



AIDS FUNDING COLLABORATIVE
Catalyst Grants: Policies and Procedures
September 2020

I. AFC Catalyst Grants

To achieve the Ending the HIV Epidemic goals, Cuyahoga County will need to reduce annual HIV transmissions to fewer than 20 new HIV diagnoses by 2030.

To do this, the HIV response in Greater Cleveland needs to help people who are at highest risk of HIV to know their status and prevent infection, as well as engage people who are as-yet undiagnosed or not in regular care to ensure that they access and benefit from the services that they need.

Community Catalyst grantmaking through the AIDS Funding Collaborative (AFC) supports intensive community-centered work through mid-sized grants designed to support community organizing, pilot projects, and selected trainings and events. **These grants will be allocated on a rolling basis throughout the year.**

Catalyst grant funds are available to not-for-profit, tax-exempt 501(c)(3) agencies and governmental organizations in Cuyahoga County. Preference will be given to organizations that the AFC has not previously funded with responsive or targeted grants (see Appendix B for grantmaking categories). Grant funds are only available to individuals in the community through the fiscal sponsorship of a local 501(c)(3) organization. The AFC aims to allocate at least 20% of its funding per calendar year for Catalyst grantmaking.

II. Types of Requests

A. General

1. Catalyst grants are for programs designed to be both innovative and effective, and will range between \$5,000 - \$20,000. Catalyst grant applicants must specify the intended results of the proposed activity and how they will be measured, and establish a mechanism for sharing information with the AFC and the community. AFC's Catalyst grants will not support fundraising events. Only one Catalyst

grant per individual or agency in a calendar year period will be awarded by the AFC.

2. Catalyst grants will prioritize programming and services that take place in the areas/ neighborhoods that are economically poorer with fewer services for behavioral and sexual health, and with high numbers of new HIV diagnoses, including zip codes: 44102; 44104; 44105; 44106; 44107; 44108; 44109; 44110; 44111; 44112; 44118; 44120; and 44128.

B. Specific Requests and Limitations

Requests may include but are not limited to the following:

1. Community organizing in specific neighborhoods and networks where people are most at risk for being undiagnosed, out of care, or not virally suppressed;
2. Pilot projects, including those focused on HIV testing, prevention and care services;
3. Capacity building including but not limited to strategic planning and/or board development for emerging organizations;
4. Support for one-time special trainings or events.

III. Opportunities for Grantee Organizations

AFC Catalyst grantee organizations will have access to an array of opportunities in the HIV/AIDS community, including:

1. Webinars/ trainings to build content knowledge and a national network;
2. Peer learning and exchange amongst the community of AFC grantees;
3. Informal mentoring by AFC staff;
4. Sustainability planning and resource mobilization;
5. Organizational capacity support;
6. Invitations to attend local HIV/AIDS community planning meetings and other special events to build relationships with people living with HIV, community advocates, and other health and social service providers;
7. Encouragement to share outcomes of the project/activity with other agencies, organizations, or the community in general.

IV. Application Procedure

Catalyst grant applicants must provide:

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

Additionally:

1. Please include the tax ID and formal name of the organization.
2. The cover letter must be signed by the applicant agency's executive director showing support for the requested funds.
3. 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. What need the agency/organization/individual has identified;
2. Population(s) intended to be reached, including zip code(s);
3. The proposed project/activity;
4. Anticipated results of the project/ activity in the community; the meaningful differences you intend to make;

Note: In the case of an individual applying for a Catalyst 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.

- C. A budget page with narrative (see attached template, Appendix A):

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 additional funding sources and amounts of in-kind support.

Please note: administrative costs/overhead are limited to 20% for Catalyst grants.

V. Review Process

Catalyst grant requests are reviewed and funding recommendations made by a committee of the AFC, with final approval made by the AFC Advisory Committee. Declines for funding are handled at the staff level. Applicants may be asked to provide additional information, if necessary.

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 (TGA) which must be signed by the agency's executive director and chair 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 Catalyst 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, with the support of the sponsored individual.

Applications for Catalyst grant funding should be emailed to:

Julie Patterson

Director, AIDS Funding Collaborative

1501 Euclid Avenue, Suite 310

Cleveland, Ohio 44115

(216) 781-2944 ext. 210

jpatterson@communitysolutions.com

APPENDIX A: BUDGET TEMPLATE

Project Budget

| PROJECT BUDGET | | | | |
|---|---|--------------------------|----------------------------------|--------------|
| Item | AIDS Funding Collaborative Request | Other Funding | In-Kind Contributions | Total |
| Personnel Expenses | | | | |
| Salaries and Wages* | | | | |
| Fringe Benefits* | | | | |
| Non-Personnel Expenses | | | | |
| Contract Services/Professional Fees** | | | | |
| Office space | | | | |
| Equipment/Supplies** | | | | |
| Staff/Board Development | | | | |
| Travel/Related Expenses | | | | |
| Other** | | | | |
| Total Project Expenses | | | | |
| * list each position separately ** itemize | | | | |

APPENDIX B: OTHER GRANTMAKING CATEGORIES



All AFC grants are limited to not-for-profit, tax exempt 501(c)(3) entities that serve Cleveland and Cuyahoga County, Ohio, USA. Organizations and individuals without 501(c)(3) status may apply for funds with the support of another 501(c)(3)-designated entity agreeing to serve as fiscal sponsor.

Discretionary Grants

Discretionary grantmaking through the AFC is designed to provide a supplemental funding opportunity for a short-term or one-time HIV/AIDS-related need in the community. Each request is limited to \$5,000. Additional information can be found in our discretionary grant policy. Applications are reviewed by AFC staff and approved by the AFC Advisory Committee Chair. The discretionary grant policy with application guidance can be found [here](#) or below under Standard Forms.

Responsive Grants

Responsive grants are made through an annual Request for Applications (RFA) based on a set of funding priorities intended to fill gaps and build capacity in the community. The annual RFA is released during the 2nd quarter of the year with 1-year grant awards beginning on October 1st.

The 2020 funding priority areas include:

- HIV care and support services, including those aligned with Ryan White categories;
- HIV prevention services, especially harm reduction and pre-exposure prophylaxis (PrEP); and
- Community-led and neighborhood-based HIV programming focused on zip codes and networks in greatest need

Targeted Grants

Targeted grants are strategic, often multi-year partnerships with the community and are made on a rolling basis. As needs are identified, the AFC invites agencies to submit a proposal, which is subject to review by the full AFC Advisory Committee. Targeted grants have historically ranged from \$5,000 to \$100,000.

See our portfolio of grantmaking and strategic plan at: www.aidsfundingcollaborative.org