

I. AFC Discretionary Grants:

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

Discretionary grant funds for HIV- related activities 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 agent and administer the funds. The AFC allocates up to \$25,000 per calendar year for discretionary grantmaking.

II. Types of Requests:

A. General

Funding requests for discretionary grants are to reflect short-term and time-sensitive activities, and are not to exceed \$5,000. The applicant 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.

B. Specific requests and limitations

Requests may include, but are not limited to, the following types of requests:

1. Programming needs such as operational support for specific, short-term requests that are not supported by other community HIV funds.
2. Technical assistance including but not limited to strategic planning and/or board development for young organizations.
3. Support for individuals to attend local, regional or national conferences, presentations or HIV/AIDS-related events. Individuals can be agency staff or non-staff living with or affected by HIV/AIDS. An agency seeking to send staff to or an individual seeking to attend a conference, presentation, or event must comply with the following:
 - a. Only one discretionary grant per individual or agency staff person in a twelve month period will be awarded by the AFC, and the AFC reserves the right to decline any request from any agency or sponsored individual.

- b. Discretionary grants will only be made for travel costs 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 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. As mentioned in Section I, individual applicants must be sponsored by a local 501(c)(3) organization.

III. Application Procedure:

Applicant 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 sponsoring fiscal agent, 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 agent, 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. Identifies matching funds or additional sources and amounts of support, if any;
4. 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.

IV. Review Process:

Discretionary grant requests 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 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. 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.

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. 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.

Applications for discretionary grant funding should be sent to:

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