



MSM INITIATIVE COMMUNITY AWARDS

APPLICATION GUIDANCE & INSTRUCTIONS

amfAR's MSM INITIATIVE AWARDS

amfAR, The Foundation for AIDS Research, is pleased to announce the availability of funding to support efforts to address HIV among men who have sex with men (MSM). The MSM Initiative is soliciting proposals from the Caribbean region.

Eligible organizations are invited to apply for a one-year funding award to support activities related to addressing HIV among MSM. Single organizations may apply for up to \$15,000 USD; collaborations may apply for up to \$40,000 USD. Applicants are advised to review the entire Request for Proposals (RFP) for more information about the MSM initiative and the MSM Community Awards, the application and

eligibility requirements.

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

Please note the following deadline.

Caribbean 3 December, 2008, 5:00 PM Eastern Standard Time

Deadlines are strictly observed. Applications that are received late, are incomplete, or exceed page limitations will not be reviewed. No exceptions will be made.

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

Only one application may be submitted per organization or collaboration. It is anticipated that funding recommendations will be announced in February 2009. Organizations that are approved for funding can expect to receive funds to begin activities as early as April 2009. In most cases, awards will be paid in full at the beginning of the project period. Depending on documented program outcomes and funding availability, the MSM Initiative will consider additional years of renewed support for funded organizations. However, all amfAR awards are made without assurance of continued or subsequent funding and are contingent upon verification of institution eligibility.

LANGUAGE REQUIREMENTS

Applications may be submitted in English, Spanish or French. amfAR requires that an English translation, even an approximate translation such as one made using an internet translation engine, be submitted along with applications in a language other than English. Both the original language and the translated versions will be provided to community peer reviewers.

ELIGIBILITY

Awards will be made only to U.S. tax-exempt charity/nonprofit or foreign equivalent organizations (e.g., NGOs, registered charities, and other frontline organizations formed for a charitable purpose, such as education or access to health-care information and services) with demonstrated organizational capacity to carry out the proposed activities and effectively manage award funds.

Partner Organizations

Proposals from organizations that are small, newly formed or loosely organized may be submitted by an eligible organization acting as a sponsoring partner. However, the MSM Initiative will only consider proposals from such supporters where the relationship is clearly defined in terms of fiscal responsibility and budgetary allocations, mechanisms for oversight, and technical support available to the sponsored partner.

Collaborations

“Collaborations” are defined by the MSM Initiative as cooperative efforts between two or more separate organizations in multiple locations within the applicant’s region (Caribbean). Multiple locations of one single organization will not be considered as a collaboration. Proposals from collaborations should be submitted by a lead organization that meets the eligibility criteria outlined above.

Previous Award Recipients

Organizations that received an MSM Initiative Community Award in the previous funding year are eligible to submit an application for continued funding. Such applications will be competitively reviewed with new proposals and should include a summary of work completed and accomplishments achieved with funds from the initial award.

Proposals will not be accepted from governmental units or organizations, for-profit entities, individuals, or applicant organizations that do not meet the eligibility criteria identified above.

APPLICATION SUBMISSION

E-mail submission (preferred)

Send the completed application as an attachment to: msm.awards@amfar.org
Please include “MSM Initiative Community Awards Application – Caribbean” in the subject line of the e-mail.

Hard Copy Submission

Send by mail or courier to:
amfAR / MSM 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.

Applications submitted by e-mail or as hard copies must be received no later than:

3 December 2008, 5:00 P.M. Eastern Standard Time

Please e-mail msm.awards@amfar.org if you have questions about this RFP or the application requirements.

Deadlines are strictly observed. Applications that are received late, are incomplete, or exceed page limitations (see instructions) will not be reviewed. Proposals may include citations, listed references, and web links to important documents and articles, but they should **not** be included as physical attachments.

INSTRUCTIONS FOR FORMS

Section 1. Proposed Project to Address HIV Among MSM

- A. Enter the title of the project; do not exceed 72 characters and spaces.
- B. Region is preset, no action is required.
- C. Select the project type that corresponds to the proposed project from the dropdown list.
- D. Enter the total amount (in US dollars) of funding requested.

