

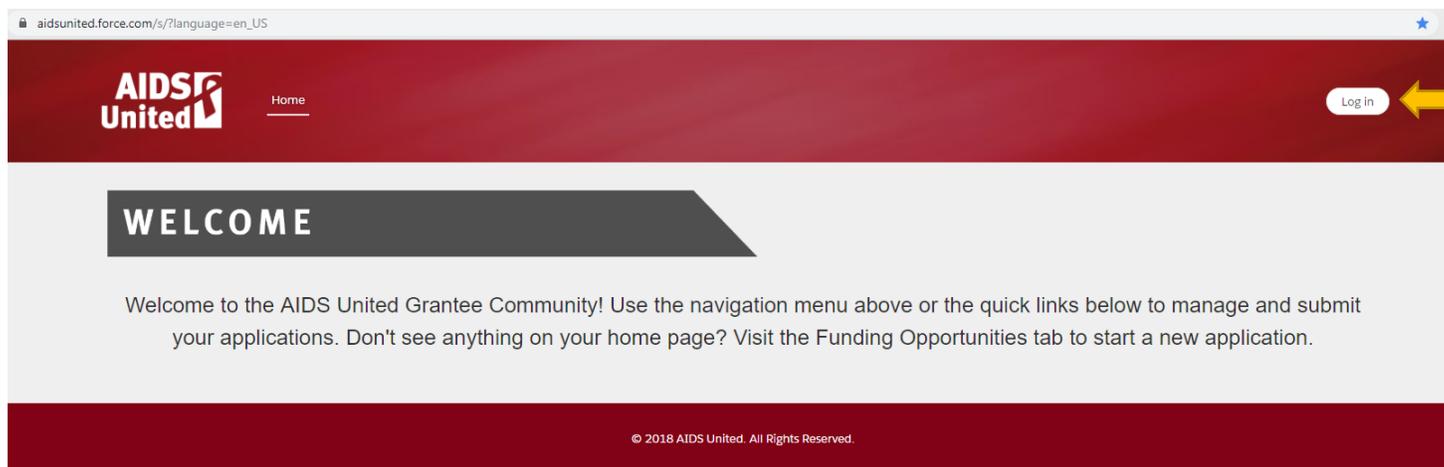
Navigating the AIDS United Grantee Community Portal Harm Reduction Futures Fund (Round 13) Pre-Application

Note: When accessing the Grantee Community, *do not use Internet Explorer or Microsoft Edge*. Please use only Chrome, Firefox, or Safari.

