



AHF

THE AHF FUND



# FAQ

## for Emergency Fund Applicants

### ELIGIBILITY

#### What is the AHF Emergency Fund?

Purpose: Urgent public health needs as well as communities/key populations impacted by natural disasters.

The Emergency Fund has three program goals:

- COVID-19: To support communities, not-for-profit and civil society organizations in their prompt responses to COVID-19
- Pandemic emergencies: Public health emergencies
- Natural disasters: Communities/Key Populations impacted by natural disasters including, but not limited to floods, earthquakes, tornadoes, and storm relief efforts

#### Is the application different from the AHF Fund?

Yes. Unlike the AHF Fund applications, the Emergency Fund does not require an AHF staff nomination. There are different programmatic guidelines, application procedures, and deliverables.

#### Does the Emergency Fund provide funding for non- US organizations?

Yes, in fact the majority of our funding goes to organizations outside the US.

#### Our organization does not have an official non-profit status. Can we still apply?

We disburse money to organizations that are non-profits or not-for-profits. If you do not have non-profit status, you may utilize a fiscal sponsor to receive the funding on your behalf. We do not fund governmental organizations.

#### My organization refers clients to AHF. Is this an “advantage”?

No, this is not an “advantage”. No indication of a quid-pro-quo arrangement is legally allowed on the application. Approval or denial of a grant application is solely based upon the merits of the proposed programming.

#### I don't have a bank account for my organization, I just use my personal account. Is this ok?

The AHF Fund asks that your bank account holder name match the name of your organization or fiscal sponsor exactly, and cannot pay out to any other account, except in rare circumstances addressed on a case-by-case basis.

#### Can I apply more than once?

Organizations may apply up to two times per year for the Emergency Fund, for a maximum of three months programming each (with some exceptions).

#### Our organization already has a Memorandum of Understanding or another contract with AHF. Would we be eligible for an AHF Fund grant?

That depends. If the Memorandum of Understanding (MOU) or contract you have with AHF is similar to the current application, the application would not be eligible. If you are applying for program support that is not covered under the MOU or contract, that application would be eligible for funding.

## FUNDING AREAS & PROCEDURES

### How does my organization apply for the Emergency Fund?

You can contact [AHFFund@aidshhealth.org](mailto:AHFFund@aidshhealth.org) for the application link. If you have not already, you will be requested through the online portal to create an organization profile that will link to your application(s).

### What is the deadline to apply?

The AHF Emergency Fund reviews applications on a bi-weekly basis.

### How will I be notified of a decision?

Applicants will receive an email confirmation of receipt of the proposal. All further status changes will be communicated by email.

### If my application is approved, how and when will my organization receive the money?

If approved, applicants will receive funding within 7-14 business days after AHF has received required banking documents.

### What are the reporting requirements if we are awarded?

Although an End of Grant Report is not required, it is highly encouraged. If organizations would like to apply again, they should submit their End of Grant Report.

### Can I get the award all at once?

You will receive the approved amount in one payment, however it is not guaranteed applicants will receive the full amount requested.

### Can we utilize a fiscal sponsor to receive funding?

Yes, the AHF Fund permits the use of fiscal sponsors. You will need to include information about the fiscal sponsor in the application and have an already established relationship with them prior to applying. Please include any/all fees associated with your fiscal sponsor in the budget section of your application.

### If I have been declined an award, when can I reapply?

Declined organizations can reapply immediately after they have been notified. You will need to submit a new application.

### If I have received an award, when can I reapply?

You can reapply anytime, as long as the application is under the cap of two applications per year.

### Can our organization submit more than one grant simultaneously or more than one application per year?

We accept up to two applications per year within a 12-month period, and they can be concurrent provided the program goals are different in each application. If an organization has also received, or plans to apply for the AHF Fund for longer programmatic applications, these do not count toward the two AHF Emergency Fund applications.

### Can I request an extension of my grant award period if we do not spend all the money we were awarded? Can we reallocate funds for an expenditure that we did not originally include in our application?

Extensions must be approved at the discretion of the AHF Fund Committee. A written justification should be submitted and accompanied by a revised timetable and budget. If you need to reallocate your funds, please contact us at [AHFFund@aidshhealth.org](mailto:AHFFund@aidshhealth.org) to submit for approval.

### Does the AHF Fund make site visits?

The AHF Fund does not have the capacity to visit every grant recipient, however we make an effort to do so as much as possible.

### What if my program is stalled due to unforeseen, outstanding circumstances like COVID-19?

Please contact us as soon as you are aware that there might be significant program delays at [AHFFund@aidshhealth.org](mailto:AHFFund@aidshhealth.org).

### If I am having problems completing my application, who can I contact for help?

For technical issues, please contact [AHFFund@aidshhealth.org](mailto:AHFFund@aidshhealth.org). Our manager from the AHF Fund will contact you within 48 hours to provide assistance.