Chicago Department of Public Health
2016 STI/HIV Creative Arts and World AIDS Day Outreach Event Project Application

The Chicago Department of Public Health (CDPH) STI/HIV Division works with community organizations to advance its public health STI/HIV prevention and treatment goals. Community engagement is a cornerstone of effective public health practice and a vital strategy in achieving the Healthy Chicago vision of a city of thriving communities where all residents are able to live healthy lives.

**Purpose**
The purpose of the 2016 Creative Arts and World AIDS Day (WAD) Outreach Event Project application is to identify events in Chicago communities that promote testing, prevention, education and/or treatment of STIs/HIV, Pre-Exposure Prophylaxis (PrEP) education, and Meningitis information and/or vaccinations to high-risk and/or underserved populations in observance of WAD. The Creative Arts and WAD special event may take place any day between December 1 - 18, 2016. Events may include, but are not limited to: (health fairs, winter testing events, galas, and festivals), condom distribution projects, policy or informational/educational town hall meetings, community forums, or “KIKI” sessions. Applicants are strongly encouraged to propose creative events and approaches that will engage, inspire, and educate underserved communities on WAD through artistic expression. Through this application process, CDPH will identify the organizations it will support to broaden CDPH’s public information messaging about the importance of STI/HIV prevention and treatment that are aligned with the goals and objectives of Healthy Chicago 2.0.

The art medium of choice may be used as source material to inform the 2017 public arts projects through the lens of art as community engagement and social justice. The 2017 public arts projects will unite diverse artists, CDPH delegate agencies, and Chicago residents to address health inequities and reduce stigma associated in community areas with the greatest impact of HIV. The Creative Arts and WAD special event application is the impetus toward a new direction of creative partnerships and programming, which includes the integration of HIV/STI outreach services curated with pop-up art exhibitions, community murals, and other artistic programming.

We are seeking to support non-profit organizations participating in festivals, exhibitions and other venues that reach CDPH’s target audience with messaging and activities that are consistent with CDPH’s goals. Application submission does not guarantee CDPH’s participation or funding, nor does it imply a partnership. Applicants applying under one agency can apply for event(s) for up to a total of $4,000 for this application period.

**Eligibility Requirements**
Eligible applicants must be a not-for-profit, community-based organizations with at least one (1) year of experience providing HIV/STI outreach or services in the City of Chicago. Applicants must be able to work with Chicago artist/s of their choice in venues that support and evoke artistic expression. Media categories may include: (visual art, performance art, conceptual art multidisciplinary art, cosmetology art, pop art, culinary art: i.e., painting, drawing, hair/fashion, spoken word, theatre, photography, video/film, creative text, storytelling, live music, sculpture.) Applicants are required to find the artist/s or artistic collaboration of choice within their internal or external network prior to the WAD event.

WAD Outreach Events eligible for funding must serve at least one of the following focus populations:
- Men who have sex with men (please specify race, ethnicity, age group, other sub-group)
- Non-Hispanic Black Cisgender Women
- Transgender Individuals
- People who inject drugs

Please specify any sub-populations or groups experiencing specific social determinants of health for focus (individuals experienced with criminal justice systems, people involved in commercial sex work, youth, etc).

**Submission Deadline**
Applications for events for calendar year 2016 are due no later than Monday, November 21, 2016 at 4 PM, Central. Failure to meet the required deadline, or submission of an incomplete application, will result in the application being eliminated from consideration. All applications must be submitted electronically via email to in PDF format to Teffany Anderson at teffany.anderson@cityofchicago.org.
**Application Process**

Complete the attached Creative Arts and World AIDS Day Outreach Event Project Cover Letter and include the following attachments:

1. **Brief narrative including the following components:**
   - **Organization Description** (1 page maximum) which includes the following:
     - Number of years providing STI/HIV testing, education, prevention and/or treatment
     - Experience working with the target population(s) for the event
     - Experience with planning or participating in the same or similar event

