



Request for Applications to attend the 2018 National Biomedical HIV Prevention Summit

Application Deadline: Friday, August 31, 2018

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Background

The AIDS Funding Collaborative (AFC) strengthens the community's response to HIV/AIDS as a public/private partnership providing coordination, leadership, advocacy, and funding in Greater Cleveland. To support the community's capacity to scale up awareness of and access to biomedical HIV prevention such as pre-exposure prophylaxis (PrEP), post-exposure prophylaxis (PEP), and treatment as prevention (TasP), the AFC is allocating funds to provide up to five (5) \$500–\$1,000 grant awards for local HIV/AIDS prevention and care providers, case managers, advocates, and other professional staff to attend the [National Biomedical HIV Prevention Summit](#) (detailed at the website and below). The grant awards are intended to support the professional development of HIV service providers and community members, as biomedical HIV prevention tools are more routinely promoted and integrated in local service provision.

National BioMedical HIV Prevention Summit (formerly National PrEP Summit)

Scheduled for December 3–4, 2018 in Los Angeles, CA, the National Biomedical HIV Prevention Summit is a conference intended to bring together HIV leaders to discuss and learn about Pre-exposure prophylaxis (PrEP), Post-exposure Prophylaxis (PEP), Treatment as Prevention (TasP) and other biomedical HIV prevention interventions as pathways to end the HIV epidemic. The focus is on implementation and infrastructure needed to turn the promise of new science into an effective community level HIV prevention option.

Who May Apply

Individuals are not eligible to apply for the funds, but may be sponsored by an applicant agency. Applicant agencies must:

- Be nonprofit, tax-exempt 501(c)(3) organizations or public agencies;
- Provide HIV services (e.g., case management, clinical, or supportive services for people living with HIV/AIDS including linkage to and retention in care, HIV testing and prevention programming for those at highest risk for HIV acquisition) and/or be engaged in HIV advocacy;

- Serve Cuyahoga County residents, as required by the regional funding parameters of the AFC's current funding partners;
- Commit to contributing the additional funds to cover costs of conference attendance (see additional details below); and
- Agree to participate in a post-conference community briefing to share highlights and lessons learned.

Funded agencies will receive awards ranging from \$500–\$1,000, to substantially off-set the cost of one or more persons attendance at the Summit (see estimated budgets below). We encourage organizations to think creatively about ways 1) to stretch the funding to support attendance by more than one individual and 2) identify additional supplementary funding sources (the [NMAC Summit scholarship](#) deadline is August 10, 2018, 5pm). Funded agencies will be responsible for deciding how to use their grant dollars to support participation the Summit and the process for determining whom they will send to the Summit (e.g., staff, advocates). The AFC's intention is that these grants together will support providers in further promoting PrEP, PEP, and TasP in the mix of local HIV prevention strategies.

Application Procedure:

The application form can be found at www.AIDSFundingCollaborative.org and should be submitted via email to lmarcus@CommunitySolutions.com, subject line "2018 National Biomedical HIV Prevention Summit" **no later than Friday, August 31, 2018.**

Completed application forms must include responses to the following:

1. Briefly describe your organization. For individuals seeking support with a fiscal sponsor, please describe your relationship with the sponsoring organization.
2. How many people and who (e.g. case managers, prevention staff, clinical staff, etc.) will attend the Summit and what is the process for how the agency will select attendees. For individuals seeking support with a fiscal sponsor, please describe why attending this Summit relevant to your role/work in the community.
3. Give an overview of the organization's (or fiscally sponsored individual's) HIV services/programming and more specifically, current or anticipated PrEP, PEP, treatment adherence, and or/other biomedical HIV prevention services. Please describe the anticipated plans for implementation and/or influence attending the Summit will have on scaling biomedical HIV prevention services in the community.
4. Plans for how the agency will secure the remainder of the cost for attendance (if any).
5. Outlined line-item budget* and narrative describing each budget line-item, that clearly indicates what AFC funds would support, identifying cost-sharing efforts and related impact on the anticipated budget and any additional sources and amounts of support.

*Please note: administrative costs/overhead are not allowable for these grants.

Review Process:

AFC staff will review all applications submitted by the **deadline on Friday, August 31, 2018** that meet the application and eligibility requirements and make funding recommendations. Final approval will be made by the AFC's chairperson. Applicants may be asked to provide additional information, if necessary.

Funding recommendations will be based on the following criteria:

- Maximizing the use of the grant funds (e.g., number of people attending);
- Assessment of the process and rationale for selecting who will attend the conference. The AFC's intention is for these grants to support the promotion and integration of biomedical HIV prevention services as well as support consumer advocates;
- Discussion of the expected impact of conference attendance;
- The scope and reach of the agency's HIV programming/services; and
- Assessment of the plan for sharing the cost of attendance.

As always, grant decisions will be impacted by the number and quality of applications received. If the grant is approved, the applicant will receive an award letter describing specifics of the grant award and the grant period, and a Terms of Grant Agreement which must be signed by the agency's executive director and chair or president of the Board of Directors. Once the AFC receives the signed Terms of Grant Agreement, a grant check will be issued.

Reporting:

As is the case with all AFC grantees, recipients of these grants are required to submit a brief report 30 days after the close of the grant period that describes the outcomes of the funded activity and fully documents expenditure of the grant funds. Details concerning the reporting requirements will be included in the Terms of Grant Agreement. Additionally, at least one conference attendee supported by each grant must participate in a post-conference community briefing to share highlights.

Matching Funds:

Agencies may use a number of approaches for cost-sharing to support attendance at these national conferences. Examples of sources of the cost-sharing funds may include: agency general operating dollars, targeted contributions from Board members, special fundraisers, donations from another source, [Summit scholarships](#), and funds contributed by the individuals who will attend the conference. The cost-sharing funds demonstrate a commitment from the agency and reflect the value the agency sees in participating in these conferences.

Estimated Summit Budget: Below is an estimate of expenses for an individual to attend the Summit based on AFC staff research. AFC funding can be used to support one line item for several individuals (e.g., registration for 2 staff), if the agency has funding to support the other

related expenses of conference attendance and travel. We encourage agencies to think creatively to maximize participation.

Estimated Sample Budget:

Line Item	Estimated Expense	Notes
Registration	\$285	Registration prior to November 2 (NMAC Scholarships close Aug 10, 5pm)
Airfare	\$289-\$340	RT airfare (Expedia.com)
Ground Transportation (to/from airport and conference hotel)	\$16/one way \$50/one way \$8/ride	Supershuttle Taxi Bus
Lodging	\$179/night plus tax, single occupancy	Plus ~15.5% taxes at conference hotel
Meals	\$64/day	Based on designated gov't per diem 3 meals/day in Los Angeles (Breakfast and lunch during the Summit is included in registration fee)
Estimated Total	~ \$1,400-1,600	

Additional Conference Information:

Additional information about the Summit, including registration fees, scholarships, venue, and program content is available at www.biomedicalhivsummit.org.