



Atlanta AIDS Fund

Grantmaking

2011 Guidelines

2011 FUND OPERATION AND PHILOSOPHY

The Atlanta AIDS Fund (AIDS Fund) mission is to support metropolitan Atlanta's HIV/AIDS advocacy, prevention education and service efforts through funding and leadership. Since 1991, nearly \$11 million in grants have been awarded to organizations in the metro area.

The AIDS Fund is a collaborative funding partnership between The Community Foundation for Greater Atlanta, United Way of Metropolitan Atlanta, Elton John AIDS Foundation, AIDS United and individual donors. The AIDS Fund is committed to funding *throughout* this 23-county region (*Barrow, Bartow, Butts, Carroll, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Hall, Morgan, Newton, Paulding, Pickens, Rockdale, Spalding and Walton*).

The AIDS Leadership Team formed in 2007 generated a comprehensive community plan, with the support of the region's HIV/AIDS leaders and advocates, to increase the region's awareness and involvement in the HIV/AIDS crisis. An outgrowth of this effort is the Atlanta AIDS Partnership (AAP or The Partnership), which is also a joint venture of the United Way of Metro Atlanta and the Community Foundation of Greater Atlanta, and works in collaboration with the Atlanta AIDS Fund to support organizations and programs that service people impacted by HIV/AIDS. *See page 3 for more information.*

The AIDS Fund is overseen by an advisory committee that makes recommendations regarding policies, programs and grants of the AIDS Fund. The Board of Directors for both The Community Foundation for Greater Atlanta and United Way of Metropolitan Atlanta review these recommendations and make the final approval of grants.

Funding for 2011-2012

The AIDS Fund grantmaking program provides general operating support grants that strengthen HIV/AIDS serving organizations. Through its grantmaking, the AIDS Fund responds to organizations that demonstrate serious self-assessment, recognize the importance of evolving institutional planning and strong financial management for HIV/AIDS - related objectives, and illustrate a long-term commitment to this issue. Characteristics of successful applicants will include a clear vision of the organization's role in making a difference in the HIV/AIDS community, demonstrate effectiveness through the investment of time and personnel in measuring and planning for success, and have written strategic plans that cover three or more years, include goals and methods to measure effectiveness, and are used to form an annual work plan.

General Operating Support—Unrestricted dollars support the day-to-day activities of a AIDS/HIV serving (prevention, intervention, advocacy) nonprofit organizations (as stated in its mission). Organization can request up to a maximum of \$75,000 or 10% of the organization's last completed fiscal year actual expenses. To determine the amount your organization can request and the request as percent of the budget, use the last completed fiscal year expenses.

Restricted Operating Support— Providing targeted operating funding to support the ongoing program administrative and infrastructure costs for agencies that have a clear HIV/AIDS (intervention, prevention, advocacy) component to its work, but not necessarily stated in its mission, and meet all of the following criteria:

- Program budget more than \$100,000 (funding will be restricted to no more than 10% of program budget)
- Program budget must be able to be delineated from the organization's budget
- At least one dedicated staff (salaried—no contractor/consultant)
- Programs/Activities must be detailed in the organization's strategic plan and be able to demonstrate that the program is an integral component to the organization and HIV/AIDS advocacy, prevention education and service community
- Organization must meet other AIDS Fund requirements
- Must be based on Evidence Based Interventions (EBIs)/Diffusion of Effective Behavioral Interventions (DEBIs) or be innovative in nature and provide a research based hypothesis on why they are effective

Interested parties are encouraged to read these guidelines and visit The Community Foundation for Greater Atlanta (www.cfgreateratlanta.org) and United Way of Metropolitan Atlanta's (www.uwma.org) websites. For further information about the AIDS Fund, please contact: Mary Spanburgh, Director, 404-527-3514 or mspanburgh@uwma.org or Tené Traylor, Program Officer, 404-588-3201 or ttraylor@cfgreateratlanta.org

Information for Grant Applicants

All eligible organizations that wish to apply to the AIDS Fund must submit a **Letter of Intent to Apply for Funding (LOI) Application**. This is a mandatory **form**, which may be found at The Community Foundation for Greater Atlanta (www.cfgreateratlanta.org) and United Way of Metropolitan Atlanta's (www.uwma.org) websites. LOIs will be reviewed by staff, with recommendations for Final applicants approved by the Advisory Committee of the AIDS Fund.

