



## Beneficiary Agencies Application Policy

1. The agency must be incorporated as a non-profit organization in the State of California and have tax-exempt status under IRS Code 501(c)(3) and 2370(d) of the California Code.
2. Each agency may submit only one Request for Proposal Application (10 copies).
3. The agency must be community-based and the funded program must provide a substantial portion of services in the Greater Long Beach and South Bay areas.
4. Funding must be used for expenses for services provided in the fiscal year(s) in which the funding is awarded. AIDS Walk Long Beach does not fund capital improvements or acquisition of capital items (example: hospital beds, TVs, copy machines, etc.).
5. Funding priority is given to agencies that propose programs that provide direct services to persons with HIV/AIDS.
6. Programs and agencies should show a range of funding sources. AIDS Walk Long Beach cannot be the sole source of funding for any agency or program.
7. Because available grant funds are limited, some qualified proposals **may not be fully funded.** Funding is subject to agency's active participation in AIDS Walk Long Beach as determined by the RFP. AIDS Walk Long Beach attempts to fund a wide variety of services.
8. Programs and agencies are expected to show active participation in AIDS Walk 2008 by forming a Walk Team and raising funds based on the RFP guidelines or providing volunteers hours toward the RFP guidelines using the L.B.A.F. Volunteer Hours Calculation Formula
9. Complete Proposals (10 copies) must be submitted by 5:00 PM on Friday, April 25, 2008 at 2630 E Fourth Street, Long Beach, CA. 90814. **There will be no exceptions.**