



2008 - YEAR 3

REQUEST FOR PROPOSAL (RFP)

A Program of the S. C. HIV/AIDS Council
P.O. Box 1489 • Columbia, SC 29202 • Phone: (803) 254-1445 • Fax: (803) 254-1446
www.schivaidsCouncil.org

ABOUT THE PROGRAM

Project F.A.I.T.H. (Fostering AIDS Initiatives That Heal) is a state-wide demonstration project of the South Carolina HIV/AIDS Council (SCHAC). The initiative is designed to strengthen, empower and build the capacity of churches, mosques, synagogues and other faith-based organizations to play an active role in creating local solutions to local problems. The initiative includes the provision for funding faith-based organizations located within the state of South Carolina.

Based on our past funding experience, the process will be highly competitive. All applicants must closely follow the guidelines presented within this Request for Proposal (RFP). We strongly encourage proposals that are consistent with the goal of Project F.A.I.T.H. of “developing collaborations among faith communities and taking action to reduce the spread of HIV/AIDS in South Carolina”.

ELIGIBILITY CRITERIA

RFP respondents must meet the following eligibility requirements. Submissions that fail to meet these criteria will not be considered and will be returned for non-compliance. Respondents must:

- Be able to document support of the Pastoral leadership and/or Governing Body representing individual houses of worship, faith-based organizations or collaborations. This documentation must be a Letter of Support bearing the signature of the lead Pastor, Minister, Imam, Rabbi, or responsible official. **Collaborations must include Letters of Support from the clergy leadership of each separate house of worship or faith-based organization.**
- Clergy and/or designated ministerial staff must agree to attend an annual Clergy Training to be coordinated through the Office of Project F.A.I.T.H.
- If the applicant is a collaboration of multiple houses of worship and/or faith-based organizations, then a lead house of worship or organization must be identified as the acting liaison for the group. Note: each member house of worship or faith-based organization of the collaboration must participate fully and equally in planning and hosting all activities. Also, representatives from EACH member entity must attend all required Project F.A.I.T.H. trainings, seminars, meetings and conferences. Example: A collaboration might plan a joint World AIDS Day event, which would occur at one house of worship and be attended by individuals from all member entities, but each individual house of worship would give a sermon on HIV/AIDS and hand out the Red Ribbons on the Sabbath Day closest to World AIDS Day.
- Be able to demonstrate their ability to manage and report financial expenditures related to program activities and trainings and able to document through the financial officer of the house of worship, faith-based organization or lead entity of the collaboration that it has financial software (e.g. Quicken) to coordinate mandatory reports on a monthly expenditures. RFP respondents who do not currently utilize a standard type of software to track expenditures **must** submit a one (1) page sheet, signed by the Chief Financial Officer indicating their awareness of this mandate and the intention to purchase said software with funds allocated from Project F.A.I.T.H.
- Maintain the capacity to recruit, hire, and monitor activities of part-time contractual members to assist in the implementation, management, oversight, and/or documentation of outcomes offered to those in need.

- Submit a plan of action that includes goals and S.M.A.R.T. (Specific, Measurable, Achievable, Realistic, Time-Bound) objectives. *See Sample A for examples of S.M.A.R.T. Goals/Objectives*
- Due to funding limitations and epidemiological data documenting an increase in new HIV infections within rural communities and the state, the South Carolina HIV/AIDS Council (SCHAC) will place **special emphasis** on counties currently without Project F.A.I.T.H. representation. These include the following counties, which are grouped in this list within their Health Region as designated by **S. C. Department of Health and Environmental Control (SCDHEC): Region 1** - Abbeville, Anderson, Edgefield, Greenwood, Laurens, McCormick, Oconee, Saluda; **Region 3** - Newberry, Chester, Lancaster, York; **Region 5** - Aiken. **Note: Emphasis is placed on the above areas, but all statewide area Houses of Worship/Faith-Based Organizations may apply.**
- SC HIV/AIDS Council expects to receive many more grant requests in 2008 than it has resources to fill. **Submissions to Project F.A.I.T.H. for FY 2008-2009 do not automatically guarantee funding.**
- **SC HIV/AIDS Council/Project F.A.I.T.H. reserves the right to modify or terminate this program at any time.**

SELECTION CRITERIA: Option Categories

There are 3 basic option categories. Applicants must select one category to which to apply:

A1 and A2 = First-time applicants

B1 and B2 = Previous Project F.A.I.T.H. awardees - Basic Involvement Level

C1 and C2 = Previous Project F.A.I.T.H. awardees - Advanced Involvement Level.