After the LOI review, a select group of applicants will be invited to participate in a more intense level of evaluation by submitting a **Final Application**. Those not invited to submit a Final Application will receive a declination letter. Final applications will be reviewed by the advisory committee and staff. All finalists that submit the required information will receive a site visit.

Application to, or receipt of support from, the AIDS Fund has no bearing on eligibility for other grantmaking programs within The Community Foundation for Greater Atlanta or United Way of Metropolitan Atlanta. Eligible organizations may apply to any combination of programs at the same time or different times.

Organizations are encouraged to attend or download the orientation session, as the program has been revised. Thereafter you may contact the AIDS Fund staff for questions or clarification.

These grants will be very competitive. Grants will range from \$10,000 to \$75,000 for a 12-month period. Organizations can request no more than 10% of the organization's annual operating or HIV/AIDS program budget. Each grantee will be asked to co-design an evaluative process and to report on progress and challenges in either six or 12 month intervals. The AIDS Fund expects to award between 10 and 15 grants. *It is strongly suggested that all applicants review the Final Application prior to LOI submission.*

The AIDS Fund grantmaking will focus on the following:

- **General operating support:** Unrestricted funding provided to strengthen an HIV/AIDS advocacy, prevention education and service organizations as it pursues its mission, with the goal of achieving further stability and sustainability for core programs and activities. This type of grant is flexible and gives the grantee the ability to use the funds where they are most appropriate.
- **Restricted operating support:** Targeted funding provided to strengthen HIV/AIDS programs that focus on advocacy and policy, awareness/education/prevention, testing, and treatment and care as an organization pursues its mission, with the goal of achieving further stability and sustainability for core programs and activities.

Atlanta AIDS Partnership (AAP or The Partnership)

The Partnership is a joint initiative of the United Way of Metro Atlanta and the Community Foundation for Greater Atlanta, and works in collaboration with the Atlanta AIDS Fund to support organizations and programs that service people impacted by HIV/AIDS. The Atlanta AIDS Partnership is leading the movement to create **A Community without AIDS: No New Cases**.

To achieve this goal, an Atlanta AIDS Leadership Team was created to focus the region's attention and resources, human and financial, on HIV/AIDS. It does so through:

- Providing technical assistance and strategic grantmaking, through the Atlanta AIDS Fund to local organizations that advance the No New Cases vision,
- Mobilizing the support, intellect and passion of an extensive network of AIDS service organizations, faith-based institutions, nonprofits, civic groups, universities and community members,
- Facilitating public policy initiatives to improve the HIV/AIDS system of prevention, testing, and care,
- Leading a community-driven process to develop a 10-year action plan to stop the spread of HIV/AIDS and to provide compassionate care for those most affected.

For more information, visit www.nonewcases.org.

2011 Schedule

Orientation will be hosted on July 12, 2011 via ReadyTalk (web conferencing). Registration will be located at <http://cfgreateratlanta.org/Community-Initiatives/Current-Initiatives/Atlanta-AIDS-Fund.aspx>. You will be able to download the presentation following the live orientation at the same location as registration.

July 12	Orientation (via ReadyTalk)
August 12	Deadline for Letter of Intent to Apply for Grant Funding
August 26	Applicants contacted and requested to submit a Final Application
September 19	Final Applications due (by invitation only)
Mid December	Applicants notified of funding decisions

Application Process

What is the application process?

- Organizations submit Letters of Intent to Apply for Grant Funding form
- AIDS Fund Advisory Committee and staff reviews all Letters of Intent and invites organizations to submit Final Applications
- Invited organizations submit Final Applications
- AIDS Fund Advisory Committee and staff reviews all Final Applications
- AIDS Fund Advisory Committee and staff conduct site visits and determine funding recommendations
- Funding recommendations are made to the United Way of Metropolitan Atlanta and The Community for Greater Atlanta's Board of Directors and grants are awarded
- Organizations receiving grants will be required to report in either six or 12 month intervals

* *Applicants must use the Letter of Intent and Final Application forms found on The Community Foundation for Greater Atlanta (www.cfgreateratlanta.org) and United Way of Metropolitan Atlanta's (www.uwma.org) websites*

