

May 22, 2001

Ms. Katherine Pease  
Executive Director  
The Gill Foundation  
2215 Market Street, Suite 205  
Denver CO 80205

Dear Ms. Pease:

Nashville CARES respectfully requests your consideration of a grant in the amount of \$15,000, to support our RainbowEDGE and Brothers United HIV prevention education programs of gay and bisexual men. These are the only HIV prevention programs designed by and for gay/bisexual men of color in Middle Tennessee.

CARES is Middle Tennessee's leading nonprofit community based AIDS service organization, and the year 2000 commemorates our 15<sup>th</sup> year of continuous service. Our mission is to promote and participate in a comprehensive and compassionate response to HIV disease through community education for increased understanding and prevention of HIV transmission, advocacy for responsible public policy, and services that improve the quality of life for people living with HIV disease and their families.

A copy of our proposal, along with requested attachments, is enclosed. If you need further information, please feel free to contact our executive director, Joseph Interrante, or myself, at 615-259-4866. I can be reached via e-mail at [dhoekstra@nashvillecares.org](mailto:dhoekstra@nashvillecares.org). On behalf of the clients, volunteers, Board, and staff of Nashville CARES, I thank you for your consideration.

Sincerely,

Doug Hoekstra  
Grants Specialist

**GILL FOUNDATION – 4/25/01**



**Cover Page including:**

**Applicant Organization Name:**

Nashville CARES

**Name of Person Submitting Proposal:**

Doug Hoekstra, Grants Specialist

**Lead Contact and Title of Organization:**

Joseph Interrante, Ph.D., Executive Director

**Organization Address, Phone, Fax, and E-mail:**

209 Tenth Avenue South  
Cummins Station, Suite 160  
Nashville, TN 37203

615-259-4866 (phone)

615-259-4849 (fax)

[dhoekstra@nashvillecares.org](mailto:dhoekstra@nashvillecares.org)

[www.nashvillecares.org](http://www.nashvillecares.org)

**Dollar Amount Requested:**

\$15,000.

**Total Operating Budget:**

\$2,629,871.

**Total Project Budget:**

\$132,611.

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Please Note: We will automatically deny your request if more than 3 pieces or our required information is missing from an agency that has received funding from us in the past, or 5 pieces from a first time potential grantee.

## 1. Brief Narrative on Purpose and History of Organization and Project, including Mission Statement, Recent Accomplishments, Need to be Addressed, and Summary of Project.



### History and Purpose of Organization –

Nashville CARES is Middle Tennessee's leading nonprofit community based AIDS service organization (ASO). **CARES' mission is to promote and participate in a comprehensive and compassionate response to HIV/AIDS through community education for increased understanding and prevention of HIV transmission, advocacy for responsible public policy, and services that improve the quality of life for people with HIV/AIDS and their families.**

Like most ASOs nationwide, CARES was founded in 1985 by a group of HIV-infected and HIV-affected volunteers who recognized the need for community education about this emerging epidemic and for social services to help those living with HIV/AIDS survive with independence and dignity. CARES has addressed the challenges of HIV/AIDS without interruption since that time, expanding and diversifying its services and programs to meet the growing and changing configurations of the regional epidemic. Today, on an annual basis, CARES provides or brokers a full range of direct services to 1,300 men, women and children with HIV disease and their families and educates more than 50,000 adults and youth who live in the thirteen-county region surrounding and including metropolitan Nashville.

Client Services include individual and group counseling, case management, housing and financial assistance, a food pantry and home meals delivery, volunteer-provided practical support with daily tasks, outpatient substance abuse treatment, transportation, dental assistance, insurance continuation, nutrition and treatment education, and social activities. Education Services include awareness education; targeted prevention programs for African Americans, alcohol and drug using populations, the incarcerated, gay/bisexual men, women, and youth; agency and workplace training; and materials distribution. All services and programs are provided free of charge.



### Recent Agency Accomplishments –

CARES is recognized locally and nationally as a mission-focused and accountable agency. Since 1996, three CARES programs (CARE Teams respite support, CARE-a-van Cuisine meals delivery, and Brothers United prevention education for gay/bisexual men of color) have been finalists for the prestigious *Frist Foundation Awards of Achievement*. The awards honor local nonprofits for innovative program development and management, creative coordination of staff-volunteer partnerships, and cost-effective production of mission-focused results. For nine consecutive years, an agency volunteer has been a finalist for Nashville's *Mary Catharine Strobel Volunteer of the Year Award*. This year, Brothers United won the award for volunteer group.

