

ACTION Trauma-Informed Spaces (TIS)
Application Deadline: March 1, 2024, at 11:59 pm EST / 10:59 pm CST

This document is to be used as a guide. All applications must be completed via online submission at www.gileadcompass.com.

BACKGROUND

ACTION Trauma-Informed Spaces Funding Opportunity

Space (whether physical or virtual) is an integral factor to providing care and meeting the needs of individuals, staff, and communities. Healing, supportive, and affirming spaces can reduce stress, keep individuals engaged in care, and improve community well-being. A workspace focusing on healing and wellness for its staff can boost morale, decrease work-related stress, and promote self-care practices. However, we know that it is difficult to find resources to transform spaces. That’s why we (SUSTAIN Center) developed ACTION (Act with Communities To Increase Opportunities and address Needs in the South) Trauma-Informed Spaces (TIS).

ACTION Trauma-Informed Spaces is a grant of up to \$15,000 that supports Southern HIV service organizations to change their spaces to be more trauma-informed and healing-centered. The space can be anywhere your organization works, such as offices, mobile units, virtual, indoors or outdoors. Organizations will create a trauma-informed space by applying the six principles of trauma-informed care.

What are trauma-informed care and supportive spaces in this context?

Trauma-Informed Care is “a [project] program, organization, or system that is trauma-informed realizes the widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms in clients, families, staff, and others involved with system; and responds by fully integrating knowledge about trauma into policies, procedures, practices, and seeks to actively resist re-traumatization (SAMHSA, 2014).”

A **supportive space** establishes trust and boundaries, safety guards, promotes autonomy and is gender-affirming, inclusive, culturally responsive, and multilingual (if applicable).

Please note: This funding opportunity is to transform spaces at your organization. We will NOT consider projects that focus on implementing HIV programs including support groups, staff salaries, training, podcasts...).

RESPONSIBILITIES AND TIME COMMITMENT

Selected organizations must participate in workshops, 1:1 coaching calls, and final project reporting. Below are tentative dates:

