

Extra Wish 2019 Guidelines



Overview

ABOUT THE COMMUNITY FOUNDATION FOR GREATER ATLANTA

Since 1951, the Community Foundation for Greater Atlanta has been connecting the passions of philanthropists with the purposes of nonprofits doing that work. With nearly 70 years serving the 23-county Atlanta region and a robust team of experts, the Community Foundation leads and inspires philanthropy to increase the vitality of our region and the well-being of all residents, empowering our donors to focus on the joy of giving. The Community Foundation is a top-20 community foundation, among 750 nationally, with approximately \$1.1 billion in current assets and is Georgia's second largest foundation. Through its quality donor services and bold, innovative leadership on community issues, the Foundation received more than \$158 million from donors in 2018 and distributed more than \$112 million that same year to support nonprofits throughout the region and beyond. For more information, visit: cfgreateratlanta.org or connect with the Foundation via [Facebook](#), [LinkedIn](#) and [Twitter](#).

At the Community Foundation, we believe in the power and potential of individuals and organizations to change communities, whether those communities are physical neighborhoods, a group of individuals with a common interest or a cohort of organizations focused on similar issues. We play a variety of roles, but our key goal is to be the connecting point for the various partners, nonprofit organizations and community leaders working together toward the common vision of stronger greater Atlanta region.

IMPACT AREAS

The Community Foundation for Greater Atlanta fulfills the passions of donors by investing in our region through grantmaking, partnerships and advocacy. To create meaningful, lasting change, our efforts align via measurable objectives through focused "Impact Areas." We practice what we preach – evolving beyond grantmaking strategies and industry jargon to real, tangible impact.

These five impact areas are our promise to the 23-county region - that in partnership with our donors, nonprofits and collaborators, we vow to make Atlanta a better place for all residents to live and thrive.



Arts



Community Development



Education



Nonprofit Effectiveness



Well-being

Arts >> Build a dynamic arts ecology to ensure all residents have access to high-quality cultural experiences and diverse artistic programs.

Community Development >> Advocate for equitable economic growth, strong civic health and safe, sustainable communities.

Education >> Improve outcomes and expand opportunities for all learners across the education spectrum.

Nonprofit Effectiveness >> Invest in the region's nonprofits with management and financial resources to equip them to effectively manage operations and high-performing programs.

Well-being >> Ensure a healthy, safe and engaged region, where all residents have access to quality health care and nutritious food.

All of these impact areas are complex and multi-dimensional and require cross sector, regional collaboration: these are problems with solutions that cannot be achieved by any one entity. The Foundation has an extensive base of knowledge and relationships across the region, spanning diverse communities, populations and issues, making us uniquely poised to serve as a hub for impact.

Overview

WHAT IS EXTRA WISH?

As a service to our donors and competitive grant applicants, the Community Foundation for Greater Atlanta publishes Extra Wish to share special needs of organizations supported through the Foundation's competitive grant making programs. Since its inception, Extra Wish has connected our donors to previously evaluated nonprofit organizations from across our region that have "extra" funding needs to enhance their daily work. Extra Wish funding is intended to support items, beyond an organization's operating budget, those "hard to fund" things that will enhance the organization's work. Extra Wish is shared with all of the Community Foundation's current and Legacy Society donors, more than 1,000 philanthropists.

Extra Wish provides monetary contributions for specific expenses, not staff or general operations that contribute in a clear way to the success of organizations and the populations they serve. Extra Wish requests are capped at \$5,000. Our experience shows that most Extra Wish grants from the Community Foundation's donor advised funds fall between \$500 and \$3,500. In the past, the most successful wishes were requests for items that directly help program participants, rather than organizational operating equipment (i.e. laptops, tablets, etc.). Creative, compelling and innovative requests have the best chance of receiving support from a Community Foundation donor.

The Foundation's grantmaking through the Extra Wish program is directly aligned with our goal of engaging and inspiring greater philanthropic giving. Grant awards are made based on a number of factors; please refer to page 6 of these Guidelines for more information. The Foundation seeks to continue to support strong, sustainable organizations. In addition, we are eager to support nonprofits that hold great promise.

How do I know if my organization has been evaluated? Organizations are considered fully evaluated or reviewed when they have been invited to submit a final application for a competitive grant program or a basic information form for a donor to the Community Foundation. Such submissions must include full financials, strategic plan, programming, board and staff information. Organizations are *NOT* considered eligible for Extra Wish for having received a donor-advised fund grant, or for submitting a letter of intent (LOI) that was declined at that stage of the process or by just submitting an Organizational Profile and Common Grant application. Eligible organizations must have gone through the full evaluation process within the last 5 years (since 2014).

ELIGIBLE ORGANIZATIONS

Nonprofits that meet the following requirements are eligible to apply for a grant from Extra Wish:

- ◆ Must have been fully evaluated through one of the Community Foundation's discretionary grantmaking programs (General Operating Support, Neighborhood Fund, Local Funds, Grants to Green-implementation only, Managing for Excellence, Strategic Restructuring, Civic Engagement or Donor Advised Funds with a competitive process) within the last five years (2014-2018) or in 2019.
- ◆ Must not have not been featured in Extra Wish last year (2018). Organizations will NOT be selected to be included in consecutive (back-to-back) Extra Wish catalogs.
- ◆ Must be located and providing services within the Foundation's 23-county service area;
- ◆ Must be classified by the U.S. Internal Revenue Service under Section 501(c)(3) of the I.R.S. code as a nonprofit, tax-exempt organization, donations to which are deductible as charitable contributions under Section 170 (c)(2) and the I.R.S. determination must be current;
- ◆ Must be registered with the Georgia Secretary of State as a nonprofit (click here to verify: <https://ecorp.sos.ga.gov/BusinessSearch>);
- ◆ Must have a minimum one-year operating history after the date of receipt of its 501(c)(3) classification;
- ◆ Must have annual operating expenses greater than \$25,000 as reflected in the most recently filed I.R.S. Form 990 (click here for more information on Form 990: <https://www.irs.gov/Charities-&-Non-Profits/Form-990-Resources-and-Tools>)

ELIGIBLE WISH LIST REQUESTS

Resources for program participants or organizations: expendable and nonexpendable items that will help program participants succeed, such as clothing, MARTA fares, toys, age-appropriate reading material, tickets/participation fees for program participants and equipment for people with disabilities. Program-related resources such as reference books, videos or training materials that will remain with the organization. Requests for grocery store and gas station gift cards are eligible while requests for food and gasoline are not.

