



AFC Letter of Intent Form

This is a Letter of Intent (LOI) form to apply for the AIDS Funding Collaborative's 2026-2027 Responsive Grant funding. Please reference the full RFA for details which can be found at www.aidsfundingcollaborative.org.

Letter of Intent submissions are **due by 11:59pm, Monday, June 29, 2026**. Please submit LOI form via email to jpatterson@communitysolutions.com. Full proposal submission is by invitation only; applicants will be notified by July 28, 2026.

If you have questions or experience any issues with the form, please contact AFC Director, Julie Patterson at jpatterson@communitysolutions.com or (216) 290-4940.

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 Operating Budget:

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

HIV Care and Support Services

Programmatic Support

HIV Prevention

Community Capacity Building

Community/ Neighborhood Program

General Operating Support

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

Project Director

Executive Director/CEO



Please complete all five short essays. Each response prompt includes a limited number of characters, including spaces.

1. Give a brief history of the organization, its mission, and how it has evolved since it was founded. If it is a collaborative proposal, include previous experience of the organizations working together (1,000 characters/ approx. 160 words or less):

2. Please provide a short summary of the proposed program or project and the ways it aligns with the [HIV epidemic in Cuyahoga County](#) and [AFC's strategic goals](#). For general operating support grants, please indicate your organizational alignment with the AFC strategic goals and how funding will support capacity-building to improve your organization's systems and operations. (3,000 characters/approx. 480 words or less):



3. What will happen because of your program or project? How will you document progress and report on success? For general operating support grants, please describe the gap your organization addresses in the community (2,000 characters/ approx. 320 words or less):

4. Provide an overview 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/ approx. 160 words or less):

5. Provide a bulleted list of expenses comprising the grant request, including a brief description for each. Please include items such as salaries & wages, consultants, travel, equipment, supplies/ materials, overhead/ indirect expenses and other. For general operating support grants, please describe the anticipated gap in operating funds (1,000 characters/ approx. 160 words or less):