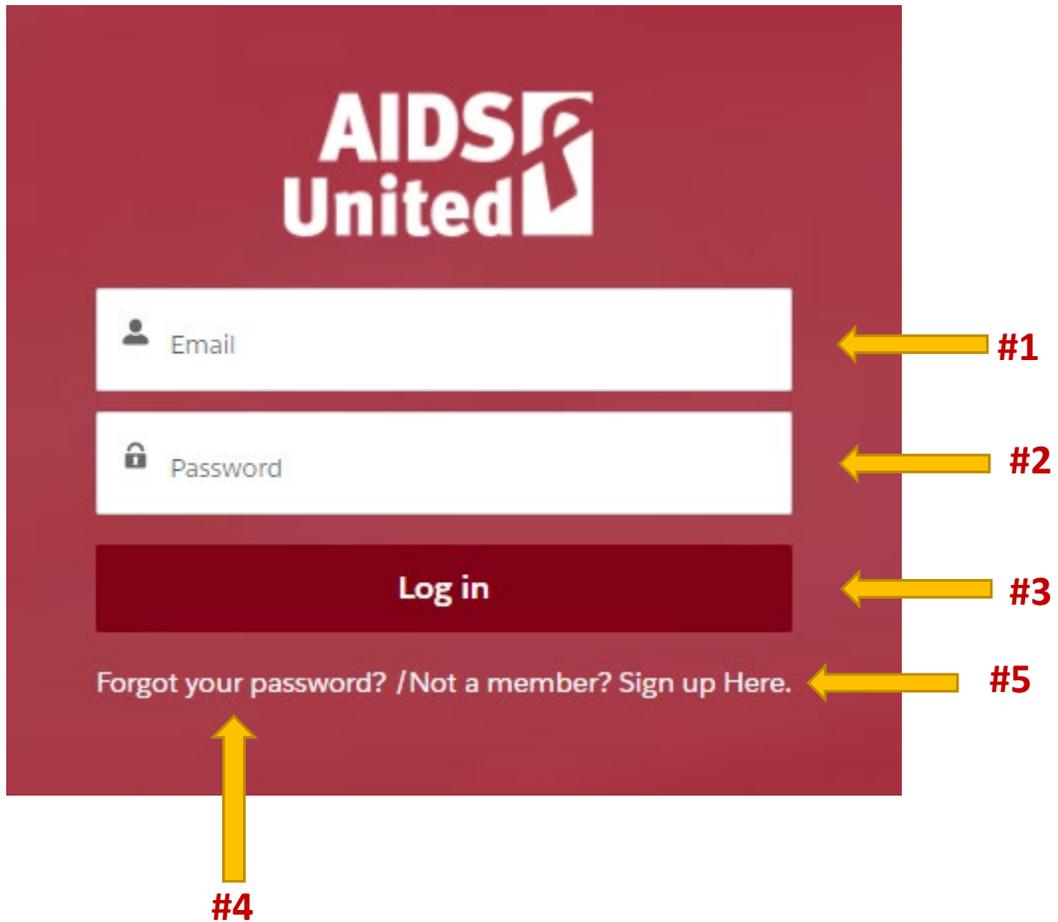
Also, a best practice for *all* online forms is to write and save all your responses offline in a Microsoft Word document or an equivalent so that, should you accidentally lose your work when completing the application form itself, you won't need to create your answers again. Please follow that best practice when applying for AIDS United grants!

Finally, note that the screen shots in this document show only the most relevant parts of the screen. So don't worry if you see things that aren't pictured below.

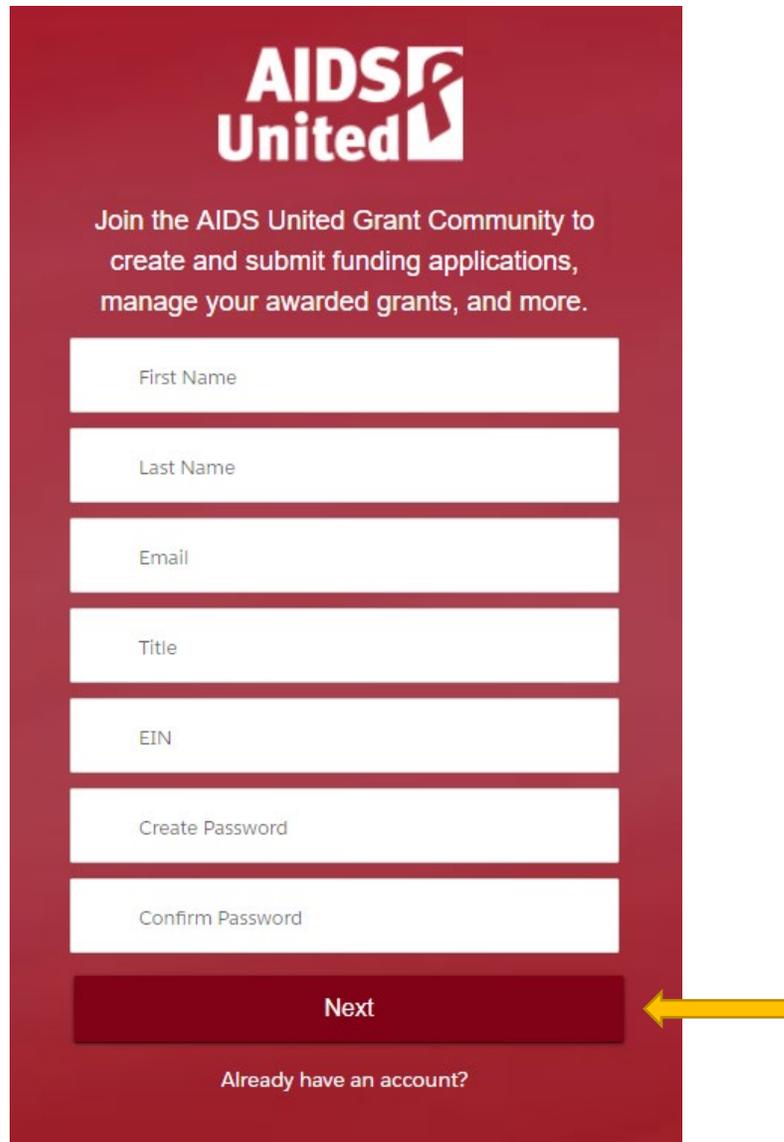
1. Go to <https://aidsunited.force.com>.
2. Sign in by clicking the “Log in” button on the upper-right corner of the screen.



