



**OHTN**

## **APPLICATION GUIDELINES**

### **HIV ENDGAME PROGRAM**

#### **COMMUNITY-BASED PROJECT AND PARTICIPATORY EVALUATION**

Application Deadlines: **July 12, 2019 & October 7, 2019**

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## Description

The **OHTN Community-Based Project and Participatory Evaluation Program (CBPEP)** is designed to help achieve the mission of the OHTN; to improve the health and well-being of people living with and at risk of HIV in Ontario, through a network that promotes the use of data and evidence to drive change. The CBPEP will assist communities by supporting both the production and discovery of knowledge through community-based inquiry, and the use of evidence to drive programming through participatory program evaluation.

OHTN is committed to funding rigorous, community-relevant data and evidence-sharing projects that will improve front-line services targeted to those most affected by HIV in Ontario:

- People living with HIV/AIDS
- Gay men and other men who have sex with men, including gay, bi, and queer trans men, youth and newcomers
- African, Caribbean and Black men and women, including youth
- Aboriginal men and women, including youth
- Men and women who use drugs
- Women, including trans women, who are at risk (e.g. have unprotected sex or share drug equipment with people from the populations listed above)

The CBPEP will provide financial support to eligible community-initiated HIV project, needs assessment, quality improvement and participatory evaluation that explore issues of importance to community-based organizations, and have a meaningful impact on those most affected by HIV in Ontario in the next 2-3 years.

## Objectives

The objectives of the Community-based Project and Participatory Evaluation Program are to:

- Enhance the capacity of Community-Based HIV/AIDS Organizations (CBAOs), their staff, and people living with HIV/AIDS to meaningfully participate and implement HIV projects, needs assessments, quality improvement, and program evaluation activities
- Support CBAOs, their staff, and people living with HIV/AIDS to undertake HIV project, needs assessment, quality improvement and evaluation activities that will have a meaningful impact (i.e. create action) in the short to medium-term for those most affected by HIV, such as: developing and modifying effective programs and services, developing new policies and practices, and generating preliminary data to inform programs and services
- Enhance opportunities for partnership development with a broad range of stakeholders, including researchers, policy/decision makers, community-based organizations, and people living with HIV/AIDS
- Support effective evidence-sharing activities.

## Funds Available

Up to \$250,000 is available to support at least six (6) projects (\$25,000 - \$50,000) in one-time funding. This award is non-renewable.

## Eligibility Criteria

To be eligible for an OHTN CBPPEP award, the following criteria must be fulfilled:

- The nominated (main) principal applicant must contact [OHTN Funding Staff](#) **prior** to completing an application to confirm eligibility, and discuss potential opportunities for in-kind support from the OHTN (from collective impact or data applied unit, for example)
- The nominated principal applicant must be employed by a Community-Based HIV/AIDS Organization based in Ontario
- The proposed project, needs assessment, quality improvement or evaluation proposal must demonstrate that a Community-Based HIV/AIDS Organization based in Ontario has both identified the question or issue to be addressed, and will be active and meaningfully involved throughout the process
- The team must be proposing to conduct a project that will have a meaningful impact on one or more of the populations most affected by HIV in Ontario (see above)
- The team must demonstrate that, collectively, they possess the necessary skills and experience to conduct the proposed activities
- The proposal must demonstrate how the project, needs assessment, quality improvement, or evaluation proposed will have short to medium-term impacts (within 2-3 years) on those most affected by HIV in Ontario.

As a condition of OHTN funding, all members of the project team are expected to adhere to the [Tri-Council Policy Statement: Ethical Conduct for the Research Involving Humans \(Version 2\)](#) if applicable

## How to Apply

Applicants will complete and submit their application electronically through the [application portal](#).

### Application Instructions

1. Create an account through OHTN's [application portal](#)
2. Complete the eligibility questionnaire
3. Complete the (Nominated) Principal Applicant (NPA) Contact Information page
  - *Note: This individual must be employed at a community-based HIV/AIDS organization, and will be responsible for the overall conduct of the project, including the budget. For evaluation projects, if this role is assigned to the Evaluation Coordinator they will be ineligible for compensation through the grant*
4. Complete the Project Team information page:
  - Principal Applicants (PAs): Have primary responsibility for achieving the activities outlined in the proposal while adhering to financial and administrative requirements. This includes obtaining ethics approvals and completing progress reports as required by the funder and others. Where

there are multiple Principal Applicants, the main or 'nominated' PA retains overall responsibility for a successful completion of the project and management of funds according to the Sponsor (in this case, the OHTN)

