

Completing the Final Application:

- **Saving the Form:** Before beginning to fill out the form, be sure to download and save the form to your computer. As the Fayette Fund will be receiving many of these Final Application submissions, please include your organization's name in the file name and in the subject line of your emailed Final Application (ex. ABC Center – Final Application).
- **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. Complete your answers to all questions in the provided SIX pages. If your narrative exceeds SIX pages (excluding the Attachments list), please review and edit your answers. Do not recreate or alter the application form or its questions
- **Characteristics:** In the application, there are two sections listing a series of characteristics. Check the box for Yes or No for each characteristic, indicating whether this is something your organization already has in place. Mark only one box per characteristic. Watch for characteristics that include two or more parts. Your organization must meet both criteria to mark Yes. For example, 2.4.a asks if your organization offers both staff orientation AND training to every new hire. If you are currently developing the characteristic, mark No. Marking No will not disqualify you from getting to the next stage of review

Guidance on Specific Questions in the Final Application

The following information is intended to provide helpful tips to selected questions as you complete the application. The question number from the application is in bold, followed by useful information.

1. ORGANIZATIONAL OVERVIEW

1.1 This question asks you to describe the mission of the organization and the programs offered by the organization. In describing the programs you may want to include the objective(s) of the program and how the programs help to fulfill the organization's mission.

1.2 Provide information about the process the organization uses to assess itself, including its mission-related activities and operations, both in terms of impact and in use of resources. You might consider discussing the kinds of evaluation methods the organization uses, how often activities are reviewed and how you use results to further continuous improvement. Remember the Fayette Fund is interested in learning about your whole organization; do not focus only on your mission-related activities.

1.3 The Fayette Fund defines management consulting services as services provided by consultants to help organizations improve or plan their performance, primarily through the analysis of existing problems and development of plans for improvement. Consultants may assist an organization with the creation of a strategic plan, fund development plan, board development, etc. Please note that choosing No will not automatically disqualify you from getting to the next stage of review.

1.4 Does your organization have a plan regarding use and purchase of technology? According to TechSoup, a technology plan is designed to help minimize technology-related crises, use staff time efficiently and avoid wasting money on equipment. Please note that choosing No will not automatically disqualify you from getting to the next stage of review.

1.5 The Fayette Fund is interested in determining how many organizations currently have written policies in place regarding conservation, such as recycling programs, energy efficiency and teleworking. Please note that choosing No will not automatically disqualify you from getting to the next stage of review.

1.6 Identify the organizations, corporations, government agencies, etc. with whom the organization partners and describe the nature and the results of those partnerships. Be sure to describe the process for starting and maintaining those relationships. Please include information on new partnerships and results from the past 12 months. While some relationships with funders are good examples of partnerships, simply receiving funding from another entity does not constitute a partnership.

1.7 Please describe the measureable outcomes your organization achieved that demonstrate success of your program activities. Be as specific as possible regarding the quantification of your outcomes. When pertinent, refer to the tools used to measure your outcomes such as reports, evaluations, surveys, etc. Remember that outcomes are changes in people including knowledge, behavior, skills, performance, attitudes and status.”

2. HUMAN RESOURCES

2.1 When entering in numbers, count each person, regardless of full-time or part-time status, as an individual. Count board members as volunteers. Include the value of in-kind time donated from all staff, consultants and volunteers.

2.2 When filling out this section, ensure that these individuals are full-time or part-time **staff**. Remember to count each individual staff member as one person and to not include consultants, contractors or volunteers in this table.

2.3 This question provides the opportunity to detail staff characteristics that enrich the organization’s diversity and gives you an opportunity to highlight aspects of staff members other than race and gender, such as disability, age, sexual orientation, faith tradition or language skills. This may also include individuals with current or past experience with the issue the organization addresses, such as homelessness, substance abuse recovery or immigrant or cultural transition.

2.4 Refer to directions given above (on page one) for Characteristic questions.

3. MISSION-RELATED ACTIVITIES

3.1 Actual vs. estimated numbers – The Fayette Fund recognizes that many social service and health organizations collect demographic data about the individuals they serve. Other organizations that engage groups of people where a detailed interaction with individuals does not happen may estimate the people they serve. Please provide the source document for your data, such as intake forms, school records, census data, etc.

Your total figures and percentages should be consistent across all tables. Make sure that when all of the percentages in the table are totaled that they equal 100%.

3.2 This question gives applicants an opportunity to identify characteristics of the population(s) it serves that are not associated with race/ethnicity, gender, age or place of residence. These characteristics could include level of income, immigrant or refugee status, levels of physical, mental or developmental disability or sexual orientation.

3.3 Describe the ways in which volunteers build your organization’s effectiveness. Include information about how you recruit and train volunteers and how they are managed. Exclude your Board of Directors in your response.

4. GOVERNANCE

4.1 Refer to directions given above (on page one) for Characteristic questions.

5. PUBLIC WILL & POLICY

5.1 Discuss the ways that your organization works with others to educate elected officials, staff or government employees at any level – state, federal, local (city, county and school board) – about the issues and strategies associated with your organization’s mission. Identify the board member or staff person(s) responsible for civic engagement and explain what activities this person performs regarding public policy and/or government relations. If your organization is not involved with civic community activities, explain why.

6. FINANCIAL INFORMATION

6.1 Do not allocate space describing the current national economic picture. Briefly discuss the consequences the organization has experienced and then talk about how has adapted over the past year. You may discuss strategies including downsizing, merging, acquisition, etc. based on certain circumstances.