Nationally, Sista2Sista, our prevention education program for African American women, has been studied by the *Centers for Disease Control and Prevention (CDC)* as a "reputationally strong" program serving communities of color. The coordinator for Brothers United serves as a CDC consultant on program development for African American men.

Nashville CARES participates in a variety of inter-agency initiatives designed to maximize the potential of the non-profit sector. These include a unique "back office" collaboration among seven local agencies to share information systems, human resource management, and marketing. CARES is also currently conducting joint strategic planning with the local HIV medical clinic.



### Project Summary–

Support from the Gill Foundation is requested for **RainbowEDGE** and **Brothers United**, CARES' HIV prevention education programs for gay and bisexual men. CARES has been providing education to the GLBT community since 1985, expanding and revising its prevention strategies as the community's patterns of risk taking and barriers to sustained prevention have changed.



RainbowEDGE targets men in the institutional gay community. Men in this community today face the challenge of sustaining or adopting behavioral changes at a time when the epidemic seems to have lost its sense of urgency. Since 1996, Brothers United has targeted African American gay/bisexual men who socialize in a subculture largely separate from the organized gay community of RainbowEDGE. The challenge for these men is to adopt and/or sustain behaviors to protect their lives when no community, gay or African American, publicly tells these men that their lives are worth preserving. Thus, for distinct reasons, both programs treat HIV as a community survival issue and offer opportunities to explore risk reduction as part of a personal sexual identity.

RainbowEDGE and Brothers United each use a variety of peer-based strategies to keep HIV issues visible in their respective communities, to connect HIV prevention to issues of gay/bisexual identity and health needs and, as a result, to build community-level support for continued HIV prevention efforts. These strategies include face-to-face individual counseling, internet-based education, workshops, discussion groups, and annual retreats. Trained volunteers conduct broad outreach activities at clubs and community events, which serve to recruit participants for individual and group interventions held throughout the year. Individual and group activities provide opportunities for gay/bisexual men to explore their reasons for taking risks and develop strategies for managing those risks more effectively. They also allow gay/bisexual men to link HIV prevention to other gay health needs. Since African-American gay/bisexual men have historically been excluded from the institutional gay community, Brothers United creates its own, alternative venues for African American men to explore and affirm their identities as gay/bisexual men of color and to explore and embrace HIV prevention as a health/survival issue for themselves.

These are the only HIV prevention programs designed by and for gay/bisexual men and gay/bisexual men of color in Middle Tennessee. During the project year, the programs will reach 6,853 gay/bisexual men, of whom 1,900 will be African American.

### **Need and Rationale for the Project -**



Metropolitan Nashville/Davidson County has the second highest incidence of HIV in Tennessee. The local health department reported more than 450 new HIV infections in the last year. Of these newly infected individuals, 45% were African American, 51% were Caucasian and 4% were Hispanic or other ethnicities; 78% were men; 29% were under age 30, 65% were age 30-49, and 6% were over age 50. Although the local health department does not publicly report contributing risk factors, the state department of health identifies unsafe homosexual behavior as the primary risk factor for HIV infection in Tennessee as a whole and Middle Tennessee specifically, accounting for 40% of recent infections. This is twice as high as any other reported risk behavior. Gay/bisexual men, especially but not only younger men and African American men, remain significantly and disproportionately affected by HIV disease.

Perceived changes in the epidemic (new treatments resulting in fewer deaths and fewer visibly frail gay men)) have fueled a rise in new HIV infections among gay/bisexual men in Nashville as they have nationwide. This creates a new set of challenges for HIV prevention programs: to recognize and understand the attitudes, experiences and needs--what Fishbein would call the "cognitive structures"-- that inform risk taking by gay/bisexual men in 2001.



Drawing upon the studies of risk taking by HIV-negative gay/bisexual men offered by Odets, Rofes, and Stokes and Peterson, Brothers United and RainbowEDGE both give men opportunities to explore the deep psychic needs that drive risk taking. Both programs connect risk reduction to an affirmation of these men's specific sexual, and for Brothers United, racial identities. Both provide specific information about how risk can vary with HIV status, sexual practice, and sexual role. Following the Diffusion of Innovations Theory (Rogers), which describes the way new ideas and practices are shared over time among members of a "social system" of marginalized individuals, both programs anticipate communication of their HIV prevention messages beyond the immediate

participants in education activities. The latter is especially true for Brothers United, whose dual marginality as gay/bisexual men of color serves as a prototype for the kind of group Rogers describes.