- Co-Applicants (Co-As): Are involved in the development and execution of a project and typically devote a specified percentage of time to the project, and/or may have a specific role in the project. They are usually not as involved in the overall execution of the project as a principal applicant, but may be involved in decision-making
- Collaborators: May be beneficiaries of project results, and/or may be contributing specific expertise to a project – such as training or equipment – but are usually not involved in decision-making on a project

5. Complete the Administration of Funds Information page

- *Note: this must be the financial administrator or equivalent at the nominated principal applicant's organization – must not be the nominated Principal Applicant*

6. Complete the Proposal Information:

**For Community-Based Projects**

- Project Title
- Amount Requested
- Duration of Funding
- [Relevance of the CB project](#)
- [Plain Language Summary](#)
- [Community-based Principles Summary](#)

**For Participatory Program Evaluation Projects**

- Project Title
- Amount Requested
- Duration of Funding
- [Relevance of PPE Project](#)
- [Plain Language Summary](#)
- [Participatory Evaluation Activities](#)

7. Submit the following documents – collated and in PDF – as applicable (\*mandatory):

- Project Description\*
- Timeline\*
- Detailed Budget and Justification\*
- Nominated Principal Applicant's CV\*
- Co-Principal Applicant's CV(s)\*
- Co-Applicants and Collaborators' CV(s)
- Consent Form
- Collaborator Letters
- Support Letters\*
- Signature Page\*
- Appendices

## **Community-Based Project Application**

### *Relevance of the Community-Based project*

Describe the relevance of the proposed project to the objectives of the CBPPEP, the community-based organization leading the project, and the HIV community in Ontario, specifically those populations most affected by HIV. What gaps in existing knowledge will the proposed project fill, and what is its intended impact? How might the proposed activities improve the lives of those living with and at risk of HIV in Ontario? *(Maximum 300 words, entered directly into application form)*

### *Project Description (Community-based HIV projects, needs assessment, or quality improvement)*

The project description (up to 8 pages) should contain the following information:

1. Plan (3-5 pages)
  - Describe the origin of the project – what is currently known about the issue from both published and unpublished sources – and the rationale for the current application
  - Describe the project objectives
  - Describe the proposed activities, methods and analyses to be performed – if not yet known, describe the process by which these will be determined
  - Describe anticipated challenges and proposed solutions and limitations – including how decisions will be made, and how conflicts will be resolved
  - Consider the potential ethical risks and implications for individuals and communities, and address how these risks will be minimized
  
2. Capacity Building Activities (1-2 pages)
  - Describe the capacity building activities to be undertaken with members of the project team
  - Include a rationale for each activity and identify the participant's roles and expected outcomes
  - Demonstrate the connection between the capacity building activities proposed and the objectives of the proposed project (i.e. new skills and knowledge should be utilized)
  
3. Impacts (1/2-2 pages)
  - Describe the anticipated impact(s) of the proposed project – for advancing knowledge, building capacity, informing decision-making (at the individual, program, organizational and/or government level), and having an impact on the health and well-being of people living with and at risk of HIV in Ontario
  
4. Evidence-sharing Plan (1/2-1.5 pages)
  - Describe how information, process, and results from the current proposal will be shared, when, and with whom
  - Informal and formal methods are encouraged

5. Evaluation Plan (1/2-1 page)

- Describe how the project and capacity building activities will be evaluated

6. Project Team (1-2 pages)

- Provide a description of the relevant experience and education of all team members (principal and co-applicants), as well as collaborators where they play an integral part in the operationalization of the project
- Describe how the various project partners will contribute to the various aspects of the project, such as but not limited to: making decisions about design, methods and enrolment; collecting, analyzing or interpreting data; disseminating and implementing findings (this may be woven into the individual descriptions above rather than be its own section).

*Proposals (not including references) should be no more than 8 pages, single-spaced, minimum 11 point font, with 1" margins. Proposals, including references, must be converted to PDF prior to uploading into the application form.*

*Community-Based Principles Summary (for community-based projects)*

Community-based projects should adhere to the following principles:

- Community Driven
- Community Relevant
- Equitable Partnerships and Collaboration
- Capacity Building
- Anti-Oppression Framework
- Attending to Process
- Multiple Forms of Knowledge
- Action Outcomes

Briefly summarize the team's previous experience with and approach to community-based needs assessment/quality improvement. Outline how the current project will operationalize the principles listed above to ensure meaningful involvement of people living with HIV throughout this process (*maximum 500 words, entered directly into application form*).

