**APPLICATION**

**Opportunity:**

Funds are being made available to RESULTS chapters/groups to support special global health community outreach efforts around World AIDS Day 2015. We recognize that a small amount of funds can do a lot to enhance an outreach activity and want to support groups to educate the community and new advocates. Here are some ideas for your outreach activities:

* Organize a large Education & Action meeting to educate people about our global health issues, take action, and join your group.
* Organize a community discussion/panel on HIV/AIDS, The Global Fund, TB/HIV, or global and local HIV/AIDS. The panel might feature RESULTS partners, someone the experience in a developing nation, your local HIV/AIDS organizations.
* Organize a joint event with ONE, Partners in Health, Lions Club, American Academy of Pediatricians, World Affairs Council, Returned Peace Corps Volunteers, Rotary, or other organizations.
* Organize an activity with your faith community.
* Organize a health clinic that includes educating people on TB, HIV/AIDS.
* Invite media to a briefing on our issues.
* Organize an outreach event around one of our National Webinars.
* Organize a house party, film screening, or remembrance, or other creative event.

**Restrictions:**

* Global health outreach funds are to be used to support outreach events that focus on education and advocacy related to our global health campaigns**.**
* Events cannot feature direct lobbying actions. For examples, you cannot incorporate an action requesting a member of Congress about specific legislation, but you can write or call and let him/her know that you count on him/her to support the Global Fund and TB programs; or have people write letters to the editor.
* Events may include policy makers in attendance, and can focus on the importance of our global health issues, but may not make requests related to specific legislation to an elected official.
* Examples of appropriate use of funds include food for an outreach event, paying for transportation for a speaker, materials for advertising the event, and others.
* RESULTS will not advance funds, but will reimburse approved expenses with proper documentation with a signed application and agreement.

**Process:**

1. Send an initial brief description (1 paragraph) of your outreach activity and rough estimate of the cost of the activity to Ken Patterson (kpatterson@results.org) and Jeanne Coffin (jcoffin@results.org) for review. Please put “World AIDS Day Global Health Outreach” in the subject line.
2. Once you receive the okay to proceed, submit your full application with contact information, description, desired objectives & outcomes, and budget to Ken Patterson and Jeanne Coffin.
3. Once it is approved you will receive a contract from our grants team. Sign and return the contract and proceed with your event.
4. Once your event is complete, record your expenses and the purpose of them on a spreadsheet, email a copy of it the receipts to Mae Seon ([mseon@results.org](mailto:mseon@results.org)), Ken Patterson, and Jeanne Coffin. Mail the actual receipts to Mae Seon at: 1101 15th Street NW, Washington, DC 20005. We will review them and submit a check request to our grants department on your behalf, which will to be mailed to you. Submit your receipts as follows:
   * Number each receipt and tape them to normal sheets of paper so that each receipt is visible.
   * Accompany your receipts with a log including the description of each receipt by number. A sample log can be found at the end of this document.
5. Write a report on your outreach activity, with a photo if possible, for us to share on the blog.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Information:**

|  |  |  |
| --- | --- | --- |
| Name of Point Person | Email | Phone |
|  |  |  |

Mailing Address:

Other local group participants (If applicable):

|  |  |  |
| --- | --- | --- |
| Name | Email | Phone |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Event Title:**

**Event Date(s):**

**Funding Amount Requested:**

**Main objective(s) and outcomes of the event:**

□ Outreach to new individuals (how many):

□ Outreach to new community groups (which ones):

□ Building public awareness and educating people on the our global health issues:

□ Other (describe):

**EVENT DESCRIPTION:**

*Describe your idea for an event(s) or activity.*

**(Description continued)**

**PROPOSED BUDGET:**

|  |  |  |
| --- | --- | --- |
| **Budget Item** | **Amount** | **Budget Details** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Total Amount Requested:**

**PROPOSED TIMELINE/WORK PLAN:**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Date** | **Responsible** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**EVALUATION CRITERIA**

Please tell us how you will evaluate the success of this outreach activity.

Receipt Log

Name:

Location and Date of Event:

Mailing Address for Reimbursement Check:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Date of Expense | Description of Expense | Amount |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| 19 |  |  |  |

**Final Report**