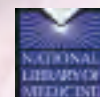


2009 EQUAL ACCESS INITIATIVE

COMPUTER GRANTS PROGRAM

Funded by:



www.nmac.org

1931 13th Street, NW
Washington, DC 20009-4432

Equal Access Initiative Computer Grants Program

 NATIONAL MINORITY
AIDS COUNCIL
Building Healthier Communities

NON-PROFIT ORG
U.S. POSTAGE
PAID
MERRIFIELD, VA
PERMIT #6445

Summary & Purpose

The National Minority AIDS Council (NMAC) and the National Institutes of Health (NIH), Office of AIDS Research (OAR) are pleased to send out this Request for Proposals for the **2009 Equal Access Initiative (EAI) Computer Grants Program**.

Qualified minority faith- and community-based organizations (F/CBOs) located in the United States and its territories delivering HIV/AIDS services in underserved communities are invited to apply.

Since its inception, the EAI has helped hundreds of minority F/CBOs provide clients access to online HIV/AIDS-related information clearinghouses, news sites, and trainings, enabling them to make informed choices related to prevention, treatment and care. The EAI program expanded last year, with the assistance of the National Library of Medicine (NLM), to include a specialized training course entitled, "Equal Access Initiative: HIV/AIDS Information Resources from the National Library of Medicine," held at the United States Conference on AIDS (USCA).





Equipment & Funding Available

One hundred F/CBOs will be selected to participate in the EAI Computer Grants Program this year. Each participating F/CBO will receive the following:

▶ *A Complete Computer System*

The computer system will include a central processing unit, monitor, keyboard, mouse and necessary connection cords. The system will be wireless ready, and come with a Windows operating system and Microsoft Office software.

Please note: Participating F/CBOs are to reserve all computer grant equipment for their clients. Staff of grantee organizations are encouraged to develop HIV/AIDS-related content on the computer; but are not to use the system as an office workstation.

The EAI program can make recommendations about Internet service providers; however, Internet activation and maintenance costs will be the responsibility of the grantee organization. Funds will not be provided for printers or office furniture.

▶ *Scholarship Package to Attend the “Equal Access Initiative: HIV/AIDS Information Resources from the National Library of Medicine” Training*

EAI grantees will receive a scholarship package to send one representative to participate in the “Equal Access Initiative: HIV/AIDS Information Resources from the National Library of Medicine” training, sponsored by NLM. The 2009 training will take place at the 2009 USCA, in San Francisco, CA.

The training will familiarize participants with reliable online health information from NLM and other reputable resources that address HIV/AIDS and related medical conditions. The skills and knowledge acquired during this training course will enable you to effectively access treatment and prevention information to better serve clients, colleagues and communities. Before and after the training, students will be encouraged to take advantage of the additional networking and workshop opportunities at USCA.

Each scholarship package will provide one (1) representative from each grantee organization:

- USCA registration
- Hotel accommodations
- Per diem

Please note: The terms of the scholarship are subject to change based on changed in funding.

Other important training notes:

- Trainees will be required to complete and return a separate training form upon issuance of their computer grant award. They then will work with representatives from NMAC’s Communications Division to coordinate the days of their hotel accommodation.
- Travel arrangements; however, are the responsibility of the grantee organizations. This includes the cost of all airline tickets and ground transportation.
- The funds for the per diem will be given to grantees during onsite registration for the training and conference at USCA.
- Grantee organizations may send one (1) additional person to participate in the training, at their own cost.

Eligibility

Participation in this program is restricted to F/CBOs with 501(c)(3) status located in the United States and its territories. Organizations that participated in the EAI Computer Grants Program in 2004 or earlier are eligible to apply again.

Please note: For-profit companies; organizations located outside the United States and its territories; and individuals are not eligible for this program.

Applicants also must demonstrate the following:

- ▶ **Commitment to developing and/or expanding HIV/AIDS treatment and prevention education programming for their clients.**
- ▶ **Established (or plans to establish) Internet access in some form.** This program is intended to provide clients and staff greater access to Internet-based treatment and prevention education resources. It is not intended to supply general Internet access to the entire CBO.
- ▶ **Plans to offer additional activities to help clients benefit from the new system.** The new computer system should be accessible to clients and integrated into the organization's HIV/AIDS prevention and treatment programs.
- ▶ **Agreement to participate in a comprehensive evaluation of the EAI Computer Grants Program by NMAC after six months.** This evaluation may include requests for direct, confidential interviews with clients and staff concerning the new computer system.

Additional Eligibility Information

All F/CBOs located in the United States and its territories that meet the above criteria are welcome to apply.

Organizations located outside the United States and its territories ARE NOT eligible.

Preference is given to minority F/CBOs serving communities of color that could not otherwise provide Internet-based treatment and prevention education resources. Geographic diversity also is an important factor in the final selection of participants. Organizations selected to receive a computer grant must agree to participate in all NMAC and OAR Internet programs.

How to Apply

F/CBOs interested in participating in this program must submit a completed application form and a copy of their agency's current IRS 501(c)(3) letter on or before February 7, 2009, which coincides with National Black HIV/AIDS Awareness Day (NBHAAD):

2009 EAI Computer Grants Program
c/o National Minority AIDS Council
Communications Division
1624 U Street, NW, Ste. 200
Washington, DC 20009-4432
Facsimile: (202) 234-6404
E-mail: communications@nmac.org

Applicants may use the attached form, or submit their application online at www.nmac.org, starting **December 1, 2008, World AIDS Day.**

ONLINE APPLICATIONS

Online applicants are still required to submit documentation of their tax-exempt status, either to the above address; via facsimile: (202) 234-6404 or communications@nmac.org.

