeds $1 million USD.
- List sources of funding ($5,000 USD or greater) received from outside organizations or individuals in the last two years; include funder name, location, amount, period of award, and whether or not the funding is/was GMT specific, and, if applicable, description of restrictions.
- If your organization received an GMT Initiative community award in the past, please provide your award ID # (ex. 123456-46-HAMM), award amount and date received.

  If the submitted proposal is for a continuation or "next phase" of a previously funded project, please include the following in the Background section of the project narrative:
    - A complete description of project activities completed to date detailing successful outcomes achieved and "lessons learned",
    - The amount of currently unexpended funds, and
    - How the organization plans to build upon successes or challenges from prior awards.

  Please note that applications for continued funding will be competitively reviewed with new submissions.

SECTION 6. SPONSOR ORGANIZATION

If applicable, please provide the requested information about the organization to support the applicant organization. Please include a letter of agreement from the sponsor with your application.

- Enter the full legal name of the organization to sponsor the applicant organization.
- Enter the street address for the supporting organization.
- Enter city and country of the supporting organization. If applicable, enter state or province and/or postal code.
- If there is a primary e-mail address and/or website for the supporting organization, please enter on these lines.
- Enter the first (given) and last (family) names of the person who will have primary responsibility for oversight of the project at the supporting organization. Enter the person's job title (e.g., project coordinator).

- Enter the e-mail address, telephone number, Skype name, and fax number for this individual. *Due to the global scope of the GMT Initiative, e-mail will be a primary means of communicating with applicants and awardees. If facsimile ("fax") transmission or Skype would be a more reliable means of communication, please also provide a fax number or Skype name.*
- Insert the organization's mission statement. If they do not have one, in one or two sentences, describe the organization's overall goal or reason for existence.
- Describe the relationship between the applicant and (sponsoring) partner organization. Include length of mutual involvement; explain concisely how expenditures for the project will be handled; describe the mechanisms in place for the sponsoring organization's monitoring/oversight of the supported partner's project.

SECTION 7. REFERENCES

Provide the name, title, organization affiliation, e-mail address, and telephone number of three individuals who are familiar with your organization but are not staff or board members. These references should be able to describe the organization's capacity to implement the proposed project. References may be contacted directly by amfAR staff as part of assessing the proposal. **Do not** ask these individuals to send letters of reference, and **do not** include reference letters in the application. Be sure and seek permission from the individuals before listing them as a reference.

SECTION 8. EXTRA CONFIDENTIALITY CONCERNS

Throughout the review and award process, amfAR routinely respects the privacy of the applicant and is committed to protecting from disclosure any confidential or proprietary information contained in a submitted proposal.

However, the GMT Initiative also recognizes that many organizations working to address HIV among GMT individuals are doing this work in complex and sometimes dangerous or volatile social, political, and legal environments. Groups that require special measures to protect confidentiality, particularly due to security and safety concerns, should indicate this need in the application for funding. In such instances we will inform reviewers that extra confidentiality is needed, and we will limit what we communicate about your organization with other funders, partners, or the public. Indicating that extra confidentiality is **not** needed means that we will maintain routine confidentiality about the funding proposal, but will feel free to communicate about the proposal and the organization to other funders and partners in the interest of mobilizing support.

While we will make every effort to ensure confidentiality in these situations, amfAR, the GMT Initiative, and its partners cannot guarantee complete confidentiality and/or be held liable for the disclosure of information that causes harm to individuals or groups associated with funded projects. Groups should be aware that any information provided carries the risk of being shared publicly through open dialogue about funding priorities, peer review processes, and communications about GMT Initiative directions, decisions, and reported outcomes. Submission of a funding application is deemed to indicate the applicant's understanding and acceptance of these risks.

- If you check **NO**, we will maintain routine confidentiality about your proposal, but will feel free to communicate about your organization to other funders and partners in the interest of mobilizing additional support.
- If you check **YES,** we will inform reviewers that **extra confidentiality is needed**, and we will limit what we communicate about your organization to other funders, partners, or the public.

