



Domestic Testing Initiative Grant Program

Application Cover Sheet

I. Applicant Information

Organization:

Address:

City: State: Zip:

Telephone: Fax:

Web Site:

Employer ID Number: Annual Operating Budget \$:

Executive Director: Email Address:

II. Fiscal Sponsor Information (if applicable)

Organization:

Address:

City: State: Zip:

Telephone: Fax:

Web Site: Contact:

Employer ID Number: Annual Operating Budget \$:

III. Proposal Information

Proposal Title:

Proposal Summary:
(brief one sentence description)

Proposal Contact: Title:

Email Address: Telephone:

Total Proposal Budget \$:

Total Amount Requested \$: Over: Months

IV. Application Checklist

For all requests, please provide **one original and four copies:**

- Application Coversheet (please include original with signature)
- Proposal Narrative should be double spaced, have 1" margins, 12 point font and a maximum 16 pages.
- Line-Item Budget
- Budget Justification

Supporting Documents Required

Please provide one copy of the following for the applicant organization and, if applicable, the fiscal sponsor**

- IRS determination letter of 501(c)(3) status
- Current Annual Operating Budget (revenues and expenses for your organization's current fiscal year)
- List staff, officers and Board of Directors
- Latest Annual Audited Financial Statements
- List of other current funding sources and uses. Current Annual Report (if available)

Signature of Executive Director or Board President

Date

Legal Requirements – Nonprofit organizations must generally have a valid tax exemption status under Section 501(c)(3) of the Internal Revenue Code and be classified as a public charity and not as a "private foundation" under Section 509(a). Government and public agencies are also eligible for funding. We will consider grants to organizations not meeting these requirements on an individual basis. If a proposal is from an unincorporated collaboration or a community project, tax exemption verification and a letter of agreement signed by a lead applicant agency that is eligible for funding are required.

*An MOU, or Memorandum of Understanding, is an agreement between two or more collaborating organizations that states the roles and responsibilities of each agency for the duration of the project (over a specified length of time) and fees of the fiscal sponsor, if applicable.

**A fiscal sponsor is a tax-exempt, 501(c)(3) organization that agrees to accept and be responsible for grant funds on behalf of another organization. The fiscal sponsor is responsible for the general management of grant funds, which can include keeping financial records, disbursing funds in accordance with the purpose of the grant and fulfilling reporting requirements. Fiscal sponsors are useful if the applicant has not received, is in the process of receiving, or has just received its 501(c)(3) status or similar determination from the IRS, or lacks the infrastructure to manage grant funds.

Mail the grant application along with 4 copies to:

AIDS Healthcare Foundation
Attn: Mindy Middleton- Public Health Division
1300 Scott Ave.
Los Angeles, CA 90026

Should you have any questions about the application, please contact Mindy Middleton, Deputy Director of Policy and Projects at mindy.middleton@aidshealth.org