

IV. Proposal Preparation

A. Proposal Package

A complete proposal package will consist of the following:

1. Proposal Cover Sheet
2. Table of Contents
3. Narrative
4. Services Plan
5. Coordination and Collaboration Plan
6. Evaluation and Quality Assurance
7. Budget

B. Formatting

1. Applications should be double-spaced on 8½” X 11” paper.
2. All pages should have a one (1) inch margin on each side.
3. A 12-point font should be used throughout the application.
4. All pages should be numbered sequentially, including attachments and appendices.
5. Print on one side of page only.
6. Do not staple or bind any of the copies (rubber bands or binder clips are acceptable).
7. Adhere to page limits for each section that has a requirement.

Each respondent must submit one original (marked “Original”) and two (2) copies of the proposal, including all required documentation. A complete copy of the application must also be submitted on CD-ROM.

Proposals that do not follow these guidelines will not be reviewed and will therefore be ineligible for funding.

C. Proposal Contents

The proposal should provide the information below using the following headings and subheadings:

1. **Proposal Cover Sheet**

The Cover Sheet (Appendix D) is to be completed in full and signed by an individual authorized by the agency to commit to all items included in the proposal and who can certify that the information offered meets all general conditions and is accurate.

2. **Table of Contents**

The table of contents should contain the following with corresponding page numbers:

- Narrative
- Intervention Plan
- Coordination and Collaboration
- Evaluation and Quality Assurance
- Budget

3. **Narrative** (May not exceed three (3) pages)

The Narrative section serves two purposes: First, it provides information about the applicant organization. Second, it demonstrates the need for the intervention within the defined scope of work relevant to the population defined. The applicant will address the following:

- a. Mission of the organization.
- b. Explanation as to how receipt of a grant will compliment the mission of the agency.
- c. Brief description of relevant data about the burden of disease affecting the district being applied for.
- d. Agency history and experience relevant to the provision of services to be offered (Experience and success of such efforts should be supported with both quantitative and qualitative data when available, such as attained positivity rate for previous years.). First time applicants should demonstrate ability to perform services required of this grant, and include history of comparable services experience if applicable.
- e. Description of the cultural competency of the organization.
- f. Description of sustainability plans to maintain or expand funding for the services if federal funds decline. This section should include more than proposed entities for discussion about sustainability and could include a SWOT analysis.

4. **Activities Plan**

For each of the eligible populations included in the funding proposal, the applicant must address the following:

- a. **Implementation Plan** (Not to exceed five (5) pages per population)
 - i. **General Intervention Description:** Describe the DIS and PS activities to be implemented including specific inputs, activities, outputs, timeline, budget, and outcomes. Please see Appendix B for clarification.
 - ii. **Applicant Experience/Capacity:** Describe the applicant's experience and outcomes related to the proposed activities. If the activity is new to the applicant, please describe the applicant's experience with implementing other or similar activities or services. Please focus on the capacity to provide the service.
 - iii. **Venues:** Describe the specific venues and locations where services will be provided. Provide evidence of support for access to such venues/locations.
 - iv. **Cultural Competence:** Describe the strategies that will be used to ensure the cultural, linguistic, and developmental competence of activities, materials, and staff.
 - v. **Staff Training:** Describe how staff will be trained to deliver the intervention.
- b. **Program Objectives: Please Use the Logic Model Template (Appendix B) to complete this section.**

5. **Coordination and Collaboration Plan** (Not to exceed two (2) pages)

Describe the applicant's collaboration and coordination plan as it relates to working with other agencies and organizations to avoid duplication of services, build sustainability, encourage communication, and provide targeted and linked services to clients. Plans to coordinate with one or more of the following types of programs are recommended: HIV/AIDS treatment and care providers, substance abuse treatment providers, STD and viral hepatitis screening and treatment providers, family planning services, pre-natal services, TB testing and treatment providers, local health departments, community health centers, hospitals, methadone clinics, county jails or prisons, faith based groups, or university clinics.

6. Evaluation and Quality Assurance (Not to exceed three (3) pages)

Please describe internal evaluation and quality assurance measures to be implemented within your organization as it relates to implementation of the activities.

7. Budget

A detailed budget justification including salary, fringe, travel, and other needed expenses to successfully complete activities and services offered is required.