   - **Project/Event description** (2 page maximum) which includes the following:
     - Focus population(s) - at a minimum, this should include race and ethnicity, gender, sexual orientation, age and a justification of focusing on that population.
     - The type of creative arts event proposed for World AIDS Day (i.e., winter gala, festivals, health fairs, HIV testing events, condom distribution projects, or informational/educational town hall meetings or forums, World AIDS Day observance events) and the activities associated with the event.
     - Purpose of the event(s) - demonstrate need for the event(s) for the population or community using art as a medium for community engagement and expression
     - Describe the impact of using art as a medium to address health inequities on World AIDS Day and the manner it will have on reaching people in your priority population.
     - Anticipated attendance - (1-50) (50-100) (100-500) (500 and up)
     - Location of event (must be based in Chicago), include safety and security measures for the event.
       - Please note that HIV testing on park grounds requires a letter from the Chicago Department of Public Health. Any agency proposing to have an event in a city park needs to send a request to CDPH at least two weeks before the event.
     - Anticipated outcomes of the event including evaluation and reporting. Describe how you will measure the event’s success and achievement of objectives. CDPH will require a summary report of the event within 15 days of the event.
     - Specifically discuss how you will gather community feedback about the HIV and STI services in the city of Chicago.
     - Describe how art will be utilized for innovative outreach, marketing, or education methods.
     - Describe if you plan on distributing condoms at your event and if you will be requesting condoms from CDPH for the event. Describe how condom distribution could be re-imagined or innovative at your event.

   - **Public Information/Marketing Strategy** (1 page maximum) which includes a detailed description of the following:
     - Pre-Event Promotion
     - Timeline for all marketing materials, press releases, and social media promotion
     - Branding opportunities for CDPH in marketing materials or online
     - Anticipated media buys

   **Please note:** Acknowledgment of CDPH’s funding is a mandatory requirement of this grant. All promotional materials must be pre-approved by CDPH before used. Please contact Marjani Williams at (312) 747-0680 or email materials directly to Marjani.williams@cityofchicago.org.

2. **When applicable, copies or evidence of permits are required for the event(s) at least 30 days in advance.**
3. **Budget for funding amount requested.** Include only direct costs related to promoting/marketing, hosting or participating in the event. The requested budget may include advertising or marketing costs, printing, supplies, event participation or booth fees, venue fees, exhibition fees, performance fees, artists fees, and food that will be served during the event (no gift cards for food), giveaways (t-shirts, buttons, pencils, etc.), the cost of space to host the event, and other costs directly related to participating in, promoting, or conducting outreach for the event. The budget may not include costs for staffing or indirect costs. Funding will be provided to selected applicants on a reimbursement basis. Applicants who receive awards will be required to provide documentation of approved budget costs within 15 days of the event in order to be reimbursed. Funding awarded through this application is not meant to supplant any already existing funding.

4. **Copy of the Internal Revenue Service 501c (3) tax exempt determination letter.**

**Format Instructions**
- Submit application documents in the order listed above
- Use at least 1.5 line spacing, Times New Roman 11-point font size, on 8 ½” x 11” paper
- Applications should have margins of at least ¾ inch on all sides
- Print only on the front of each page
- Attach only supporting documentation requested or directly related to the application
- Sequentially number the entire application including all the attachments
- All applications and supporting materials must be submitted in PDF form

**Evaluation of Applications**
All applications will undergo a technical review to determine whether all required components have been addressed and included. Incomplete or late applications will not be considered. Funding is contingent on the availability of funds. The City reserves the right to waive irregularities that, within its sole discretion the City determines to be minor. If such irregularities are waived, similar irregularities in all applications will be waived. A Review Panel will evaluate, rate, and award or decline funding.

**For questions related to the application process please contact**
H.L. Anderson at Hannah.Anderson@CityofChicago.Org or 312-745-0537
OR
Teffany Anderson at teffany.anderson@cityofchicago.org or at 312-747-9649
| **Organization Name & Mailing Address:** |  |
| **Tax Identification Number:** |  |
| **Name of event and date of event:** |  |
| **Executive Director:** | **Executive Director’s phone number & email address:** |
| **Primary Contact Person:** | **Primary Contact’s phone number & email address:** |
| **Fiscal Agent Name & Mailing Address (if applicable):** |  |
| **Fiscal Agent’s phone number & email address (if applicable):** |  |
| **Total Amount Requested:** $ ________________ | **Organization’s Web/Social Media Sites** |

All expenses will be paid on a reimbursement basis with supporting documentation and must be submitted within 15 days of the event. CDPH will also require a summary report of the event to be submitted within 15 days of the event.

**Application Checklist:**
- Complete Cover Letter
- Narrative including:
  - Organization Description (1 page maximum)
  - Project/Event Description (2 pages maximum)
  - Public Information / Marketing Strategy (1 pages maximum)
- Copy of Permits (if applicable)
- Budget for the event(s)
- Copy of the Internal Revenue Service 501c (3) tax exempt determination letter

| **Signature of the Executive Director:** | **Date:** |
| **Web:** |  |
| **Facebook:** |  |
| **Twitter:** |  |
| **YouTube:** |  |
| **Other:** |  |