Applications submitted without the requisite tax-exempt paperwork will be disqualified.

Timetable for Implementation

- ▶ **May 2009:** Applicants will be notified in writing of NMAC's decisions.
- ▶ **August 2009:** Grantees will receive their computer systems directly from the computer grant vendor.
- ▶ **August 2009:** Grantees will work with NMAC's Communications Division to arrange their accommodations and schedule for the EAI training at USCA.
- ▶ **October 2009:** Grantees attend USCA and EAI training course.
- ▶ **December 2009:** Grantees will participate in an online evaluation of the 2009 EAI.

FOR MORE INFORMATION

To access information about the EAI computer grant program, visit NMAC online at www.nmac.org, or contact NMAC's Communications Division at communications@nmac.org or (202) 234-5120.

2009 EAI Computer Grant Program Application

Type or legibly handwrite the answers to all of the following questions. Please feel free to provide answers to the essay questions on a separate sheet of paper.

ORGANIZATIONAL INFORMATION

Name of Organization:

Street Address: (No P.O. Boxes accepted)

City:

State:

Zip:

Telephone:

Facsimile:

Organization's website, if applicable:

Organization's general e-mail address, if applicable:

Name of person signing this application:

Title of person signing this application:

Telephone:

Fax:

E-mail:

Primary population(s) served (check all that apply):

- | | | | |
|---|--------------------------------------|---|--|
| ☐ African American/Black | ☐ Caucasian | ☐ Heterosexual | ☐ Immigrants/New Arrivals |
| ☐ Asian/Pacific Islander | ☐ Caribbean | ☐ Transgender | ☐ Seniors |
| ☐ Latino/a | ☐ Women | ☐ Homeless | ☐ Sex Workers |
| ☐ Native American/American | ☐ Men | ☐ Chemically Dependent | ☐ Youth/Adolescent/Children |
| Indian/Alaskan Native/
Native Hawaiian | ☐ Gay/Lesbian | ☐ Incarcerated Populations | ☐ Other: _____ |
| | ☐ Bisexual | ☐ Migrant Farm/Guest Workers | ☐ _____ |

Total annual HIV/AIDS budget (current fiscal year): \$

Total annual budget (current fiscal year): \$

NMAC membership status: ☐ Member ☐ Nonmember ☐ Membership status unknown

(You do not have to be a member of NMAC to apply. If you are interested in joining NMAC, please contact NMAC's Member Services Office at: (202) 483-6622 or communications@nmac.org.)

Briefly describe your actual and/or anticipated treatment and prevention education programming for your clients, including the education, services, materials, events, publications, etc. incorporated into this programming, and how you respond to any special client or population-based needs:

❶ Does your organization currently provide Internet access to clients and/or frontline staff? ☐ Yes ☐ No

If yes, please describe this access in one or two sentences. Be sure to mention both clients and staff in your response:

❷ Does your organization currently provide any computer and/or Internet training for clients and/or frontline staff? ☐ Yes ☐ No

If yes, please describe this training in one or two sentences. Be sure to mention both clients and staff in your response.



③ Please check all the items below that describe how staff and/or clients in your organization use the Internet today:

- | | |
|---|---|
| ☐ Send/receive e-mail | ☐ Subscribe to e-newsletters and e-alerts |
| ☐ Read and/or post messages to Usenet (newsgroups) | ☐ Use chat rooms, IRC or other related resources |
| ☐ Research HIV/AIDS CBO funding | ☐ Locate HIV/AIDS educational resources |
| ☐ Subscribe/become members of specific sites on the Internet | ☐ Browse the Internet |
| ☐ Other: <input type="text"/> | |

Please discuss how your organization can benefit from this computer system and how you plan to use it:

Please tell us how you plan to make the new computer system accessible to clients. Include a brief description of the area in which you will place the new system (a public lounge, waiting room, private cubicle, etc.), and how you will schedule clients to use the new system (walk-in, appointment book, etc.). Also be sure to include how the area will be supervised and secure, in addition to the times you plan to make the system available.

Please tell us about your plans to help clients and frontline staff (if applicable) learn to use the new system effectively. Include one or two-sentence descriptions of any new group instruction or one-on-one training and support you plan to provide for the new system, as well as the staff, volunteers and/or consultants who will lead them. Also, tell us about the frequency with which this instruction will be offered to clients specifically. In considering your response, remember that most Internet-based resources are in English. Discuss how you will meet the needs of your clients (if any) who primarily speak other languages.

Briefly tell us how you will integrate (or further integrate, if applicable) client access to Internet-based resources into your organization's treatment and prevention education activities. Provide two scenarios to illustrate your response:

By signing this application and submitting it to NMAC, I agree that if my organization is selected to participate in this program, it will observe all eligibility restrictions and conditions outlined in the Request for Proposals that accompanied this application form. In particular, I agree that my organization will participate in an evaluation by NMAC of the program in December 2009, which will include an online survey and may incorporate direct, confidential interviews with one or more of my organization's clients and/or staff.

Signature:

Date:

Print Name/Title:

