

The HIV Young Leaders Fund

Grant Application Guide

This guide is to help you fill out the HIV Young Leaders Fund Grant Application. If this guide does not answer your questions, please e-mail us at HIVYoungLeadersFund@gmail.com.

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FREQUENTLY ASKED QUESTIONS

Can groups apply for funding that are not legal nonprofits in their countries?

Yes. Groups can apply for funding even if they are not registered organizations. You will need to identify a **fiscal sponsor** if selected. Please see page 3 for more information.

What tract should I apply for – Project Funding or Core Funding?

Apply for the tract that best fits your needs. If you are an existing youth-led organization and you need funding to carry out your mission and ongoing programs, you may want to apply for core funding. However, if there is an exciting initiative you want to launch but you lack funding to do so, you may want to apply for project funding.

Please note: If you are a non-youth-led organization, you can only apply for Project Funding.

Can I apply to both tracts?

No. Please only apply for one tract.

I am starting a new group in my community. Can I still apply?

Yes.

I have a really great idea but I've never run a project before and I'm not sure how to fill out some of the sections. What should I do?

Don't worry! We know that not all applicants have led projects before. We can assist you with your application – please e-mail HIVYoungLeadersFund@gmail.com.

How does the HIV Young Leaders Fund define youth-led?

We define youth-led as having a project or organization leader aged 30 or under. We also prioritize organizations or groups that meaningfully engage young people – such as having young people on the Board of Directors, mentoring young volunteers and staff, and having advisors on youth issues.

Why are you focusing on young people living with HIV and most-at-risk young people?

Extensive research documents that most-at-risk young people and young people living with HIV are hard to reach through existing HIV services. Little funding is currently provided for services specifically for young people most-at-risk in their communities and young people living with HIV. Before creating its funding priorities, the HIV Young Leaders Fund also conducted a survey among youth HIV activists on the biggest unmet needs they saw in their work. Overwhelmingly, respondents said that young people most-at-risk of HIV and young people living with HIV were not visible as leaders in their communities and that existing programs did not meet their needs.

How do you define most-at-risk young people, and young people most-affected by HIV?

The HIV Young Leaders Fund recognizes the diversity of young people. *Which* young people are most-at-risk of HIV infection differs country-by-country, community-by-community. We define most-at-risk as young people who are more vulnerable to HIV than their peers. Depending on the local context, this could mean young men who have sex with men, young sex workers, young women, young people who use drugs, young transgenders, and/or young people living with HIV. Most-affected refers to communities who are at-risk for HIV transmission, and people living with HIV.

Who are your partners?

An Interim Steering Committee governs the HIV Young Leaders Fund. Organizations on this body are:

Global Network of Sex Work Projects, Global Youth Coalition on HIV/AIDS, GNP+'s Interim Reference Group on Young People Living with HIV, International Treatment Preparedness Coalition, Jamaica Youth Advocacy Network, World AIDS Campaign, Youth Coalition for Sexual and Reproductive Rights, Y-PEER, Young Positives, Youth R.I.S.E

I Googled the HIV Young Leaders Fund but could not find a website. Are you sure you're a legitimate Fund?

We are legitimate! Our website is currently under construction, and we hope to launch it shortly. The Tides Foundation serves as the fiscal agent for the HIV Young Leaders Fund to oversee grants administration. The HIV Collaborative Fund serves as an advisory body to the HIV Young Leaders Fund.

I have some questions about my application. Who do I contact? Please contact Caitlin Chandler at HIVYoungLeadersFund@gmail.com.

GRANT APPLICATION GLOSSARY

The following terms and definitions appear in the Grant Application.

ACTIVITIES: The activities are the actions you will take to make your goal a reality. Some examples of activities:

- Organizing a monthly support group meeting for young women working as sex workers to discuss mental and physical health issues, employment, and well being.
- An educational workshop on having hot, safe sex for young people living with HIV.
- Conducting a needs assessment for young people using injection drugs to determine where the gaps are in existing programs. After the needs assessment, arranging meetings with the Health Ministry to advocate for improving services for young people using injection drugs.

Remember – these are just examples! You should create activities that best fit your goal.

ADVOCACY: Working to change existing policy, the way policy is implemented, or the way policy is created. Some examples of advocacy include working for the increased meaningful participation of young people in the government’s National HIV Strategic Plan or working to change the age of consent policy for confidential HIV testing services.

COMMUNITY MOBILIZATION: The organization of communities to demand their rights, for example to demand equal access to HIV services. Often this begins when people come together to support each other, articulate their needs, and begin to find simple ways to address them. Community mobilization frequently results in networks or coalitions at the local level. These networks can grow and become national or regional. Community mobilization includes supporting the human rights of people affected by HIV.

EVALUATION: The purpose of evaluating a project or organization is to measure what effect it had on the problem it was trying to address. Another way of thinking about this is what changes are occurring as a result of our work? These changes can be positive, negative, or somewhere in the middle.