ELIGIBLE ORGANIZATIONS

Organizations that meet the following requirements are eligible to apply for a grant from the AIDS Fund:

- Must have a clear organizational focus on advocacy, client services, and prevention intervention designed to positively impact those affected or infected with HIV/AIDS;
- Must be classified by the U.S. Internal Revenue Service under Section 501(c)(3) of the I.R.S. code as a nonprofit, tax-exempt organization, donations to which are deductible as charitable contributions under Section 170 (c)(2) and the I.R.S. determination must be current;
- Must be registered with the Georgia Secretary of State as a nonprofit (click here to verify: <http://corp.sos.state.ga.us/corp/soskb/csearch.asp>);
- Must have a minimum two-year operating history after the date of receipt of its 501(c)(3) classification;
- Must have an annual operating budget more than \$100,000 as reflected in the most recently filed I.R.S. Form 990;
- Must have at least one full-time paid employee (paid minimum wage or more, working 2,080 hours or more) for at least 12 months prior to submitting a Letter of Intent (*please note that contractors or consultants do not count toward this requirement*);
- Must have a current written strategic or business plan for the whole organization that covers at least 24 months which includes the organization's entire current fiscal year and includes the following:
 - Mission statement
 - Evidence of an environmental scan
 - Stakeholder participation (staff, board, etc.)
 - Strategic goals and measureable objectives
 - Implementation plan with assigned staff and/or board responsibilities
 - On-going evaluation to keep plan current
 - Addresses multiple years with regular updates
- Must have audited financial statements for the past two completed fiscal years for organizations with annual budgets over \$250,000; must have financial statements reviewed by an independent, certified public accountant for the past two completed fiscal years for organizations with annual budgets between \$100,000 and \$249,999;
- Must have filed their final reports as specified in the grant contract if a former Atlanta AIDS Partnership Fund grant recipient;
- Must have a Board of Directors where 100% of members made personal cash donations or made financially measureable in-kind contributions during the last completed fiscal year (*please note there is no required cash donation amount*); and
- Must have a Board of Directors with representation from the community served and committee structure that ensures the necessary mix of skills to succeed.
- Special note to national organizations with local chapters/affiliates or programs: Preference will be given to local chapters/affiliates or programs that can demonstrate control over their finances and operations, and those that have a local governing board. Please contact AIDS Fund staff if you have any questions.

Not Eligible for Funding

- Private and publicly funded schools (K-12) and institutions of higher learning. This does not include nonprofit charter schools;
- Grants to individuals;
- Fundraising and marketing events;
- Organizations that provide religious services and education;
- Endowment funds;
- Organizations that raise funds for publicly funded schools (K-12) and institutions of higher learning;
- Capital campaign contributions (for building construction or renovation) or use of funds to cover capital campaign feasibility studies or campaign implementation expenses. This does not include regular maintenance and capital improvements.

Successful applicants to the AIDS Fund will offer services and programs of significant scope that promise considerable impact on the Atlanta HIV/AIDS community and the metropolitan Atlanta community at large. Significant scope is based on the national focus areas adopted from AIDS United and the Elton John Foundation. This includes, but not limited to, strengthening systems, seeding and measuring innovation, and organizing and leading policy/advocacy efforts.

1. Strengthening Systems

This focus area will enhance/improve the availability of HIV/AIDS services and coordination of services (e.g., consolidating/ mainstreaming AIDS services, strategic alliances/collaborations, working with corrections, syringe exchange, etc.).

2. Seeding and Measuring Innovation

This focus area will seed, strengthen, and collect evidence for innovative practices that have the potential to be replicated.

3. Organizing and Leading Policy/Advocacy Efforts

This focus area will enhance or improve efforts to undertake or lead discussions and educate stakeholders about engaging in local, state, or regional policy/advocacy (e.g., preserving existing state HIV/AIDS dollars, educating to inform and change antiquated laws, etc.).

What's New in 2011?

