ABOUT THE COMMUNITY FOUNDATION FOR GREATER ATLANTA
Since 1951, the Community Foundation for Greater Atlanta has been leading and inspiring philanthropy to increase the vitality of our region and the well-being of all residents. With nearly 70 years serving the 23-county Atlanta region and a robust team of experts, the Community Foundation expands its philanthropic reach and impact by providing quality services to donors and bold, innovative community leadership. 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. 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.

ABOUT THE FRANCES HOLLIS BRAIN FOUNDATION FUND
Inspired by the lifetime legacy of giving of David and Frances Brain, the Frances Hollis Brain Foundation Fund of the Community Foundation for Greater Atlanta supports nonprofits that benefit vulnerable and underserved communities. The Fund addresses primary needs – food, shelter, clothing, education and healthcare – to enhance the well-being of individuals and families living in Cobb, DeKalb, Fulton and Gwinnett counties.

Formerly known as the Frances Hollis Brain Foundation, the Fund also continues to further its mission in Kentucky at the Blue Grass Community Foundation and in Maine at the Maine Community Foundation.

Grant awards are made based on a number of factors, including those outlined on page two of these guidelines. Grants will range from $5,000-$10,000 for each 12-month period. Each grantee will be asked to report on progress and challenges at the end of the grant period.

ABOUT DAVID AND FRANCES HOLLIS BRAIN
Married for 68 years, David Brain and Frances Hollis Brain were high school sweethearts from Cleveland, Ohio. During their life together, their love, support and care for each other was obvious to everyone they met and they prized a balance of family, community, church and self. Their family lived in Baltimore, Boston and Kentucky, but a common thread was always the spirit of giving. They believed that those who are blessed with resources have a responsibility to share them.

David and Frances created the Frances Hollis Brain Foundation in 1993 as a tangible expression of their values and to encourage future generations of the family to make a difference through philanthropy. Frances passed away in 2012 and David joined her in 2016. The foundation transitioned to become the Frances Hollis Brain Foundation Fund as a celebration of their legacy of giving.
AREAS OF INTEREST AND PRIORITIES
The Frances Hollis Brain Foundation Fund supports nonprofit organizations that benefit individuals living in Cobb, DeKalb, Fulton and Gwinnett counties. Georgia grantmaking places priority on addressing primary needs such as food, shelter, clothing and healthcare, to increase equity of opportunity.

Specific focus areas:
- Early childhood education (ages 0-to-5)
- Healthcare
  - Community clinics and safety net providers
  - Oral health initiatives
  - Mental health initiatives
- Hunger prevention and food security
- Homelessness alleviation
- Refugees and immigrants
- Must be located and providing services within one of the following counties: Cobb, Gwinnett, Fulton or DeKalb.

KENTUCKY
Please be advised that nonprofit organizations located in Kentucky seeking funds from the Frances Hollis Brain Foundation Fund in 2020 must meet the following requirements:
1. Received funding from the Frances Hollis Brain Foundation within the past five years;
2. Did not receive funding from the Frances Hollis Brain Foundation in 2019; and
3. Completed its organizational profile with the Blue Grass Community Foundation at GoodGiving.net.

Kentucky organizations are not required to complete a Community Foundation for Greater Atlanta profile. Please email fhbrain@cfgreateratlanta.org for next steps.
FUNDING OPPORTUNITY

The Frances Hollis Brain Foundation Fund will offer one funding opportunity in 2020:

2020 SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday, March 4 at 10 a.m.</td>
<td>Online Orientation</td>
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<tr>
<td>By noon on Friday, April 3</td>
<td>Organizations complete the online Organizational Profile, Common Grant Application, Frances Hollis Brain Foundation Fund Application Supplement and attachments</td>
</tr>
<tr>
<td>By Wednesday, July 22</td>
<td>Applicants are notified of funding decision</td>
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APPLICATION PROCESS

1] Organizations interested in this funding opportunity must complete the Organizational Profile, Common Grant Application, Frances Hollis Brain Foundation Fund Application Supplement and required attachments using the Nonprofit Online Portal by Friday, April 3, 2020 at noon. Required attachments include:

- Brief biographies of senior management staff (no longer required)
- **Board of Directors Form**: use this template or your organization’s own board list
- **Frances Hollis Brain Budget Form**: use this template or your organization’s own project budget
- Sources of Revenue Form (no longer required)
- Current fiscal year operating budget with year-to-date actual information
- Most current balance sheet
- Most recent audited or reviewed financial statements as dictated by budget size
- Current strategic, operational or business plan including all required elements

* Items in coral represent adjustments made to the application process on March 23, 2020.