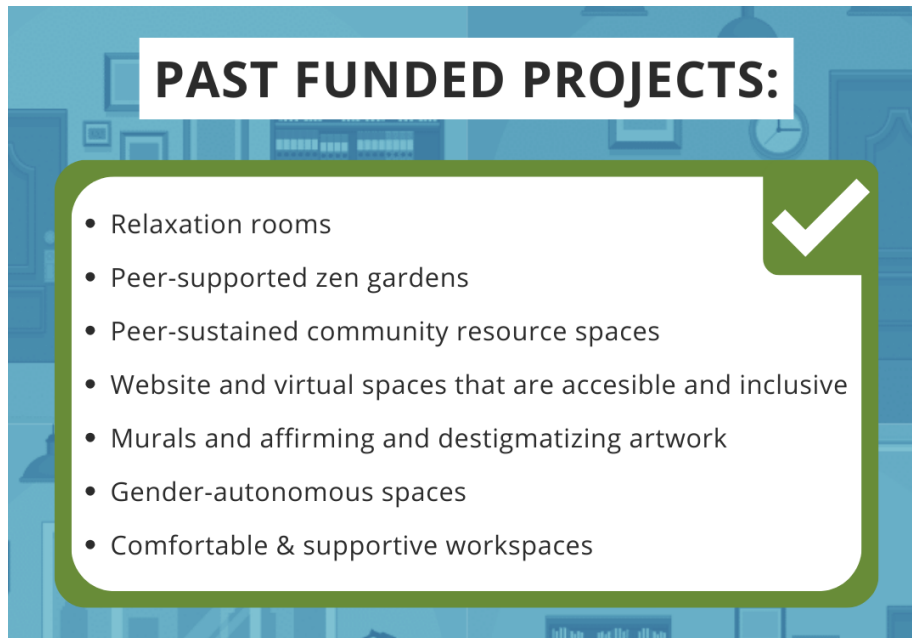
1. Meetings

- Two virtual group workshops
 - Wednesday, May 8, 2024 at 11:00 am -1:00 pm CST / 12:00 pm - 2:00 pm EST
 - Workshop 1 - Trauma-Informed Care & Trauma-Informed Design (~2 hrs)
 - Wednesday, May 29, 2024 at 11:00 am - 1:00 pm CST / 12:00 pm - 2:00 pm EST
 - Workshop 2 - Trauma-Informed Spaces (~2 hrs)
- Three one-on-one coaching sessions
 - May 2024 - Scheduled at organization's convenience
 - Schedule & participate in a 1:1 coaching call (1hr)
 - June 2024 - Scheduled at organization's convenience
 - Participate in a 1:1 coaching call (~1hr)
 - July 2024- Scheduled at organization's convenience
 - Participate in a 1:1 coaching call (~1hr)
 - August 2024 - Scheduled at organization's convenience
 - Participate in a 1:1 coaching call (~1hr)
 - September 2024 - Scheduled at organization's convenience
 - Participate in a 1:1 coaching call (~1hr)
 - October 2024 - Scheduled at organization's convenience
 - Participate in a 1:1 coaching call (~1hr)
- Share Project Success with Photo Storytelling - Virtual Gathering
 - Wednesday, October 23, 2024 at 11:00 am -2:00 pm CST / 12:00 pm -3:00 pm EST
 - Photovoice Presentation (~3 hrs)

2. Project

- Organizations should be prepared to initiate and create/redesign a space that is trauma-informed and healing-oriented by October 23, 2024.
- Organizations are expected to collaborate with staff, people living with HIV, and community members (ex: artists, designers, consultants, contractors, etc.) in the design, implementation, and evaluation process.
- Organizations will design and implement their project with the support of the ACTION coaches, Alejandra Avilés and Dr. Samira Ali.

We are open to all projects. Some project ideas may include but are not limited to:



3. *Evaluation and Reporting*

Funded organizations are expected to:

- Provide a final plan for their project to the ACTION coaches by June 1, 2024.
- Implement and complete projects and submit before/after pictures by October 23, 2024.
- Present a Photovoice presentation to tell the story of their project on October 23, 2024, at a virtual gathering/meeting.
 - Photovoice is a process that applies photography/photos and sometimes videos to connect and provide a unique perspective from communities and their members. Photovoice encompasses the idea that “a picture is worth 1,000 words” and uses photography to boost a presentation. Photovoice/Storytelling will be discussed in your workshops and coaching sessions.
- Participate in evaluation activities. This includes quarterly report surveys, a post-survey at the end of the funding period (October), and a virtual close-out call at the end of the funding period (October/November).

ELIGIBILITY

- Organizations that demonstrate a commitment to serving people living with HIV and people with lived experiences who are most systematically impacted.
- Be located on the land of many First Nations Communities - also colonially known as the US South (AL, AR, FL, GA, KY, LA, MS, NC, OK, SC, TN, or TX).

- Be non-profit, tax-exempt organizations as set forth in section 501(c)(3) of the Internal Revenue Code or have a fiscal sponsor.

Organizations that primarily serve Transgender and Gender-Nonconforming communities, Women, Latinx, Black, Immigrant, Indigenous, and Lesbian, Gay, and Bisexual communities, along with those who serve rural communities and communities most impacted by the HIV epidemic are encouraged to apply (see [Ending the HIV Epidemic jurisdictions](#)).

FUNDING

- Funding of up to \$15,000 per organization. The amount requested should reflect the scope of the project.
- Applicants will be notified of our funding decision 7-14 business days after the application closes.

Allowable Expenses

It is appropriate to use ACTION funds to pay for things like materials, meeting expenses, printing, graphic design services, etc. However, there are prohibited expenses. Funds cannot be used to pay for or offset the cost of any of the following:

- Medications or purchasing of medications
- Direct medical expenses, co-pays, co-insurance, insurance deductibles, or imaging and lab expenses
- Individuals, individual health care providers, or physician group practices
- Biomedical research or clinical trials
- Existing deficits of organization
- Projects that directly influence or advance Gilead Science's business, including
 - purchase, utilization, prescribing, formulary position, pricing, reimbursement, referral, recommendation or payment for products
- Government lobbying activities

Please Note: Reimbursement for items/services purchased or initiated prior to the submission of this funding request will not be supported. Organizations that do not complete final assessments and/or reports, or utilize funds for the intended purpose will not be eligible to receive any additional funding from the SUSTAIN Wellbeing COMPASS Coordinating Center.