### **Description of Project Activities -**

As peer-based programs, Brothers United and RainbowEDGE recruit and train volunteers continuously. Volunteers meet regularly throughout the year for continuing education and program planning. Along with the program coordinators, they conduct most of the education activities for their respective gay/bisexual target populations.

These activities include monthly outreach in three different community environments: at established commercial venues (bars), at community events (such as Pride and the Miss Gay TN pageant), and at alternative social spaces sponsored by the programs (such as a Bingo Brunch and "SIMBE" Socials). Brothers United also conducts street outreach at different "cruising sites" within the city. All outreach activities include distribution of condoms and/or safer sex kits of other prevention materials. Outreach will have contact with 5,000 men (770 of them African American.)

Program coordinators also host bimonthly discussion forums and bimonthly film nights where gay/bisexual men can explore HIV in the context of other gay identity issues. Often focusing on specific topics (like dating or spirituality), the forums generate discussions about HIV prevention and risk-taking. These will reach 260 men (120 African American).

These outreach, discussion and social activities serve an additional purpose of recruiting participants for more intensive and ongoing group and individual prevention activities. These in turn provide gay/bisexual men opportunities to explore in depth their reasons for risk taking and to develop strategies for managing those risks more effectively. These include prevention workshops, a monthly book discussion club, a monthly "Talk Safe" series, and retreats for each program. These intensive group activities will reach 435 men (320 African American).

Individual prevention activities include face-to-face counseling sessions by the program coordinators with 98 men (60 African American). They also include education by both programs to men in Internet chat rooms. RainbowEDGE and Brothers United have each been providing internet education for three years and have established program presences among local gay/bisexual men. Chat room anonymity and users' online pseudonymity make possible very frank discussions about risk behavior and risk reduction. Internet education will reach 360 men (130 African American).

Finally, both programs publish bimonthly newsletters which contain detailed information on HIV prevention as well as information on upcoming program activities. The newsletters will reach 700 men (500 African American).

### **REFERENCES:**

- Bandura, A. (1977). *Social Learning Theory*. Englewood Cliffs, NJ: Prentice Hall
- Fishbein, M. (1980). "A Theory of Reasoned Action: Some applications," in Howe and Page, eds., *Nebraska Symposium on Motivation*. Lincoln, NE: University of Nebraska press.
- Odets, W. (1995). *In the Shadow of the Epidemic: Being HIV Negative in the Sage of AIDS*. Durham NC: Duke University Press.
- Rofes, E. (1996). *Reviving the Tribe: Regenerating Gay Men's Sexuality and Culture in the Ongoing Epidemic*. Harrington Park Press: New York.
- Rogers, E.M. (1995). *Diffusion of Innovations (4<sup>th</sup> ed.)*. New York: Free Press.
- Stokes, J.P. and Peterson, J.L. (1998). "Homophobia, self-esteem, and risk for HIV among African American men who have sex with men," *AIDS Education and Prevention*, 10(3), 278-292.



## 2. Project Outcomes with Timeline and Plan to Monitor and Evaluate your Success



**Group Activities (both one-time and ongoing)** use a pre-test/post-test evaluation to measure impact. Impact is evaluated in three areas: knowledge, attitude, and behavior. These evaluations also help us to measure baseline knowledge and to identify any non-standard information and/or motivation found among participants. **Individual Activities (face-to-face and internet)** conclude with participants confirming a “plan of action” which addresses the specific prevention needs of the participant. **Outreach Activities** measure program recognition and contacts' use of prevention information and materials through verbal questions and answers recorded by outreach volunteers.

Evaluation is conducted in an ongoing way along with the activities themselves. The program coordinators compile output and outcome data monthly and send it to the Education Director for analysis. Results are discussed and used for program modifications as needed.

The following outcomes are expected.