As indicated, all three categories (A, B, and C) are divided into Options 1 & 2 based on whether the applicant is an individual house of worship/faith-based organization or is a collaboration. Example: Option A1 is for a single house of worship/faith-based organization applying for the first time to Project F.A.I.T.H. and Option A2 is for a collaboration of houses of worship/faith-based organizations applying for the first time. Proposed programs that are submitted for review must address the option to which they are applying. See below.

All applicants applying in any Option category must participate in project-related programs for the following 3 Required Awareness Activities during the grant period and provide a written description of your 3 planned activities within your application narrative:

1. **November/December 2008:** World AIDS Day, December 1, 2008
2. **February/March 2009:** Either
 - **National Black HIV/AIDS Awareness Day**, February 7, 2009
 - OR**
 - **The Black Church Week of Prayer for the Healing of AIDS**, Sunday, March 1 – Saturday, March 7, 2009
 - OR**
 - **National Women and Girls HIV/AIDS Awareness Day**, March 10, 2009
3. **June 2009:** National HIV Testing Day, June 27, 2009

OPTION A 1 - (Up to \$2,500.00)**Individual House of Worship or Faith-Based Organization applying for the first time****Organizations applying in this option must:**

1. Be a first-time applicant to Project F.A.I.T.H.
2. Have the ability to manage and document outcomes of services offered to those in need.
3. Fulfill the 3 Required Awareness Activities stated above.
4. Put the Goals and Objectives for each activity in the S.M.A.R.T. Goals & Objectives format outlined in Sample A.
5. Have a minimum of two representatives attend the following required trainings. These trainings are provided by Project F.A.I.T.H.:
 - a. HIV 101 – conducted in Columbia
 - b. I-Care Training – conducted regionally around the state
 - c. Clergy Training – conducted regionally around the state

OPTION A 2 - (Up to \$4,000.00)**Collaboration of Houses of Worship or Faith-Based Organizations applying for the first time.****Collaborations applying in this option must:**

1. Be a first-time applicant to Project F.A.I.T.H.
2. Appoint a lead house of worship or organization, which has the ability to manage and document outcomes of services offered to those in need.
3. Each member house of worship or organizations must host at least one of the proposed activities.
4. **Fulfill the 3 Required Awareness Activities stated above.**
5. Put the Goals and Objectives for each activity in the S.M.A.R.T. Goals & Objectives format outlined in Sample A.
6. Have a minimum of two representatives **FROM EACH** house of worship or organization attend the following required trainings. These trainings are provided by Project F.A.I.T.H.:
 - a. HIV 101 – conducted in Columbia
 - b. I-Care Training – conducted regionally around the state
 - c. Clergy Training – conducted regionally around the state

**Option B 1: Basic Involvement Level - (Up to \$7,500.00):
Project F.A.I.T.H. Previous Grant Awardee applying as an
Individual House of Worship or Faith-Based Organization**

Organizations applying in this option must:

1. Have been previously funded by Project F.A.I.T.H. either in Year 1 (2006) or Year 2 (2007).
2. **Fulfill the 3 Required Awareness Activities stated above.**
3. Put the Goals and Objectives for each activity in the S.M.A.R.T. Goals & Objectives format outlined in Sample A.
4. Plan and implement **2 other activities** in addition to the 3 required ones.
 - These extra activities cannot be "Awareness" activities. Instead, they must be from one of the following categories: Educational, Skills Building, Training, or Testing. See the Project F.A.I.T.H. Activities chart listed on Sample E.
 - One of these 2 extra activities must occur during the period of September through December 2008. The second extra activity must occur during the period of January through June 2009.
 - Put the Goals and Objectives for each activity in the S.M.A.R.T. Goals & Objectives format outlined in Sample A.