ACTION TRAUMA-INFORMED SPACES 2024 ROADMAP

SUSTAIN Wellbeing COMPASS Coordinating Center
University of Houston Graduate College of Social Work

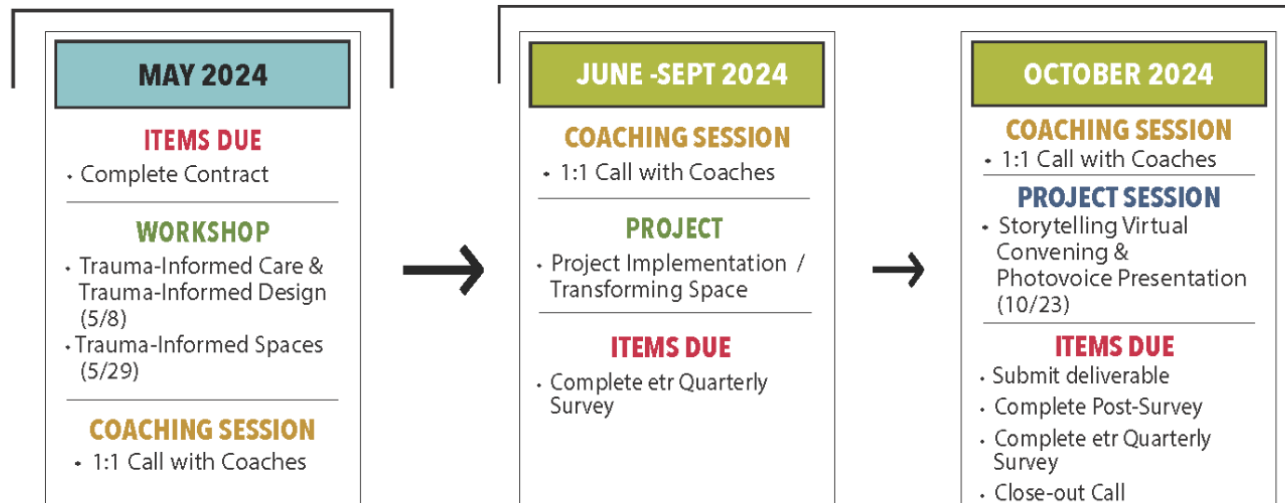
More details will be shared with participating organizations throughout the grant period. This roadmap is subject to change. Updated November 2023.

PROJECT PRE-IMPLEMENTATION

PROJECT IMPLEMENTATION

Workshops will take place from 11-1pm CST / 12-2pm EST on scheduled dates. Please note that these are tentative dates.


Coaching Sessions will be scheduled at each organization's convenience.



Supported by grant funding from Gilead Sciences Inc. Gilead Sciences, Inc. had no input into the development or content of these materials.



Tip - Things to consider when writing your project narrative



Elements of physical and supportive spaces include (not an exhaustive list):

- *Art* - nature paintings, photography, murals, sculptures
- *Color* - calming colors, accent walls, color-changing lights, accent rugs
- *Furniture* - accessible furniture that provides calming and comfort benefits, and is accessible to people of diverse body, shapes, sizes and abilities
- *Lighting* - adequate lighting, natural light, outdoor safety lighting
- *Plants* - green space, paintings of nature, zen garden
- *Spatial Layout* - space that is easy to navigate by people of different physical abilities, clear and multi-lingual signage, dedicated spaces for community-oriented activities
- *Visual Interest* - minimal barriers, windows
- *Aural Interests* - minimizing distracting noises, white noise machines, music
- *Cultural and Multilingual Inclusion* - art, meditation and prayer/spiritual practice rooms, translation of signage, multilingual reading material
- *Gender-Affirming Inclusion* - art, books, magazines, visual signs of being an LGBTQIA+ affirming space, all gender bathrooms, nursing rooms, private clinical spaces

Adapted from:

Committee on Temporary Shelter. (2018). Trauma-Informed Design. How the Physical Environment Supports Recovery from Homelessness.

https://cotsonline.org/wp-content/uploads/2018/04/Trauma-Informed-Design.BOD_.pdf

Richardson, J. & Rosenberg, L. Recommendations for Trauma-Informed Design.

<https://healingattention.org/wp-content/uploads/Trauma-Informed-Design-Summary.pdf>

APPLICATION QUESTIONS

Accessibility Statement

Guided by our COMPASS values, we strive to be accessible and accommodating to the communities we work with. If the written application is inaccessible and you would like another option to apply, please email the ACTION coach Alejandra at aaviles3@central.uh.edu by February 15, 2024, at 11:59 pm (eastern) / 10:59 pm (central). Requests after February 15, 2024, will not be considered.

Also, please let us know on Question 11 how we can support you throughout the funding period, such as through email communication, workshops, and check-ins. For example, do you need language interpretation during workshops or other support to help you be successful? Let us know - we are here to support you!

