

NVHR Hepatitis C Project Booster Mini-Grants 2018 Request for Funding Proposal

INTRODUCTION: The National Viral Hepatitis Roundtable (NVHR) is offering program booster mini-grants for one (1) year to NVHR member organizations working on hepatitis C education, screening, and linkage to care activities. Seven awards will be given in the amount of \$10,000 each.

ELIGIBILITY: To qualify for this award, applicants must:

- Demonstrate that they have an active project focusing on hepatitis C education, screening, and linkage to care activities in the United States.
- Be current NVHR members or a coalition with at least one NVHR member. Applicants can join NVHR by visiting our website at www.nvhr.org/join. **Organizations must become NVHR members by Monday, February 26, 2018 in order to qualify.**
- Have the capacity to directly implement the proposal, collect data as required, provide written reports, and manage the funds appropriately.
- Submit a project narrative and work plan which will be evaluated by a review committee.
- Be a 501(c)3 non-profit organization (programs with an appropriate fiscal sponsor are acceptable).
- Follow the proposal format as described below. Applications that fail to meet the requirements outlined below will be considered **incomplete** and **will not be scored**.

PURPOSE: The main purpose of this RFP is to enhance the capacity of NVHR members and partners to conduct hepatitis C education, testing, and linkage to care in their local communities.

PROPOSAL: Applicants should request support for an activity or activities that will leverage or build upon an existing program or project aimed at increasing hepatitis C testing and/or linkage to care in the United States. These grants are intended to identify and bolster best practices in hepatitis C testing/linkage to care and to build community and coalitions among organizations and individuals engaged in such efforts. Grantees will be expected to evaluate their projects, submit final reports to NVHR, and present their findings on a webinar.

Examples of proposals may include, but are not limited to:

- Hiring an intern to do community outreach to engage other organizations in a local or regional coalition.
- Partnering with a national non-profit organization to train community health workers.
- Convening a regional or statewide meeting to discuss strategies for linkage to care.
- View current mini-grant projects here: <http://nvhr.org/programs/mini-grants>.

Budget

- **May not** be used to purchase awareness/educational materials or testing kits. These items should be leveraged from other partner organizations (e.g., local health departments). NVHR will provide technical assistance in efforts to secure materials and/or testing kits, if needed. Administrative fees should be no more than 10% of the budget (not including staff salary/benefits). Projects may use interns. Coalition work will be accepted as long as it directly connects to how the project funding will improve hepatitis C testing and linkage to care.

- Advocacy - No more than 25% of project funds may be used toward advocacy for local policies that would improve the quality of hepatitis C programs in the community.

PROJECT REQUIREMENTS:

- Participate in an initial and quarterly grantee calls.
- Submit brief monthly reports.
- Provide a 12-month report that includes evaluation findings and “lessons learned.”
- Present findings and lessons learned on a webinar (scheduled after completion of the 12-month project period).
- Any project involving hepatitis C testing must include a description of linkage to care activities.

SUBMISSION DEADLINE

All items must be submitted by **8:00 pm Eastern on Monday, February 26, 2018** via [online application](#). Please note that each section must be uploaded as separate **PDF attachments** in the [application](#). The application must be completed in one sitting, so it is recommended that applicants gather the required documents below prior to beginning the online application.

PROPOSAL FORMAT:

a) **Proposal Narrative:**

The Proposal Narrative may not exceed 9 pages with the following parameters (**5% of total score is for formatting**):

- 8.5” x 11” paper, 1-inch margins
- Calibri, Arial, or Times New Roman font, 12pt
- 1.5 spacing between lines
- 9-page limit
- Title of each section labeled at the top of the first page of each section.

Section 1: Statement of Need (15% of total score) (1 page max)

Describe the priority population(s) to be served by this funding, including:

- Demographics
- Hepatitis C statistics
- Risk behaviors
- Major barriers to accessing hepatitis C education, screening, and linkage to care

Section 2: Experience and Capacity (15% of total score) (1 page max)

Describe the organization’s experience working in communities impacted by hepatitis C, including a brief description of previous and current hepatitis C-related activities. Describe the following and include program or other data as supporting evidence:

- Activities you have conducted, how long you have been conducting them, and their success at engaging the population(s), including hepatitis C testing, support or education services, or other related services.
- Policies and procedures, curricula, materials, or program protocols that you currently have in place that will be used or adapted for this proposed program.
- How the proposed activities will be complementary and not duplicative of your existing efforts.

Section 3: Project Design and Activities (40% of total score) (2 pages max)

- Describe the project goal(s) and 3-5 specific objectives. Describe objectives in SMART form (Specific, Measurable, Achievable, Relevant, Time-bound), using the format “By [when], [target #/%] of [who] will have [done what] as measured by [data source].”
- Describe the project design, implementation, and activities and describe how these activities are feasible given resource constraints.
- Describe proposed staffing for the project.
- Any project involving hepatitis C testing must include a description of linkage to care activities.

Section 4: Project Evaluation (15% of total score) (1 page max)

Describe your plans for collecting and managing project data, including:

- Your staffing plan for supporting data collection and management and program evaluation.
- Your methods and processes for collecting, entering, and reporting data and analyzing data to improve the project.

Section 5: Budget Justification (10% of total score) (4 pages max)

Provide a [detailed budget justification for the project using this template](#).

b) Appendices

i. Appendices do not count toward the page limit and **must** include:

- 1-page detailed timeline of activities
- Organization’s budget
- Organization’s most recent audited financial statements (or unaudited financial statements for the most recent fiscal year, if no audits are conducted)
- List of Organization’s Board of Directors, with affiliations

ii. Supporting documents are **not required** and can include, but are not limited to:

- Letters of Support (do not include more than three)
- Memoranda of Understanding (do not include more than three)

ADDITIONAL INFORMATION: Please email Bekeela Davila at bdavila@nvhr.org with any questions. Applicants will be notified of their grant award status in April 2018.