



COMPASS Initiative Training Request Form

This document is to be used as a guide. All applications will be completed via online submission on www.gileadcompass.com. We will not accept paper applications.

The three COMPASS Coordinating Centers will provide individual consultations and group trainings to facilitate individual or organizational change among organizations in the South. These trainings and consultations aim to improve the integration of the COMPASS Initiative focus areas into HIV prevention and care efforts in the South, including capacity building, stigma reduction, wellbeing, mental health, trauma informed care, and substance use.

Eligibility: Currently, non-profit organizations residing in any of the nine (9) Deep South states (AL, FL, GA, LA, MS, NC, SC, TN, TX) who have a focus on reducing new HIV infections and/or improving the health of people living with HIV are eligible to apply for trainings. Organizations receiving training(s) from one of the COMPASS Coordinating Centers will be required to complete a brief organizational survey, which will be used to develop maps and directories of HIV-related service provision in the South, and to collaborate with evaluators to assess the community impact of trainings provided.

Instructions: To request a training on behalf of your organization, please submit the online request form detailing the information, resources, or training topic from which your organization may benefit. The appropriate Coordinating Center will respond to your training request within three (3) business days from the time of submission. To request multiple trainings, please complete one request form per training topic.

Additional Attachments Necessary: In order to have a complete submission and be considered for a training, you will be required to upload/attach these documents:

1. Proof of non-profit status (e.g. 501(c)(3) verification, certificate of incorporation, organization's registration/reservation)

Survey Requirement: Organizations receiving training(s) from the COMPASS Initiative will be required to complete a brief survey, which will be used to create directories and maps of HIV-related service provision in the South, and to assess programmatic areas of need. The survey must be completed before a training can be conducted.

Note: Please have all materials ready prior to starting your submission, as you cannot save and return at a later time. The submission process takes approximately 10-15 minutes. After submission, you will hear from a COMPASS Coordinating Center within three (3) business days.

Any question with an asterisk mark (*) will be required to answer. If you have any questions, please contact us at info@gileadcompass.com

Organizational Demographics

Organization Name*: _____

Street Address*: _____

Apt/Suite/Office: _____

City*: _____ State*: _____ Zip Code*: _____

County*: _____

Phone Number*: _____ Email Address*: _____

Website: _____

Is this location a site of a larger organization?* Yes No

Organization's Mission Statement

Organization's Social Media Page(s)

Facebook: _____ Twitter: _____

Instagram: _____ LinkedIn: _____

Contact Person for Organization

Full Name*: _____ Title*: _____

Phone Number*: _____ Email Address: *: _____

Where do most of the clients who access your direct services come from? Please select the one area that is the best fit for most of your clients *

- City/town
- Metropolitan area
- Your county
- Your county and neighboring counties
- State/territory
- National
- International

Please select priority population(s) for your organization. Select all that apply*

- | | |
|--|--|
| <input type="checkbox"/> African Americans/Blacks | <input type="checkbox"/> People of Trans Experience |
| <input type="checkbox"/> Gay, Bisexual or Other Same-Gender-Loving Men | <input type="checkbox"/> Refugees or Immigrants |
| <input type="checkbox"/> General Public | <input type="checkbox"/> Sex Workers |
| <input type="checkbox"/> Hispanics/Latinos | <input type="checkbox"/> Substance/Drug Users |
| <input type="checkbox"/> Homeless Persons | <input type="checkbox"/> Uninsured Persons |
| <input type="checkbox"/> Incarcerated or Re-entry Populations | <input type="checkbox"/> Women (General Population) |
| <input type="checkbox"/> LGBTQIA+ Persons | <input type="checkbox"/> Women (Seeking Sexual/Reproductive Health Care) |
| <input type="checkbox"/> Low-Income Persons | <input type="checkbox"/> Young Adults (18-24 years) |
| <input type="checkbox"/> People Living with HIV/AIDS | <input type="checkbox"/> Youth (under 18 years) |
| <input type="checkbox"/> Other, please specify: _____ | |

Is your organization recognized as a 501(c)(3) organization? * Yes No

IF YES: What is your Employer Identification Number (EIN)?* _____

IF NO: If you are not a 501(c)(3): What organization will serve as your fiscal sponsor for this training request? *

Who is the contact person at your sponsoring organization?

Name*: _____
Title*: _____
Email*: _____
Phone*: _____

Is your organization a treating healthcare organization, defined as organizations that provide medical care directly to patients? (This includes medical care that is provided by an MD, DO, NP, PA, or PharmD who either (1) practices medicine with patients; (2) prescribes drugs to patients; or (3) dispenses drugs to patients.) Yes No*

*Name of Organization Executive Director (CEO) or Agency Manager: **

Does this training request have the support of your organization leadership (i.e. executive director, department or program manager)? Yes No*

Training Request Topics

*In which programmatic focus area are you requesting training?**

(Select one and then go to the specific category below to select the exact training requested – only one training may be requested per application.)

1. **Capacity Building Assistance**

This focuses on building organizational capacity and increasing shared knowledge among HIV/AIDS-serving community-based organizations.

2. **Wellbeing & Mental Health**

This focuses on the role of mental health and trauma-informed care in the HIV epidemic, as well as substance use and the opioid epidemic (especially harm reduction).

3. **Stigma Reduction & Culturally Appropriate Care**

This emphasizes the need for HIV awareness, stigma reduction, and culturally appropriate care in our effort to address the epidemic in the Southern United States.

