



Science & Treatment College 2015

Application Instructions



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INSTRUCTIONS FOR COMPLETING AFRICAN AMERICAN HIV UNIVERSITY (AAHU) SCIENCE AND TREATMENT COLLEGE (STC) 2015 APPLICATION

Please read the AAHU STC 2015 Program Overview & FAQs (separate document) and the instructions for completing each section of the application before completing the application.

If you have any questions please contact AAHU staff at 213.353.3610 x120 or programs@BlackAIDS.org

General Instructions

- Feel free to use additional sheets if needed.
- All information must be typed.
- No hand-written applications will be accepted.
- Complete all sections.
- Place the name of the organization and the name of the organizational representative (prospective Fellow) on the top of each page.

Application Scoring

Section I (40 points total)

This section must be completed online by the organization applying for AAHU

- Complete the general contact information for your organization.
- Indicate whether your organization has applied to participate in AAHU before.
- Check the responses that most closely relate to your organization's work
- Short Answers: Provide complete responses for each question (no more than 250 words for each question).

Section II (30 points total)

This section should be completed online by the organization's prospective Fellow:

- Complete the contact information.
- Complete demographic information on the organizational representative. Check the box (es) that applies to you. *All demographic information obtained through this application process will be used solely to ensure diversity in the program and will be kept strictly confidential by the African American HIV University Science and Treatment program, its staff and the application review committee. No personal identifying information will be released without your prior permission.*
- Short Answers: Provide complete responses (no more than 250 words).

Section III (20 points total)

Short Essay

Prospective Fellows must write an essay responding to the following three questions:

1. *What do you believe are the most important issues facing the Black community around HIV/AIDS and what is needed to solve these issues?*
2. *What are the barriers or issues that are preventing Black people living with HIV/AIDS to reach viral suppression?*
3. *What challenges do Black communities face when incorporating HIV prevention, care, and treatment*
4. *How will having a Black Treatment Advocates Network (BTAN) help the community address the challenges?*

OR

If you live in a city with an existing BTAN, how has the network addressed prevention, care, and treatment challenges? How could the network and its efforts be scaled-up?

Existing BTAN cities include: Houston, TX; Jackson, MS; Philadelphia, PA; Los Angeles, CA; Atlanta, GA; Chicago, IL; Broward County, FL; New Orleans & Baton Rouge, LA; Bay Area, CA; Washington, DC; Melbourne, FL; Richmond, VA; Little Rock, AR; Baltimore, MD; and Minneapolis, MN.

This essay should be no more than 2,000 words.

If you are submitting the application electronically please type, or cut and paste, your essay into the field box. The field space will allow no more than 2,000 words. If you are submitting the application via postal mail do not to exceed 2,000 words.

NOTE: This essay must be completed by the prospective Fellow.

Section IV (20 points total)

Letters of Support

Organizations must submit at least one letter of support from another CBO or ASO in their city that is either:

- 1) Applying for AAHU STC 2015 (preferred method) or
- 2) Explicitly willing be a part of their coalition and/or BTAN.

Organizations who have letters of support from organizations who are also applying to AAHU STC 2015 will be given 10 more points than applicants who submit a letter of support from an organization only agreeing to be a part of their coalition. Organizations who submit more than one letter of support will be given up to 5 additional points.

A sample letter of support is included at the end of the supplementary application.

Letters of Support should include:

- What type of association they have had with you and/or your organization.
- Strengths they have noticed about the organization.
- Why they believe this program will assist the organization and the community in increasing access to HIV services in the Black Community.
- Their willingness to be a part of the work you will be doing in AAHU, and become a member of your coalition or working group for your local mobilization project.
- Letterhead from organization completing letter.
- Signature of the CEO/ED of the organization completing the letter.

Section V (20 points total)

Letter of Recommendation

Prospective Fellows must submit at least one letter of recommendation from a community member in their city that is willing to be a part of their coalition. Community members include but are not limited to: Peer Advocates/Navigators, Volunteers, community members of Community Advisory Boards and/or Planning Groups.

Prospective Fellows who have letters of recommendations from community members who are agreeing to be a part of their coalition will be given 10 additional points. Prospective Fellows who submit more than one letter of recommendation will be given up to 5 additional points.

A template for a letter of recommendation is included at the end of the application.

Letter of Recommendations should include:

- What type of association they have had with you and/or your organization.

- Strengths they have noticed about the prospective Fellow
- Why they believe this program will assist the prospective Fellow's capacity to conduct programming that increases access to HIV services in the Black Community.
- Their willingness to be a part of the work you will be doing in AAHU, and become a member of your coalition or working group for your local mobilization project.
- Signature of the community member completing the letter

Section VI (5 points total and this must be completed for acceptance)

Memorandum of Agreement (MOA)

Organizational MOA: The organization's CEO/ED and organizational representative's supervisor must read and sign the organizational MOA.

Prospective Fellow MOA: The organizational representative and the organizational representative's supervisor must read and sign the prospective Fellow's MOA.

Both MOA's can be found at the end of the supplementary application.

Attachments (30 points total)

When submitting the supplementary application, the following attachments must be included:

- 1) Short Essay, if not submitted online. (*SECTION III*)
- 2) Letter of Support(s) (*SECTION IV*)
- 3) Letter of Recommendation(s) (*SECTION V*)
- 4) Organization MOA (*SECTION VI*)
- 5) Prospective Fellow MOA (*SECTION VI*)
- 6) Organizational staffing chart
- 7) Organizational representative (Fellow) resume
- 8) Biography of organization representative (no more than one page)
- 9) Email headshot/photo as an additional attachment with your application, if you are
 - a. submitting your application by postal mail, please email your headshot/photo to programs@BlackAIDS.org. Send headshot/photos must be in JPEG format and labeled. Ex: FIRST and LAST NAME.jpeg
- 10) The AAHU Skills Assessment needs to be completed online at <https://www.surveymonkey.com/s/AAHUassessment>
 - a. The assessment is worth a total of 10 points. Scores above 80% will receive an additional 5 points.

Other than your photo/headshot, all attachments submitted electronically should be in pdf form and labeled. Ex: ORGANIZATION NAME_ FIRST NAME LAST NAME.pdf

Instructions for submitting the application

Applications will be accepted on a rolling basis starting January 20, 2015. Applicants are strongly encouraged to submit their application as early as possible. Applicants are also encouraged to send an email to programs@BlackAIDS.org indicating their intent to apply, so as to ensure notification of all application-related deadlines and updates.

Supplementary applications can be submitted via email or postal mail. If you are submitting your application via postal mail, please include 3 copies; an original and two additional copies. Please send documents in a manner that provides you with a tracking number or a return receipt. Supplementary applications submitted through the postal mail must be delivered no later than **April 30, 2015** at:

Black AIDS Institute
Attn: AAHU STC
1833 West Eighth Street #200
Los Angeles, California 90057-4920

Email applications must be received by 5:00pm PST, **April 30, 2015**, at programs@BlackAIDS.org.

No faxed applications will be accepted. All application components must be submitted together. AAHU STC will not process incomplete applications. No materials will be returned.