**Option B 2: *BASIC* Involvement Level - (Up to \$10,000.00)
Project F.A.I.T.H. Previous Grant Awardees applying as a
Collaboration of Houses of Worship or Faith-Based Organizations**

Collaborations applying in this option must:

1. Have been previously funded by Project F.A.I.T.H. either in Year 1 (2006) or Year 2 (2007).
2. Have an appointed lead house of worship or organization, which has the ability to manage and document outcomes offered to those in need.
3. **Fulfill the 3 Required Awareness Activities stated above.**
4. Put the Goals and Objectives for each activity in the S.M.A.R.T. Goals & Objectives format outlined in Sample A.
5. Plan and implement **2 other activities** in addition to the 3 required ones.
 - These extra activities cannot be "Awareness" activities. Instead, they must be from one of the following categories: Educational, Skills Building, Training, or Testing. See the Project F.A.I.T.H. Activities chart listed on Sample E.
 - One of these 2 extra activities must occur during the period of September through December 2008. The second extra activity must occur during the period of January through June 2009.
 - Put the Goals and Objectives for each activity in the S.M.A.R.T. Goals & Objectives format outlined in Sample A.
6. Have each member house of worship or organization be a full participant in the required activities with the goal of increasing HIV/AIDS awareness, care and compassion in individuals within each congregation or agency. **Activities must occur at each member site.**

Option C1: *ADVANCED* Involvement Level (Up to \$12,000.00)
Project F.A.I.T.H. Previous Grant Awardee applying as an Individual House of Worship or Faith-Based Organization

An Organization applying in this option must:

1. Have been previously funded by Project F.A.I.T.H. either in Year 1 (2006) or Year 2 (2007).
2. **Fulfill the 3 Required Awareness Activities stated above.**
3. Put the Goals and Objectives for each activity in the S.M.A.R.T. Goals & Objectives format outlined in Sample A.
4. Plan and implement **2 other activities** in addition to the 3 required ones.
 - These extra activities cannot be “Awareness” activities. Instead, they must be from one of the following categories: Educational, Skills Building, Training, or Testing. See the Project F.A.I.T.H. Activities chart listed on Sample E.
 - One of these 2 extra activities must occur during the period of September through December 2008. The second extra activity must occur during the period of January through June 2009.
 - Put the Goals and Objectives for each activity in the S.M.A.R.T. Goals & Objectives format outlined in Sample A
 - **We anticipate and encourage partnerships for these two additional activities.** We ask that C1 applicants please consider partnering with another Project F.A.I.T.H.-funded house of worship or faith-based organization. Additionally, we strongly encourage collaboration with houses of worship or faith-based organizations not currently funded by Project F.A.I.T.H.
5. **Option C1 applicants must include the following commitments in their proposal:**
 - **They will actively participate in at least one of the following capacity building/Train the Facilitator workshops for sustaining and growing their HIV/AIDS Ministry.** Select one or more of the following to complete during the grant period: (See Sample F for a description of each workshop.)
 - I-CARE (Interfaith Community AIDS Resource and Education)
 - HIV-101
 - Project Lifeline Training
 - Grant Sustainability Workshop
 - **Within six months of completing the Train the Facilitator workshop(s), they will conduct the same workshop(s) for interested people in their geographic area.**
6. **Clergy or leadership must specify in the letter of support that they are committed to the requirements set forth in this RFP.**

Option C2: Advanced Involvement Level (Up to \$15,000.00)
Project F.A.I.T.H. Previous Grant Awardees applying as a
Collaboration of Houses of Worship or Faith-Based Organizations

A Collaboration applying in this option must :

1. Have been previously funded by Project F.A.I.T.H. either in Year 1 (2006) or Year 2 (2007).
2. **Fulfill the 3 Required Awareness Activities stated above.**
3. Put the Goals and Objectives for each activity in the S.M.A.R.T. Goals & Objectives format outlined in Sample A.
4. Plan and implement **2 other activities** in addition to the 3 required ones.
 - These extra activities cannot be "Awareness" activities. Instead, they must be from one of the following categories: Educational, Skills Building, Training, or Testing. See the Project F.A.I.T.H. Activities chart listed on Sample E.
 - One of these 2 extra activities must occur during the period of September through December 2008. The second extra activity must occur during the period of January through June 2009.
 - Put the Goals and Objectives for each activity in the S.M.A.R.T. Goals & Objectives format outlined in Sample A.
 - **We anticipate and encourage further partnerships for these 2 additional activities.** We ask that C2 applicant collaborations please consider partnering with entities outside their collaboration. Additionally, we strongly encourage partnering with houses of worship or faith-based organizations not currently funded by Project F.A.I.T.H.
5. **Option C2 applicants must include the following commitments in their proposal:**
 - **Representatives from EACH member organization of the collaboration will actively participate in at least one of the following capacity building/Train the Facilitator workshops for sustaining and growing their HIV/AIDS Ministry.** Select one or more of the following to complete during the grant period: (See Sample F for a description of each workshop.)
 - I-CARE (Interfaith Community AIDS Resource and Education)
 - HIV-101
 - Project Lifeline Training
 - Grant Sustainability Workshop
 - **Within six months of completing the Train the Facilitator workshop(s), they will conduct the same workshop(s) for interested people in their geographic area(s).**
6. **Clergy or leadership from EACH house of worship or faith-based organization must specify in the letter of support that they are committed to the requirements set forth in this RFP.**