Capital items: office equipment including laptops, tablets, furniture, kitchen appliances and items needed to comply with the Americans with Disabilities Act.

Services: consultant, contract or labor expenses for specific, time bound projects.

INELIGIBLE WISH LIST REQUESTS

- ◆ Items that have already been purchased or services that have been contracted prior to application
- ◆ Items where the total cost exceeds \$5,000 (including shipping costs)
- ◆ Vehicles
- ◆ Gasoline for organizational fleets
- ◆ Subscriptions for magazines and trade publications
- ◆ Memberships and fees
- ◆ Attendance at conferences or training sessions for staff members
- ◆ Stipends for staff, volunteers, interns or program participants
- ◆ General operating expenses
- ◆ Support for organizational or program endowments

2019 SCHEDULE

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| Thursday, May 9 at 10-11 a.m. | Online Orientation |
| By Friday, June 21 at noon | Nonprofits complete their Organizational Profile, Common Grant Application, and Extra Wish Application and attachment (a high resolution photo best reflecting your organization's work) |
| By August 30 | Applicants notified of inclusion (or not) in the Fall 2019 <i>Extra Wish</i> catalog |
| By November 15 | Community Foundation will distribute <i>Extra Wish</i> to all current donors. The issue will be available on the website as well. |

Donors may request distributions for Extra Wish grants from their donor advised fund at the Community Foundation or may contact organizations directly. Please notify us if your nonprofit receives a grant directly from a donor not through their donor advised fund so that we can update the wish list.

HOW TO APPLY

A complete application includes an Organizational Profile, Common Grant Application and an Extra Wish Application and high resolution photo. You can find a link to the Organizational Profile and Common Grant Application along with the Extra Wish Grant Application and other documents relevant to the application process at cfgreateratlanta.org.

REPORTING REQUIREMENTS

Organizations that have been awarded an Extra Wish grant are required to submit a report to the Community Foundation for Greater Atlanta within 60 days of receiving a grant. Failure to do so may eliminate your organization from future consideration for an Extra Wish. Please submit the following items:

- ◆ Complete this report indicating that the item was purchased and what effect it has had on the individuals served by the organization or the organization's functions. Please also indicate whether the item was distributed directly to program participants or if it is used by participants during program activities at the organization's offices.
- ◆ Upload a copy of the original receipt showing that the item requested was purchased or, if applicable, contract and paid invoice confirming services have been completed.
- ◆ Upload a high-resolution photograph of the item(s) purchased or of your clients; the Foundation will likely include it in a future publication sent to Foundation donors.
- ◆ If your Extra Wish is only partially funded, please notify the Foundation via email of this within the 60 days and again if/when you have received the remaining funds needed.

- ◆ Organizations are considered fully evaluated or reviewed when they have been invited to submit a final application or a basic information form to the Community Foundation. Such submissions must include full financials, strategic plan, programming, board and staff information. Organizations are not considered eligible for Extra Wish for having received a donor-advised fund grant.

HOW MUCH CAN I REQUEST?

- ◆ Total request amounts are capped at \$5,000. This means the total budget for the item(s) you are requesting cannot exceed \$5,000. If your organization's total budget for the item(s) or services(s) requested exceeds \$5,000 it is not eligible for Extra Wish and will not be considered for entry into the catalog.

HOW MANY ITEMS CAN I REQUEST?

- ◆ You may apply for funding for up to three unique items. The Community Foundation considers the following example to be three unique items: 10 chairs, two laptop computers and two laptop cases. The Community Foundation would consider the following to be five unique items: 10 chairs and tables, two laptop computers with two laptop cases and five reference books. Organizations that submit requests for more than three unique items will be automatically declined.

TIPS FOR A SUCCESSFUL EXTRA WISH SUBMISSION

- ◆ Please keep in mind the timeliness of your funding requests. Although the application process is happening now, your organization will not potentially receive funding for its wishes for another three to four months (the catalog will be mailed in mid-November) so funding may trickle in for several months thereafter. The most compelling wishes are those that have factored this into their requests.
- ◆ We strongly recommend that you proofread and spell check your request before submitting. In creating Extra Wish, we often use your words in our publication; consequently, the Community Foundation will favor applications that make a strong case, are compelling, show potential for impact and are free from typos and errors.
- ◆ The Community Foundation is often asked how an organization can connect with our donors. Extra Wish is the primary way we communicate to our donors about current needs in our community. The application is very brief, but it is how we decide what organizations to include in the book and put in front of our donors. We recommend that you use all the space provided to make the case for inclusion in the book. Requests that are poorly constructed, lacking necessary information or full of errors are much less likely to be featured.

QUESTIONS?

If you have any questions, email us at Grants@cfgreateratlanta.org. The Community Foundation staff will provide one online orientation session on **Thursday, May 9 at 10 a.m.** It will be recorded. The webinar recording be available on the [Extra Wish](#) page after May 9.