- a. If you *have an account*, enter your email address (arrow #1) and password (arrow #2). Then click the “Log in” button (arrow #3) and proceed to page 5 below.
- b. Note the “Forgot your password?” link below the “Log in” button (arrow #4).
- c. If you *do not have an account*, click “Not a member? Sign up Here.” (arrow #5).



- i. If you're setting up an account for the first time, enter the required information:
 1. First name
 2. Last name
 3. Email
 4. Your job title
 5. Your organization's EIN (be sure to enter the correct EIN so that your new account can be linked to your organization's record.)
 6. And two password creation fields (your password must be at least 8 characters long).
- ii. When you've entered all that information, click the "Next" button (indicated by the yellow arrow).



The image shows a registration form for AIDS United. At the top is the AIDS United logo, which includes a red ribbon. Below the logo is the text: "Join the AIDS United Grant Community to create and submit funding applications, manage your awarded grants, and more." The form consists of several white input fields stacked vertically, each with a label: "First Name", "Last Name", "Email", "Title", "EIN", "Create Password", and "Confirm Password". At the bottom of the form is a dark red button labeled "Next". A yellow arrow points to the right side of the "Next" button. Below the "Next" button is the text "Already have an account?".

- iii. On the second account creation screen, enter your organization's contact information:
 1. Organization name
 2. Billing street
 3. Billing city
 4. Billing state
 5. Billing zip code
 6. Organization phone number
 7. Organization website (optional)
- iv. When you've entered all of that information, click the "Sign Up" button (indicated by the yellow arrow). (The button above it takes you back to the previous page.)

Join the AIDS United Grant Community to create and submit funding applications, manage your awarded grants, and more.

- Once you are logged in, click on the Funding Opportunities tab at the top of the screen.



AIDS United Home My Applications My Grants **Funding Opportunities** Resources Test-First LastNa...

WELCOME

Welcome to the AIDS United Grantee Community! Use the navigation menu above or the quick links below to manage and submit your applications. Don't see anything on your home page? Visit the Funding Opportunities tab to start a new application.

MY ACTIVE GRANTS

GRANT NAME	AMOUNT AWARDED	STAGE	NEXT DELIVERABLE DATE
Test-DCS - AIDS United Phase II Grant Cycle	\$0.00	Grantee Onboarding	3/2/2019

[View All](#)

- In Funding Opportunities, you'll see the grant cycle name.

Click on an RFP Name below to start an application and to view further details about our open and upcoming funding opportunities.

OPEN FUNDING OPPORTUNITIES

Grant Cycle Name	Applications Open	Applications Close	Available to Award
Harm Reduction Futures Fund Round 13	8/25/2022	9/21/2022	

[View All](#)



- On the next page, read the application details and instructions. If you decide to submit an application, click the “Apply Now” button on the upper-right portion of the screen, below your name.



