

HIV Prevention Program  
Solicited Proposal for HIV Testing Days

The Arkansas Department of Health STI/HIV/Hepatitis C/TB Section would like to announce a one-time funding opportunity to the community. The Section believes it is important for all Arkansans to be educated on HIV/AIDS and be tested for HIV. The prevention goal of this project is to increase testing and to support educational, awareness activities which target those at highest risk who have not been effectively reached.

The Section is looking for innovative approaches to reach marginalized populations through National HIV Awareness Days in 2014.

- September 27 – National Gay Men’s HIV/AIDS Awareness Day
- October 11 – National Coming Out Day
- October 15 – National Latino AIDS Awareness Day
- December 1 – [World AIDS Day](#)

Eligible Applicants:

Community-based organizations

Faith-Based organizations

Note: If an organization already has a sub-grant under the HIV Prevention funds, they are not eligible for this funding opportunity per state guidelines.

Funding Available and Timeline:

This funding opportunity will provide up to \$10,000.00 per funded organization, not to exceed \$50,000.00. Only one application per organization will be accepted. **No organization may receive more than one (1) award.** Applications will be accepted and awarded throughout the year with last application accepted no later than November 25, 2014.

This funding is contingent on the availability of funds.

Organizations may plan several events with this funding, not to exceed the one (1) time awarded amount.

Submit completed electronic applications for review to [Courtney.Hampton@arkansas.gov](mailto:Courtney.Hampton@arkansas.gov)

(OR) Submit three (3) copies via mail:

Courtney Hampton, HIV Prevention Program Manager  
Arkansas Department of Health  
4815 West Markham Street, Slot 33  
No hand delivered applications will be accepted.

Application Information:

Cover Letter:

A signed cover letter on organization letterhead must be submitted. The cover letter must include the following information.

Name of Applicant  
Amount of Request

Grant Contact and Contact Information  
Signature of Executive Director or Authorized Designee

Organization Information:

Name and address of applicant  
Amount requested  
Federal Identification Number  
State Vendor Number

(If the organization or agency is not a state vendor, they will need to submit paperwork to become a vendor to the HIV Prevention Program Manager prior to the approved event.)

Statement of Need:

Describe the demographics of the community/target population and high-risk environment. Summarize the organization's capacity to do the work outlined in the proposal and length of time providing services to the target population.

Intended and Expected Outcomes:

Detail description of the proposal  
Describe how the funds will be used  
Identify specific, achievable, and measurable outcomes  
Describe the specific evaluation methods to measure outcomes

Budget:

Prepare a detailed budget to identify how the funds will be used. For each item to be purchased include how many, cost per item, subtotal, and total costs. Write a justification for the line items in the budget explaining how the purchase of the item supports the outcome objectives.

**Note: reimbursement will be provided after the services are delivered and an invoice has been processed by the HIV Prevention Program. Federal regulations preclude any advance payments.**

Evaluation and Reporting:

Statement that the applicant agrees to provide a written report by December 31, 2014 which includes:

An overview of what was accomplished.  
Specific activities provided through the funding  
The impact of the intervention on identified target populations.  
Provide the number of individuals served by the intervention with demographic details.  
List how the specific, achievable and measurable outcomes were met.  
Develop a separate Excel spreadsheet or Word table to identify how the funds were used.  
Documentation of the items purchased with grant funds, including the original receipts, how many items were purchased, cost per item, shipping costs, subtotal and total costs.

Application Review:

The applications will be reviewed within the agency. Organizations may receive a maximum of points for each component of the application as follows:

Cover Letter: 5 points

Statement of Need: 25 points

Intended and Expected Outcomes: 25 points

Budget: 25 points

Evaluation and Reporting: 20 points