## **Participatory Program Evaluation Application**

### *Participatory Program Evaluation Activities*

A participatory approach to program evaluation should have the following characteristics:

- An evaluation coordinator – often from outside the program or organization – to structure and facilitate the participatory evaluation process, and to contribute as a member of the team
- Equitable Partnerships and Collaboration with stakeholders in all phases of the evaluation (defining evaluation objectives, developing methodology, collection and interpretation of information, development of conclusions and recommendations)
- Results to reflect both the subjective perceptions of stakeholders and the more objective perspective of an outside evaluator
- Capacity building – such as enhanced program evaluation skills and awareness of program strategy – for all stakeholders

Briefly summarize the team’s approach to PPE for this project. Outline how the proposed activities will fulfill the intentions of a participatory evaluation approach (*maximum 500 words, entered directly into application form*).

### *Relevance of Participatory Program Evaluation Project*

Describe the relevance of the proposed **Participatory Program Evaluation** (PPE) to the objectives of the CBPPEP, to the community-based organization whose program is being evaluated, and more broadly to the HIV community in Ontario. What questions will the evaluation answer (in broad terms), and what impact will the process have on the organization and its stakeholders, including its clients? (*Maximum 250 words, entered directly into application form*)

### *Project Description (for PPE Projects)*

The Project Description (up to 8 pages) for Participatory Program Evaluation Projects should reflect the PPE activities described, and contain the following information:

1. Program Description (1/2-1.5 pages):  
Describe the program to be evaluated, including a brief history of its development, funding source(s), purpose (objectives), the number of clients per year, any known outcomes, and any previous evaluations conducted
2. Evaluation Plan (3-5 pages):
  - Describe the need (rationale) for the proposed evaluation
  - Describe the overall goal of the evaluation – specify what type of evaluation is planned (formative, process, outcome, etc.)

- Describe the process associated with each phase of the evaluation plan, and who will be involved
  - Describe any unique considerations to be given to this particular evaluation
  - Describe anticipated challenges and proposed solutions and limitations – including how decisions will be made, and how conflicts will be resolved
  - Consider the potential ethical risks and risks to confidentiality (especially for clients) that can arise and address how these risks will be minimized. Include a discussion of the potential challenges for maintaining an appropriate level of objectivity throughout the evaluation process.
3. Capacity Building Activities (1-2 pages)
- Describe the capacity building activities to be undertaken with members of the evaluation team
  - Include a rationale for each activity and identify the participant’s roles and expected outcomes
  - Demonstrate the connection between the capacity building activities proposed and the objectives of the proposed project (i.e. new skills and knowledge should be utilized during the evaluation process)
4. Impacts (1/2-2 pages)
- Describe the anticipated impacts of the proposed evaluation – not only for the program being evaluated, but also for advancing evidence, building capacity, informing decision-making (at the individual, program, organizational and/or government level), and having an impact on the health and well-being of people living with and at risk of HIV in Ontario
5. Evidence-sharing Plan (1/2-2 pages)
- Describe how information, processes, and results from the current proposal will be shared, when, and with whom
  - Informal and formal methods are encouraged
6. Participatory Program Evaluation Team (1-2 pages)
- Provide a description of the project-related roles and relevant experience and education of all team members (principal and co-applicants), including the Evaluation Coordinator, and collaborators where they play in integral part in the operationalization of the evaluation

*Proposals (not including references) should be no more than 8 pages, single spaced, minimum 11 point font, with 1” margins. Proposals, including references, must be converted to PDF prior to uploading into the application form.*

## **Supporting documents**

### *Timeline*

Include a detailed timeline for the proposed activities, including evidence-sharing activities and anticipated impacts (*maximum 1 page*).