- Organizations can request a 12-month grant up to \$75,000 or 10% of the organization's last completed fiscal year actual operating (general operating) or program (restricted supported) expenses. To determine the amount your organization can request and the request as percent of the budget, use the last completed fiscal year expenses. ***What's new?:*** *Funding is based on last fiscal year expenses*
- Organizations' strategic plans now must cover at least 24 months. Additionally, the AIDS Fund has provided some guidelines as to what a strategic plan is expected to contain. ***What's new?:*** *In the past the AIDS Fund required 36-month plans*
- Organizations that did not receive cash or financially measurable in-kind contributions from 100% of board members during the last fiscal year are not eligible. ***What's new?:*** *All board members are expected to make contributions to the agency (please note there is no required cash donation amount)*
- Organizations must submit audited financial statements for the past two completed fiscal years for organizations with annual budgets over \$250,000; must have financial statements reviewed by an independent, certified public accountant for the past two completed fiscal years for organizations with annual budgets between \$100,000 and \$249,999. ***What's new?:*** *In the past the AIDS Fund required different financial information (e.g. form 941, 5-month unaudited statements, etc.)*

What About Programs and Issues?

The Atlanta AIDS Fund focuses on helping well-managed organizations do their work to address the region's critical issues affecting the HIV/AIDS community. It is the AIDS Fund's intent to support nonprofit organizations that are able to link their passions and missions with data and analysis, leadership and action. Our goal is to help sustain organizations that are building vibrant communities.

The AIDS Fund has been and continues to be open to diverse issues affecting the changing landscape of HIV/AIDS. Successful applicants will be able to explain why their organization is critical to the local community or to the whole region, as well as demonstrate their effectiveness working with people living with HIV/AIDS, institutions supporting those individuals and prevention interventions.

For further information about the AIDS Fund, please contact: Mary Spanburgh, Director, 404-527-3514 or mspanburgh@uwma.org or Tené Traylor, Program Officer, 404-588-3201 or ttraylor@cfgreateratlanta.org or

Resources For Nonprofits

In 2011, The Community Foundation provides resources for nonprofits 'professional and organizational development. Following are four primary focus areas for Nonprofit Effectiveness:

- Strategic Planning & Business Analysis
- Board Development
- Fund Development Planning
- Advocacy

Opportunities available to nonprofits include:

Nonprofit Scholarships

Through this program, the Foundation will cover the cost of nonprofit board and staff participation at trainings, workshops and conferences. Nonprofit organizations that received cash grants from any of The Community Foundation's discretionary grantmaking programs (Common Good Funds, Arts Fund, AIDS Fund, Neighborhood Fund, Local Funds and Grants to Green) within the last seven years (2004-2010), as well as current year grantees may take advantage of these opportunities:

- **Classes sponsored by the Foundation:** The Foundation will post a list of classes and workshops for which scholarships are available. Such information will be made available on the Foundation website and announced via email communication.
- **Scholarships nonprofits apply for:** The Foundation will also consider support for courses, seminar series and conferences that have been identified by nonprofits. Priority will be given to applicants seeking to participate in activities focused on the Foundation's four priority areas.

Details can be found here: <http://www.cfgreateratlanta.org/Nonprofit-Scholarships.aspx>.

Grants Plus

Grants Plus is a program designed to help nonprofit organizations reach increased levels of vitality and effectiveness. Organizations selected to receive grants from the AIDS Fund will automatically be considered for a custom-designed package of professional resources or services to help the recipient respond to a key organizational challenge or opportunity in one of the Foundation's primary focus areas. Recipients of this non-financial award will be identified during the grant cycle in which they apply.

Nonprofit Toolbox

The Nonprofit Toolbox provides nonprofit organizations with tools to strengthen their management, governance and operations. Nonprofit Toolbox awards are not financial grants; they are custom-designed packages of management consulting to help solve a key organizational challenge or problem. Organizations selected to receive a Nonprofit Toolbox will work with a specialist who will construct a package of appropriate organizational assistance.

Details can be found here: <http://www.cfgreateratlanta.org/Nonprofit-Toolbox.aspx>.

Nonprofit Loan Fund

Nonprofit Loan Fund provides loan financing for small and medium-sized nonprofit organizations in metro Atlanta awaiting payment of an approved government contract or foundation grant. The bridge loans range from \$10,000 - \$50,000 to nonprofit organizations of all types with annual operating budgets of \$250,000 (minimum) to \$3,000,000 (maximum).

Details can be found here: <http://cfgreateratlanta.org/Grants-Support/Nonprofit-Loan-Fund.aspx>