



September 2017

DIFFA/Chicago is pleased to announce our Excellence in Care Awards for 2017 to recognize not-for-profit 501 (c) 3 community based agencies that provide outstanding services, preventive education, and outreach to people in the Chicago area who are HIV positive, living with AIDS, or at risk of infection. We welcome your organization to apply for an Excellence In Care award.

Mission Statement: DIFFA Chicago champions the fight to end HIV/AIDS through awareness, prevention, and the pursuit of a cure.

DIFFA/Chicago is looking for agencies in the Chicagoland area with programs focused on delivering effective HIV/AIDS related services to the following constituencies;

- At-Risk Youth (12-21)
- MSM/Men of Color
- LGBTQ
- Poverty/Unemployment and Homelessness

DIFFA Chicago funds specific programs and projects within organizations, or shared between organizations, that will make significant and direct impact in the realm of HIV/AIDS in the areas noted. This could be related to new programs or innovative delivery models, programs related to shifts in government funding or reductions due to the Affordable Care Act, PrEP, culturally-specific education projects or data analytics/trend tracking that is not being done by the government.

Agencies seeking funding must submit the following information:

- I. Organization type and organizational structure
 - a. Identify the primary contact person for your organization who will lead the project/program for which the funds have been requested (name, title, e-mail, phone)
 - b. Identify organization's list of officers
 - c. Please note if you are a separate group within a larger organization and provide information how your parent is or is not providing support to you as an agency and specifically for the program request.
- II. Organization's Mission
 - a. Submit your organizations mission statement. Describe how the requested program aligns with your organization and their core client base.
 - b. Describe how your organization and the requested program aligns with the DIFFA/ Chicago Mission and specifically our target constituencies noted above.
- III. Description of the specific Project/Program and note if this is an ongoing program that DIFFA/Chicago has previously supported:
 - a. Describe the project/program
 - i. Impact: What impact do you intend to make with the program.
 - ii. Evaluation: How will you measure success?
 - iii. Time Line: What is the schedule? This does not need to be a one-year project.
 1. Provide any pertinent data if this is an ongoing effort.
 2. Provide any information on how the program has changed and improved over its duration.



- iv. Include statistics on the population the program serves (number of actual HIV/AIDS related cases and those specifically related to our focus for service provided to one or more of our core constituencies).
 - v. Describe any unique element of this program or how it is deployed is different from other agencies and their specific programs.
 - vi. Project Budget: DIFFA/Chicago grants are unrestricted; however, we are interested in your intent for the use of the grant. Submit a detailed outline for up to \$25K maximum and define specifically how the DIFFA/Chicago award will be used for an existing or new program.
- b. As part of our ongoing impact, DIFFA/Chicago will request a mid-year update on the status of the program the impact our grant is making.

IV. Financial

- a. Submit a financial statement of the organization from the past two (2) fiscal years
Submit a list of your top ten (10) funding sources for the organization and amounts for the previous two (2) years.
- b. If you have received an Excellence In Care Award over the past two years, provide a brief description of how the funds were utilized. Please highlight if this year's funding request is for a continuation of an existing program, and how many individuals were impacted the past year?
- c. Submit information to demonstrate agency operating expenses to direct client care ratio.

Please provide three (3) hard copies and one (1) electronic version of your submission and any supplementary information you wish to include for DIFFA/Chicago internal distribution.

Your application must be received in the DIFFA/Chicago office no later than, **October 12, 2017, 4:00 PM CST**. No exceptions will be made.

Deliver To: DIFFA/Chicago
222 Merchandise Mart Plaza, Suite 1647A
Chicago, IL 60654

Or via mail: DIFFA/Chicago
222 Merchandise Mart Plaza, Suite 1647A
Chicago, IL 60654

Or via e-mail: events@diffachicago.org

DIFFA/Chicago Grants are awarded based on Excellence In Care, proof of impact from our award (if previously awardee), efficiency of service, and overall operation of the organization. No organization is judged based on their proposal alone (application, financials & letters of recommendation) and if deemed appropriate we would conduct a site visit of your facility. Grants may not be awarded if deadlines are not met and submission packet is incomplete.

Please submit any questions in writing to the above e-mail address or call the DIFFA/Chicago office at 312-644-6412. The award recipients will be contacted in January 2018.

Sincerely,

Jennifer Graham

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