Section 2.0 Applicant Organization

- A. Enter the full legal name of the organization applying for funding, followed by any commonly used abbreviation or acronym in parentheses.
 - For a proposal submitted by a collaboration, this should be the name of the lead organization
 - For a proposal submitted by “partners”, this should be the name of the eligible sponsoring organization that would receive funds to support work.
- B. Enter the street address for the applicant organization’s primary location.
- C. Enter city and country for the primary address of the application organization. If applicable enter state or province and/or a postal code.

Section 2.1 Applicant Organization Director

- A. 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.
- B. Enter the e-mail address and phone number for this individual. *Due to the global scope of the MSM Initiative, e-mail will be a primary means of communicating with applicants and awardees. If facsimile (“fax”) transmission is a more reliable means of communication, please also provide a fax number.*

Section 2.2 Applicant Contact Person

- A. 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 (or supporting) organization. Enter the person’s job title (e.g., Project Coordinator).
- B. Enter the e-mail address and phone number for this individual. *Due to the global scope of the MSM Initiative, e-mail will be a primary means of communicating with applicants and awardees. If facsimile (“fax”) transmission is a more reliable means of communication, please also provide a fax number.*

Section 3. Proposed Project

- A. Enter a one sentence description of the proposed project.
- B. Enter a one sentence description of the MSM population to benefit from the proposed project.

Section 4. Applicant Organization Background (information about the organization identified in section 2.0).

- A. In two or three sentences, state the organization’s mission.
- B. If there is a primary e-mail address and/or website for the applicant organization, please enter on this line
- C. Applications are accepted only from eligible institutions. Type **YES** to verify that the applicant organization is a U.S. tax-exempt, nonprofit or charitable entity, or the foreign equivalent, e.g., a registered charity, or a registered nonprofit, nongovernmental organization (NGO), or community-based organization (CBO). Provide the name of the country in which the organization is registered.
 - IF YOU CANNOT TYPE YES, then the organization is not eligible to apply and should work with an eligible organization willing to submit the application/monitor and support the project as a sponsoring partner.
- D. Describe the organization’s registered status; organizations that aren’t currently registered or approved should describe status related to approval. Examples:
 - “NGO registered since YEAR”
 - “NGO registration pending approval expected June 2008”
- E. Enter, in U.S. dollars, the applicant organization’s budget (total projected costs of all organization activities) for the next 12 months.
- F. List sources of funding (\$10,000 USD or greater) received from outside organizations in the last two years; include funder name, location, amount and period of award; and if applicable, description of restrictions.
- G. If your organization is a current MSM Initiative Community Award recipient, please provide your award ID # (ex. 123456-43-IAMM), 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:
 - The amount of funding and the date it was received

- A complete description of project activities completed to date detailing successful outcomes achieved and “lessons learned”
- The amount of currently unexpended funds

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

Section 5. Sponsored Partner

This section must be completed for proposals submitted on behalf of supported partners (i.e. organizations not eligible to receive funding directly). It is **not** to be used to provide information on a collaborating organization.

- A. Enter the full legal name of the organization to be supported by the sponsoring partner organization.
- B. Enter the street address for the supported organization. This should be the location from which the proposed project will be implemented.
- C. Enter City and Country of the supported organization.
- D. If applicable, enter state or province and/or postal code.
- E. If there is a primary e-mail address and/or website for the supported organization, please enter on this line.
- F. Enter the First (given) and Last (family) names of the person who will have primary responsibility for executing and reporting on the project at the supported organization. Enter the person’s job title (e.g., Project Coordinator).
- G. Enter the e-mail address and phone number for this individual. *Due to the global scope of the MSM Initiative, e-mail will be a primary means of communicating with applicants and awardees. If facsimile (“fax”) transmission is a more reliable means of communication, please also provide a fax number.*
- H. In one or two sentences, state the supported organization’s mission.
- I. **Briefly describe the relationship between the applicant and partner organization, include length of mutual involvement, explain concisely how expenditures for the project will be handled, and describe the mechanisms in place for the supporting organization’s monitoring/oversight of the supported partner’s project.**

Section 6. References

Provide the name, title, organization, e-mail address, and phone number of three individuals who are familiar with your organization and can endorse the organization’s capacity to implement the proposed project. References may be contacted directly by amfAR staff or reviewers 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.

