

SOUTH CAROLINA TUBERCULOSIS ASSOCIATION
TUBERCULOSIS AWARENESS MINI-GRANT PROGRAM

Request for Proposal

Guidelines for Tuberculosis Awareness Applications

1. Applicants must be able to document support of the organization's Board of Directors, Pastoral leadership or supporting agency.
2. A letter of support from local or state health department Tuberculosis Control or other health-related organization should be attached to your application.
3. Applicants must be able to describe in sufficient detail their ability to manage and report the financial information as required in the budget guidelines.
4. Applicants must respond with a statement of purpose, plan of action, description of project goals and objectives, and method of evaluation.
5. The SC Tuberculosis Association (SCTBA) must receive credit for our support on all types of media, including electronic.

The Grant Program

The purpose of our grant program is to build the capacity of community based organizations and churches to create awareness campaigns that achieve local solutions to problems associated with tuberculosis.

We fund and give priority to applications who:

1. Identify and create projects that reach those most in need of assistance:
 - A. the public in understanding the tuberculosis problem;
 - B. the individual with tuberculosis who may not be aware of their illness;
 - C. the individuals related to or associating with tuberculosis infected persons;
 - D. others who may need to know how to recognize tuberculosis.
2. Foster collaboration among different community agencies, local government, and churches and reflect a comprehensive approach to community involvement.
3. Promote community participation and engagement in the project with quantified objective goals to reflect participation and understanding of tuberculosis.

The Grant Application Process

The SC Tuberculosis Association invites proposals under a competitive Request for Proposal (RFP) process, and awards grants to strengthen the capacity of local community-based organizations and/or churches to deal with the tuberculosis problem.

Applicant organizations and churches must meet the following criteria:

1. be non-profit with proof of 501(c) tax-exempt status:
2. Have strong Board or Pastoral involvement and/or competent leadership:

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3. Have a proven record of accomplishment of relationships fostered with other organizations, churches, and constituencies in the community and local government.

Grant requests are limited as follows to maximum grants of \$500 and \$2000. The RFP is for a onetime, short-term (one year maximum) project.

Option A – Funding for \$500 Grant

One or more of the following activities related to the target population:

1. Tuberculosis Community Awareness Day;
2. Education Forums with emphatic focus on populations at risk for TB infection and/or disease;
3. Media campaign increasing public knowledge of tuberculosis;
4. Other ideas based on community needs.

Option B – Funding for \$2000 Grant

Your organization or church should have experience in providing health, social services, or outreach to the local community. Commitment to two or more of the following activities related to the target population:

1. Tuberculosis Community Awareness Day;
2. Education Forums with emphatic focus on populations at risk for TB infection and/ or disease;
3. Media campaigns increasing public knowledge of tuberculosis;
4. Street Outreach initiatives in communities at high risk for tuberculosis;
5. Food, clothing or temporary housing for persons receiving treatment for tuberculosis;
6. Vocational Rehabilitation and/or job development opportunities for persons recovering from tuberculosis disease;
7. Other ideas based on community needs.

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The Grant Review Process

Please submit an application containing all of the items specified below, including all requested attachments. SCTBA will contact you if they have questions or require additional information. They will acknowledge your application within 30 days of receipt. If they are interested in funding your application, SCTBA will initiate further discussion.

Application Contents

Your application must include:

1. A cover letter on letterhead signed by your senior board member, church official, or an official of the sponsoring agency.
2. An Executive Summary of your project limited to one page.
3. A narrative (no more than five pages) that includes:

Project Description

- A. description of your organization, church or agency;
 - B. a brief statement of the problem addressed;
 - C. goals and objectives;
 - D. target population;
 - E. project activities and timetables;
 - F. key staff and/or volunteers with brief recaps of experience and capabilities.
 - G. a plan for project evaluation.
4. Conclusion (brief statement of Project plan and operation).
 5. Attachments:
 - a. Verification of tax-exempt status (IRS determination letter)
 - b. List of Board of Directors and Officers, clergy leaders, or agency staff
 - c. List of other funding sources (if any) and uses for this project
 - d. Consultant or volunteer commitment letters
 - e. Support letters from state and/or local health agencies and endorsements from local government and/or civic organizations.

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SCTBA GRANT BUDGET FORMAT

Below is a listing of standard budget items. Please provide the project budget in this format and in this order. If the item is not applicable to the project, please designate with "NA."

A. Organizational fiscal year: _____

B. Budget covers same period: ____ Yes ____ No If no, what time frame: _____

C. Expenses: include **a description and the total amount** for each of the following budget categories; in this order (attach a separate sheet if necessary):

	PROJECTED		ACTUAL
Salaries			
Payroll Taxes			
Fringe Benefits			
Consultant and Professional Fees			
Insurance			
Travel			
Equipment			
Supplies			
Telephone/Internet			
Postage			
Rent			
Utilities			
Maintenance			
Evaluation			
Marketing			
Evaluation			
Marketing			
Other (Specify)			
Total Requested		Total Expenses	

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D. **Revenue:** include a description and the total amount for each of the following budget categories, in this order; please indicate which sources of revenue are committed and which are pending. Please attach a sheet if line items need to be itemized.

	Committed	Pending
Grants/Contracts/Contributions		
Local Government		
State Government		
Federal Government		
Foundations (itemize)		
Corporations (itemize)		
Individuals		
Other (specify)		
Earned Income		
Events		
Publications and Products		
Membership Income		
In-Kind Support (itemize)		
Total Revenue		

Funds unencumbered or uncommitted at the termination of the grant period must be returned to the SCTBA with the final Financial Report. A copy of report must be submitted within 30 days of the project's end date.