APPLICATION DETAILS & INSTRUCTIONS ON SUBMISSION

(All Option categories)

OVERVIEW:

Please review the **Checklist of Application Contents** – see **Form PF2008-01**. Refer to this checklist when assembling your final application packet and making the required copies.

The following guidelines must be followed for the narrative sections - Parts III through VI:

- Maximum number of pages in the narrative portion is fifteen (15). This total is comprised of the 1-page Abstract, the 1-10 page Proposal, the 1-2 page Evaluation and the 1-2 page Sustainability. The 15 page limit does not include appendices and attachments. If the narrative exceeds the page limit, only the 15 pages that are within the page limit will be reviewed.
- Font size: 12 point only
- Line spacing: single to double only
- Page margin size: 1 inch margins
- Include a Table of Contents listing all items in your application packet, including your cover sheet, appendices and attachments.
- Number all pages.
- Do not staple or bind your proposal—binding clips only.
- Send one original copy and two duplicates of the application and attachments. Do not include the instructions. Submit **ONLY** the application with attachments and the two required copies.

Additional copies of this Request for Proposal may be acquired by going to:

www.schivaidsCouncil.org

Deadline for Submission: Friday, July 18, 2008 by 5 p.m.

Paper Submissions Only – No faxed or e-mailed versions will be accepted.

Applications may be delivered by mail or express delivery services to:

South Carolina HIV/AIDS Council

Attention: Project F.A.I.T.H.

P.O. Box 1489

Columbia, South Carolina 29202

Applications may be dropped off at: **1115 Calhoun Street** between Main and Calhoun Streets
Columbia, SC 29201

Note: SC HIV/AIDS Council/Project F.A.I.T.H are not responsible for delayed or lost mail. All applications must be post marked and/or dropped off at the above location by close of business (5 p.m.) on the date listed above. Any responses not meeting this criterion will be redirected back to the sender.

NOTE: 2008 PROJECT F.A.I.T.H. GRANT RECIPIENTS WILL BE ANNOUNCED ON AUGUST 15, 2008. ALL 2008 AWARDEES MUST ATTEND A GRANTEE WORKSHOP ON SATURDAY, AUGUST 23, 2008.

Application Contents & Instructions:

Part I - Cover Sheet (Use provided form - **Form PF2008-02**. Not considered a part of the 15 page limit.)

Fill in the Organizational Background, circle your one choice of the 6 possible Option categories. Check off the applicable counties in the Special Emphasis Areas and Previously Represented Areas charts.

Part II – Table of Contents (Not to exceed 1 page. This one page is not included in the 15 page narrative limit.)

Please list all contents of your application, including all appendices and attachments.

Part III - Abstract/Summary of Proposal (Not to exceed 1 page. *This one page counts as part of your 15 page limit for the narrative portion.*)

Please provide a brief summary of your application for this faith-based initiative. Include the following: **a)** Provide a brief description of your house of worship or faith-based group, **b)** State the title, need, goal, and objectives you are proposing to reach through your project, **c)** describe your plan to identify, recruit, or engage participants in your program, **d)** summarize your plan of action. Include a brief description of the groups you will be working, as well as discuss generally the types of activities you intend to coordinate. Provide a brief description of strategies or measures you will use to prove you have met your objectives (e.g., pre-post HIV/AIDS knowledge test, participant satisfaction surveys, sign in sheets, workshop evaluations, etc.)