Section 7. Extra Confidentiality Concerns?

Throughout the review and award process, amfAR routinely respects the privacy of the applicant, and endeavors to protect from disclosure any confidential or proprietary information contained in a submitted proposal. However, because of locally volatile social/political contexts and security concerns, you may indicate a need for additional confidentiality here by checking this box.

- 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 support.
- If you check **YES**, we will inform reviewers that **extra confidentiality is needed**, and that we will limit what we communicate about your organization to other funders, partners, or the public.

While we will make every effort to maintain confidentiality in these situations, amfAR, the MSM 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 provided information carries the risk of being shared publicly through open dialogue about funding priorities, peer funding review processes, and communications about MSM Initiative directions, decisions, and reported outcomes. Submission of an application is deemed to indicate the applicant’s understanding and acceptance of these risks.

Section 8. Proposed Budget and Justification

Please provide the cost of specific items for your project depending on the Line Description rows. Use the “Requested from amfAR” column only if sole funding is being requested from the MSM Initiative. If you have

secured additional funding from other sources, please use the “Other Funding for Project” column accordingly. Details of the specific items in your budget as well as any restricted funds from other donor organizations should be provided in the “Justification” column. The amount requested from amfAR may not exceed the maximums stipulated on page one of these instructions.

- A. *Personnel - Salaries, Stipends, and Fees (including consultants)*: You may include costs related to any people to be paid from this grant, including full-time and part-time project staff and consultants, and volunteers supported by stipends. You may include the names of staff responsible for project-related HIV interventions, communications, policy work, administrative support, financial management, and additional fundraising. Include costs of payroll taxes, employee insurance premiums, or fringe benefits on this line.
- B. *Equipment*: You may include costs of any office equipment or other equipment needed for this project, including purchase or rental of telephone, fax, computer, printer, or audiovisual equipment.
- C. *Supplies for HIV prevention, treatment, etc.*: You may include costs of HIV prevention supplies (e.g., condoms, lubricants, syringes/needles for exchange, etc.), and also costs of basic medical and health care supplies. You may also include costs of vouchers or credits provided to clients for accessing health services.
- D. *Project Related Materials/Supplies*: You may include costs of presentation materials, food, or other supplies for trainings, conferences, support groups, and educational meetings, or related supplies such as publication purchases; as well as costs of project-related office supplies such as paper and pens, and equipment maintenance supplies and regular telephone and internet access charges, costs of document production such as design and printing, postage, and any subscriptions.
- E. *Local Travel*: You may include any costs of staff and client in-country travel for outreach, services, trainings, meetings, and conferences. International travel costs, which will not be allowed unless essential to the success of the proposed activity at the local level, should be included under *Other Direct Costs* on line G. and justified in the budget justification column and the Program Narrative (Section 9.2).
- F. *Space Rental and Related Costs*: You may include any costs related to space rental and use, including rent and utilities. Insurance for rented space should be included on line H.
- G. *Other Direct Costs*: Under this heading include other costs not readily classified in the categories listed above, and amounts requested for international travel. Note that requests for international travel will be carefully reviewed and may be excluded from approved project budgets.
- H. *Fees, Insurance and Taxes*: Local and national taxes, fees (including fixed administrative fees agreed between partner organizations, or lead organizations and member organizations on collaborative proposals) and insurance costs should be included on this line. Fixed administrative fees must be excluded from the indirect cost base.
- I. Enter the total direct costs requested in this proposal.
- J. *Indirect Costs*: Indirect costs or “overhead” (organization costs that are not readily allocated on a project by project basis) are allowed at the maximum rate of 10% of direct costs. The maximum indirect cost total for a budget totaling \$15,000 is \$1,364; the maximum indirect of a \$40,000 collaborative proposal is \$3,636.
 - Indirect Costs are calculated by multiplying the indirect base (total direct costs excluding administrative fees as described below) by the requested indirect rate. For example, if the indirect base with no excluded costs is \$36,364, the indirect costs are \$3,636 for a total award of \$40,000.
 - Although it is generally anticipated that indirect costs will support the costs incurred by a supporting partner, administrative fees, agreed by the partner organizations, may be included on line H. *Fees Insurance and Taxes*. Indirect costs may be requested in addition to a set administrative fee, but the administrative fee should be excluded from the indirect cost base, and the indirect costs amount received should be passed along to the supported partner for its general use.
- K. *Total for each source*: Enter the total of direct and indirect costs.
- L. *Total Project Budget*: Enter total requested funding in this application plus total requested/received funding from other sources.

