



August 29, 2011

Karen Wells  
DIFFA/Chicago  
222 Merchandise Mart Plaza, Suite 939  
Chicago, IL 60654

Dear Karen,

DIFFA/Chicago is pleased to announce our Excellence In Care Awards for 2011, to identify and recognize grass-root community based agencies with a 501(c) 3 that provide outstanding services, preventive education and outreach to people in the Chicago area who are HIV positive, living with AIDS or at risk of infection. We welcome your organization to submit an application for this award.

Our BELIEVE campaign symbolizes the connection we share with our sponsors, board members, volunteers and grantees. It also defines our tenacious quest and commitment to eradicating AIDS. Together let's *believe* in what we do, in finding a cure and that we can achieve a World Without AIDS.

Agencies seeking funding must submit the following information on organizational letterhead:

- I. Organization Type and Organizational Structure
  - a. Identify the one category that best describes your organization's services:
    - Education and Advocacy
    - Health and Clinical Services
    - Housing
    - Meals and Food Service
    - Support and Counseling
  - b. Identify Primary Contact Person for your organization. (Name, title, telephone, e-mail, address)
  - c. Identify organization's list of Officers and/or Board of Directors. (Name, company of affiliation)
- II. Organization Mission
  - a. Submit a statement of mission, the focus of current programs and evaluations. Include service population, outcome measurements of services and cost effectiveness. (Please limit your statement to two (2) pages)
  - b. Please answer the following question:

With the increase and changing population of women, men and children affected by HIV/AIDS, what significant difference does your agency or organization provide?
- III. Financial
  - a. Submit financial statements for the previous two (2) fiscal years.
  - b. Submit a list of your top 10 funding sources and amounts for the previous two (2) years.
  - c. If you have been a recipient of a DIFFA Grant, please provide documentation of how and where the funds were used.
  - d. Submit a brief summary of how an award from DIFFA/Chicago **will** impact the efficacy of your agency.
- IV. Referrals
  - a. Submit three (3) letters of recommendations/support from the people that you help directly from your program. We would like to hear what they have to say about you and how you spend the money that you get from us.

Please provide three (3) copies of your submittal and any supplementary information you wish to include for DIFFA/Chicago internal distribution.



Your application must be received in the DIFFA/Chicago office no later than, **October 3, 2011, 5:00PM** Central Standard Time to the address listed below. No exceptions will be made to this date and time. DIFFA/Chicago will then contact the person listed in the application to schedule a site visit for a review team.

Deliver To: DIFFA/Chicago  
222 Merchandise Mart Plaza, Suite 939  
Chicago, IL 60654

Or via mail: DIFFA/Chicago  
222 Merchandise Mart Plaza, Suite 939  
Chicago, IL 60654

Or via e-mail: [events@diffachicago.org](mailto:events@diffachicago.org)

DIFFA Grants are awarded based on efficiency of service provision and overall operation of the organization. No organization is judged on the basis of their proposal alone (application, financials & letters of recommendations) but also by a thorough and informative site visit. Grants are not awarded if deadlines are not met and submission packet is incomplete. A checklist is provided to ensure everything is included in your submittal.

Please submit any questions in writing to the above e-mail address or call the DIFFA/Chicago office at 312-644-6412.

The Award recipients will be contacted in January 2012.

Sincerely,

Megon Hill-Washington  
Grants Committee Co-Chair  
773.294.1239  
[megon2000@aol.com](mailto:megon2000@aol.com)

Jennifer L. Cusack  
Grants Committee Co-Chair  
630.691.8800  
[jcusack@corpcon.com](mailto:jcusack@corpcon.com)