

## Request for Applications (RFA): National Women and Girls HIV/AIDS Awareness Day

### Application Submission Deadline

- Applications must be received by December 15, 2008 at 5:00 p.m. Mountain Time
- Submit applications to [owhapplication@jsi.com](mailto:owhapplication@jsi.com) or mail to JSI, ATTN: Megan Hiltner, 1860 Blake Street, Suite 320, Denver, Colorado 80202
- Applications will not be accepted by the Regional Offices on Women's Health
- Please read all instructions prior to submitting your application

### **For help with this RFA:**

Please e-mail: [owhapplication@jsi.com](mailto:owhapplication@jsi.com) or phone toll-free: 1-866-224-3815

### Funding Available By Region

Funding is available for activities and events in support of National Women and Girls HIV/AIDS Awareness Day. The purpose of this annual day is to raise awareness of the increasing impact of HIV/AIDS on women and girls and encourage women and girls to take action.

**Who can apply:** Not-for-profit organizations, community-based organizations, faith-based organizations, state and local health departments, tribal organizations, professional associations, colleges and universities located in one of the ten HHS regions.

**Region I** CT, MA, ME, NH, RI, VT

**Region II** NJ, NY, Puerto Rico, U.S. Virgin Islands

**Region III** DC, DE, MD, PA, VA, WV

**Region IV** AL, FL, GA, KY, MS, NC, SC, TN

**Region V** IL, IN, MI, MN, OH, WI,

**Region VI** AR, LA, NM, OK, TX

**Region VII** IA, KS, MO, NE

**Region VIII** CO, MT, ND, SD, UT, WY

**Region IX** AZ, CA, HI, NV, Guam, American Samoa, CNMI, FSM, RMI, Palau

**Region X** AK, ID, OR, WA

The table below breaks down the maximum number of National Women and Girls HIV/AIDS Awareness Day projects to be funded per region and the maximum award amount for each project. For example, Region I is awarding up to six projects at a maximum amount of \$4,000 each.

Region	Maximum Number of Projects to be Funded	Maximum Award Amount per Project
I	6	\$4,000
II	3	\$5,000
III	6	\$2,500
IV	10	\$1,500
V	10	\$2,500
VI	2	\$2,500
VII	5	\$4,000
VIII	10	\$2,500
IX	5	\$2,500
X	5	\$3,000

## **Background**

The Department of Health and Human Services (HHS) Regional Offices on Women's Health has contracted with John Snow Incorporated (JSI) to administer this RFA. The mission of the Department of Health and Human Services Office on Women's Health (HHS OWH) is to improve the health of women across the life-span by advancing women's health research, health care services, public and health professional education and training through activities with the HHS Office of Public Health and Science, other governmental agencies, public and private organizations, and consumer and health care professional groups.

The program objectives of the HHS Regional Offices on Women's Health are to:

- Advance superior health practices for women by identifying and replicating successful HHS women's health programs in communities across the U.S. states and territories
- Promote public education by increasing the participation of women and girls in health education programs and increasing the number of information sessions to the public
- Collaborate with partners on women's health issues to increase access to health and human services
- Foster the availability and use of health information by increasing the number of users to Quick Health Data Online
- Promote and provide professional education on women's health issues supporting the shift from reaction to prevention in health care

Ten Regional Women's Health Coordinators (RWHCs) in the United States coordinate and implement national public health initiatives to promote a greater focus on women's health issues at the regional, state and local levels. They advance the mission of the Office on Women's Health in the U.S. Department of Health and Human Services and represent the Deputy Assistant Secretary for Health (Women's Health) by administering programs that improve the health of women in communities across the country, and by coordinating activities and programs in health care service delivery, research, and public and health professional education. Sensitivity to local, state, and regional needs in women's health is reflected in their work to identify priority health areas, to establish networking relationships, and to implement initiatives addressing regional women's health concerns. For additional information about the Office on Women's Health or the RWHCs please see the following link <http://www.womenshealth.gov/owh/>.

### **Additional Funding Opportunities**

This RFA is not the only funding opportunity available through the Regional Offices on Women's Health. The table below provides information on additional waves of funding.

<b>Wave</b>	<b>RFA</b>	<b>Dissemination Date</b>
1	<i>The Heart Truth Campaign</i>	November 2008
	National Women and Girls HIV/AIDS Awareness Day	
2	National Women's Health Week	December 2008
3	Reducing Health Disparities	January 2009
	Bodyworks	
4	Domestic Violence/Prevention of Violence Against Women	February 2009

### **Project Area To Be Funded**

National Women and Girls HIV/AIDS Awareness Day is on Tuesday, March 10, 2009. The purpose of this annual day is to raise awareness of the increasing impact of HIV/AIDS on women and girls and encourage women and girls to take action.

Activities should take place on Tuesday, March 10, 2009. However, activities conducted one week before or one week after March 10, 2009 are acceptable.

The timeline for projects selected for funding will begin upon receipt of award notification and end by March 30, 2009 (including submission of final report).