Part IV – Proposal (Not to exceed 10 pages. *These 1-10 pages count as part of your 15 page limit for the narrative portion.*)

- 1) State or describe the problem of HIV/AIDS within your community, area and/or congregation. Describe why it is important that you address the problem of HIV/AIDS within your area or congregation? State your primary goal and submit S.M.A.R.T. (Specific, Measurable, Achievable, Realistic, Time-Bound) objectives, both Short term goals (6 months) and Long Terms goals (12 months).
- 2) Describe your proposal idea (project/program being proposed). State the project's purpose and list all activities you will put in place to meet each objective.
- 3) Describe in detail your timetable for implementing your project. If it is an ongoing project/program, please state how long it has been in operation and describe accomplishments to date. Discuss how Project F.A.I.T.H. funding will help expand /enhance what you are currently doing to meet the needs of the population or your community.
- 4) Discuss how your plan will benefit the participants, target population and/or local community.
- 5) Describe your initial plan to ensure the maintenance of the program if funding through Project F.A.I.T.H. were no longer available.
- 6) If you have an existing HIV/AIDS Ministry, please provide a list of HIV/AIDS Prevention activities your church/group has coordinated/sponsored in the last one to three years. Provide dates, location, and name of each event.

Part V – Evaluation (Not to exceed 2 pages. *These 1-2 pages count as part of your 15 page limit for the narrative portion.*)

What results do you expect as a result of your plan and activities? Provide a list of expected outcomes that your house of worship, faith-based agency or collaboration seeks to achieve. What evidence do you plan to submit to prove that you accomplished your goals and objectives? Provide examples to demonstrate your understanding. Examples: a) survey results to document what participants thought about a HIV/AIDS workshop, b) participant sign-in sheets that document attendance, c) pictures that show outcomes of HIV/AIDS prevention activities, d) HIV/AIDS program that confirm the activity happened, e) participant evaluations, f) letters of support from clients served, g) results from participant HIV/AIDS pre-post test, etc.

Part VI – Sustainability (Not to exceed 2 pages. *These 1-2 pages count as part of your 15 page limit for the narrative portion.*)

How does your organization plan to sustain project activities after the funding period ends? What plans will you make to identify other resources to maintain your program if funding is not available?

Part VII – Certification (Use provided form - **Form PF2008-03**. This on page is not included in your 15 page limit for the narrative portion.)

Have the authorized representative of the applicant(s) fill out and sign this certification form.

Part VIII – Budget (Not included in your 15 page limit for the narrative portion.)

1. Budget (See Sample B1 and Sample B2)
2. Budget Summary (See Sample B3)

Develop a complete project/program budget for use of the requested funds. Please include a budget narrative which clearly states how the requested funds will be used. Please state the amount requested from SC HIV/AIDS Council/ Project F.A.I.T.H. This initiative will fund projects/programs based on merit and need. You will be notified in the event that Project F.A.I.T.H. reviewers are unable to meet your full request but believe the proposal has merit. An opportunity to negotiate a revised plan may be considered. **See Sample B for Example Budget and Justification.**

PLEASE NOTE: Applicants who are reapplying and have non-expended funds remaining from FY1; those remaining funds will be deducted from the total request for FY2.

Example:	Non-Expended Funds FY1	\$	600.00
	Requested Funds FY2	\$	7,500.00
	Total Award Amount FY2	\$	6,900.00

BUDGET PRIORITIES AND PROGRAM RESTRICTIONS

These funds CANNOT be used to:

- Support expenses related to other ministries (e.g. missionary, youth ministries not proposed in plan etc.)
- Supplement Clergy/House of Worship Staff Salary
- Support other personnel cost of individuals not identified as contractual staff within the proposal.
- Support Building Fund Expenses
- Purchase/Lease a Van

Allowable expenses:

- **Direct services to HIV clients**
- **Transportation costs** (Gas reimbursement of **.485** cents per mile)
- **Honorarium** for Health/HIV speaker
- **Honoraria/Stipends/Incentives** for Care Team workers for contractual services with clear and written job descriptions describing their role in meeting Project F.A.I.T.H. deliverables.
- **Equipment** – Note restrictions below.
- **Other** – Other expenses pertinent to the successful accomplishment of your proposal. For example: food and beverages for workshops.

