



September 2023

DIFFA Chicago is pleased to announce our *Excellence In Care* awards for 2023 where we recognize not-for-profit 501(c)3 community-based agencies that provide outstanding services, preventive education, and outreach to people in the Chicagoland area who are HIV positive, living with AIDS, or at risk of infection. We welcome your organization to apply for an *Excellence In Care* award.

DIFFA Chicago's mission statement is to champion the fight to end HIV/AIDS through awareness, prevention, and the pursuit of a cure. We are looking for agencies in the Chicagoland area whose mission aligns not only with the mission of DIFFA Chicago, but also with that of Get To Zero Illinois (<https://gtzillinois.hiv/>) and whose programs focus on delivering effective HIV/AIDS related services to the following constituencies:

- At-Risk Youth (ages 12-21)
- MSM/Men of Color
- LGBTQI
- Those impacted by poverty, unemployment and homelessness
- Persons who are transgender and intersex

DIFFA Chicago grants fund specific programs and projects within organizations, or shared between organizations, that will make significant and direct impact in the HIV/AIDS arena. These specific programs/projects must be focused entirely on HIV/AIDS. It could be related to new programs or innovative delivery models, programs related to shifts in government funding or reductions due to the Affordable Care Act, PrEP, culturally specific education projects or data analytics/trend tracking that is not being done by the government. If your program/project is not entirely dedicated to HIV/AIDS, please identify the reasons why.

Agencies seeking funding must submit the following information:

**1. Organization information:**

- a. Contact information for the primary person in your organization who will lead the project/program for which funds are being requested (name, title, e-mail, phone number)
- b. A listing of the organization's officers
- c. If you are a separate group within a larger organization, please provide information on how your parent organization is or is not providing support to your agency and specifically for the program request.

**2. Organization's Mission:**

- a. Submit your organization's mission statement.
- b. Explain how the program aligns with your organization's mission and their core client base.



- c. Describe how your organization and the program align with the DIFFA Chicago Mission, the goals of Get to Zero Illinois and specifically our target constituencies noted above.

### 3. Project/Program Information:

- a. General **description** of the project/program, including if it is specifically focused on *Get To Zero*, and including if this is an ongoing program that DIFFA Chicago has previously supported.
- b. The **impact** you intend to make with the project/program.
  - i. If you have received an *Excellence In Care* award over the past two years, please indicate if this year's funding request is for a new program or for the continuation of the existing program.
  - ii. If it is for an existing program, share specifics on the impact this program has made over the past year/s.
- c. The ways in which you will **evaluate** the success of the project/program.
- d. The project/program's **timeline** (Please note that this does not need to be a one-year project.).
  - i. Provide any pertinent data if this is an ongoing effort.
  - ii. Provide any information on how the program has changed and/or improved over its duration.
- e. Include statistics on the **population** the program serves (i.e., the number of actual HIV/AIDS related cases and those specifically related to service provided to one or more of our core constituencies).
- f. Describe any **unique elements** of this program or how its implementation is different from other agencies' programs.
- g. **Project Budget** – while DIFFA Chicago grants are unrestricted, we are interested in your intentions for the use of the grant. Submit a detailed outline for up to \$25K maximum and define specifically how the DIFFA Chicago award will be used for the project/program.
- h. Please be aware that a part of our grant process includes a request for a mid-year update on the impact our grant is making on your program.

### 4. Financial:

- a. Submit a financial statement for the organization for the past two (2) fiscal years.
- b. Submit a list of the top ten (10) funding sources and the amounts given to your organization for the previous two (2) years.
- c. Submit information to demonstrate the ratio of agency operating expenses to direct client care.

Please provide one (1) **electronic version** of your submission along with any supplementary information you wish to include for internal distribution to DIFFA Chicago to: [info@diffachicago.org](mailto:info@diffachicago.org)



Your application must be received in the DIFFA Chicago office no later than **Friday, October 20, 2023, by 4:00 p.m. CST**. No exceptions will be made.

**Please note: the DIFFA Chicago granting cycle will change next year to align with our fiscal year.**

- **2023 Grants will be awarded in February 2024**
- **2024 Grants will be awarded in Sept. 2025 (with the release of the applications in June 2025)**

DIFFA Chicago grants are awarded based on excellence in care, proof of impact from our award (if previously awarded), efficiency of service, and overall operation of the organization. Each agency will also have an interview with a team of volunteers from DIFFA Chicago. No organization is judged based solely on their proposal (application, financials & letters of recommendation), and if deemed appropriate a site visit would occur. Grants may not be awarded if deadlines are not met or if the submission packet is incomplete.

Please submit any questions in writing to [info@diffachicago.org](mailto:info@diffachicago.org) or call the DIFFA Chicago office at 312-644-6412. The award recipients will be contacted in early January 2024 with the decision of the DIFFA Chicago Grants Committee and Board of Directors. The *Excellence In Care* awards will be presented towards the end of February 2024.

Sincerely,

Cindy Farias, Sean Dimmic, Georgeanna Farr and Morgan Maples  
*Excellence In Care* Grant Committee Co-Chairs