



AIDS FUNDING COLLABORATIVE
Discretionary Grants & Sponsorships: Policies
and Procedures
Revised November 2015

I. AFC Discretionary Grants & Sponsorships

Discretionary grantmaking through the AIDS Funding Collaborative (AFC) is designed to provide supplemental funding opportunities for a variety of discreet, short-term or one-time HIV/AIDS-related needs in the community that are not supported by other community funds.

Sponsorships are intended to support community events for those at risk for or affected by HIV/AIDS or with programming related to HIV/AIDS for a general audience.

Discretionary grant and sponsorship funds are available to not-for-profit, tax-exempt 501(c)(3) agencies and governmental organizations in Northeast Ohio. Grant funds are available to individuals in the community only through the sponsorship of a local 501(c)(3) agency that agrees to serve as fiscal sponsor and administer the funds. The AFC allocates **up to** \$25,000 per calendar year for discretionary grantmaking and sponsorships.

II. Types of Requests

A. General

Funding requests for discretionary grants and sponsorships are to reflect short-term and time-sensitive activities, and are not to exceed \$5,000. Discretionary grant applicants must outline the impact of the proposed activity on the community and establish a mechanism for sharing information back to the community. AFC's discretionary grants are not intended to support fundraising events, the proceeds of which benefit particular agencies, nor are they intended to be the primary source of support for professional development needs in the community.

B. Specific Requests and Limitations

Requests may include but are not limited to the following:

1. Technical assistance including but not limited to strategic planning and/or board development for young organizations;
2. Support for one-time special projects or event sponsorship;
3. Support for individuals living with or affected by HIV/AIDS, to attend local, regional or national conferences, trainings, presentations or HIV/AIDS-related events, through a fiscal sponsor;
4. An agency or individual seeking support must comply with the following:
 - a. Requests for travel must be submitted at least 45 days prior to date of travel.
 - b. Discretionary grants will only be considered for a portion of the following costs: travel to and from the conference/event, registration fees, lodging, meals while attending the conference, and transportation to and from the airport. Grants will not be applied to late or on-site registration fees that exceed the cost of early registration or miscellaneous items such as t-shirts, film, or other items not directly related to the aforesaid. The AFC reserves the right to determine what it considers to be a reasonable budget for the above costs.
 - c. Applicants must show how the materials and information from the conference will be used to benefit the local community.
 - d. Only one discretionary grant per individual or agency in a twelve month period will be awarded by the AFC; preference will be given to non-agency staff for travel awards. The AFC reserves the right to decline any request from any agency or sponsored individual.
 - e. Discretionary grants may not be used towards reimbursement of costs.
 - f. Individual applicants must be sponsored by a 501(c)(3) organization.

III. Application Procedure

Discretionary grant applicants must provide:

- A. A cover letter identifying the request as a discretionary grant proposal, the amount being request, and the contact person(s) for the application including their phone number, mailing address, and e-mail address.

Additionally:

1. The cover letter must be signed by the applicant agency's executive director showing support for the request for funds.
 2. In the case of an individual applying for funds with a fiscal sponsor, the request letter must be signed by both the individual and the executive director of the sponsoring agency.
- B.** A brief proposal (not exceeding two pages) outlining the following:
1. The proposed project/activity;
 2. Why the agency/organization/individual has identified its need;
 3. Other efforts the applicant has made to secure funding for the proposed project/activity;
 4. Who is responsible for managing the project, and/or who will be participating. Note: In the case of an individual applying for a discretionary grant with sponsorship from a 501(c)(3) agency, the sponsoring agency serves solely as the fiscal administrator, responsible for receiving and processing the grant funds and for financial reporting on the expenditure of the grant. The sponsoring agency does not have control over the activity funded by the grant;
 5. What the impact of the activity/project is on the community;
 6. How the outcomes of the project/activity will be shared with other agencies, organizations, or the community in general.
- C.** A budget page that:
1. Outlines a line-item budget for the entire project, including a narrative that fully describes each budget line item;
 2. Clearly indicates what AFC funds would support;
 3. Demonstrates cost-sharing strategy by identifying matching funds, scholarships, or additional funding sources and amounts of support;
- Please note: administrative costs/overhead are not allowable for discretionary grants.
- D.** An IRS tax-exemption letter of the applicant agency or, in the case of an individual applicant, the sponsoring agency.

Sponsorship applicants must provide:

- A. Event information that includes the target audience, anticipated number reached, and HIV/AIDS specific content.
- B. Sponsorship information including levels and/or packages.
- C. Event and sponsorship contact(s).
- D. An IRS tax-exemption letter of the applicant agency.

IV. Review Process

Discretionary grant requests and sponsorships are reviewed and funding recommendations made by the staff of the AFC, with final approval made by the AFC's chairperson. Declines for funding are handled at the staff level. Applicants may be asked to provide additional information, if necessary. Action taken on discretionary grants will be reported at the next regular meeting of or report to the AFC.

The applicant can expect a decision and subsequent notification to occur within a month after receipt of all required information.

If a 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. In the case of an individual applicant, the award letter will be addressed to both the individual and sponsoring agency, and the Terms of Grant Agreement must be signed by the individual and the sponsoring agency's executive director and Board chair. Once the AFC receives the signed Terms of Grant Agreement, a grant check will be issued.

For approved sponsorships, the applicant will receive the sponsorship return form, if applicable, or letter of sponsorship including the amount awarded, and a sponsorship check will be issued.

V. Reporting

As is the case with all AFC grantees, recipients of discretionary grants are required to submit a 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, including all receipts. Details concerning the reporting requirements are included in the Terms of Grant Agreement. In the case of

individuals receiving grant funds through a sponsoring agency, the individual is responsible for the narrative of the report and the sponsoring agency is responsible for the financial reporting, with the support of the sponsored individual.

A final report is not required for sponsorships.

Applications for discretionary grant funding and sponsorships should be sent or emailed to:

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