**FORM C: ORGANIZATIONAL CAPACITY**

Provide a narrative that responds to the items below. Number the responses and limit the narrative to eight (8) pages. If an item does not apply, please indicate this in the response. included in the Application.

1. Provide the legal name of your organization and any affiliations.
2. Describe its overall purpose or mission statement, and how the activities included in the Application support that mission.
3. Give a brief history of the organization’s accomplishments.
4. Briefly describe the Applicant’s organizational structure and attach an organization chart. Describe the governance of the Applicant’s organization (e.g., Board of Directors, County Commissioners Court), including any advisory groups.
5. Please provide a brief overview of the services currently provided by the Applicant’s organization and describe the overall client population. If available, please include summary information on client characteristics such as age, race/ethnicity, gender identity and sex, sexual orientation, and life circumstances and behaviors that increase risk for acquiring or transmitting HIV.
6. Describe the organization’s experience and capacity (management, technical, and clinical) delivering such services, including the number of years of experience. Include quantitative and qualitative data as available.
7. Provides an adequate staffing plan (in table below), and attach CVs, position descriptions and project management structure that demonstrate sufficient capacity to meet the goals of the proposed activities and defines staff roles and reporting structure. Any planned consultancies or subcontracts should be included in the project management structure. Use the table below to describe your staffing plan.

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| **Staff Role** | **Description/Activities** | **Justification** |
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1. Describe the managerial and supervisory oversight of the Project that will ensure that this work plan is carried out and that policies and procedures are developed and implemented.
2. Describe how the Applicant will ensure that you track, and report grant expenditures and comply with grant administrative and program requirements.
3. Describe the Applicant’s authority and ability to hire or contract in a timely fashion for and maintain adequate personnel resources with applicable skills and expertise.
4. Describe the Applicant’s experience and capacity to implement the work plan and measure and report on performance measures.
5. Describe the budget management and financial reporting capacity, including the management of travel requirements, the full capability, accountability, and expertise to meet deadlines, track funds, submit reports, manage the required procurement efforts, and to write and award contracts by a given due date.

**Response**: Click here to enter text.