2] Foundation staff reviews applicants’ Organizational Profiles, Common Grant Application and Frances Hollis Brain Foundation Fund Application. Follow up will be conducted as needed.

3] Funding recommendations are made to the Frances Hollis Brain Foundation Fund trustees and grants are awarded.

4] Organizations receiving grants will be required to report at the end of the 12-month grant period.

Ineligible uses of Foundation funds:

The Frances Hollis Brain Foundation Fund’s grants may **not** be used to support the following:

- **Personnel or general operating expenses**
- Religious services and/or religious education
- Fundraising and marketing events
- Special events, productions or performances
- Endowment funds or capital campaigns
- Annual fund appeals
- Tickets to charitable events or dinners
- Political purposes
ELIGIBLE ORGANIZATIONS:
Georgia nonprofits seeking funding must meet the following criteria:

- Must be located and providing services within one of the following counties: Cobb, Gwinnett, Fulton or DeKalb.
- 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. Organizations using a fiscal agent are eligible to apply but must identify sponsoring agency.
- 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 two-year operating history after the date of receipt of its 501(c)(3) classification.
- Must have an employee, paid minimum wage or more, classified as a W-2 employee, for the 12 months prior to submitting an application. Please note that contractors or consultants do not count toward this requirement.
- Must have audited or reviewed financial statements that follow Generally Accepted Accounting Principles (GAAP) or Government Auditing Standards (GAS) for the last fiscal year as required by budget size. Organizations with annual expenses over $500,000 must submit one copy of the most recent audited financial statement; organizations with expenses between $250,000 and $499,999 must submit one copy of the most recent reviewed financial statement; organizations with annual expenses less than $250,000 must submit one copy of an internal year-end balance sheet and year-end budget.
- Must have filed the end-of-grant report for any previous grant from the Frances Hollis Brain Foundation. If you have received a prior grant and are unsure of whether you submitted the final report, please email fhbrain@cfgreateratlanta.org for further information.

NOTE: The Frances Hollis Brain Foundation Fund of the Community Foundation for Greater Atlanta will not award a grant to the same organization in two consecutive years.

* Items in coral represent adjustments made to the application process on March 23, 2020.

INELIGIBLE ORGANIZATIONS:
The following organizations are not eligible to apply for funding:

- Publicly funded schools (K-12) and institutions of higher learning. This does not include nonprofit charter schools;
- Organizations that exclusively raise funds for publicly funded schools;
- Organizations that require participation in religious services and/or education as a condition of receiving services; and/or
- Organizations that have discriminatory policies and/or practices on the basis of race, color, national origin, age, disability, sex/gender, marital status, familial status, parental status, religion, sexual orientation, genetic information or political beliefs.
TIPS FOR COMPLETING THE APPLICATION

◆ Instructions for creating or updating the Organizational Profile
◆ Instructions for creating the Common Grant Application
◆ Instructions for completing the 2020 Frances Hollis Brain Application Supplement

HOW ARE ORGANIZATIONS EVALUATED?
Priority will be given to organizations that:

◆ Submit applications reflecting organization-wide planning and decision-making;
◆ Follow the application instructions and guidelines carefully (including character limits);
◆ Have a clear and articulated vision for implementation and success;
◆ Demonstrate a high value for diversity in all forms;
◆ Exhibit strong financial management;
◆ Are continually updating plans and programs to reflect the current economy and community needs;
◆ Budget, evaluate and have stated goals for the program requesting support; and
◆ Partner with others for organizational efficiency.

In addition, when evaluating a proposal, Foundation staff and the Frances Hollis Brain Foundation Fund trustees consider the following questions:

◆ Does the project or program align with the stated grantmaking priorities and fields of interest for the Frances Hollis Brain Foundation Fund?
◆ What are the strengths and challenges related to the proposal? (e.g. Does it address a real need? What is the expected impact? Who will benefit? Is it well planned and doable? How will it be sustained? How will outcomes be evaluated?)
◆ What are the strengths and challenges related to the proposed budget? (e.g. Is the budget realistic? What are other committed and expected sources of revenue? Is the project cost-effective?)
◆ What are the strengths and challenges related to the organization? (e.g. Does the organization have sufficient expertise? What is the staff and board capacity? How do staff and board leadership reflect the communities served? Are the finances sound? Does the organization receive broad support from the community)?

HOW DO I LEARN MORE ABOUT THE FRANCES HOLLIS BRAIN FOUNDATION FUND?
The Foundation will be hosting an orientation webinar on Wednesday, March 4 at 10 a.m. Interested organizations can register here for the webinar. After March 4, a link to the webinar recording can be found on this page.

If you have questions, please email Lauren Jeong, program associate and Alyssa Cobbs, program officer at fhbrain@cfgreateratlanta.org