6.2 This table asks for you to list all sources of revenue and categorize these sources based on the restrictions placed on the money, such as a donor requesting that the contribution be reserved for a particular program. Total the sum of all figures across the rows and down the columns; calculate the percentages as requested in the table. Make sure that when all of the percentages in the table are totaled that they equal 100%. The Federal Accounting Standards Board’s Statement of Financial Accounting Standards No. 116 (FAS116) states that:

*A not-for-profit organization shall distinguish between contributions received with **permanent restrictions**, those received with **temporary restrictions**, and those received without donor-imposed restrictions. A restriction on an organization's use of the assets contributed results either from a donor's explicit stipulation or from circumstances surrounding the receipt of the contribution that make clear the donor's implicit restriction on use. Contributions with donor-imposed restrictions shall be reported as restricted support; however, donor-restricted contributions whose restrictions are met in the same reporting period may be reported as unrestricted support provided that an organization reports consistently from period to period and discloses its accounting policy. Restricted support increases **permanently restricted net assets** or **temporarily restricted net assets**. Contributions without donor-imposed restrictions shall be reported as unrestricted support that increases **unrestricted net assets**.*

Net Assets Released from Restriction: The only assets that can be released from restriction are Temporarily Restricted Net Assets. This occurs when the organization has satisfied the stipulations (conditions) placed on the contribution. Once satisfied, the funds become Unrestricted.

Earned Revenue: Revenue or income that an organization receives in exchange for a service or product. Payments can be made by the direct beneficiary or recipient (for example, tuition) or by a third party (for example, performance-based government contracts). (Source: Nonprofit Finance Fund)

Contributed Revenue: Revenue or income received from individual, foundation, corporate or government donations. The donor may make contributions on an unrestricted basis (i.e. not specify the services to be delivered or the timeframe for service delivery) or may impose restrictions for use of the contribution under specific purposes. (Source: Nonprofit Finance Fund)

7. Grant Evaluation

7.1 The Community Foundation has outlined six categories that we feel are characteristics of a strong and vital organization. If awarded a grant from the Fayette Fund, you will be asked to select two of the six categories that your organization would benefit from measuring throughout the grant term. You should select the categories that correlate with your organization’s goals and will aid in reaching them.

8. WHAT ELSE?

8.1 Use this space to clarify any information regarding a prior answer or attachment. **Do not** use this space to make the case for why the Foundation should support your request.

AUTHORIZING SIGNATURES

Prior to completing this section, review the Guidelines for submitting a Final Application to the Fayette Fund. The Guidelines explain how the Foundation does business through the Fayette Fund, including submission deadlines. After reviewing this document, type in the name of the Organization Leader and the Board Chair and enter the date. Typing in the names of the Organization Leader and Board Chair acts as their signatures; electronic signatures are not necessary. By typing in the names of the Organization Leader and the Board Chair, they authorize submission of the proposal and take responsibility for its content.

ATTACHMENTS CHECKLIST

This section explains the preferred method for submitting each of the attachments. Each attachment must accompany your application in order for the application to be considered complete. Please note that all attachments must arrive at the Foundation prior to the deadline in order for your application to be considered complete. **Incomplete applications will be declined and will not be reviewed.**

- **Submitting attachments:** Submit attachments by email to Fayettefund@cfgreateratlanta.org.

The following documents should be sent as attachments with your application:

- Organization Chart:** An organization chart should show the structure of the organization and the relationships of its positions/jobs. Be sure to include staff members' names and titles.
- Board Information Form:** download The Fayette Fund's Board of Directors Form from our website and complete the document.
- Summary of current fundraising plan** (two pages maximum)
- Current strategic or business plan** (if available)
- Annual Report:** Submit one copy of your most recent annual report (if you have one)
- Current fiscal year operating budget** (as it was approved by the Board)
- Most recent financial report** (as it was presented to the Board)
- Audited/Reviewed Financial Statements:** Submit one copy of each of the two (*three preferred*) most recent audited or reviewed financial statements. Organizations with annual budgets over \$250,000 must have their financial statements audited; organizations with annual budgets between \$100,000 and \$249,999 must have financial statements reviewed by an independent, certified public accountant; organizations with annual budgets between \$50,000 and \$99,999 must have financial statements reviewed by an independent, certified public accountant (**if available**).

*****Be sure to name your financial attachments so that Foundation staff can easily match the document to the application.***

Submitting a Final Application to the Fayette Fund

- **Form:** Applicants must use the form provided on The Community Foundation for Greater Atlanta's Fayette Fund website.
- **Application Deadline:** The Fayette Fund will only consider Final Application submissions for the upcoming deadline; old or outdated forms are not acceptable and will not be reviewed. Please check the date at the top of the application before completing and submitting the form.
- **Filing Your Application:** The Fayette Fund accepts Final Applications any time prior to the deadline. Email your Final Application as a MS Word attachment to Fayettefund@cfgreateratlanta.org **no later than** 12:00 noon on the

deadline day. Submissions received after 12:00 noon based on the Foundation's computer date and time will be automatically declined as late. No Fayette Fund Advisory Board member or Foundation staff member may extend a Fayette Fund deadline. Staff urges you to file your Final Application, complete with attachments, several hours in advance of the 12:00 noon deadline to avoid any computer-related problems that could arise when many applications are filed at one time. Note the name of the applicant organization and the phrase "Final Application" in the subject line of the email.

- **Acknowledgement of Receipt of Application:** Every applicant will receive an email notifying them that the Foundation has received their Final Application within three business days of submission. If your organization does not receive the acknowledgement email, please contact the Fayette Fund at FayetteFund@cfgreateratlanta.org or NaTasha Battle-Edwards, The Community Foundation's Grants Administrator, at (404) 688-5525.

Questions?

For further information, you may contact the Fayette Fund at Fayettefund@cfgreateratlanta.org or by calling NaTasha Battle-Edwards, The Community Foundation's Grants Administrator, at (404) 688-5525.