

AIDS Walk of Oklahoma City, Inc. Request for Proposal (RFP)
2018 Proposal Application (for funding year 2019)
Deadline: October 31, 2018
NOT VALID AFTER OCTOBER 31, 2018

General instructions can be downloaded and printed separately. The application must be completed entirely on the downloaded application form. **Do not leave any questions blank.** Failure to provide complete information may adversely affect any prospects for funding. If a question does not apply, simply state "None."

Do not edit or delete any questions from this application. Doing so will result in immediate disqualification of your request.

*****Grant ranges for funding year 2019 are \$1,000 to \$5,000*****
Your RFP application must not exceed the maximum in this range.

AIDS Walk of Oklahoma City, Inc.'s Mission Statement:

"The mission of the AIDS Walk of Oklahoma City is to build awareness about HIV/AIDS and to raise funds to support the work of nonprofit organizations that provide HIV/AIDS direct care, support services and education."

NOTICE OF POTENTIAL CONFLICT OF INTEREST

Pursuant to AIDS Walk of Oklahoma City, Inc.'s (hereinafter, "AIDS Walk") Conflict of Interest Policy, approved by the AIDS Walk Board on July 12, 2007, the AIDS Walk Board has determined that a potential conflict of interest exists in that Nathan Watson who currently serves as an AIDS Walk Board member, is on the board of The Diversity Center. The Diversity Center has historically submitted a Request for Proposal to be considered an AIDS Walk grant recipient, and it is anticipated they will do so again.

The AIDS Walk Board has determined that although the potential for a conflict of interest may exist, neither the potential for said conflict, nor the actual existence of said conflict is material such that it is of practical consequence. Although the AIDS Walk Board has only determined that the potential conflict of interest may exist, in the interest of full disclosure and pursuant to the AIDS Walk Conflict of Interest Policy, notice is hereby given.

CRITERIA FOR ELIGIBILITY

- ✓ Organization must be a 501(c)(3) not-for-profit providing HIV/AIDS direct care, support services, prevention interventions, or education and awareness in the Oklahoma City area.
- ✓ Organization's staff and volunteers must be able to demonstrate participation in the planning activities of AIDS Walk and/or its 5k Run by attendance at volunteer committee meetings and service on one or more of its committees throughout the year.
- ✓ Organization's staff and volunteers must be able to demonstrate participation in the AIDS Walk and/or 5k Run as walkers, runners, walk team members or committee members working directly to conduct a successful AIDS Walk and 5k Run.
- ✓ Requested amount of funds must be within AIDS Walk of OKC's grant ranges and cannot exceed 25% of the organization's total annual budget.
- ✓ Submission of a completed and signed RFP (*sections one through three*) using the downloaded version by the deadline date with one original and three (3) copies and all required attachments via certified mail to:

**AIDS Walk of Oklahoma City, Inc.
P. O. Box 60778
Oklahoma City, OK 73146**

**RFPs MUST BE POSTMARKED BY THE DEADLINE AND MEET ALL ELIGIBILITY
REQUIREMENTS IN ORDER TO BE CONSIDERED - NO EXCEPTIONS**

SECTION ONE – ORGANIZATIONAL INFORMATION

This document has been converted to a Word format for ease of entry of information. Simply insert your answer to each question below.

PART 1 – BASIC INFORMATION

1a. Organization Name and EIN:

Name of Organization

Employer Identification Number (EIN)

1b. Authorized Representative: *(Executive Director, Director, Board President someone who has the authority to enter into funding agreements)*

Name of Representative

Title

Email

1c. Contact Information of Organization:

Mailing Address

Physical Address (if different)

Phone

Website

RFP contact e-mail

1d. Amount of Funding Being Requested:

Amount Requested

PART 2 – NARRATIVE

2a. Description of the Organization:

2b. Brief History of the Organization:

2c. Mission Statement of the Organization:

2d. Summary of all currently provided programs as they pertain to HIV/AIDS-related services:

2e. Populations currently being served by the organization and the number of individuals being served in those each population:

Note: questions below are related to the *specific* program or project for which you are seeking funding

2f. Description of how AIDS Walk OKC funding will be used by the organization, the approximate number of individuals to be served by AIDS Walk OKC funding and how it supports the AIDS Walk Mission Statement:

2g. Program statement, goals or objectives:

2h. Detail Paid Program Staff. List names, positions, and relevant education and/or experience:

2i. Provide statistical data or epidemiological data to support the need for funding:

2j. Detail methods for program monitoring: data collection method; how said data is used in evaluation of services; how often is progress against goals measured; how is success/failure defined:

2k. Line-Item Proposed Budget as to how Walk Funding will be utilized:

- Budgeting for grant proposals should be on a calendar year basis.
- This line-item budget should be prepared separately and submitted as an attachment to this RFP.
 - Programmatic salaries must be clearly described in the proposed line-item budget as to name, position, title, salary, benefits and payroll taxes for each proposed program position being funded by AIDS Walk funding, *whether in whole or part*.
 - Operational/administrative costs such as rent, utilities, or communications require a short justification for consideration. Include in the budget and provide justification below. *Note: funding for administrative salaries is ineligible.*

Please enter your justification for any requested operating expenses here (If you are not seeking this support, enter “None.”)

2l. Enter any additional information you consider helpful. Otherwise enter “None” in this space:

SECTION TWO – INVOLVEMENT

There are a variety of ways that staff and volunteers of an organization can participate in AIDS Walk and 5k Run planning activities and the Walk and 5k Run. They include, but are not limited to: Distribution of brochures and posters to public places; mass mailings of printed materials; securing entertainers, sound systems and technical equipment; identifying corporate and individual sponsors; volunteering for kick-off events or special events such as the OKC Pride Parade that promote the Walk and Run; identifying printers for flyers, posters and other promotion materials; public relations and marketing activities, such as arranging for interviews on radio and TV, developing public service announcements, securing donated ads from newspapers, etc.; arranging for AIDS Quilt Panel(s) for various events; soliciting and securing refreshments for events; collecting donations and processing registrations; arranging for delivery of tables, chairs; set-up, clean-up and tear down activities; and recruitment of walk teams from corporations, businesses, schools, universities, churches and community organizations.

NOTE: All matters of finance, public relations and media materials MUST be approved by the Board of Directors of AIDS Walk of Oklahoma City, Inc. prior to publication.

PART 3 – PARTICIPATION

Thoroughly document the following:

3a. Describe in detail the organization's involvement in planning activities of the AIDS Walk and 5k Run. This would include attendance of staff and staff organized volunteers at committee meetings throughout the year. List the names of those in attendance, dates of the meetings, and tasks volunteered to undertake:

3b. Document the outcomes of above planning activities and include how it was promoted and provide evidence:

3c. List the number of staff and organization's volunteers who participated on the day of the AIDS Walk and 5k Run. Detail names of those in attendance and tasks performed on the day of the event in direct support of the Walk and/or Run.

3d. Describe the organization's participation in the Walk and/or Run by listing by name those who walked or ran.

3e. Describe the number of Teams formed by the organization by name and type of group. Include participant's names. List the amount of money raised by each Team (*church team "X" raised \$1,000 and business team "Y" raised \$1,000, etc.*).

3f. Describe any additional information that might be relevant to the organization's participation in AIDS Walk of Oklahoma City or 5k Run:

SECTION THREE – ATTACHMENT ITEMS

The following items **MUST** be included with the RFP to be deemed eligible for consideration. If any of these required items are missing, **the applicant will not be eligible for funding.**

PART 4 – INCLUDE THE FOLLOWING

- Organization's board-approved total agency budget listing all sources of funding
- Current financial statement of organization
- Organization's IRS letter of determination of 501(c)(3) status
- Listing of organization's board of directors with addresses and business affiliations
- Minutes from the most recent meeting of organization's board of directors
- Organization's line-item proposed budget for use of AIDS Walk of OKC funding (from 2k)

Remember the organization's authorized representative, named above, **MUST sign the original before submitting.**

Signature of Authorized Representative

Title & Date

SUBMIT

- E-mailed RFPs are not accepted.
- Print and sign the original RFP. Mail original RFP and **three** copies (including all required attachments) via certified mail to:
 - *AIDS Walk of Oklahoma City, Inc. P.O. Box 60778 Oklahoma City, OK 73146.*
- E-mail info@aidswalkokc.org with AIDS WALK GRANT SUBMISSION as the subject line and the organization's name and the date the RFP was postmarked in the body of the e-mail.
- All submissions must be postmarked on/before October 31, 2018