### **RainbowEDGE:**

1. **Outreach** will result in (a) a 25% increase in program name recognition, (b) a 15% increase in contact with media materials, (c) a 15% increase in contact with outreach workers (d) a 15% increase in HIV testing, and (e) a 10% increase in condom use.
2. **One-time discussion forums** will result in (a) a 25% increase in knowledge, (b) a 15% increase in commitment to risk reduction, and (c) a 10% decrease in reported practice of unprotected anal intercourse.
3. **Ongoing Group programs** will result in (a) a 25% increase in knowledge, (b) a 20% increase in commitment to risk reduction, and (c) a 20% increase in perceived ability to negotiate safer sex, and (d) a 15% decrease in unsafe sexual behavior.
4. **Individual education** will result in (a) a 10% increase in program recognition, (b) a 15% increase in contact with program materials, (c) a 25% increase in risk reduction knowledge, (d) a 25% increase in reported commitment to condom use during anal intercourse, and (e) a 35% decrease in unprotected anal intercourse

### **Brothers United:**

1. **Outreach** will result in (a) a 15% increase in program name recognition, (b) a 15% increase in contact with media materials, (c) a 15% increase in contact with outreach workers, (d) a 10% increase in HIV testing, and (e) a 10% increase in condom use.
2. **One-time discussion forums** will result in (a) a 15% increase in knowledge, (b) a 15% increase in commitment to risk reduction, and (c) a 10% increase in use of stated negotiation skills.
3. **Ongoing Group programs** will result in (a) a 15% increase in knowledge, (b) a 20% increase in perceived ability to negotiate safer sex, and (d) a 10% decrease in reported unsafe sexual behavior.
4. **Individual education** will result in (a) a 15% increase in program recognition, (b) a 15% increase in contact with program materials, (c) a 15% increase in contact with outreach workers, (d) a 10% increase in HIV testing, and (e) a 10% increase in condom use.

**3. Key Staff and/or Volunteers and list of Board of Directors and their Affiliations.**



**Patrick Luther**, MHS, Director of Education, was hired in January of 2000. Mr. Luther came to CARES with ten years of HIV program development and direct education experience. Most recently, Luther managed HIV training and education for a nine county consortium of substance abuse treatment facilities in upstate New York. His responsibilities include staff supervision and overall program planning, coordination, and evaluation.

**Kevin Lawson**, HIV Education Coordinator, is a Caucasian gay man hired in 1996 to develop RainbowEDGE. He has helped design and shape the program, providing community outreach, safer sex workshops/retreats, monthly group meetings, and the creation of innovative materials and public campaigns for gay/bisexual men.

**Dwayne Jenkins**, HIV Education Coordinator, is an African American gay man who was a founding member of Brothers United before being hired in 1996 as coordinator. He is a member of the state Tennessee Community Planning Group and is a Southeast Regional Technical Assistance Consultant with the Centers for Disease Control and Prevention for programs targeting African American gay/bisexual men.

A list of **Board of Directors** is attached.



**4. Letters of intent from other organizations with whom you propose to collaborate and whose partnership is important for your program's success**

Not applicable.

**5. Three community leaders not directly affiliated with your organization whom we may contact, including name, title, organizational or business affiliation, and phone number**



Jim Vaillancourt, Executive Director  
Center for Nonprofit Management  
44A Vantage Way  
Nashville, TN 37228  
615-259-0100

Ellen Lehman, President  
Community Foundation of MiddleTN  
210 23<sup>rd</sup> Avenue North  
Nashville, TN 37203  
615-321-4939

Peter Bird, Senior Program Officer, *or* Lani Wilkerson, Program Officer  
The Frist Foundation  
3319 West End Avenue  
Nashville, TN 37203  
615-292-3868



**6. Statement reflecting your greatest weakness or weaknesses, both programmatically and structurally.**

**Technology**

1. Hardware: Growth in staff and growth in use of our internal network for internal office communications and operations led recently to upgrading of our office network. We were able to do this with donations of software from Citrix International and Microsoft, along with an investment from our working capital in a new server. However, this in turn created a need for more hardware to link all staff to the network so that it can be used fully. In addition, many of our case managers and educators are outwardly deployed and therefore need portable technology for the electronic transfer of data.

2. Data Management: Program expansion and the complete introduction of outcome management to all programs has significantly increased the amount of data being generated by programs. This is especially true in our Education Department. We are currently collaborating with six other local nonprofits to develop a shared ASP/internet data management system to address this need.

3. Our budget size (approaching \$3 million, with half of it in federal grants) and our needs for restricted fund management have outgrown our current (Peachtree) accounting software. We need to investigate an upgrade.

