**AFC Letter of Intent Form**

This is a Letter of Intent form to apply for the AIDS Funding Collaborative's 2023-2024 Responsive Grant funding. Please reference the full RFA for details which can be found at [www.AIDSfundingcollaborative.org](http://www.AIDSfundingcollaborative.org).

Letter of Intent submissions are **due by 11:59pm, Friday, June 30, 2023**. Please submit LOI form via email to jpatterson@communitysolutions.com. Full proposal submission is by invitation only; applicants will be notified on July 21, 2023.

If you have questions or experience any issues with the form, please contact AFC Director, Julie Patterson at jpatterson@communitysolutions.com or (443) 786-2377.

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:

Select funding priority area(s) and funding mechanism (check one in each column):

[ ]  HIV Care and Support Services

[ ]  HIV Prevention

[ ]  Community/ Neighborhood Program

[ ]  Programmatic Support

[ ]  Community Capacity Building

[ ]  General Operating Support

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 previous experience of the organizations working together (1,000 characters/ 160 words or less):
2. Describe your proposed project including its overall goal, and the ways it aligns with the AFC Strategic Plan. For general operating support grants, please indicate your organization’s strategic planning priorities and organizational alignment with the AFC priorities (3,000 characters/480 words or less):
3. State how the need for the project was determined and the evidence base for supporting the design. For general operating support grants, please describe the gap your organization addresses in the community (2,000 characters/ 320 words or less):
4. Provide a list of project activities (e.g. what the project will provide, to whom, and by when). For general operating support requests, please provide an overview of services provided and clients served (1,000 characters/ 160 words or less):
5. Provide a bulleted list of expenses comprising the grant request, including a brief description for each. For generating operating support grants, please describe the anticipated gap in operating funds (1,000 characters/ 160 words or less):