



END HIV/STI OREGON

# Mini Grant Program

## General Guidance and Frequently Asked Questions

### General information:

The End HIV/STI Oregon Mini Grant Program supports activities that help the Oregon Health Authority (OHA) and our community partners achieve our collective End HIV/STI Oregon goals within communities disproportionately impacted by HIV and other sexually transmitted infections (STI). Specifically, we are seeking projects focused on planning and evaluation, including capacity building.

Planning and evaluation includes activities related to planning for the delivery of status-neutral HIV services, including prevention, testing, care and treatment, and evaluating the effectiveness of those services. Activities that planning and evaluation funds may support include:

- Assessment of need
- Assessment of service delivery patterns
- Capacity-building to increase the availability of services
- Obtaining community input
- Program evaluation

Eligible applicants may receive up to \$10,000 for approved activities.

This funding opportunity prioritizes organizations that serve diverse communities, including priority populations identified in the [End HIV/STI Oregon 5 Year Strategy](#). We aim to include all areas of Oregon, including urban, rural, and frontier, while seeking to develop new partnerships.



## Supported activities:

The following are examples of projects allowable and encouraged through this program:

- Assessment of sexual health needs for priority populations
- Community health worker/traditional health worker trainings
- Creating culturally specific materials related to HIV/STI and sexual health for priority populations
- Developing service delivery guidelines and referral processes for HIV/STI referrals and services (e.g., standard operating procedures, memorandum of understanding, service maps, flow charts)
- HIV/STI training for organization staff (e.g., Partner Services training)
- Hosting events aimed at HIV/STI education and training (e.g., workshops, seminars, information/training sessions, focus groups)
- Implementing service delivery changes to better serve populations (e.g., integrating an electronic medical record prompt, piloting extended service hours at a program or clinic)



## Eligibility:

If you are applying for a mini grant, you must meet the following criteria, or your application will not be considered.

1. Projects must serve the people of Oregon.
2. Organizations or their fiscal agent must have 501c3 status and be able to provide documentation or must be a for-profit business that can demonstrate ties to affected communities.
3. Organizations may only receive one (1) mini grant award per calendar year.
4. All applications will be focused on serving priority populations in local communities. Oregon's priority populations are described in OHA's [End HIV/STI Oregon 5 Year Strategy \(2022-2026\)](#) and listed alphabetically below, with the recognition that many people have intersectional identities; these are not mutually exclusive groups.
  - American Indian/Alaska Natives
  - Black/African American people
  - Gay, bisexual, and other men who have sex with men (MSM)
  - Latino/a/x people
  - Native Hawaiian/Pacific Islanders
  - People experiencing houselessness/unstable housing
  - People who inject drugs (PWID)
  - People who live in rural or frontier areas
  - People who use methamphetamine
  - People with sexually transmitted infections, particularly syphilis and rectal gonorrhea
  - Transgender, nonbinary, and gender diverse people, with a focus on transgender women
  - Youth
5. All organizations must abide by OHA's non-discrimination policy, and state and federal civil rights laws. Specifically, people participating in OHA-sponsored activities or programs may not be treated unfairly because of age, color, disability, gender identity, marital status, national origin, race, religion, sex, or sexual orientation.



## Application process:

To ensure consistency and fairness, we use the following process for all mini grant requests:

1. Applicant organization fills out the online End HIV/STI Oregon Mini Grant Application. [Click here for application.](#)
2. OHA will confirm your submission.
3. OHA reviews applications regularly and will notify you of the status of your application within 4 weeks of receipt.

OHA will make awards based on the merits of the application and will fund those organizations whose projects fall into the supported activities listed above. Applications will be reviewed, approved or denied in the order they are received. Applications will be reviewed to consider whether they:

- Address existing or emerging needs or gaps in service,
- Support and build capacity for new agencies to provide HIV/STI services, and/or
- Support or build new capacity to serve priority populations or communities

Applications will also be considered in relation to other applications funded within the same year, with the goal of funding diverse activities and efforts. We encourage questions and are available to discuss your ideas and help you assess whether they fit with the End HIV/STI Oregon mission that this funding mechanism strives to support. OHA retains the right to refuse funding requests for any project. Any project proposal denied will include an explanation of the denial and we are happy to discuss projects further if needed. Denials may be appealed within 30 business days of notification.



## Requirements:

- Funds must be spent within one year of contract execution.
- Successful applicants will be required to register their organization with the Oregon Secretary of State's Office.
- Successful applicants must have Commercial and General Liability Insurance with a coverage minimum of 2 million dollars. The cost of this insurance can be included in project budget.
- Successful applicants will be required to invoice OHA quarterly and include a brief project summary update with each invoice.
- Successful applicants will be required to submit a brief project summary on a template provided by OHA when work is completed—information to include major accomplishments, lessons learned, challenges, and examples of project success.
- Successful applicants may be asked to contribute feedback on this funding mechanism once the project is completed.
- Successful applicants will be added to the [End HIV Oregon website](#) as a supporting organization.

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## For more information, please contact us:

If you have questions about whether a potential project may be a good fit for this funding mechanism, please feel free to ask!

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