Grant Cycle
Harm Reduction Futures Fund Round 13

Apply Now

▼ RFP Details

Grant Cycle Name
Harm Reduction Futures Fund Round 13

Grant
[Harm Reduction Futures Fund](#)

Stage
Accepting LOIs or Pre-Applications

Available to Award ⓘ

Applications Open ⓘ
8/25/2022

Applications Close ⓘ
9/21/2022

▼ Application Details/Instructions

Grant Overview ⓘ

The Harm Reduction Futures Fund (formerly the Syringe Access Fund) is a collaborative grantmaking initiative that seeks to reduce the health, psychosocial, and socioeconomic disparities experienced by people who use drugs (PWUD). The Harm Reduction Futures Fund invests in evidence-based and community-driven approaches to prevent the transmission of both HIV and viral hepatitis, reduce injection-related injuries, increase overdose prevention and reversal efforts, and connect people who use drugs to comprehensive prevention, treatment, and support services.

The Harm Reduction Futures Fund will award grants this Round to

Application Instructions
Late, incomplete, mailed, express-delivered, or faxed Pre-Application Survey responses will not be accepted.

Grant Cycle Attachments (6)

Type	Attachment ID
Project Budget	ATT -00000103
Annual Operating Budget	ATT -00000104
Audit or 990	ATT -00000105
Board of Directors	ATT -00000106
Fiscal Sponsor Agreement	ATT -00000107
Memoranda of Agreement ...	ATT -00000108

View All

- On the next screen, click “Yes” (the left-pointing arrow) and “Next” (the down arrow) to confirm that you would like to apply.

Apply Now

To confirm you'd like to apply for this funding opportunity, please select an option below.

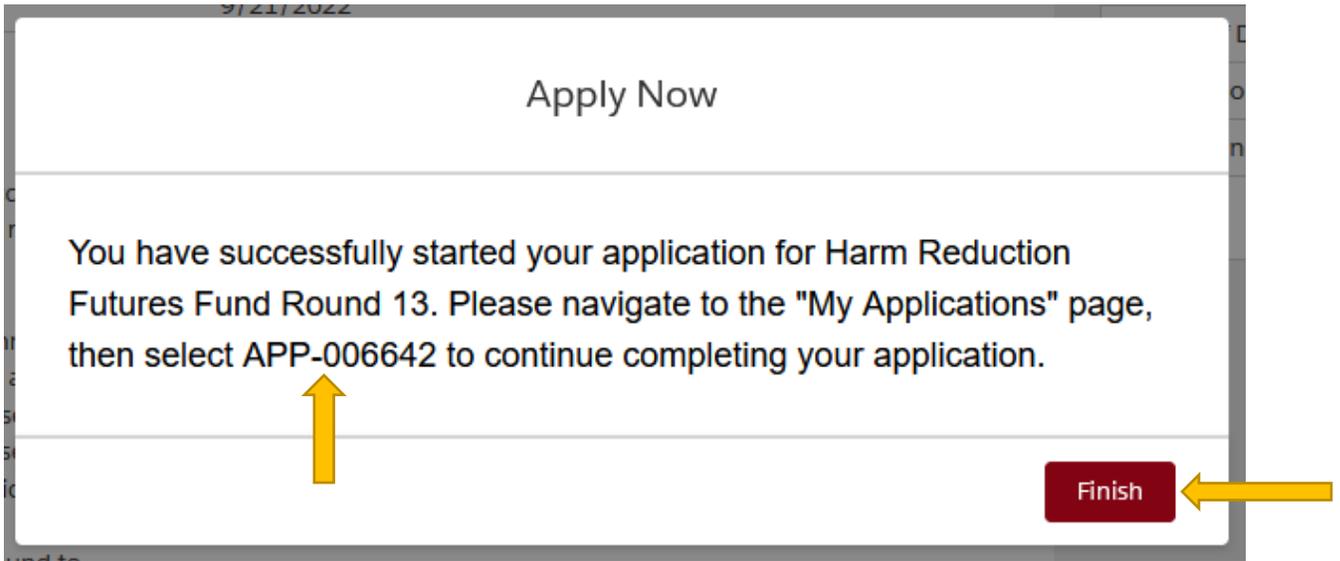
* Would you like to apply?