Equipment Restrictions:

- Any equipment (computers, laptops, copiers, printers etc.) purchased under this agreement are for the sole purpose of supporting Project F.A.I.T.H. activities only.
- Equipment must be identified (coded) as Project F.A.I.T.H. with accompanying paperwork to validate the vendor, model numbers, and person responsible for the said equipment.
- A House of Worship, Faith-Based Organization or Collaboration submitting a request for equipment must consider the item as a fixed asset and must maintain a fixed asset list of all items purchased (desk, file cabinets, chairs etc.). The lead entity of a collaboration will be accountable for maintaining this list and providing Project F.A.I.T.H. staff with said documents upon request as part of reporting requirements.
- All equipment and fixed assets are property of Project F.A.I.T.H. until program requirements are met. Said equipment may revert back to your organization at the end of the funding cycle.

Part IX – Letters of Support (not considered a part of page limit)

- Letter of Support from Clergy or Faith-Based Organization leadership (required)

Part X – Attachments (not considered a part of page limit)

1. Please provide the names, roles and responsibilities of current members of your HIV/AIDS Ministry/Care Team. (Use **Form PF2008-04**. Include this page as an attachment. It is not included in your 15 page limit for your narrative.)
2. Please provide a list of partners your house of worship or faith-based organization has collaborated with during the last one to three years. Provide an address of all partners and indicate if they are New or Current Partners. (Use **Form PF2008-05**. Include this page as an attachment. It is not included in your 15 page limit for your narrative.)
3. Discuss the type of working relationship you will have with your partner(s). (Use **Form PF2008-06**. Include this page as an attachment. It is not included in the 15 page limit for your narrative.)
4. Include optional other attachments, which you deem appropriate. Please keep these optional attachments to a minimum.

Checklist for Application Contents:

All contents listed below should be submitted to Project F.A.I.T.H. in the original application and in the two required copies. **Note:** The page total for **Parts III-Abstract – VI-Sustainability** cannot exceed 15 pages. The other required items are in addition to that page limit.

_____ **Part I - Cover Sheet** (Use provided form – **Form PF2008-02**. This one page form is not included in the 15 page narrative limit) This Cover Sheet includes your Organizational Background, Circled Option chart, the Special Emphasis Areas chart and the Previously Represented Areas chart.

_____ **Part II – Table of Contents** (Not to exceed 1 page. This one page is not included in the 15 page narrative limit.)

_____ **Part III - Abstract/Summary of Proposal** (Not to exceed 1 page. This one page **counts** as part of your 15 page limit for the narrative portion.)

_____ **Part IV – Proposal** (Not to exceed 10 pages. These 1-10 pages **count** as part of your 15 page limit for the narrative portion.)

_____ **Part V – Evaluation** (Not to exceed 2 pages. These 1-2 pages **count** as part of your 15 page limit for the narrative portion.)

_____ **Part VI – Sustainability** (Not to exceed 2 pages. These 1-2 pages **count** as part of your 15 page limit for the narrative portion.)

_____ **Part VII – Certification** (Use provided form - **Form PF2008-03**. This one page is not included in your 15 page limit for the narrative portion.)

_____ **Part VIII – Budget** (not included in narrative page limit.)

- Budget (see Sample B1 and Sample B2)
- Budget Summary (see Sample B3)

_____ **Part IX – Letters of Support** from Clergy or Faith-Based Organization (FBO) leadership (required). Collaborations must submit letters from the Clergy or FBO leadership of **EACH** member House of Worship or FBO. (These letters are not included in your 15 page limit for the narrative portion.)

_____ **Part X – Attachments**

- Form PF2008-04 (required)
- Form PF2008-05 (required)
- Form PF2008-06 (required)
- Other (optional)

Form PF2008-01

Part I. – Cover Sheet (Please include in Application as the top sheet)

Form PF2008-02

ORGANIZATION BACKGROUND

Name of Organization

Street Address/PO Box

City

State

Zip

()

Telephone

Fax

Web Site

Contact Person (Name & Title)

-

Address

()

Telephone

Fax

Email

Tax I. D. #

Is this your first time applying for funding through Project F.A.I.T.H.? ____ Yes ____ No

Please **circle** below the category for which you are applying.

Option A1
Option A2

Option B1
Option B2

Option C1
Option C2

Please check the boxes that represent the county or counties responding to the Project F.A.I.T.H. RFP.

**2008 Special
Emphasis Areas**

- Aiken
- Abbeville
- Anderson
- Chester
- Edgefield
- Greenwood
- Lancaster
- Laurens
- McCormick
- Newberry
- Oconee
- Saluda
- York

Previously Represented Areas

Note: Several counties in this list have no direct Project FAITH awardees, but are next to counties that do.