4. All of the above has created the need for personnel dedicated to managing and maintaining the network. This need is compounded by the tremendous variety among our staff in their computer skills (and comfort), creating a need for ongoing training and trouble shooting.

With regard to all of the above, the agency this year recruited two new Board members with background and expertise in information technology. They form the nucleus of a new ITS committee to help plan and evaluate our systems and needs.



### Human Resources

1. Improved survival rates among our clients combined with continuing new infections has significantly increased the number of clients served by the agency. This has created extremely high caseloads of about 130 : 1 for our case managers. We need to hire more case managers to maintain the quality of our services.

2. CARES has kept overhead low throughout the agency by not investing in support staff. While a certain amount of this need is met through technology, some clerical/administrative staff are needed to manage daily operations in departments.

3. We have a very effective volunteer corps of about 500 individuals, but that department is managed by one single staff. Additional staff to help coordinate volunteers could free the Director to plan strategically with other departments to make better use of volunteers to address various program needs such as those outlined here.

4. In an era of increasing public apathy, public misunderstanding, and media disinterest, it would be invaluable to have a staff person dedicated to focusing attention on our cause by creating press releases, maintaining relationships with reporters and editors, and once again putting AIDS back in the forefront of community awareness. Currently, communications is the shared responsibility of the Executive Director and the Development Director. This means that communications work is often inconsistent. A paid communications specialist would assist significantly.

### 7. Secondary sources providing alternative perspectives of your organization, for example newspaper articles written about you, testimonials, thank you letters, etc.



Deb Runyon article  
Joe Interrante article in Nashville Medical news  
Joe Interrante op-ed piece in the Tennessean  
Strobel article in City Paper

### 8. Financial information including: organizational budget; event or project budget (if applicable); most recent year-end financial statements (audited if available); and description of fundraising activities outlining categories of revenue (i.e., major donors, corporate donors, etc.); and list of other corporate and foundation donors.



Attachments enclosed.

- 9. Copy of your IRS © (3) determination letter. We do not fund private foundations individuals or other entities not considered public charities under sections 509(a)(1), 509(a)(2) or 509(a)(3) of the IRS Tax Code**

Enclosed.

- 10. Special notice to 501(c)(3) organizations involved in lobbying activities; include copy of your 501(h) election form.**

Not applicable.

- 11. Special notice to local chapters of national organizations: include an overview of how your local organization and national office will work together.**

Not applicable.

*Additional Requirements*

- 1. A copy of an official policy from your organization stating that your organization does not pirate software.**

Enclosed.

- 2. A copy of an official non-discrimination policy for your organization including sexual orientation.**

Enclosed.

**Nashville CARES  
2001 Board of Directors**



**Officers**

James R. Kelley, President  
Partner, Neal and Harwell, PLC  
Board of Directors, Richland West End Avenue Neighborhood Association

Iris Buhl, Vice President  
Chair, Metro Charitable Solicitations Board  
Advisory Committee, Fund for Administrative Collaboration, CFMT

Cecelia L. Mynatt, Secretary  
Associate Executive Director, Center for Nonprofit Management  
Board of Directors, Comprehensive Care Center

D. Trigg James, Treasurer

Steve W. Sirls, Immediate Past President  
Owner, Steve Sirls Landscape Gardening  
Commissioner, Metropolitan Nashville Arts Commission

**At-Large Members**

Peggy Andrews  
Steering Committee, Ryan White Community AIDS Partnership

Fletcher Foster  
Vice President Marketing, Capitol Records  
Board of Directors, Gilda's Club

Elizabeth Fox  
Owner, Corporate Solutions, Inc.  
Board President, Residential Services Inc.

Timothy Gistover  
Person Living with HIV/AIDS  
Volunteer, Meharry Medical School OSCI Programs and First Response Center

Jon H. Glassmeyer  
Board of Directors, Artrageous Inc.  
Board President, Nashville Children's Theatre

Michael Gold, MD  
Private Practice, Gold Skin Care Center  
Board President, Jewish Family Service

Jack Isenhour  
Writer/Television Producer  
Advisory Council, Artrageous and 1997 Artrageous CoChair

Rabbi Kenneth Kanter  
Congregation Micah  
Board President, Covenant Association

Adrienne Taylor Latham  
Associate Dean, Student Affairs, Fisk University  
Middle TN Workforce Investment Board, Nashville Career Advancement Center

Rick Murphy  
Principal, Bryan, Pendleton, Swats, and McAllister  
Member, Development Committee, Historic Rugby, Inc.