Yes

No

Next

7. On the confirmation box that appears, note the last four digits of your application number (the up arrow) and click the "Finish" button (the left-pointing arrow).



8. Next, go to the "My Applications" tab.

AIDS United Home My Applications My Grants Funding Opportunities Resources Test-First LastNa...

WELCOME

Welcome to the AIDS United Grantee Community! Use the navigation menu above or the quick links below to manage and submit your applications. Don't see anything on your home page? Visit the Funding Opportunities tab to start a new application.

MY ACTIVE GRANTS

GRANT NAME	AMOUNT AWARDED	STAGE	NEXT DELIVERABLE DATE
Test-DCS - AIDS United Phase II Grant Cycle	\$0.00	Grantee Onboarding	3/2/2019

[View All](#)

9. There you will see the application you just created, as well as any other applications you have submitted in the past through AIDS United’s Grantee Community Portal. Two things to note:
 - a. Your new application will show up at the bottom of the list.
 - b. If your application for this grant cycle does not show up, click the “View All” button to be taken to a longer list of your applications (the up arrow below).

MY APPLICATIONS

Click on an Application Name below to make changes to an active application, or to view your previously-submitted applications. To start a new application, visit the Funding Opportunities tab.

MY ACTIVE APPLICATIONS

Application Name	Grant Cycle	Project Title	Application Status
APP-006107	Test Grant Cycle - Do Not Apply (OLD)		Withdrawn
APP-006109	Test Grant Cycle - Do Not Apply (OLD)		Application Started
APP-006199	SSPs & COVID-19 (CDC-RFA-OT18-1802)		Application Started
APP-006216	SSPs & COVID-19 (CDC-RFA-OT18-1802)		Application Started
APP-006245	2021-2022 Syringe Access Fund (SAF) Round 12		LOI Accepted

[View All](#)



10. Click the application name that you made a note of above, to the left of the initiative name. *The application name will begin with "APP-" and be followed by a six-digit number.* (You will not have multiple versions of applications as below. This is one of our test accounts.)

MY ACTIVE APPLICATIONS			
Application Name	Grant Cycle	Project Title	Application Status
APP-006109	Test Grant Cycle - Do Not Apply (OLD)		Application Started
APP-006542	People Organizing Positively (POP) Year 7/2022-2023		Application Started
APP-006610	People Organizing Positively (POP) Year 7/2022-2023		Application Started
APP-006615	People Organizing Positively (POP) Year 7/2022-2023	1	LOI Submitted
APP-006616	People Organizing Positively (POP) Year 7/2022-2023		Application Started
APP-006617	People Organizing Positively (POP) Year 7/2022-2023		Application Started
APP-006618	People Organizing Positively (POP) Year 7/2022-2023		Application Started
APP-006619	People Organizing Positively (POP) Year 7/2022-2023		Application Started
APP-006620	People Organizing Positively (POP) Year 7/2022-2023		Application Started
APP-006621	People Organizing Positively (POP) Year 7/2022-2023		Application Started
APP-006622	People Organizing Positively (POP) Year 7/2022-2023		Application Started
APP-006623	People Organizing Positively (POP) Year 7/2022-2023		Application Started
APP-006624	People Organizing Positively (POP) Year 7/2022-2023		Application Started
APP-006626	People Organizing Positively (POP) Year 7/2022-2023	Test response	Application Started
APP-006633	Test Grant Cycle - Do Not Apply!		LOI Submitted
APP-006634	Test Grant Cycle - Do Not Apply!		LOI Submitted
APP-006635	Test Grant Cycle - Do Not Apply!		Application Started
APP-006636	Test Grant Cycle - Do Not Apply!		Application Started
APP-006637	Test Grant Cycle - Do Not Apply!		Application Started
APP-006638	Test Grant Cycle - Do Not Apply!		Application Started
APP-006639	Test Grant Cycle - Do Not Apply!		LOI Submitted
APP-006640	Test Grant Cycle - Do Not Apply!		LOI Submitted
APP-006641	Test Grant Cycle - Do Not Apply!		Application Started