The budget and justification are to be completed on a separate form, provided as an Excel file. Please access this form through our RFP, which is posted at www.amfAR.org/grants. Detailed instructions are provided on the second tab of the Excel workbook.

SECTION 9. PROJECT NARRATIVE

In addition to application form pages, please describe your proposed project in a narrative that is no more than 10 pages long and not less than 3 pages. Please use 12 point font. **Project narratives that are more than 10 pages will not be accepted for review**. In addition to the 10 page maximum, your proposal may include citations, listed references, and curricula vitae for key personnel. You may include web links to important documents and articles but do not include the referenced documents as physical attachments. Do not simply cut and paste items from other documents and sources, however be sure and edit such items to fit with the context of this application. All applicants are to follow the formatting instructions provided below.

Please describe your project in relation to the following priorities:

Innovative combination interventions that increase access to HIV prevention and ARV/STI treatment for GMT, including any combination of the following:

- Increased access to HIV/STI testing, including monitoring follow-up, linkages to care, and documenting results
- Increased access to HIV care, particularly ARV treatment for GMT who are positive (ideally linked with adherence counseling and secondary prevention)
- Decreasing stigma and discrimination for GMT in healthcare settings (public and private) through various means including but not limited to provider education and sensitization training
- Distribution of condoms and condom-compatible-lubricant
- Monitoring and documenting episodes of stigma and discrimination for GMT in public healthcare and other social service settings, and producing a report for broader dissemination and advocacy efforts
- Advocacy related efforts to inform and increase support for GMT/HIV programming and policies among key stakeholders at the local and/or national level

Recognizing the increased challenges faced by transgender communities throughout the Caribbean, relevant projects that include transgender communities and.or GMT living with HIV will be given prioritized attention.

You may choose to link components as well, such as conducting structural interventions that inform advocacy activities or vice versa.

Background	Begin with a general description of the problem in your community that your project is designed to address. Be specific in the definition of the identified problem. Discuss the urgency of the problem; specify the target group(s) to benefit from your project, and the project's overall goal. Be sure to include how the project fits within other HIV-related activities targeted towards GMT in your country (e.g., national HIV/AIDS strategies referencing GMT; and/or HIV efforts among GMT individuals being implemented by other community-based groups or NGOs). For current /past amfAR awardees, include information from past award and how the new proposal builds upon successes and lessons learned from the past project.
Objective	The overall goal should be broken into objectives. Objectives should specific as possible, realistic, measurable, and be sure to clarify when they will be achieved. .Be as specific as possible. For example: *By the end of the project, there will be a 25% increase in the number of health service providers offering GMT-friendly HIV services.*
Process / Activity	Under each objective, concretely describe in order the specific award-supported activities/tasks you will undertake to reach each overall objective; identify who will do it and by when. (e.g., *Four GMT sensitization and skills building trainings will be conducted, reaching at least 60 health service providers*.)
Short-Term Outcomes	Under each activity, state the measurable short-term outcome that would indicate its successful completion in meeting the related objective (*e.g., at least 60 health service providers will be offering GMT-friendly services.*)
Monitoring & Evaluation Plan	Please also discuss activities that will be undertaken to measure these outcomes *(e.g., monitoring and evaluation activities)*.
Qualifications	This section must be completed by all applicants. Describe the organization's (and, if applicable the sponsoring partner's) qualifications to undertake the proposed project. Note previous projects and successes working with MSM/LGBT communities; discuss in detail how members of MSM/LGBT communities and other stakeholders were involved in those programs and activities and describe how they will be involved in the proposed project. In addition, discuss resources available within the organization for project and financial management, as well as ongoing partnerships that offer technical assistance or guidance when needed. Discuss the qualifications of key personnel who will oversee implementation of the project.