National Women and Girls HIV/AIDS Awareness Day funding applications could include: health walks, health fairs, health workshops for women and girls. Ideas for projects, flyers, and other educational materials are available at <http://www.womenshealth.gov/hiv/nwghaad>.

All funded events must be logged on National Women and Girls HIV/AIDS Awareness Day website (<http://www.womenshealth.gov/hiv/nwghaad>).

Examples of activities that will not be funded include: research, direct clinical services, screening services and testing kits.

### **Funding Notification**

This is a competitive process. All applications will be reviewed by a technical review panel. Applicants will be notified by e-mail or mail as to the status of their application by January 23, 2009.

### **Payment Process**

Awardees will receive payment upon completion of their projects. Payments will be processed within 30 days of receipt and approval of final report.

### **Project Time Frame**

Awardees will have until March 30, 2009 to complete their projects (including submission of final report).

## **How To Submit an Application**

- Submit applications to [owhapplication@jsi.com](mailto:owhapplication@jsi.com) or mail to JSI, ATTN: Megan Hiltner, 1860 Blake Street, Suite 320, Denver, Colorado 80202.
- Applications will not be accepted by the Regional Offices on Women's Health.
- Applications must be received by JSI by e-mail or mail submission by December 15, 2008 at 5:00 p.m. Mountain Time.
- Applications can not exceed 6 pages in length.
- E-mail is the preferred method for application submission. Applicants that do not have e-mail may submit applications via mail.
- Once you have submitted your application, you will receive confirmation of your submission in three days. If you do not receive a confirmation please call toll-free 1-866-224-3815.
- If you have questions or need assistance please call 1-866-224-3815.

## **Review Process**

Applications will be reviewed by an objective technical review panel. Successful applications will be selected based on their relevance to OWH program objectives and the following criteria:

- Form I. All requested contact information is included (5 points)
- Form II. Organizational Background (20 points)
  - Description of organization's mission and services is provided
  - Description of geographic area and population served is provided
- Form III. Proposed Project Description (30 points)
  - Proposed project information is provided
  - Proposed project goals are identified
  - Community need for the project is described
  - Proposed project partners are described
  - Proposed project target population is described
  - Planned activities and deliverables are identified
- Form IV. Project Evaluation (20 points)
  - Performance Measures are described
- Form V. Budget (25 points)
  - Budget expenses are detailed in the table provided. Other sources of funding are included

**Disclaimer**

The HHS Regional Offices on Women's Health has contracted with John Snow, Inc. to administer this request for application. Awardees will become subcontractors of JSI.

All materials submitted regarding this project announcement become the property of HHS. HHS has the right to use any or all information/materials presented in your application, subject to limitations for proprietary or confidential information. Disqualifications or denial of the application does not eliminate this right.

It is the responsibility of the applicant to identify proprietary information and request that the information be treated as such. Any additional restrictions on the use or inspection of material contained within the application shall be clearly stated in the application itself. The privacy policy for JSI is available at <https://www.jsi.com/JSIInternet/privacy.cfm>. The HHS privacy policy is available at <http://www.hhs.gov/Privacy.html>.

Event materials supported through these funds must include acknowledgment of support from the U.S. Department of Health and Human Services, Office on Women's Health. The awardee should also include the following statement on event materials distributed at events: "Funding for this activity was made possible in part by the HHS, Office on Women's Health. The views expressed in written materials or publications and by speakers and moderators at HHS-sponsored conferences, do not necessarily reflect the official policies of the Department of Health and Human Services; nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government."

The contents of the application will become contractual obligations if the project is funded. JSI reserves the right to request revisions to the budget and/or scope of work of any applicant.

## **Application Instructions**

Complete your application using the enclosed forms. Be sure that Form I of application is signed by an official from your organization with fiduciary responsibility. Complete applications cannot exceed 6 pages in length (5 pages for Forms I, II, III, IV and 1 page for Form V).

Completed applications include:

Cover Page (included as Form I)

Organizational Background (included as Form II)

Proposed Project Description (included as Form III)

Project Evaluation (included as Form IV)

Project Budget (included as Form V)

### **Cover Page – Form I**

#### **Contact Information**

HHS Region: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Project Director: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Organization's Employer Identification  
Number (EIN)/Tax Exempt Number: \_\_\_\_\_

Signature of responsible official: \_\_\_\_\_

Note: Applications should be signed by an official with fiduciary responsibility for your organization. For applications submitted via e-mail, an electronic signature with a statement "this typed signature represents an official signature" is acceptable.







**Proposed Project Description – Form III (continued)**

5. What is the proposed project's target population? Include women/men, race and ethnicity, rural/urban, age groups, and consumer/professional. Where is the target population located? How many people will be reached by this project?

6. In the table below, please describe your planned activities.

<b>Activity</b>	<b>Start Date</b>	<b>End Date</b>	<b>Person Responsible</b>

7. Deliverables: Identify final product(s) that you will submit to JSI, for example, report on proceedings; training curriculum, etc.

### **Project Evaluation – Form IV**

1. Evaluation: What performance measure(s) will you use and how will you evaluate the success of your project? Examples include pre-post -test to measure improved health indicators or questionnaire to measure knowledge gained as a result of this project.