1. What is your organization's mission statement? If you do not have a mission statement, include your organization's long-term goals.
 - a. What does your organization do and who do you serve?
2. Does your organization serve Transgender, non-binary, and gender-nonconforming communities, cis and trans Women, Latinx, Black, Immigrant, Indigenous, or Lesbian, Gay, and Bisexual communities? If so, what programs and activities do you do with these communities?
3. Tell us about your ACTION Trauma-Informed Space project.
 - a. What space do you want to transform?
 - b. Why do you want to transform it?
4. What need are you hoping to meet with your project?
5. Who will benefit from your project?
6. How do you plan to meaningfully involve people living with HIV and people with lived experiences who are most systemically impacted in your project?
7. If collaborating with others in your community, please indicate the partners and their roles.
8. What is your definition of success for this project?
9. If you have a fiscal sponsor, tell us about your relationship with them (ex., how long have you been working together; how do they support you to do your work?).
10. Download, fill out the following project budget template and upload it here. Please note: We may ask you to make changes to your budget to meet the goal of this funding opportunity. RFP Budget Template.xlsx

11. If awarded, what support do you anticipate needing from the SUSTAIN Center throughout our time together? For example interpretation, accessibility accommodations, admin-related, etc.
12. We will be in contact with the following listed people from your organization:
 - a. Who is your administrative/financial contact (the person who will be managing contracts & invoicing)?
 - i. Name, Email, Phone Number
 - ii. Role
 - b. Who will be managing the project, attending workshops and check-ins?
 - i. Name, Email, Phone Number, and Role
 - ii. Name, Email, Phone Number, and Role
 - c. Who is your fiscal sponsor contact or the individual managing contracts and invoicing at your organization?
 - i. Name, Email and Phone Number
13. Is there anything we have not asked that you would like us to know about your organization?

PROJECT COMMITMENT AND OBLIGATIONS FORM*

- If selected, we will actively participate in all aspects of the project through completion (i.e., attending and participating in virtual sessions and evaluation materials, etc.).
- We understand that at least one staff member will serve as the lead for our team and as the main point of contact for this project.
- We commit to coming prepared for each gathering and will engage with our peers between sessions, as appropriate, to advance our work.
- We commit to sharing our project with your organization, other organizations, and the broader community via updates at staff meetings, introduction of new practices, conference presentations, blogs, social media, and other platforms.

Thank you for your 2024 ACTION Trauma-Informed Spaces (TIS) application!
We look forward to reviewing your application submission.

References

Substance Abuse and Mental Health Services Administration. (2014). *SAMHSA's concept of trauma and guidance for a trauma-informed approach*. HHS Publication No. (SMA) 14-4884. Rockville, MD: Substance Abuse and Mental Health Services Administration.

Land Acknowledgement

We wish to recognize the land, stewarded by people of the Coahuiltecan, Karankawa and Ishak (Atakapa) Tribal Nations, upon which the SUSTAIN Center occupies. Our intention is to honor the Indigenous people by knowing the land on which SUSTAIN operates. We are actively learning and reaching out to know how to show up in solidarity and be in meaningful relationships with the people and the land. In addition, we recognize the harms experienced by Indigenous people as a result of settler-colonial institutions and practices. While in the process of learning, we are committed to providing organizational funding and capacity building in support of the health and wellness goals determined by the philosophies, customs, traditions, and people of the Tribal Nations.

ADDITIONAL APPLICATION QUESTIONS

Application Questions (*required)

General Information

Organization Contact Information

- 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?* Y/N
- Organization's Mission Statement*
- Total Number of Staff in Organization*

Organization Type*

- Community Based Organization (CBO)/Social Service Organization
- AIDS Service Organization (ASO)
- HIV Medical Care Organization
- Federally Qualified Health Center (FQHC)
- Ryan White Part C Clinic
- Community Health Center/Medical Clinic

- Health Department
- Educational Organization/Institution
- Hospital
- Religious Organization
- Foundation
- Other, please specify: _____

Please upload your organization's logo.*

Organization Structure

Is your organization recognized as a 501(c)(3) organization?* Y/N

- If yes: What is your Employer Identification Number (EIN)?*
- If no: What organization will serve as your fiscal sponsor?*
- Who is the contact person at your sponsoring organization?
 - Full Name*
 - Title*
 - Phone Number*
 - Email Address*

Please select your organization's annual operating budget.*

- Less than \$50,000
- \$50,000 to \$99,999
- \$100,000 to \$249,999
- \$250,000 to \$499,999
- \$500,00 to \$999,999
- \$1,000,000 or more

Description of Area(s) Served*

What areas does your organization **primarily** serve? Please select 3 from the list below.