11. You will then be taken to the application screen. **Verify your contact information on the first page** and click “Edit” (the down arrow) to make any updates.
- Then click on your name (the up arrow), select “My Profile,” and verify your **email address and pronouns** (the latter are optional).

AIDS United Home My Applications My Grants Funding Opportunities Resources Test-First LastNa...

Application Details

GRANT	APPLICATION STATUS	APPLICATIONS OPEN	APPLICATIONS CLOSE	MAXIMUM AWARD AMOUNT
Southern HIV Impact Fund	LOI Accepted	6/15/2019	8/13/2019	\$100,000

Program Contact and Attachment Summary

PRIMARY PROGRAM CONTACT	REQUIRED ATTACHMENTS	UNSUBMITTED ATTACHMENTS	SUBMITTED NARRATIVES	SUBMITTED QUESTIONNAIRES

1. Basic Information & Organization Profile 2. Letter of Intent 3. Applicant Questionnaire 4. Application Details 5. Application Attachments 6. Submit

Basic Information & Organization Profile

Complete the first section of the application below by clicking the "Edit" button. You must complete all details. If your organization is not recognized by the IRS as a 501(c) 3, please provide your fiscal sponsor's details below.

Save any changes you make to ensure your information is retained. You will be able to make changes to this section until your entire application is submitted. Once you review and perform the final submission in Step 4, you will be unable to make additional changes.

Application APP-000351 + Follow Edit

▼ Contact & Notification Details

Primary Contact ⓘ
 Test-Karmel James ✎

Secondary Contact ⓘ ✎

Award Notifications ⓘ
 Primary ✎

Declined Notification ⓘ
 Primary ✎

▼ Organization Details

Account
 Test-Karmel James ✎

Organization Type ✎

Organization EIN ⓘ
 123456789 ✎

Organization Phone ⓘ ✎

Billing Street ⓘ ✎

Billing City ⓘ ✎

12. You will then proceed across the numbered tabs at the top of the application, entering your responses. For your pre-application, **you will need to look at tabs 1 (which you did above) and 2 only**. You can ignore tabs 3, 4, 5, and 6.

Application Details

GRANT	APPLICATION STATUS	APPLICATIONS OPEN	APPLICATIONS CLOSE	MAXIMUM AWARD AMOUNT
People Organizing Positively (POP)	LOI Submitted	6/17/2022	7/7/2022	\$425,000

Program Contact and Attachment Summary

PRIMARY PROGRAM CONTACT	REQUIRED ATTACHMENTS	UNSUBMITTED ATTACHMENTS	SUBMITTED NARRATIVES	SUBMITTED QUESTIONNAIRES
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- 1. Basic Information & Organization Profile**
- 2. Letter of Inquiry or Pre-Application
- 3. Evaluation Questionnaire
- 4. Application Narrative
- 5. Application Attachments
- 6. Submit

Basic Information & Organization Profile

13. In tab 2, you will find the pre-application form, which will load after a few seconds. On the first page, you may or may not see an email address field at the top of the form. If you do, verify that it's correct and then answer the brief application questions. If you don't see an email field (as shown below), just proceed with question answering.

1. Basic Information & Organization Profile **2. Letter of Inquiry or Pre-Application** 3. Evaluation Questionnaire 4. Application Narrative 5. Application Attachments 6. Submit

Unless it has been submitted, your LOI or Pre-Application form will load momentarily.

Please contact the primary program contact listed above if you have any questions.

