INSTRUCTIONS FOR COMPLETING THE 2020 GRANT APPLICATION SUPPLEMENT

Completing the Grant Application Supplement:

◆ **Access to the Form:** Applicants must log into the Foundation’s [Nonprofit Online Portal](#) to complete their 2020 Frances Hollis Brain Grant Application Supplement provided by the Foundation.

◆ **Navigating the Form:** With your mouse, click the grey boxes to activate the drop-down menus or to type in or paste in your answers. Use the Tab key or your mouse to go to the next box or section.

◆ **Format Rules:** Allow the text to wrap automatically within the box. Do not use the Enter key to change lines or use bullets in text boxes.

◆ It is highly recommended that organizations draft and save application answers in a separate document before online submission to avoid losing any of their work due to internet connectivity or system timeout errors.

Submitting your Grant Application Supplement

◆ **Deadline:** The Foundation’s deadline is **NOON on Friday, April 3, 2020**. The deadline is programmed in the system and will automatically close the application at noon on April 3rd. If you have not submitted your supplement with the required attachments by noon on April 3rd, the system will not allow you to proceed with submitting your application and your request will not be considered. No staff may extend the deadline. Staff urges you to file your application several hours in advance of the deadline to avoid any computer-related problems that could arise.

◆ **Filing Your Grant Application Supplement:** The Foundation accepts submissions any time prior to the deadline.

◆ **Blank Fields:** All fields must be completed in order for the system to recognize that your application is complete and can be submitted. If a question is not pertinent to your organization, enter “n/a” for text fields and enter “0” for numeric fields.

◆ **Risk of Automatic Declination:** The Foundation will decline any application that is found incomplete or to not meet the eligibility criteria.

◆ **Acknowledgement of Receipt of Application:** Upon submission of your organization’s application, you will receive an auto response email acknowledging submission. You may log into the system and review your submitted application at any time; however, you will not be able to make changes to the supplement or attachments after submitting. If your organization does not receive the acknowledgement email, please contact our grants management staff at [fhbrain@cfgreateratlanta.org](mailto:fhbrain@cfgreateratlanta.org).
Grant Application Supplement Question Guide

The Request

**Request amount:** The amount requested should range between $5,000 - $10,000 and be supported by an accurate budget form that demonstrates how this funding will be used, and the total project budget.

**Explain the project for which you are seeking support and how funding for the project would specifically be used (e.g. who will this program serve, what is the need for this project/program, how will the program be implemented). (200 words)** Requests should be for specific expenses that contribute in a clear way to the success of organizations and the populations they serve. Requests for staff or general operations will not be considered. Provide details on the project and what is being offered. How will this project increase equity of opportunity for the people you are working with? How will this project reduce disparities and create access to early childhood education, healthcare, food security and housing? It may help to use population data and program outcome data in your response. Be specific about how funding will be used, for example if funding will purchase certain materials for a program describe what those materials are and how they will help you reach your goals.

**Provide an estimated timeline with dates and activities required to complete the project (200 words).** Clearly outline the timing for the project in the coming year, what will happen when and how do the steps lead to the project being completed or achieving its goals. If the project start date is contingent on reaching a fundraising goal by a particular date, please explain.

**Provide the best possible outcome for the request. List up to three specific results you hope to achieve, and include a brief explanation of how you will track your progress and/or measure your results. (500 characters).** How do you know your project has been successful? What will participants gain, learn or do differently as a result of working with your organization? How will you be able to determine if you have achieved your goals? What steps will you follow to measure and demonstrate results? The Foundation is particularly interested in learning about how this project will increase equity of opportunity by reducing the way in which race, ethnicity, socioeconomic status, English proficiency and home zip code contribute to lower educational, economic, cultural engagement and health outcomes.

**Population Served**

**Who will this serve? Preference for vulnerable populations that include children, youth and families, refugees and/or immigrants, seniors, individuals with disabilities or special needs and others. (250 characters)** Describe details about the population served not mentioned in the first question. How are program participants recruited or how do they gain access to your program? Are there requirements that people must meet to enter the program? Is there a waiting list to participate in your program?

**Partnerships**

**Are you working in partnership with other groups on this project? If yes, list the partnering organizations and explain their role in the proposed project? (500 characters).** What partners are you working with you on this project? Provide the names of the partners and describe their role in the project, include any resources they may provide to help in implementing the project.
Financial Information
Do you anticipate any new revenue sources or streams in the next 12 months? How are your board and staff planning to utilize any new funds? (750 word limit)
Please describe the anticipated increase in revenue as an estimated percentage of your operating budget or dollar amount. Include the type of revenue source(s) (i.e. individuals, foundation, etc.) and if this funding is expected to be restricted for a particular source.

List all in-kind, donated or cash resources received or committed to this project. Revenue, Amount, Description, Pending or Awarded? Highlight what other resources are being utilized, or anticipated to be utilized, for implementing this project. What are the sources for these resources?

Attachments
Organizations must submit the following attachments through the online portal by NOON on Friday, April 3 for their application to be considered complete. Please name all of the required attachments with a file name that is recognizable for each attachment (i.e.: “A_Bios_ABCHomelessShelter” or “B_BoardInformationForm_ABCHomelessShelter”). Do not combine all attachments and upload as one document. However, if your strategic plan is located in multiple documents, please compile into one document. Excel files or PDFs are preferred over other document types.

Human Resources
A. Brief biographies of senior management staff (no longer required)

Governance
B. Board Information Form: download the Community Foundation’s Board of Directors Form from our website or provide a board list that your organization already uses.

Financial Information
C. Program Budget: download the 2020 Frances Hollis Brain Foundation Fund Project Budget Form from our website or provide the program budget your organization already has in place. Be sure to clearly demonstrate the cost for what is being requested. Keep in mind the following are not eligible for funding:
- 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
D. Sources of Revenue Form (no longer required)
E. Current fiscal year operating budget as approved by the board of directors with year-to-date actual information: Be sure the document includes the entire FY budget (revenue and expenses) and year-to-date information for both revenue and expenses.
F. Most current Balance Sheet
G. Most recent audited or reviewed financial statements that follow Generally Accepted Accounting Principles (GAAP) or Government Auditing Standards (GAS) for the past completed 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.

**Strategic Plan**

**H. Current written strategic, operational or business plan for the whole organization**

Effective plans typically cover at least 24 months and include the organization’s entire current fiscal year. Review our website for more details on how Foundation staff evaluates strategic plans. If your current strategic plan expires in the next six months, provide an outline of your upcoming strategic planning process or the current draft of your new strategic plan.

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

**Be sure to label all attachments using the letters provided so that Foundation staff can easily match the document to the required attachment. PDFs and Excel files are preferred over other file types. Remember to upload all required documents by Friday, April 3 at noon.**

**Authorizing Signatures**

Prior to completing this section, the organization’s staff leader and board chair should personally review the 2020 Francis Hollis Brain Application Supplement to ensure the information presented is complete and accurate. Then their names should be typed in and the date entered in the fields provided. Typing in the names of the organization leader and board chair acts as their signatures; electronic signatures (images of actual signatures) are not necessary. By typing in the names of the organization leader and the board chair, they authorize submission of the application and take responsibility for its content.

**Questions?**

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 after reviewing the guidelines and online orientation or have technical difficulties, please contact Lauren Jeong, program associate and Alyssa Cobbs, program officer at fhbrain@cfgreateratlanta.org