Johnny Ray Mutina  
Senior Sales Representative, Osram Sylvania  
Advisory Committee, H. Franklin Brooks Fund, CFMT

Harrell Odom, II, MD   
Physician, Mid-State Cardiology Consultants  
Vice Chief of Internal Medicine, Baptist Hospital

Steven Oliver, DDS. M. Med. Sc.  
Private Practice, Designing Smiles  
Member, Education Committee, Nashville Chamber of Commerce

Francis H. Phillips  
Community Volunteer

Kathy Plourde  
Owner, Metron Services  
Board of Directors, Good News International

Joe B. Rowland  
Vice President, Investments, Paine Webber  
Board of Directors, Artrageous Inc.

Scott Smith  
Founder and CTO, Medibuy  
President and CEO, Regional Airways

Very Reverend Kenneth Swanson  
Dean and Rector, Christ Church Cathedral  
Executive Board, Covenant Association

Carrie Ferguson Weir  
Features Reporter, *The Tennessean*

Robin Bicket White  
Associate, Mendes and Gonzales, PLLC  
Community Outreach Committee, Young Lawyers Division, Nashville Bar Association

Jim Williams  
Horse Trainer  
Creator, CARES Classic Horse Show

James P. Wilson, MD  
Assistant Medical Director, Subacute Care Unit, Vanderbilt University Medical Center  
Finance Committee, Diocese of Nashville

Vicki Yates  
Anchorperson, WTVF NewsChannel 5  
Member, Nashville Association of Black Journalists

Kim Patterson, Intern  
Sales Manager, Citysearch.com  
Nashville Humane Association, Cause for Paws

Joseph Interrante, Ph.D., Executive Director  
Person Living with HIV  
Board of Directors, AIDS Action Council (Washington DC)  
Community Investments Committee, United Way of Metropolitan Nashville

- Additional Note: It is important to talk about diversity within your organization. While we do not make decisions based solely on one issue-it is useful to know the make-up of your board, staff and volunteers.

**BUDGET:**

	<b>Brothers United</b>	<b>RainbowEDGE</b>	<b>TOTAL</b>
<b>PERSONNEL</b>	<b>\$39,251.</b>	<b>\$37,825.</b>	<b>\$77,076.</b>
Program Coordinator (1.0 FTE)	28,571.	27,373.	55,944.
Education Director (0.1 FTE)	4,413	4,413.	8,826.
Taxes/Benefits (19%)	6,267.	6,039.	12,306.
<b>NONPERSONNEL</b>	<b>20,126.</b>	<b>23,353.</b>	<b>43,479.</b>
Travel/Mileage (@ \$.25/mile)	1,521.	652.	2,173.
Supplies	2,421.	3,321.	5,742.
Prevention Materials	2,550.	9,500.	12,050.
Printing	1,409.	2,139.	3,548.
Postage	1,100.	100.	1,200.
Telecommunications	915.	915.	1,830.
Meeting/Workshop/Retreat Refreshments	1,804.	650.	2,454.
Retreat Space Rental	2,130.	100.	2,230
Conference/Training	1,500.	1,200.	2,700.
Occupancy	3,628.	3,628.	7,256.
Insurance	157.	157.	314.
Equipment Maintenance	991.	991.	1,982.
<b>PROGRAM SUBTOTAL</b>	<b>59,377.</b>	<b>61,178.</b>	<b>120,555.</b>
Administrative Support and Grants Management (10%)	5,938.	6,118.	12,056.
<b>TOTAL EXPENSES</b>	<b>\$65,315.</b>	<b>\$67,296.</b>	<b>\$132,611.</b>

**PROGRAM FUNDING:**

TN Department of Health HIV Prevention Grant (awarded)	\$60,966.
Community Foundation/Middle TN Grant (in application)	3,300.
Retreat Participant Registration Fees*	3,200.
General Fund (Direct Contributions and Special Events Revenue)	50,145.
<b>Request to Gill Foundation</b>	<b>\$15,000.</b>

These programs (like all agency services and programs) are funded annually from a variety of sources, including government, corporate and foundation grants. The Nashville CARES General Fund flexibly makes up the difference between grants and program costs (especially when a grant is awarded at a lower than projected amount).