### *Budget*

Provide a detailed budget with justification/rationale for each cost, following the guidelines below:

- a. **Personnel/Salaries** – The rate(s) of remuneration (including \$/hour and total number of hours estimated) requested should be those normally paid by the host organization to similar categories of staff, including fringe benefits where applicable. Please note that while OHTN does not usually pay the salary of Principal applicant or Co-applicants of projects, exceptions may be made under exceptional circumstances for the CLEPEP, where:
  - For Needs Assessment Projects: The team member plays an integral role on the project, and requires backfilling of their current position in order to participate
  - For PPE Projects: The evaluation coordinator (not also acting as the NPI) or other team member is external to the program or organization conducting the evaluation and requires backfilling of their role to participate. Evaluation team members who are employees of the organization where the program is delivered are not eligible for financial support as evaluation is a normal part of an organization's activities
- b. **Project Activities** – Fees associated with capacity building and other project-related activities
- c. **Travel** – Costs associated with transportation (include estimated costs based on current actual costs for flights, train travel, hotels, etc.) where applicable.
- d. **Equipment** – The need for equipment should be explained and all amounts (for computers, etc.) estimated based on current actual costs. Preference for one type of computer over another must be adequately justified.
- e. **Supplies** – Please note that funds for supplies are not intended for the purchase of furniture or general office equipment, or for infrastructure related to service delivery. Other project-specific supply costs should be justified using current actual costs.
- f. **Administrative Costs** – Up to 10% of the total budget may be requested to cover administrative costs such as telephone and fax, photocopying, and budget/financial management.
- g. **Evidence-sharing** – Please itemize all requests for information-sharing activities

### Budget Limitation

Requests for CBPPEP may be made for a maximum of \$50,000. The OHTN may make an award for an amount less than what has been requested. When this happens, the applicant(s) may be required to submit a revised budget for the amount approved.

### *Ethics Approval and Consent Forms*

Submit a copy of related research ethics board approvals (if applicable), as well as a copy of the consent form to be signed by prospective participants, as well as additional explanatory material to be given out (draft versions are encouraged if final approved version are not available).

Note: For funded projects, copies of all ethics approval letters must be forwarded to the OHTN as soon as received.

### *Letters of Collaboration*

If your needs assessment, quality improvement or evaluation project involves the collaboration of external organizations or individuals, please include letters of collaboration indicating their affirmation of, role in, contribution to, and/or benefit from your proposed project (*collate prior to uploading*).

### *Letters of Support*

If your project involves the support of external organizations or individuals please include letters of support for your proposed project. Letters of support from decision-makers (i.e. people who have or will use the results of your HIV project or evaluation) are particularly significant (*maximum 4 letters – collate prior to uploading*).

### *Applicant CVs*

Only the Nominated Principal Applicant is required to submit a completed [Common CV](#) finalized for the OHTN. There are two types of CV templates available – Academic and Community. Other Principal and Co-Applicant CVs may be submitted as appropriate. The onus is on the team to convince reviewers of the team’s ability, with respect to the necessary skills and experience to complete the work proposed. For collaborators who will play a significant role in the project (for example, who provide specialized training or knowledge, such as motivational interviewing), it may be helpful to provide a CV.

### *Appendices*

1. Applicants may submit up to three (3) manuscripts (submitted, accepted for publication or published) that are relevant to the proposal (*manuscripts should be compressed to ensure easy upload*).
2. Applicants may submit up to three (3) products (presentations, testimonials, summaries) that demonstrate the ability to fulfill the project activities described.

Questionnaires, surveys, or other tools related to the current proposal should be submitted

### *Plain Language Summary*

Provide a concise summary of the HIV needs assessment/quality improvement project or participatory program evaluation project’s activities and the anticipated impact on the community-based organization, HIV community, and HIV epidemic in Ontario more broadly. Describe the evidence-sharing approaches to be utilized to facilitate the desired outcomes.

Note: This summary will be posted on the OHTN website if the project is awarded funding (*maximum 500 words, entered directly into application form*).

## **Submitting the Proposal**

Applications for the OHTN CBPPEP must be submitted electronically by the application deadline. Where electronic copies (including scans, which are acceptable) of documents are not available, applicants may submit in unstapled hard copy only, via trackable courier; however these documents must be received by the deadline.

Documents of the same nature should be collated together before uploading and submitting. For example, please submit all support letters in one electronic document.

No changes can be made to an application after the submission deadline. Applicants may update the OHTN about developments that arise after the submission deadline, which may affect the reviewer judgments, but cannot in any way alter the proposal submitted.

Please be advised that all application materials and information provided to the OHTN, including personal information such as sexual orientation or HIV status is kept strictly confidential and only forwarded to the members of the Review Committee and external reviewers. It may also be referenced in the review of your application. Please omit any personal information from your application that you do not want shared with members of the Review Committee or external reviewers. Contact [Lydia Makoroka](#) if you have any questions.