Harm Reduction Futures Fund Round 13 Pre-Application

Thank you for your interest in the Harm Reduction Futures Fund.
Please complete the Pre-Application in order to be considered for the next application stage.

Is your organization an SSP?

SSP Not an SSP

Are you an independent 501(c)(3) or do you use a fiscal sponsor?

We are an independent 501(c)(3). We use a fiscal sponsor.

14. At the bottom of the page, upload both attachments.

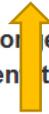
* Please upload your Pre-Application here.

* Please upload your Representation Table here.

[If needed, applicants may download the Representation Table template here.](#)



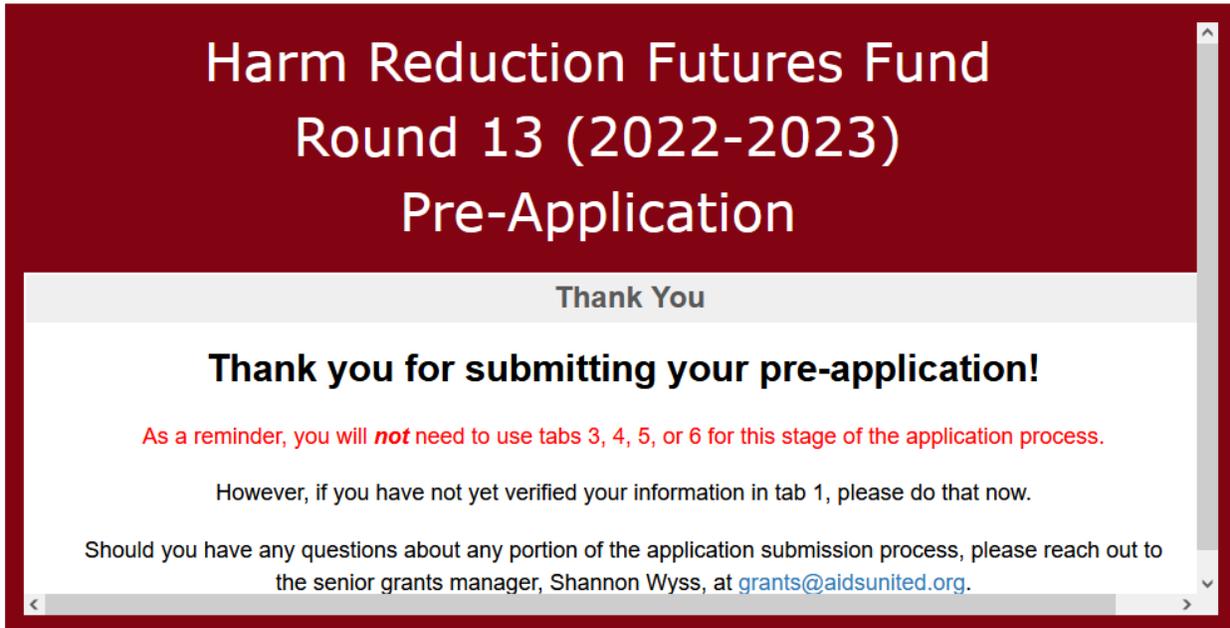
Please note that once you submit this page, you will no longer be able to make updates to your Pre-Application or your Representation Table.

As a reminder, tabs 3, 4, 5, and 6 of this online form are not needed for this stage.
Those tabs will only be used by organizations invited to submit a full proposal.

Should you have any questions about the Pre-Application, please reach out to the team at harmreduction@aidsunited.org.

15. The submission process is very short for our pre-screening applications. Once you have answered the questions and uploaded your documents above, all you'll need to do is hit the red "Submit" button.

16. The next screen will show a confirmation of your submission, although you will likely have to scroll up to see it.



17. At this point, you can log out of the system. However, if you would like to download your submitted pre-application, navigate to tab 5 at the top of your screen.

