



DEADLINE: Submit proposal by October 10, 2014 by 5:00 pm EST to Health@naacpnet.org.

The Tides Foundation working through the NAACP Local Action Fund and in support of the important work of the NAACP is making available a grant opportunity to 10 units for the purpose of supporting local units with grassroots efforts in developing a HIV/AIDS program to promote World AIDS Day on December 1, 2014.

Awarded NAACP units will receive a grant in the amount \$1,000 to be dispersed in one installment.

Grantees will be required to do the following:

- Attend a conference call or in-person training on the NAACP Collective Action Fund.
- Record all expenditures made for the purposes of the grant on your organization's financial records, and make available such records to Tides Foundation at reasonable times upon request.
- Use funds **strictly** for the purposes outlined in this RFP. The funds provided may be spent only in accordance with the provisions of the Unit's proposal and budget as approved.
- Use funds **strictly for work only following approval of the funds for this purpose from the Tides Foundation and not for work completed prior to receiving the aforementioned approval. Funds for completed past work will NOT be approved.**

To Apply:

- Complete and submit the attached proposal form by **October 10, 2014 by 5:00 pm EST** to Health@naacpnet.org
- Units (including college chapters and adult branches) must be in compliance and in good standing with the National office
- Units (including college chapters and adult branches) must have an active health committee and a designated Health Chair.
- Units (including college chapters and adult branches) must have a history of having health events.
- Unit Health Chair and/or Unit President must attend the conference call meeting for technical assistance on **Monday, September 29, 2014 at 8:30 p.m. ET:**
 - **Health Call-in Line: 866-917-0340**
 - **Pin: 1515778#**
- Unit must submit a 1-2 page (maximum) detailed summary of their proposed event. Summary must include the following:
 - Potential speakers for the event
 - Partners for the event (including potential testing agencies)
 - Target audience (i.e. youth, women, men, etc.)
 - Promotion ideas (i.e. newspaper, radio, television, etc.)
- Unit must submit a 1 page **detailed** Budget Justification (separate from the summary)
- Unit must complete and submit the attached proposal form.

A few errors usually made by units when completing the forms so that you do not make the same mistakes. Commonly omitted information by units include missing EIN #s, missing unit #s, missing President and Secretary signatures (both signatures are required), etc. Microsoft Office Script Font signatures are not permissible. All information requested on the form must be provided. **Incomplete proposal forms cannot be considered.**

Funds Restricted to 501c3 purposes: The funds for this project must meet the goals of the national

NAACP and must be eligible charitable activities for a 501(c)(3) non-profit organization.

Funds CANNOT be used for lobbying: Under no circumstances may the funds be used to support any form of lobbying or partisan activity (this includes but is not limited to a complete exclusion of any use of the NAACP Collective Action Fund at the Tides Foundation for partisan civic engagement or partisan election programs). As an example, if an employment project includes lobbying, no portion of support from the NAACP Collective Action Fund at the Tides Foundation may support that lobbying in any way.

If there is mention in your proposal narrative about reaching out to or collaborating with any elected official/legislator and/or legislative body or working on policy/legislation in any way, please make every effort to clearly explain your intentions in 3-4 additional sentences in your proposal narrative so we are certain that you are not engaging in lobby activity. **Failure to provide this clarification will stop consideration of your application until that clarification is provided.**

Reporting Requirements:

- **Reports Due to the NAACP** at ksadler@naacpnet.org
- **Possible Reports Due to Tides Foundation:** In most cases, Tides will not require a grant report. However in the few cases where Tides may require a grant report, further instruction for when how to submit reports directly to Tides will be provided in the award letter to grantee units that will accompany the check. **Units that are required to but fail to submit reports by due dates to Tides Foundation will not be awarded further grants via the Tides fund until the outstanding reports are submitted.**
- Record all expenditures made for the purposes of the grant on your organization's financial records, and make available such records to Tides Foundation at reasonable times upon request.
- Non-compliance with Tides policies including creation of documents using the Tides' name without Tides' approval may lead to suspension from participation in the NAACP Collective Action Fund for offending Unit.
- **Unused funds** granted to units via the Tides funds cannot be used for any other purpose than what is outlined in the Awards letter. For example, if a unit was awarded funds for an economic project and the unit did not use all the funds for that specific project. The unused funds **cannot** be used for another purpose (i.e. unit operational expense). Unused funds must be returned by the unit to Tides Foundation. The NAACP Local Action Fund can then either have the funds remain at Tides to be granted for another charitable purpose at a later date, regranted to the national office of the NAACP, or returned to the funder if funds were restricted.. The same process will be followed in cases when the national NAACP sends funds to Tides that are not granted to units.

Report Due Dates:

- **Final Report** – Due no more than two weeks after the completion of the unit's HIV/AIDS event. Must include the following information:
 - Number of individuals tested
 - The organization that provided the HIV/AIDS testing
 - Names of local radio/television/newspaper used (any costs associated)
 - Any social media used (I.e. Twitter, Facebook)
 - Detailed highlights of the event

If you need any assistance please contact Tabatha Magobet at tmagobet@naacpnet.org or (410) 580-5682.

The Application to Respond to this Request For Proposals is on the next and final page of this document.



**NAACP Local ACTION FUND PROPOSAL FOR FUNDING FOR
World AIDS Day
Submit completed proposal forms by October 10, 2014 to
Health@naacpnet.org**

TIDES FOUNDATION

This form is only for use by an NAACP unit which has already been approved to use the NAACP Collective Action Fund at the Tides Foundation.

1	President of the Branch or State/Area Conference making application:	
2	Phone: _____	Cell Phone: _____ Email Address: _____
3	Name of NAACP Branch or State/Area Conference Raising Funds:	
4	Address of Branch or Conference:	
5	Branch/Conference EIN (tax ID) number: _____	NAACP Unit ID number: _____
6	Please check the box(es) for the national NAACP priority or priorities for which a grant is sought: <input type="checkbox"/> Economic	
7	Dollar amount requested: _____	Project Name: _____ ❖ Units may apply for up to \$1,000
8	Please briefly describe the project for which you are seeking funding. Include the desired outcomes and how the project will be operated: (You may add an additional page if necessary, however please limit this narrative to no more than 1 typed page.) Use funds strictly for work only following approval of the funds for this purpose from the Tides Foundation and not for work completed prior to receiving the aforementioned approval. Funds for completed past work will <u>NOT</u> be approved.	
9	The NAACP State Conference or Branch is responsible for any reporting required by a donor to their project. Please identify the person who will be responsible for said reporting. Name: _____ Phone: _____ Email: _____	

Signatures below indicate a commitment to the project described and to meeting the resulting fiduciary and programmatic duties. By signing below, the signatories are acknowledging that the NAACP unit is requesting funding for its charitable and educational activities. All funding requested from Tides Foundation NAACP Local Action Fund will support activities that are consistent with the Internal Revenue Code Sections 501(c)(3) and 509(a). Under no circumstances will the NAACP unit use the requested funds to support any form of lobbying or partisan activity. Further, we warrant that if selected for funding, the Unit will be in full compliance with its Grant Agreement with Tides Foundation, and all restrictions will be observed.

Applicant Branch or Conference President Signature

Applicant Branch or Conference Secretary Signature

Printed Name

Printed Name

Date

Date

For use by NAACP Collective Action Fund at the Tides Foundation Fund Manager:

Proposal review: _____