

Applicant eligibility

A. Eligible applicants will:

- **Be a tax exempt, non-profit organization or local governmental agency located in a County within region four;**
- **Have proven administrative, fiscal and program capacity to implement one of the programs stipulated in this RFP;**
- **Be able to demonstrate that a qualified educator is on staff for each intervention and can implement the intervention and utilize the array of delivery methods**
- **Have the program capacity to provide a timeline beginning January 1, 2012 and implementation of the funded program no later than the end of first quarter (March 31, 2012) after Notice of Award (NOA)**

B. Application Information:

- **Please submit an original and five (5) complete copies of your proposal**
- **Refer to the RFP checklist to ensure agency eligibility and inclusion of ALL required grant components**
- **All proposals are to be typed on 8 ½ by 11-inch paper, one-sided, 1.5 spaced with 1” margins. Applicants should use 12-point Arial font, with pages numbered in the center of the Footer. Proposals should be stapled at the top of the left side of the cover page. The “Bid Proposal Submitted By” page should be used as the cover sheet for the proposal.**
- **Submitted proposals are to be reviewed by chosen reviewers.**
- **Final funding recommendation to be presented to the Canton City Health Department for final approval. All funding decisions are final.**
- **For technical assistance to prepare the proposal submissions, please contact Pamela Gibbs at (330) 489-3322 or pgibbs@cantonhealth.org.**
- **Program narrative quarterly reports are due to the Canton City Health Department on April 13, 2012, July 13, 2012, October 13, 2012 and January 13, 2013.**
- **Release of funds will be contingent upon fund availability, satisfactory review of the activities and expenditures.**

C. 2012 HIV Prevention Grant Anticipated Timeline

- **Proposals due to Canton City Health Department: Wednesday, November 23, 2011 by 4:00pm.**
- **Notice of Award: By December 30, 2011**
- **Beginning of grant period: January 1, 2012**
- **End of grant period: December 31, 2012**
- **Final program report due: January 13, 2013**