Special note: while it is not required in our guidelines, one of the things we like to know is if your board is a 100% giving board to your organization. We don't care "how much" they give – just that they do give.

## **Nashville CARES**

### **Computer Privileges and Responsibilities**

This policy applies to the use of all Nashville CARES computer and network resources as well as computers and peripheral equipment administered by CARES. Computer privileges may be granted to staff, volunteers, interns and clients with the understanding that the resources will be used for agency purposes. Incidental personal use may also be appropriate, so long as it does not interfere with regular agency operations.

Users are responsible for the correct and sufficient use of tools to ensure the security of information stored on their computers and accessible over the network. This includes, but is not limited to, the following precautions:

- Computer/internet accounts, passwords and other types of authorization assigned to users should not be shared with others. The only exception is that the Director of Finance & Administration will keep all user passwords on file.
- The user should be aware of computer viruses and other destructive programs, and take steps to avoid being a victim or unwitting distributor of viruses.
- The user should be aware that some CARES computing resources, including e-mail and internet access, may not necessarily be secure or private and may be monitored.
- Agency business should be conducted to the extent possible using software that has been selected and authorized by the agency. Other compatible software may be used for agency business and should be “registered” with the Director of Finance & Administration, but will not be supported/maintained/upgraded by the agency.

CARES computer resources should be used in a manner that protects the use privileges and property rights of others. Users must therefore:

- Abide by all local, state and federal laws, including copyright laws.
- Abide by applicable software license agreements.
- Use only accounts, access codes or network ID numbers assigned to them.
- Access only those files or data which they are authorized to use.
- Refrain from using agency computer resources to visit “adult sites” and/or downloading sexually-explicit pictures. An exception is Education staff with the prior approval of the Director of Education when such activity would be only for appropriate educational research/outreach.

Users are expected to cooperate so that all users may make maximum use of computer resources in a shared environment. Users are expected to:

- Refrain from unnecessary use of interactive network/internet utilities.
- Refrain from using sounds or playing music at levels that might be disruptive to others.
- Refrain from playing games except during breaks. The agency reserves the right to remove games from particular computers if necessary.
- Regularly backup data on their computers that could not be easily replaced.
- Refrain from using computer resources in ways that harass or impede the activities of others.

Violations of this policy may be grounds for discipline as outlined in your Personnel Policies. In addition, Tennessee and federal laws provide for civil and criminal penalties for violations of the law by means of computer use. Examples of unlawful actions include defamatory remarks, destruction or theft of data belonging to CARES or to others, unauthorized copying of copyrighted material, and the transportation of obscene materials across state lines.

*Approved by Board of Directors  
April 18, 2001*

**Nashville CARES**

## **Policies of Non-Discrimination and Inclusion**

### **Article II, Section 4 of Nashville CARES's ByLaws regarding Nondiscrimination:**

"As part of fulfilling its mission, Nashville CARES shall not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, physical or mental handicap, or veteran status."

### **Section 2.01 of *Personnel Policies and Procedures* regarding Equal Employment Opportunity:**

"Nashville CARES provides equal opportunities in all phases of its employment practices including recruitment, selection, training, performance evaluation, promotion, pay and benefits, and termination as required by state and federal law and consistent with the intent of Title VII of the Civil Rights Act of 1964. All employment decisions will be based solely on merit and without regard to factors not related to job performance, such as race, color, religion, sex, national origin, handicap, age, sexual orientation, or HIV status. Nashville CARES has a program of Affirmative Action to assure nondiscrimination and to promote equal employment opportunity in all recruitment, hiring and promotion of staff.

"Nashville CARES, as a conscious policy, will always give equal consideration in employment matters to people with AIDS or other HIV-related conditions. However, application of its benefits policies for employees are subject to the terms and limitations of its benefits plans.

"CARES will make every reasonable effort to accommodate employees who have AIDS/HIV or other handicaps/disabling conditions as required by state and federal law and consistent with the intent of the Americans with Disabilities Act of 1990."

### **Section I of *Clients Rights and Responsibilities*:**

"Services offered without regard or discrimination based on race, national origin, age, gender/sex, ethnic background, religion, disability/handicap, or sexual orientation."

### **Statement of Agency Values (1996-1999 Strategic Plan and Annual Reports):**

"People with HIV and AIDS are active partners in our work and participants in their own care."

"Diversity and inclusivity improve our programs"