



Atlanta AIDS Partnership Fund

Grantmaking

2009 Guidelines

OVERVIEW

2009 FUND OPERATION AND PHILOSOPHY

The Atlanta AIDS Partnership Fund (AIDS Fund) was created in 1991. Its mission is to support metropolitan Atlanta's HIV/AIDS advocacy, prevention education and service efforts through funding and leadership. Since that time nearly \$10 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, National AIDS Fund and individual donors. The 23 counties served by the AIDS Fund include: 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 Fund is committed to funding *throughout* this 23-county region.

Beginning in 2009, the AIDS Fund grantmaking program will provide general operating support grants that strengthen HIV/AIDS serving organizations within the 23-county region. 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.

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.

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.

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.unitedwayatlanta.org) websites. For further information about the AIDS Fund, please contact:

Tenè Traylor, Program Officer, at 404-588-3201 or ttraylor@cfgreateratlanta.org or
Mary Spanburgh, Manager, Community Engagement, at 404-527-7514 or mspanburgh@unitedwayatlanta.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)** form. 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.unitedwayatlanta.org) websites. **LOIs** will be reviewed by staff, with recommendations for Finalist 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 Finalist Application. Those not invited to submit a Finalist Application will receive a declination letter. Finalist applications will be reviewed by the Advisory Committee and staff. A select group of finalists will receive a site visit. **Please note that not all finalists will receive a site visit.**

Grant recipients will be determined in November of 2009. The 2009 grant program will be very competitive. The AIDS Fund expects to award between six to ten grants.

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 one of the orientation sessions, as the program has been substantially revised. Thereafter you may contact the AIDS Fund staff for questions or clarification.

OVERVIEW

New Priorities

Guided by the mission and values of the Atlanta AIDS Partnership Fund has modified its grantmaking practices. With these new criteria in place, the AIDS Fund no longer limits our grantmaking through traditional focus areas—advocacy, client services and prevention interventions. The AIDS Fund believes this change will create more flexibility in our grantmaking. Instead, during the coming years the AIDS Fund will place emphasis on:

General Operating Support for Organizations – providing unrestricted dollars to support the day-to-day activities of nonprofit organizations.

Nonprofit Effectiveness – offering resources for organizational and professional development opportunities through management consulting grants, scholarships for workshops, classes and/or coaching.

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AIDS Leadership Team

The AIDS Leadership Team for the AIDS Fund, first convened in August 2007, is currently working to develop and implement a comprehensive community plan to increase the region’s awareness and involvement in the HIV/AIDS crisis; develop strategies for achieving community impact through high-quality, strategic leadership and financial investments; and create an organizational strategic plan for the AIDS Fund. The Leadership Team is co-chaired by Dr. David Satcher and Sandy Thurman. Dr. Satcher is the Director of the Satcher Health Leadership Institute, Center of Excellence on Health Disparities, and Poussaint-Satcher-Cosby Chair in Mental Health at Morehouse School of Medicine. He is also the 16th United States Surgeon General. Sandy Thurman is the President of the International AIDS Trust at the Rollins School of Public Health at Emory University and former Director of National AIDS Policy under the Clinton Administration.

With the support and guidance of local, national and international stakeholders, the AIDS Leadership Team and the Atlanta AIDS Partnership Fund developed strategies to advance its vision of “A Community without AIDS: No New Cases”.

The five strategies include:

- Engage and develop faith-based leaders and institutions
- Target high-prevalence communities for intensive prevention and treatment services
- Build capacities of AIDS-serving organizations
- Identify the opportunity and means for enhancing health and social service systems
- Develop and implement an HIV/AIDS policy and advocacy agenda

GUIDELINES

What is General Operating Support? General operating support provides unrestricted funding to help support and maintain an organization as it pursues its mission. This type of grant is flexible and gives the grantee the ability to use the funds where they are most appropriate.

Atlanta AIDS Partnership Fund grants are available to support an organization's ongoing administrative and infrastructure costs and/or to maintain existing, effective programs that fit the general grant focus of the AIDS Fund. Characteristics of successful applicants include that they will have a clear vision of the organization's role in making a difference in the 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.

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 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.

What Resources Can Nonprofits Access Through Nonprofit Effectiveness?

