

Application and Rubric Information

Below is a description of these various components, the number of points weighted in the overall score of your application, and other details.

Project Cover Page	
Section	Additional Details
1. Project Title	-----
2. Total Amount Requested	Maximum \$130,000 direct (already allocated in budget template)
4. Project Abstract	5-6 sentence summary of your project

Project Narrative			
Section	Points	Maximum Length	Additional Details
1. Statement of Need	15	250 words	Please describe the need to build your organizational capacity, skills, and knowledge relevant to this funding request for trauma-informed organizational change around wellness, mental health, care, drug use, or telehealth and the intersections of HIV/AIDS.

<p>2. Organizational Background and Capacity</p>	<p>15</p>	<p>500 words</p>	<p>Please provide a brief description of your organization’s history and purpose- including mission, goals, staff capacity, and resources you utilize to serve your community. If you don’t hold 501(c) (3) status, please briefly describe your fiscal sponsor, including its history, purpose, and relationship to your work.</p> <ul style="list-style-type: none"> ● Please also describe the role your organization plays in addressing SUSTAIN’s content areas. ● What experience does your organization have, if any, with organizational change? ● What are the goals of your trauma-informed organizational change? ● What are some anticipated barriers to your organization conducting this trauma-informed organization change?
<p>3. Work Plan Narrative</p>	<p>35</p>	<p>2000 words</p>	<p>Please provide a detailed description of your work plan, including a detailed description of the objectives, goals, activities, and timeline. Please organize this section by objectives. This is an opportunity for you to explain your work plan. The narrative should include, but is not limited to, the following:</p> <ul style="list-style-type: none"> ● A detailed description of the proposed initiative objective and goals ● The population of focus for whom the initiative is intended to serve. ● How your organization/community will benefit from the proposed initiative. ● How does the proposed initiative meet the goals of the respective Coordinating Center? ● How does the proposed initiative help to enhance access to high-quality HIV care and/or prevention services? ● Name the 2 people living with HIV to serve on the advocacy group ● Name the 2 organizational champions

4. Alignment with Guiding Principles	10	250 words	<p>Please describe how you plan to practice the COMPASS Coordinating Center guiding principles. When thinking about the meaningful involvement of people living with HIV/AIDS (MIPA) Please also respond to the following questions:</p> <ul style="list-style-type: none"> • What positions do people living with HIV hold in your organization? • How is your organization including people with lived experience at all levels of decision-making? • How do you plan to involve People living with HIV/AIDS in your proposed program? Please be as specific and detailed as possible in your proposal and the budget narrative. <p>When thinking about racial justice, respond to the following questions:</p> <ul style="list-style-type: none"> • What positions do Black and Latinx communities hold in your organization? • To what extent are they represented in management and decision-making positions? • What practices and policies do you have in place to support trans and gender non-conforming staff and communities that you serve, including those who are in a transition process?
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5. Vision/Impact	15	500 words	<ul style="list-style-type: none"> • What impact do you want to make by the end of the project year? • How will you know that your project was a success?
6. Budget and Budget Narrative	10	Template Provided	<p>Template: The budget template is already completed. Fill out your organizational information at the top of the template and submit.</p> <p>Narrative: Please describe the duties and expectations of each line item in your project budget. This description should include, but is not limited to, the following:</p> <ul style="list-style-type: none"> • A description of the line item (e.g., quantity, cost, etc.) and how it will be used in the proposed project • If a consultant will be used, clearly describe their role on the project, and how you will select and on-board the consultant

			<ul style="list-style-type: none"> If a staff position is requested, how will it be maintained after the project period ends.
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Supplemental Materials
Required
<ol style="list-style-type: none"> 1. Project Budget Template – Fields are completed; ONLY input your organization’s info at the top 2. 501(c)(3) Verification (or letter from fiscal sponsor or agent) 3. Board of Directors List 4. Diversity Table 5. Fiscal Sponsorship Agreement or Letter from Fiscal Sponsor (if applicable) <p>*Note: Applicants selected for funding may be required to submit an Audit or IRS Form 990</p>