18. Give the attachments list a few seconds to load, and then click “View All” on the bottom right of the screen:

1. Basic Information & Organization Profile 2. Letter of Inquiry or Pre-Application 3. Evaluation Questionnaire 4. Application Narrative **5. Application Attachments** 6. Submit

Application Attachments (This tab is for full proposals only, NOT for LOIs or Pre-Applications.)

Application Attachments (6+) New

Attachment ID	Type	Required?	Attachment Status
APAT - 00009172	Annual Operating Budget	Required	Pending Application Submission ▼
APAT - 00009173	Audit or 990	Required	Pending Application Submission ▼
APAT - 00009174	Board of Directors	Required	Pending Application Submission ▼
APAT - 00009175	Fiscal Sponsor Agreement	Optional	Pending Application Submission ▼
APAT - 00009176	Organizational Chart	Required	Pending Application Submission ▼
APAT - 00009177	Project Budget	Required	Pending Application Submission ▼

[View All](#)

19. The next screen will show you all attachments for this funding opportunity. You do not need to submit any of these now; they will only be relevant for those submitting a full proposal. The pre-application (up arrow) contains a PDF of your submitted pre-application and Representation Table from tab 2. Click on the Attachment ID for the pre-application with “Submitted” in the “Attachment Status” column to access your submitted pre-application materials.

Applications > APP-006641
Application Attachments

7 items · Sorted by Attachment ID · Updated a minute ago

New
⚙️ ↺ ⏴

Attachment ID ↑	Type	Required?	Attachment Status	Number of Atta...
1 APAT - 00010092	Project Budget	Required	Pending Application Submission	
2 APAT - 00010093	Annual Operating Budget	Required	Pending Application Submission	
3 APAT - 00010094	Audit or 990	Required	Pending Application Submission	
4 APAT - 00010095	Board of Directors	Required	Pending Application Submission	
5 APAT - 00010096	Fiscal Sponsor Agreement	Optional	Pending Application Submission	
6 APAT - 00010097	Memoranda of Agreement or Understanding/Letters of Support	Optional	Pending Application Submission	
7 APAT - 00010105	Submitted Pre-Narrative		Submitted	2



20. From the next screen, you can download your submitted pre-application. Downloading from the Files or Notes & Attachments section will yield the same document.

Application Attachment
APAT - 00009180

[Edit](#) [Clone](#) [Printable View](#)

Type: LOI

Attachment ID: APAT - 00009180

Template?:

Application: APP-006514

Required?:

Grant Cycle Attachment:

Attachment Status: Submitted

Number of Attachments: 2

Attachment Details: This attachment is your submitted LOI for Step 1 to apply for the 2019-2020 Southern HIV.

Template Link:

Template Link (Español):

Created By: Dupont Solutions, 6/17/2022 6:34 PM

Last Modified By: Dupont Solutions, 6/17/2022 6:34 PM

Files (2) [Upload Files](#)

AIDS United - 2022 Hig... Jun 17, 2022 · 127KB · ...

SignedForm.pdf Jun 17, 2022 · 33KB · pdf

[View All](#)

Notes & Attachments (2) [Upload Files](#)

AIDS United - 2022 Hig... Jun 17, 2022 · 127KB · ...

SignedForm.pdf Jun 17, 2022 · 33KB · pdf

[View All](#)



21. When you're ready to sign out, click your name in the upper-right corner of the window and select "Logout":



Home

My Applications

My Grants

Funding Opportunities

My TA Projects

Payment Center

Shannon Test W...



Have questions during the application process?

If you have any questions regarding the ***content of the application***, please reach out to the team as directed in the request for pre-applications document that you received from AIDS United.

If you have any questions regarding ***navigating the online portal or other technical issues***, please contact Shannon Wyss, Senior Grants Manager, at swyss@aidsunited.org. Please include the following information when you write:

- Your web browser;
- What happened and where you were in the application form when it happened; and
- A screen shot of what you saw that was unexpected.

**Thank you for your interest in a grant from AIDS United and
for your work in the struggle against HIV!**