Beginning in 2009, The Community Foundation's Common Good Funds will provide resources for grantees' professional and organizational development. The Foundation has identified four primary focus areas for Nonprofit Effectiveness in 2009 – Strategic Planning & Business Analysis, Board Development, Fund Development Planning and Advocacy – all of which the Foundation recognizes as important skills sets in these economic times. Opportunities available to nonprofits include:

Nonprofit Scholarships

The Community Foundation recognizes that nonprofit boards and staffs benefit from the opportunity to learn from field experts and from their peers through training, workshops and conferences; however, financial resources may not allow for organizations to take advantage of these opportunities as they arise. In order to support organizations and allow them to take advantage of these capacity-building opportunities, The Community Foundation supports organizational development through the provision of scholarships and access to learning opportunities and resources.

Scholarship opportunities are available for nonprofit staff and board members to attend professional and organizational development workshops and trainings. Through this opportunity, The Community Foundation will cover the cost of attendance for workshops, trainings and conferences for selected programs. Nonprofit organizations that received grants from any of The Community Foundation's discretionary grantmaking programs (including the **AIDS Fund**) within the last five years may take advantage of this opportunity. The Foundation will post a list of classes and workshops for which scholarships will be made available

on the website and regular announcements will be sent regarding upcoming opportunities. The Foundation will also consider support for courses, seminar series and conferences that have been self-identified by nonprofits. As part of the Foundation's goal of strengthening the region's nonprofits, priority will be given to applicants seeking to participate in courses, seminar series and conferences focusing on the four priority subjects offered by nonprofit organizations

Additional details can be found on The Community Foundation for Greater Atlanta's website at www.cfgreateratlanta.org.

Funding Opportunities

2009 Cycle	July 30	Deadline for Letter of Intent to Apply for Grant Funding
	August 24	Applicants contacted and requested to submit a Final Application
	September 14	Final Applications due (by invitation only)
	Late Fall	Grants awarded

New Application Process

What is the new application process?

- Organizations submit Letters of Intent to Apply for Grant Funding form
- Foundation staff reviews all Letters of Intent and invites organizations to submit Final Applications
- Invited organizations submit Final Applications
- Advisory Committee reviews all Final Applications and selects finalists to receive site visits
- Advisory Committee members conduct site visits
- 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.unitedwayatlanta.org) websites*

ELIGIBILITY

Eligible Organizations

Nonprofit organizations that meet the following requirements are eligible to apply for a grant from the Atlanta AIDS Partnership Fund (AIDS Fund)

- Must have a primary focus on advocacy, client services, and prevention intervention designed to positively impact those living with HIV/AIDS
- Must be located and providing services within the AIDS Fund 23 county service area; all funds from the Fund must be spent within the 23 county service area;
- 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;
- Must have a minimum two-year operating history after receiving its 501(c)(3) classification;
- Must have an annual operating budget more than \$100,000
- Must have at least one full-time paid employee (paid minimum wage or more, working 2,080 hours or more and \$13,100/year) for at least 12 months prior to submitting a Letter of Intent to Apply for Grant Funding(*please note that contractors or consultants do not count toward this requirement*);
- Must have a written strategic or business plan for the whole organization that includes measureable goals and methods to assess effectiveness;
- Must receive funding from at least three different types of sources such as individuals, foundations, businesses, churches and government but excluding The Community Foundation for Greater Atlanta and United Way of Metropolitan Atlanta;
- Must have audited financial statements for the past two completed fiscal years for organizations with budgets over \$500,000; 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 \$499,999;
- 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 all members donate cash or make financially measureable in-kind contributions each fiscal year;
- 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.

ELIGIBILITY

Not Eligible for Funding

- Nonprofit organizations with annual budgets of less than \$100,000
- Grants to individuals
- Organizations that have not filed end of grant reports for previous AIDS Fund grant
- Fundraising and marketing events
- Religious services and education
- Endowment funds
- 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.

QUESTIONS / ANSWERS

What About Programs and Issues?

The Atlanta AIDS Partnership Fund (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.

How Do I Learn More About the Changing Atlanta AIDS Partnership Fund Guidelines

The Atlanta AIDS Partnership Fund staff provides orientation sessions to prospective applicants on our grant guidelines. We intend to hold a series of sessions prior to the deadline for 2009 to assist nonprofits with our revised guidelines and application process. We strongly encourage your attendance. Please check The Community Foundation for Greater Atlanta (www.cfgreateratlanta.org) and United Way of Metropolitan Atlanta's (www.unitedwayatlanta.org) websites for the dates and locations for upcoming orientation sessions.

For further information, you may also contact Tenè Traylor, Program Officer, at 404-588-3201 or ttraylor@cfgreateratlanta.org or Mary Spanburgh, Manager, Community Engagement, at 404-527-7514 or mspanburgh@unitedwayatlanta.org.