- #1: Answer Option
- #2: Answer Option
- #3: Answer Option

Answer options:

- Rural
- Urban

- Suburban
- Reservation-based
- Statewide
- Regional
- National
- International
- Other, please specify: _____

Communities Your Organization Serves*

Which 3 communities does your organization **primarily** serve? In other words, which 3 communities does your organization have specific programs for or make up the majority of your clients? Please select 3 from the list below.

#1: Answer Option

#2: Answer Option

#3: Answer Option

Answer Options:

- African American/Black Gay, Bisexual, or Other Same Gender Loving Men
- African American/Black Transwomen
- African American/Black Women
- African American/Black Community
- Hispanic/Latino Gay, Bisexual, or Other Same Gender Loving Men
- Hispanic/Latina Transwomen
- Hispanic/Latina Women
- Hispanics/Latinx Community
- Gay, Bisexual, or Other Same Gender Loving Men
- People Living with HIV/AIDS
- People of Trans Experience
- People Who Engage in Sex Work
- People Who Use Drugs
- People Who Experience Homelessness
- People Currently or Formerly Incarcerated
- Refugees or Immigrants
- Youth / Young Adults (13-30 years old)
- Not Listed: _____
- None of the Above

Are there any other priority populations that your proposed project focuses on providing services for?* (check all that apply)

- African American/Black Gay, Bisexual, or Other Same Gender Loving Men
- African American/Black Transwomen
- African American/Black Women
- African American/Black Community
- Hispanic/Latino Gay, Bisexual, or Other Same Gender Loving Men
- Hispanic/Latina Transwomen
- Hispanic/Latina Women
- Hispanics/Latinx Community
- Gay, Bisexual, or Other Same Gender Loving Men
- People Living with HIV/AIDS
- People of Trans Experience
- People Who Engage in Sex Work
- People Who Use Drugs
- People Who Experience Homelessness
- People Currently or Formerly Incarcerated
- Refugees or Immigrants
- Youth / Young Adults (13-30 years old)
- Not Listed: _____
- None of the Above

Demographics of Organization Leadership

The Executive Director (ED) of the organization* (check all that apply)

- Person Living with HIV/AIDS
- Hispanic/Latino Gay, Bisexual, or Other Same Gender Loving Man
- African American/Black Gay, Bisexual, or Other Same Gender Loving Man
- Gay, Bisexual, or Other Same Gender Loving Man
- Hispanic/Latina Transgender woman
- African American/Black Transgender woman
- Person of Trans Experience
- Person of non-binary experience
- Hispanic/Latina Cisgender Woman
- African American/Black Cisgender Woman
- Hispanic/Latinx Community
- Native Person/Member of the Tribal Nations
- African American/Black Cisgender Male
- Person Who Engage in or has Engaged in Sex Work
- Person Who Use Drugs or has Used Drugs
- Person Who has Experienced Homelessness

- Person Currently or Formerly Incarcerated
- Refugee
- Immigrant
- Youth / Young Adults (13-30 years old)
- Not Listed

Is your Board comprised of at least 51% of the following groups?* Y/N

- Hispanic/Latino Gay, Bisexual, or Other Same Gender Loving Men
- African American/Black Gay, Bisexual, or Other Same Gender Loving Men
- Hispanic/Latina Cisgender Women
- African American/Black Cisgender Women
- Hispanic/Latinx Community
- Native Person/Member of the Tribal Nations
- African American/Black Cisgender Men
- Person Living with HIV/AIDS
- Hispanic/Latina Transgender women
- African American/Black Transgender women
- Persons of Trans Experience
- Persons of non-binary experience

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: _____

Does your organization **currently** receive grant funding from another COMPASS Coordinating Center?*

- Yes
- No
- If yes:

- Name of Coordinating Center
- Type of support

Has your organization **previously** received grant funding from a COMPASS Coordinating Center?*

- Yes
- No
- If yes:
 - Name of Coordinating Center
 - Type of support

Would you like to subscribe to SUSTAIN's monthly newsletter to learn about other grant, training and capacity building opportunities?

- Yes
- No