- Allendale
- Bamberg
- Barnwell
- Beaufort
- Berkeley
- Calhoun
- Charleston
- Cherokee
- Chesterfield
- Clarendon
- Colleton

- Darlington
- Dillon
- Dorchester
- Fairfield
- Florence
- Georgetown
- Greenville
- Hampton
- Horry
- Jasper
- Kershaw
- Lee
- Lexington

- Marion
- Marlboro
- Orangeburg
- Pickens
- Richland
- Spartanburg
- Sumter
- Union
- Williamsburg

Part VI – Certification

Name of House of Worship/Faith-Based Agency or Collaboration applying to Project F.A.I.T.H.

I certify that the information contained in this application, including all attachments and supporting materials, is true and accurate to the best of my knowledge. By applying for the SC HIV/AIDS Council/ Project F.A.I.T.H. grant, I authorize SC HIV/AIDS Council/Project F.A.I.T.H to use my organization's name, quotes, and any pictures taken of my organization in order to gain media recognition and to promote the grant program.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Representative (please print)

Form PF2008-03

Sample A

EXAMPLES OF S.M.A.R.T. Goals & Objectives

Program Goals

Goals are written to include all aspects or components of a program are more general in nature and provide an overall direction for a program.

Goals are simple and concise and have three basic components:

- **Who** will be affected
- **What** will change as a result of the program
- **Where** will the change take place?

Here are a few examples of Program Goals:

- ◆ ***To reduce the incidences of HIV/AIDS among Black South Carolinians***
- ◆ ***To raise awareness of HIV/AIDS within the Black faith-based community***
- ◆ ***To provide HIV/AIDS comprehensive, educational programs for the Black faith-based community***

Program Objectives

Objectives are more precise than program goals and represent smaller steps that will lead to achieving the program goals. They must also state what is to be accomplished and must be measurable.

SMART Objectives

- **Specific:** Does the objective clearly specify what will be accomplished and by how much?
- **Measurable:** Is it possible to objectively and systematically evaluate if the objective has been achieved?
- **Achievable:** Does the objective make sense in terms of what the intervention is trying to Do?
- **Realistic:** Is the objective realistic in terms of organizational resources and the time frame required to achieve it?
- **Time-bound:** Is the date for achieving the desired outcome clearly stated in the objective?

Elements of an Objective

- **Outcome:** action, behavior, or something else that will change as a result of the program and must reflect that the effect is measurable
- **Conditions:** indicates under what conditions or when the outcome will be observed
- **Criterion:** Provides a standard by which the program planners and evaluators can determine if an outcome has been successfully achieved
- **Target Population:** who will change

Types of Objectives

- **Process/Administrative:** activities presented and tasks completed

- **Learning Objectives:** Change on awareness, attitudes, and skills. Includes increase in *awareness, knowledge, and skill development/acquisition*
- **Action/Behavioral Objectives:** change in behavior
- **Environmental Objectives:** changes in environment, hazards or barriers removed from the environment
- **Outcome/Program Objectives:** Changes in quality of life (QOL), health status or risk, and social benefits

Here are a few examples of Program Objectives

A. Process Administrative:

- ◆ *Three months prior to implementing Healing for the Soul, all participating Gethsemane pastors and ministry heads will undergo training by the Black HIV/AIDS Institute*
- ◆ *For the HIV/AIDS Awareness Week, flyers will be distributed through each church bulletin one week prior to the event.*

B. Learning Objectives:

- ◆ **Awareness:** *After an educational forum during the Awareness Week, 50% of the participants will be able to recall the percentage of African Americans infected with HIV/AIDS in South Carolina.*
- ◆ **Knowledge:** *On completion of the HIV/AIDS 101 Workshop, participants will be able to list 2 of the 4 bodily fluids that transmit the diseases.*
- ◆ **Skill development:** *Upon completion of a H.O.P.E. team activity, participating youth will know how to properly use safer sex methods to protect themselves against HIV/AIDS and other STD's.*

C. Action/Behavioral Objectives:

- ◆ *Six months after participating in an H.O.P.E. activity, at least 50% of participating youth will be using safer sex methods learned through the activity.*
- ◆ *During a telephone interview follow-up, 50% of participants will report having been tested for HIV/AIDS during the previous year.*