Capacity Building Assistance Training Topics

*Please select the requested training topic:**

1. **Governance and Leadership:** Governance refers to board-level oversight and decision-making related to strategic direction, financial planning, and bylaws. This includes policies that outline the organization's purpose, values, and structure. Trainings in this category will help organizations strengthen their systems of governance and leadership.
2. **Mission, Values, and Strategy:** Trainings in this category will help organizations set priorities, focus staff energy and resources toward those priorities, and strengthen operations. These trainings will also help organizations ensure alignment between employee and stakeholder efforts, establish or adjust common goals and agreements, and develop plans to achieve intended outcomes.
3. **Finance and Administration:** Fiscal accountability is the key to maintaining a healthy non-profit organization. Trainings in this category will help organizations set financial goals, establish management systems, ensure policies and operational procedures are set in place and up-to-date, and ensure staff are trained and able to make prudent financial decisions.
4. **Resource Development:** Organizations that rely on only one or two funding sources run the risk of losing funding in times of political, community and financial uncertainty and/or change. Diversification of resources prepares organizations to incorporate multiple streams of income or multiple suppliers within a funding category to help stabilize financial resources. Focus areas

include grant management, grant writing, donor management, and stakeholder engagement. Areas of special interest include 340B and insurance reimbursements.

5. **Strategic Relationships and Coalition Building:** Developing partnerships and coalitions among organizations with similar goals is a key strategy used to enhance the reach of community efforts. Trainings will focus on leveraging the skills, strengths, and resources of each partner to increase the effectiveness and efficiency of the combined effort by minimizing duplication and redundancy. Areas of focus include public relations, coalition building, and partnership development.
6. **Communications:** A solid communications strategy helps to engage stakeholders in the work of an organization, inspires them to donate to the cause and keeps them invested. Both internal and external stakeholders benefit when the intended message for the organization is clear and to the point - allowing everyone to accurately represent the agency's focus and share its successes.
7. **Internal Management and Operations:** Documented, learned, and enforced internal management policies and procedures in an organization provides an environment in which managers and staff can maximize the efficiency and effectiveness of their operations. They are also a mechanism to monitor the achievement of operational goals and objectives. Focus areas for these trainings include human resource management, IT and facility management and planning, and volunteer and staff development and management.
8. **Service Delivery and Impact:** Trainings that support organizations' development, implementation and analysis of service delivery systems. Focus areas include program evaluation, quality assurance, assessment, and innovation.

Wellbeing & Mental Health Training Topics

*Please select the requested training topic:**

1. **Mental Health:** Trainings and expert consultations offered will consist of enhancing the capacity of organizations to strengthen mental health services related to HIV care and prevention. This may include training and consultation around destigmatizing mental health, administering screening protocols, developing effective screening and referral processes, and changing organizational norms around mental health services. For example, a destigmatization practice may include reframing mental health services as “healthy you” or wellness initiatives.
2. **Trauma-Informed Care:** Trainings and expert consultation offered will consist of enhancing the capacity of organizations, through knowledge and skills building, to understand trauma and trauma-informed care, integrate trauma-informed care

into the organization, and change practices across the organization to serve individuals from a trauma-informed lens and healing justice perspective.

3. **Substance Use:** Trainings and expert consultation offered will be centered around building organization capacity related to harm reduction approaches, the intersection of opioid use and HIV as well as other options based on the needs of the organization.

Stigma Reduction & Culturally Appropriate Care Training Topics

*Please select the requested training topic:**

1. **Undoing Racism:** Trainings and expert consultation offered will be centered around building organization capacity related to harm reduction approaches, the intersection of opioid use and HIV as well as other options based on the needs of the organization.
2. **Stigma and HIV:** The FRESH (**F**inding **R**espect and **E**nding **S**tigma around **HIV**) Workshop aims to define stigma as well as facilitate discussion around understanding the diverse forms of stigma and how it presents in organizational settings. Additionally, the workshop seeks to examine the drivers of stigma, generate a personalized understanding of stigma, and to assist in the understanding of the adverse effects of stigma at the personal, interpersonal, and institutional levels.

Note: If you don't see what you're looking for, contact info@gileadcompass.com with a description of the training your organization would like to request and we will assess whether or not we can meet that need, or refer you to another organization outside of the COMPASS Initiative that can assist with that specific request.

Training programmatic focus area requested:* _____

Specific training topic requested:* _____

Training Request Details

Provide a brief summary of your need for training in your selected topical area and how it would benefit your organization:

*Who is the intended audience for the training request (e.g. staff, people living with HIV/AIDS, (PLWA), community members, volunteers, other)?**

*How many people do you want involved in this training or consultation?** Select one.

- 1 or 2 (individual consultation)
- 3 - 16 (small group)
- 17 - 30 (medium group)
- 31 + (large group)

*When would you like to initiate the requested training or consultation?** Select one.

- Within the next 30-days
- Within the next 90-days
- No specified timeframe

*Does your organization currently receive grant funding or has your org received funding from any of the COMPASS Coordinating Centers in the past?** Yes or no

*Has your organization previously submitted a training request to any of the COMPASS Coordinating Centers?** Yes or no

If yes, please provide the name of the Coordinating Center(s) and the date(s) of the prior training request.

- Coordinating Center: _____
- Date(s): _____

*What is the best time/day to contact you to follow-up with your request by phone?
Check all that apply.**

Time of Day*

- Morning (9-12pm EST)
- Midday (12pm-3pm EST)
- Late Afternoon (3-6pm EST)

Day of the Week*

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

*How did you learn about this funding opportunity? Check all that apply.**

- Community-Based Organization or Partner
- COMPASS Coordinating Center (Emory University Rollins School of Public Health, Southern AIDS Coalition, University of Houston Graduate College of Social Work)
- COMPASS Initiative Website (www.gileadcompass.com)
- Conference or Public Event
- Press Release or News Article
- Social Media
- Word of Mouth
- Website Other Than the COMPASS Initiative
- Other, please specify: _____