Extra Wish 2020 Guidelines

Community Foundation for Greater Atlanta
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 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 $124 million from donors in 2019 and distributed more than $133 million that same year (unaudited) 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.

EQUITY OF OPPORTUNITY ARCHITECTURE

Metro Atlanta is a region rich with accomplishment and promise. Yet no matter how smart, how filled with the desire to succeed or how hard they work, most children born in Atlanta’s poorest neighborhoods will not advance beyond their current social and economic status. Research shows that the Atlanta region tops the U.S. for lack of economic mobility and is among the fastest regions for growth in suburban poverty. This reveals great inequity in income, education, health outcomes and more, especially for our Black, immigrant and Latinx neighbors. When we tackle gaps in equity, we expand opportunity in neighborhoods across the region – providing ALL people opportunities to learn, work and thrive. Equity of opportunity requires lasting change, not a quick fix, and requires partnership between us, our donors, civic leaders and other institutions.

The Community Foundation for Greater Atlanta invests in our region through grantmaking, partnerships and advocacy guided by ATLevate, our equity of opportunity architecture, a combination of proven practices to combat the disparity in our region and increase economic and social mobility.

We have committed to three pillars upon which to ground our work to increase economic and social mobility for ALL in our 23-county region:

- **Prosperous people**, focused on educational and vocational pathways for individuals, including early childhood education, post-secondary completion and career preparation and access;
- **Strong families**, focused on supporting families of all shapes and sizes to live healthy, fulfilled lives;
- **Thriving communities**, which includes a commitment to strengthening civic voice while increasing affordable housing, transportation access and environmental justice.

Learn more at cfgreateratlanta.org/ATLevate.
WHAT IS EXTRA WISH?
As a service to our donors and nonprofits, the Community Foundation for Greater Atlanta publishes Extra Wish to share special needs of nonprofit organizations in the 23-county metro Atlanta region. Since its inception, Extra Wish has connected our donors to nonprofits 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 planned giving 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. 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 directly aligns with our goal of engaging and inspiring greater philanthropic giving. Grant awards are 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.
ELIGIBLE ORGANIZATIONS
Nonprofits that meet the following requirements are eligible to apply for a grant from Extra Wish:
◆ Must provide programs and/or services that align with one of the following areas:
  o Equity of Opportunity Architecture – one of the ten pathways
  o Animal Welfare
  o Arts
◆ Must not have not been featured in Extra Wish last year (2019). 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
**Process**

### 2020 SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online Orientation</strong></td>
<td><strong>Friday, August 14 at 10-11 a.m.</strong></td>
</tr>
<tr>
<td><strong>Deadline for nonprofits to submit</strong></td>
<td><strong>By Wednesday, September 2 at noon</strong></td>
</tr>
<tr>
<td><strong>Applicants notified of inclusion (or not)</strong></td>
<td><strong>By Wednesday, September 16</strong></td>
</tr>
<tr>
<td><strong>Community Foundation will distribute Extra Wish</strong></td>
<td><strong>By Wednesday, November 11</strong></td>
</tr>
</tbody>
</table>

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](#) and [Extra Wish grant application](#). You can find a link to the Organizational Profile along with the Extra Wish grant application and other documents relevant to the application process at [cfgreateratlanta.org](#).

**REPORTING REQUIREMENTS**

Organizations awarded an Extra Wish grant are required to submit a report 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:

- Using the reporting form provided by program staff, indicate that the item was purchased and what effect it has had on the individuals served by the organization or the organization’s functions.
- 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.
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 service(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 a unique 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.

◆ Keep your wish compelling! Think about how you can make it unique, which often starts from the selection of the wish itself. Our donors are generally drawn to unusual requests or those that directly correspond to an organization’s mission. If your request is not unique, make the case for how important it is to your organization.

QUESTIONS?

If you have any questions, email us at grants@cfgreateratlanta.org. Community Foundation staff will provide one online orientation session on Friday, August 14 at 10 a.m. You may register here. A recording of the webinar will be made available on the Extra Wish page after August 14.