HepConnect Initiative to Expand Harm Reduction & Community Education

NARRATIVE PROPOSAL INSTRUCTIONS

Instructions: Using a maximum of up to six (6) pages total for questions #1 through #10, please respond to all questions below to be considered for funding. Question #11 is not included in the six-page limit. The Project Summary is limited to one paragraph maximum; other questions have suggested lengths for responses to provide guidance, but are not meant as required minimums or maximums.

Formatting: Please submit your narrative proposal as a Word document (.doc or .docx) using the following formatting: one inch margins, Arial 12-point font, single spacing, listing the question number and header of each question (e.g. 1. Project Summary). Remember to name your file according to the instructions on the cover letter.

1. [Project Summary] Please describe your proposed project, including key goal(s), activities, expected impact, and amount requested. [One paragraph maximum]

2. [Background and Context] Please describe your organization’s current work in harm reduction and hepatitis C prevention or related areas, including your accomplishments and any challenges that you currently face. Please also describe the community or communities that you propose to work with, including your experience in or with these communities and the challenges they face. [suggested length: one page]

3. [Organizational Capacity] Please describe your organization’s current capacity, including composition of paid part time or full time staff and volunteers, finance and administrative roles/support, and any existing structures you have in place to manage grants and activities. [suggested length: half page]

4. [Project Goal(s) and Activities] Please describe your proposed project, including at least one main goal. Describe the activities you will undertake to meet your goal(s), including a timeline, key people responsible, and your desired outcomes. [suggested length: two pages]

5. [Harm Reduction Orientation] Please describe how your project would advance the goals of harm reduction in your community, and how you have incorporated harm reduction principles and best practices in the design of your project (including any barriers or challenges). [suggested length: half page]
6. [Inclusion of PWUD] Please describe how people who use drugs will be included in the development, implementation, and evaluation of your project. [suggested length: half page]

7. [Health Equity/Racial Justice] Please describe how your project would contribute to increasing health equity in your community relevant to disparities based on economics, demographics, or geography. [suggested length: one third page]

8. [Partnerships] Please describe the partnerships -- existing and/or new -- that will be necessary for your project’s success. [suggested length: one third page]

9. [Monitoring] Please describe how you will track and document progress on this project and measure its success. Please also describe how you would share updates with the HepConnect team and other partners. [suggested length: one third page]

10. [Learning] Please describe what you hope that your organization learns from this project, and how this learning could contribute to other harm reduction projects in the region. [suggested length: one third page]

11. [Budget Justification] We have provided a budget template for you to complete here. Once you have completed the budget form, please describe the main components in your budget and how they are related to the project activities here. [no suggested length and does not count towards maximum limit]