Section 9.0 Project Narrative

Please describe your proposed program in a narrative that is no more than 10 pages long and not less than 3 pages. Please use 12 point Times New Roman font. Your proposal may include citations, listed references, and web links to important documents and articles, but do not include physical attachments.

Please describe your program in relation to **one** of the following three objectives of the MSM Initiative, as defined below:

- A. Direct services / intervention objective

- Front-line organizations and collaborations addressing HIV among MSM: Under this objective, amfAR is inviting proposed projects that meet the HIV prevention, treatment, and/or care needs of defined MSM populations.
- B. Policy and advocacy objective
- Strong policies and public funding for HIV efforts among MSM: Under this objective, amfAR is inviting proposals for policy work that might influence and change social, cultural, and policy environments related to HIV among MSM. Funds may not be used to influence the outcome of elections for public office.
- C. Research objective
- Research to understand HIV epidemics and interventions among MSM: Under this objective, amfAR is inviting proposals for small community-based research that might advance knowledge about HIV among MSM and contribute to an evidence base to inform policy and funding decisions.

The proposal narrative should be organized under at least two headings, as follows:

9.1 Background and needs to be addressed

Please describe, for all proposals, the networks and populations of MSM who might benefit from the project, and also any peripheral populations that the project will work with, such as community leaders, bar owners, sex work clients, and/or police and militia. Descriptions might include the number, locations, demographics, and HIV-related risks of these MSM networks and populations.

- **If the proposal is for direct services / intervention**, the narrative should explain the HIV-related needs of MSM that can be addressed, such as reported condom use, reported sexual risks, need for testing and treatment for HIV or sexually-transmitted infections (STIs), need for substance use harm reduction and services, need for economic support, housing, food, social support, social networking, and/or need for protection and freedom from discriminatory policies, laws, and law enforcement.
- **If the proposal is for policy and advocacy**, the narrative should describe the key decision-makers to be engaged, any policy partnerships and/or coalitions to be supported, and experience of the project in supporting MSM as vocal advocates, in supporting policy related coalitions, and in engaging with policy makers.
- **If the proposal is for research**, the narrative should provide a review of existing research literature on HIV and MSM that helps to define the need for the proposed research project.

9.2 Proposed Activity and Expected Outcomes

Please describe, for all proposals, how proposed activities of the project will be designed and implemented; as well as how these activities will benefit MSM in direct and tangible ways.

- **If the proposal is for direct services / intervention**, the narrative should explain proposed activities such as distribution of condoms and water-based lubricant, provision of counselling about sexual risk for HIV, support for access to testing and treatment for HIV or sexually-transmitted infections (STIs), support for access to substance use harm reduction and services, direct economic support, housing, food, social support, social networking, protection from discriminatory policies, laws, and law enforcement, and access to non-discriminatory healthcare providers.
- **If the proposal is for policy and advocacy**, the narrative should describe specific time-bound changes that the project wants to achieve in funding, programs, and program practices related to HIV and MSM, and in related underlying norms such as laws, policies, legislation, regulations, decisions, and/or standards.
- **If the proposal is for research**, the narrative should provide initial research plans, including specific information such as study eligibility criteria, recruitment and sampling methods, and data and specimen handling protocols. For any research protocols involving human subjects, the narrative should also describe a plan for protocol review by an Institutional Review Board (IRB) or Human Research Ethics Committee (HREC) to ensure that such research is in compliance with local law and meets ethical standards that are comparable across countries.