D. Environment Objective:

- ◆ *At the end of the Awareness week, all participants will be given the opportunity to be tested at a rapid HIV testing unit provided by the SC HIV/AIDS Council.*

E. Outcome/Program Objectives:

- ◆ *By the year 2010, the percentage of HIV/AIDS among Black South Carolinians will be reduced by 45%.*
- ◆ *By the year 2010, at least 50% of participating Gethsemane Churches will still be providing Healing for the Soul Services*

Sample B

Budget Justification Narrative

Personnel

Name all personnel, their role and description of work to be performed, percentage of work time and salary or wage basis.

Personnel Travel

Briefly describe the purpose and frequency of expected travel and its applicability to the project. Provide information on assumptions made about site(s), number of trips, airfare, ground travel (car rental, cabs, etc.) meals, lodging and miscellaneous expenses.

Equipment

List non-expendable items to be purchased. Explain how the equipment is necessary for the advancement of the project.

Supplies

List items by type and cost to include; office supplies, postage, training material, copying paper and other expendable items such as training binders that will be used during the course of the project

Consultants

For each consultant provide the requested hourly rate and number of hours. If not describe elsewhere, include a description of the proposed consultant's duties and his/her qualifications to perform these duties.

Other Costs

List items (e.g., rental of space, janitorial services or incentives) and the basis for these items as it relate directly to the project. The estimated costs should be given for each category.

Persons Living With HIV/AIDS (PLWHA) Emergency Assistance

List type (e.g. rental, utilities, medical, etc.) of emergency assistance rendered to PLWHA. The estimated amount should be given for this category and justification should address the relationship to accomplishing the project's goals.

PLEASE BE ADVISED THAT IN-KIND SERVICES MAY BE REFLECTED WITHIN YOUR SUBMITTED BUDGET

Sample C

[Please go to our Web site to download this 2-page Budget Template in customizable EXCEL format](#)

Sample C

Please go to our Web site to download this 2-page Budget Template in customizable EXCEL format.

Sample D

Please go to our Web site to download this Budget Summary Template in customizable EXCEL format

Sample E:

Project FAITH Activity Categories:

Activity Category	Definition	Examples
Awareness	Designed to raise an awareness of HIV/AIDS.	Pastor talking about HIV/AIDS from the pulpit; a bulletin board about HIV/AIDS; an article in the church bulletin; a display at a health fair; a prayer breakfast dedicated to HIV/AIDS; a Legislative Breakfast for your state senators and representatives
Educational	Designed to teach people about HIV/AIDS (what it is, how people get it, where to get tested, etc.); Designed to increase knowledge about HIV/AIDS.	An educational session to teach about HIV/AIDS; giving a presentation about HIV/AIDS; doing a fact-based presentation about HIV/AIDS.
Skills Building	Designed to teach people a skill for preventing HIV/AIDS or caring for someone with HIV/AIDS.	Teaching about condom negotiation skills, communication skills, etc.; teaching how to use a condom properly; teaching how to support someone living with HIV/AIDS.
Training	Designed to train church leadership, care team members, congregation members or community members on a particular topic; normally conducted by an outside facilitator.	Having an outside facilitator present an established training curriculum; HIV 101; ICARE; SISTA; or other training programs.
Testing	Designed to test people for HIV.	Partnering with another agency to conduct HIV testing at church or a church-sponsored activity.
Other	Any activity that is not awareness, education, skills building, training, or testing, but that is part of Project F.A.I.T.H.	Attending a conference (for example, South Carolina STD/HIV/AIDS Conference, Balm in Gilead, etc).

Sample F:

Description of Capacity Building/Train the Facilitator Workshops

- **I-C.A.R.E.** (Interfaith Community Resource and Education) provides HIV/AIDS education, training, and increasing access to resources for members of the Faith Community and Persons Living with HIV/AIDS. Its goal is to create awareness and encourage HIV testing in order to stop the spread of HIV/AIDS.
- **HIV 101** provides an introductory session that includes comprehensive HIV/AIDS and STI Education
- **Project Life Line (PLL)** is a recruitment model that uses trained staff to interview people that see themselves as high risk for HIV infection.
- **Grant Sustainability Workshop** will enable the participants to explore ways to financially sustain and grow their ministries.