Address hard copy documents (if applicable) to:

Ontario HIV Treatment Network  
c/o Lydia Makoroka, Senior Lead, HIV Endgame Program  
1300 Yonge Street, Suite 600  
Toronto ON M4T 1X3

## **Advice to Applicants**

In writing their proposal, applicants should bear the following points in mind:

- Keep the language clear, concise and simple
- Limit the use of appendices to materials that are essential for evaluating the application
- The request should be in a format that is easy to read. Characters must be no less than 11 point font. Use letter-sized sheets (8 1/2" x 11"), number each page and leave margins of 1" on all sides.

Applicants may find it useful to consult the following resources:

- [Developing and Sustaining Community-Based Participatory Research Partnerships: A Skill-Building Curriculum](#)
- [Sample Terms of Reference Contract](#)
- [Community Campus Partnerships for Health – Community-Based Participatory Research](#)
- [Working Together: The Paloma- Wellesley Guide to Participatory Program Evaluation](#) (Wellesley Institute, Paloma Foundation)
- [Centers for Disease Control and Prevention – Program Evaluation](#)
- International Development Research Centre's [Participatory Program Evaluation Manual](#)
- [CBR – Peer Research in Action](#) (Wellesley Institute)
- Canadian Institutes of Health Research's "[A Guide to Researcher and Knowledge-User Collaboration in Health Research](#)"

Please consult with [OHTN staff](#) for any questions prior to submission.

## Evaluation Criteria & Review Process

All proposals submitted to the OHTN for funding go through an initial administrative review process to confirm eligibility prior to being assigned for review. Proposals are assessed based on their relevance and potential impact, efficiency, evidence of community involvement, sustainability, and feasibility.

## OHTN Engagement Accord

Successful applicants involved in projects and initiatives supported by the OHTN, commit to meet the expectation of the [OHTN Engagement Accord](#). They work in a highly collaborative way to actively engage communities most affected by HIV, ensure rigorous data and evidence sharing activities, build partnerships that will drive change, engage in collaborative knowledge sharing processes, and demonstrate accountability for the use of project funds.

## Reporting Requirements

***The OHTN expects the timely submission of satisfactory progress, final and financial reports. Failure to submit a report of any kind will preclude the awardee from receiving further financial support from the OHTN.***

In addition to engaging in the activities related to their proposal, funded teams will be expected to:

- Actively participate in meeting(s) that bring project leaders and others together to share learning
- Participate in the OHTN Conference and other activities aimed at sharing evidence and informing practice

The following reporting requirements will be implemented to help demonstrate progress and success of the CPEEP:

- Semi-annual Progress Reports (2-3 pages)
- Annual Financial Report
- Final Report (5-6 pages)
- Evidence-sharing activities (as outlined in proposal)
- A Report 1 year past the end date of the award that describes successes and challenges with respect to actual and anticipated impacts

OHTN staff will work closely with funded project leaders to: understand the context for their work; assist with managing challenges; help them meet their objectives; and understand and help disseminate their findings.

Detailed instructions for reporting will be provided to successful grant recipients.

## Communication Requirements

1. As a condition of funding, awardees are required to submit abstracts of OHTN-supported projects for presentation at the OHTN Conference.
2. Significant deviations from the original objectives of the proposal, methodologies, budget or other major changes (such as team members) must receive written authorization from the OHTN prior to implementation. Failure to notify the OHTN in a timely manner may result in termination of funding.
3. The OHTN expects investigators to publish their work in peer-reviewed publications and other formats. The OHTN expects to be notified when OHTN-supported projects are published, and requests copies of all publications arising from work supported through this award to assist the OHTN in its evaluation of this program.
4. The OHTN assumes responsibility for disseminating the information contained within submitted reports via the OHTN website. However, OHTN affirms that the results are the intellectual property of the grant recipient and recognizes the need for teams to pursue publication in peer-reviewed publications or other appropriate formats. OHTN staff will work with awardees to ensure that its own dissemination efforts do not conflict with the teams' publication plans.
5. Successful awardees are also expected to contribute to the OHTN's monitoring and evaluation activities, including but not limited to: participating in evaluation activities, workshops, and providing data or reports as required for the purpose of assessing progress and results.

Dissemination of results through these methods ensures the OHTN is able to demonstrate accountability and impact to its various stakeholders.

## Contact Information

For questions regarding these application guidelines, please contact:

Lydia Makoroka, Senior Lead, HIV Endgame Program

[lmakoroka@ohln.on.ca](mailto:lmakoroka@ohln.on.ca)

416.642.6486 x2244