What are some ways to evaluate your work? If your organization delivers counselling services to young people living with HIV, you can ask clients whether the services met their needs, improved their mental health, and increased their knowledge of other services available to them. Depending on their responses, you can then improve your counselling services. If your organization advocates for a change in national prevention policy, you can evaluate whether your suggestions have been included in legislation, and then try to evaluate the policy’s success

FISCAL SPONSOR: A fiscal sponsor is a registered non-governmental organization that can receive funds from abroad and agrees to channel those funds to your group. Some sponsors charge a small fee for receiving and transferring the money. If you are selected as a grantee and have a fiscal sponsor, you will need to submit a signed agreement between your group and fiscal sponsor before we can transfer any funds. We will request addition information about the fiscal sponsor as needed.

GOAL: A goal is a statement of what you hope to accomplish. In creating your goal, think about what is realistic. It is ok to put down a short-term goal rather than a long-term goal if that is what you can achieve. Some examples of project goals are:

- To increase the number of young people living with HIV in our community who are informed about their treatment options.
- To reduce the stigma experienced by young people most-affected by HIV in the public school system.

MEANINGFUL INVOLVEMENT OF PEOPLE LIVING WITH HIV: The right of people living with HIV to active, free and meaningful participation in all aspects of the HIV and AIDS response.¹

An example of how an organization enacts this principle is through involving people living with HIV in decision-making, ensuring people living with HIV are involved in different roles within the organization, and creating a mentoring system for young people living with HIV to develop as leaders within the organization.

MISSION: An organization's mission states the organization's purpose and often includes the long-term change it is working towards.

For example, the Youth Coalition for Sexual and Reproductive Right's mission is:

The Youth Coalition aims to ensure that the sexual and reproductive rights of all young people are respected, guaranteed and promoted, and strives to secure the meaningful participation of young people in decision-making that affects their lives, by advocating, generating knowledge, sharing information, building partnerships and training young activists with a focus on the regional and international levels.

PEER-BASED SERVICES: Services for young people that are delivered by other young people. For example, education and information services, or psychosocial support services.

¹ NGO Code of Good Practice, "Self-Assessment Checklist: Meaningful Involvement of PLHIV and Affected Communities." Available at: <http://www.hivcode.org/>.

SAMPLE BUDGET

This is an example of a project budget. This is only an example – your budget will be different and should reflect the needs of your organization or project.

Project/program costs	List specific costs for each main activity	Explanation: show how you came up with this total (for example, # of persons, days, publications, visits etc). This helps us understand that the proposed costs are reasonable and cover what needs to be done.			Total Proposed Cost in <u>Local</u> Currency	Total Proposed Cost in <u>USD</u>
Please only list the costs you need funding for						
Activity/Program 1						
Five treatment education workshops	Food and beverages for the workshop	\$X/workshop for snacks, water, coffee and tea				\$
	Transportation stipends for workshop participants	Roundtrip bus fare to the workshop venue is approx. \$X. We are expecting a total of 80 participants.				\$
	Renting AV equipment for workshops	\$X/workshop				\$
	Certificates after workshop completion	\$X/certificate for 80 participants.				\$
Activity/Program 1 Sub-Total						\$
Activity/Program #2 (if applicable)						
Creating and distributing education materials to youth organizations about HIV treatment and treatment adherence	1 freelance designer	\$X/hour for approx. 20 hours				\$
	Printing and binding costs for booklets	\$X/booklet for printing and binding; 100 booklets produced.				\$
	<i>Etc...</i>					
Activity/Program 2 Sub-Total						\$
Project Sub-Total						\$
Staff Costs	Detail	Unit Cost	# Of Units	Total Proposed Cost in <u>Local</u> Currency	Total Proposed Cost in <u>USD</u>	
Salaries (example: managers, accountant)	Education Officer [Leading workshops, writing education	\$X/hour	60 hours		\$	

	booklets]				
	Administrator [Coordinating workshops, accounting]	\$X/hour	40 hours		\$
Health Insurance/Fringe Benefits/Taxes	Transportation honorarium for 8 staff people to attend workshops	\$X/stipend	8 stipends		\$
	Health insurance for Education Officer	\$X/month	3 months		\$
Staff Sub-Total					\$
Operations Costs	Detail	Unit Cost	# Of Units	Total Proposed Cost in <u>Local</u> Currency	Total Proposed Cost in <u>USD</u>
Rent	Office Rent				\$
	Utilities				\$
Office Equipment & Supplies	<i>Please specify</i>				\$
Communication	Printing & Photocopying				\$
	Phone/Fax/Teleconferences				\$
	Internet Fees				\$
	Postage				\$
Banking	Wire Fees				\$
	Bank Charges	\$X	1 charge for receiving grant		\$
Other (insert category if applicable)	(List specific costs)				\$
	(List specific costs)				\$
Operations Sub-Total					\$
Grand Total					\$