**AFC Letter of Inquiry**

This is a Letter of Inquiry form to apply for the AIDS Funding Collaborative's 2019-2020 Responsive Grant funding. Please reference the full RFA for details which can be found at [www.AIDSFundingCollaborative.org](http://www.AIDSFundingCollaborative.org).

LOI submissions are **due by Friday, June 28, 2019**. Full proposal submission is by invitation only - applicants will be notified on July 29, 2019.

If you have questions or experience any issues with the form, please contact AFC Director, Julie Patterson at [jpatterson@communitysolutions.com](mailto:jpatterson@communitysolutions.com) or (216) 781-2944 x210.

Organization:

Mailing Address:

Website:

Name of Executive Director/CEO:

Name of Project:

Name of Proposal Contact and Title:

Contact Email:

Contact Phone Number (include area code):

Grant Request Amount:

Annual Project Budget (not required for general operating requests):

Annual Organizational Budget:

Which priority area(s) will the project address? (check all that apply):

Harm Reduction

Pre-Exposure Prophylaxis (PrEP)

Post Exposure Prophylaxis (PEP)

Capacity Building

General Operating

e-authorization – by typing your name you certify authorization of LOI submission:

Project Director

Executive Director/CEO

**Please complete the following short essays.** Each response prompt includes a limited number of characters, including spaces. You are able to check the character count by clicking the word count function, found at the bottom left of the word document screen.

1. Briefly describe your organization. If it is a collaborative proposal, include any previous experience of the organizations working together (1,000 characters or less):
2. Describe your proposed project including its overall goal, and the goal(s) of the National HIV/AIDS Strategy and/or State Integrated Plan to which it relates. For general operating grants, please indicate your organization’s strategic planning priorities and organizational alignment with the national and state strategies (3,000 characters or less):
3. State how the need for the project was determined and the evidence base for supporting the model. For general operating grants, please describe the gap your organization addresses in the community (2,000 characters or less):
4. Provide a list of project activities (e.g. what the project will provide, to whom, and by when). For general operating requests, please provide an overview of services provided and clients served (1,000 characters or less):
5. Provide a list of line-item expenses comprising the grant request (e.g. $28,000 for project assistant salary; $500 for project materials; $1,500 for overhead costs). For generating operating grants, please describe the anticipated gap in operating funds (1,000 characters or less):