

2010 NASEN GRANTS Request for Proposals

ELIGIBILITY

Any syringe exchange program that has been in operation for ninety (90) days or longer, in the fifty states, Puerto Rico, or US Territories, with a syringe exchange budget of seventy five thousand dollars (\$75,000.00) or less is eligible for a NASEN grant.

What NASEN Grants fund:

- Syringe exchange supplies
- HIV and HCV prevention supplies
- Safer drug use and safer sex supplies
- Educational material dealing with risk and harm reduction

What NASEN Grants do not fund:

- Salaries
- Vans or other vehicles
- Other capital costs
- Indirect costs
- Taxes

Maximum grant award: **\$8,000** Programs are welcome to apply for less than this amount. We caution against submitting a proposal for more than the maximum allowed.

NASEN grants fiscal year: **1 January through 31 December**

Checks will not be sent out until about 1 March, 2010, however, the grant may be used for any allowable expenditure from **1 January 2010 to 31 December 2010**.

Application Deadline: **3 February 2010**; late applications will not be scored.

The attached *cover sheet form* and *budget pages* must accompany your proposal. If your program has a *parent organization*, you must also include a budget for that organization. Your *narrative* should not exceed three (3) pages in length. A sample narrative outline has been provided. If any of these items are missing or incomplete, your proposal will not be considered. If you have questions, please contact our office (253) 272-4857. *Dot your 'i's and cross your 't's, mind your 'p's and 'q's and follow the instructions carefully. The most common error is to not follow the instructions, especially on the budget pages.*

Your proposal must be received in NASEN's office no later than 5pm PST, 3 February 2010. Email proposals to nasen@nasen.org, or mail to NASEN 535 Dock Street #112 Tacoma, WA 98402.

Attachments:

Grant Application Cover Sheet
2 Budget Pages (operating and income)
Sample Narrative Outline

2010
NASEN Grants
Application Cover Sheet

Program Name: _____

Contact
Name/Title: _____

Phone: _____ Fax: _____

Mailing Address: _____

Email: _____ Website: _____

Amount Requested: _____

Has your agency received a NASEN Grant before? _____

Does your program have IRS approved 501 (c)(3) status? _____

Agency Budget: _____

Syringe Exchange Budget: _____

Fiscal year: _____

Check List:

Are the following documents complete and included with your proposal?

- ✓ Grant Application Cover Sheet
- ✓ 2 Budget Pages (operating and income)
- ✓ Narrative (program description) 3 pages max
- ✓ Parent Org Budget (if applicable) ***Not including this budget is a common error.***

Sample Narrative Outline

History:

When did you start exchanging syringes?

Most noteworthy thing about your particular program history?

**Please do not tell us about syringe exchange in general, we know it works!*

Current Operation:

What services offered? Where and how often?

How is service delivered? (fixed site, mobile, delivery...)

Community need? Community support?

Barriers to service delivery in your area?

Goals for growth or change?

Staff/Volunteers:

How many? How trained?

Secondary exchangers?

Paid staff? Do volunteers receive stipends?

Are there scheduled meetings or other contact with service delivery folks?

Supplies:

How many syringes exchanged this year? Last year?

Other high volume supplies?

Any supplies provided by other programs?

Supplies needed that program cannot obtain or afford?

Population Served (demographics):

How many people received services?

Ethnicity breakdown?

Homeless?

Gender? Age?

Other important or unusual data?

Budget Summary:

Discuss what the grant will be used for as well as other efforts to raise money/support.

Example: *All but \$900 of the funds will be used to purchase supplies. Seventy percent of the supply funds will be used to purchase syringes. Per Diem is calculated at \$32 per day. We have submitted three grant applications to other agencies; two are pending and one was awarded last month. The local AIDS service organization provides support by donating paper products, copying and coffee. We are currently working with two local nonprofit organizations on a fundraising event scheduled for January.*

Remember, we already know that syringe exchange is a good idea.