



2017 Guidelines

ABOUT THE COMMUNITY FOUNDATION FOR GREATER ATLANTA

Since 1951, the Community Foundation for Greater Atlanta has been connecting donors, nonprofits and community leaders to strengthen the 23-county Atlanta region through philanthropy. As a top 20 community foundation of 750 nationally, with approximately \$900 million in current assets, Georgia's second largest foundation exists to connect the passions of donors with the purposes nonprofits strive to improve. Through its quality services and innovative leadership on community issues, the Foundation received more than \$113 million from donors in 2015 and distributed more than \$139 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](#) 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 in our region will 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 these organizations 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.



ABOUT GRANTS TO GREEN

The vision for Grants to Green is to be a leading resource in philanthropy in the Atlanta region, recognized for strengthening the nonprofit sector's energy and water efficiency and overall organizational capacity. Grants to Green is distinguished nationally as a model.

In order to stimulate broad change across the region, Grants to Green works with nonprofits serving diverse community needs and different populations, not just those nonprofits with environmentally-related missions. The buildings occupied by nonprofits are often aging structures with inefficient equipment. Generally, staff in the nonprofit sector are more focused on their organization's mission rather than on energy and water consumption or facility management. As a result, utility and maintenance costs can create huge drains on program and operating budgets.

Grants to Green transforms the nonprofit sector in the Atlanta region by encouraging nonprofits to renovate, expand or construct buildings that are energy and water efficient, that make minimal draws on non-renewable resources and give high priority to respecting the physical environment.

Grants to Green is a partnership initiative between the Community Foundation for Greater Atlanta, a respected grant maker and community leader in metro Atlanta and the Southeastern region, and Southface, a national expert in "green" building science, design and construction.

The Kendeda Fund, a longtime funder of the Community Foundation, funds the Grants to Green initiative.

ABOUT SOUTHFACE

Southface is an independent, 501(c)3 nonprofit. Since 1978, Southface has worked at the intersection of natural ecosystems, the built environment and social fabric of our communities. Southface engages with the construction and development industry and policymakers to forge market-based solutions for a regenerative economy, responsible resource use and social equity through a healthy built environment for all. Recognizing that buildings produce nearly half of all U.S. greenhouse gas emissions, Southface believes that sustainability initiatives and advocacy focused on the built environment are key to addressing global climate change.

Visit southface.org to learn more.

WHAT COUNTIES ARE SERVED BY GRANTS TO GREEN?

Barrow, Bartow, Butts, Carroll, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Hall, Henry, Morgan, Newton, Paulding, Pickens, Rockdale, Spalding, Walton

GRANT TYPES:

Assessment Award

The first step in reducing the resources consumed by a building is to identify existing issues or potential opportunities for improvement. For an existing building, these issues are identified through an Energy and Water Use Assessment. For a building that is planned for construction, the assessment award takes the form of a design review of the proposed building. An assessment award is not a cash grant but a service performed for the nonprofit by Southface.

Opportunities to reduce energy consumption, water consumption and operating costs are evaluated and discussed in a detailed Assessment Report. The report provides an estimate of the annual operating cost reduction, annual resource consumption reduction, project implementation cost and simple payback for each energy and water conservation measure.

Please view a sample Assessment Report [here](#).

For public universities, they are only eligible for assessment awards. Public universities are not eligible for implementation funding.

Implementation Match Grant

Once energy and water efficiency opportunities have been identified in an Assessment Report, the next step is to take action. Some opportunities identified in the assessment report may be completed immediately without financial or technical assistance. However, many projects require funding for successful implementation. The implementation match grant is a cash award to help reduce the capital costs associated with implementing projects identified during the existing building assessment. The maximum amount of the grant request is dependent upon the number of projects the nonprofit is willing and able to match. Grant-funded projects must be completed within 12 months after receiving the grant; however, utility tracking is expected for twenty-four (24) months. Implementation funding is not a pledge towards a capital campaign and is not intended to be used for such purposes. **Note: If the organization receives a cash grant, 100% of the match funding must be available at the time the grant agreement is executed.**

For renovations of existing facilities, Grants to Green may fund projects including but not limited to:

- Any labor costs associated with implementation of recommendations
- HVAC systems upgrades to high-efficiency units
- Water-efficient fixture replacement, such as low-flow toilets and faucets
- Lighting upgrades
- Building envelope improvements, such as air sealing and insulation

For solar projects, Grants to Green assessments may include solar project recommendations to organizations but will not receive funding in 2017. Grants to Green is currently piloting a small number of projects to learn about solar energy in the nonprofit sector.

For new construction projects, effective January 2017, Grants to Green eliminated the provision for New Construction Design Reviews. However, Grants to Green will consider Innovation project requests from organizations that can present a compelling and unique case expressing how Grants to Green implementation funding will support advancement of their high-performance building project. Organizations must address specific factors that convey how Grants to Green will position the facility as one of the "greenest" buildings in the metro Atlanta region. Funding provided must be matched by the organization, used within a 12-month time period, and requires a Green Champion.



2017 ASSESSMENT FUNDING OPPORTUNITIES

Grants to Green will offer the following assessment grant opportunities in 2017:

Spring Cycle	February 3, 2017	Online Orientation, 1:30 p.m. – 3:00 p.m.
	March 17, 2017	Application deadline (Complete applications include an Organizational Profile, Common Grant Application, Grant Application Supplement and required attachments)
	April 5-18, 2017	Site visits and/or interviews
	June 15, 2017	Nonprofits notified and agreements mailed

GRANTS TO GREEN APPLICATION PROCESS:

Assessment

- 1] Applicant completes all parts of the Organizational Profile, the Common Grant Application, the Grant Application Supplement and any required attachments
- 2] Organizational Profiles, Common Grant Applications, Grant Application Supplements and required attachments are reviewed by the Grants to Green advisory committee
- 3] The committee conducts site visits and/or interviews with selected applicants and makes recommendations to the Community Foundation for Greater Atlanta
- 4] Assessments are awarded



2017 IMPLEMENTATION FUNDING OPPORTUNITIES

Grants to Green will offer the following implementation grant opportunities in 2017:

Spring Cycle	January 20, 2017	Online Orientation, 10:30 a.m. – 12 noon
	February 10, 2017	Application deadline (Complete applications include an Organizational Profile, Common Grant Application, Grant Application Supplement and required attachments)
	Mar 16-Apr 12, 2017	Site visits and/or interviews
	June 15, 2017	Nonprofits notified and agreements mailed
Fall Cycle	August 4, 2017	Application deadline (Complete applications include an Organizational Profile, Common Grant Application, Grant Application Supplement and required attachments)
	Sept 7-Oct 4, 2017	Site visits and/or interviews
	November 15, 2017	Nonprofits notified and agreements mailed

GRANTS TO GREEN APPLICATION PROCESS:

Implementation

- 1] Applicant completes all parts of the Organizational Profile, the Common Grant Application, the Grant Application Supplement and any required attachments
- 2] Organizational Profiles, Common Grant Applications, Grant Application Supplements and required attachments are reviewed by the Grants to Green advisory committee
- 3] The committee conducts site visits and/or interviews with selected applicants and makes recommendations to the Community Foundation for Greater Atlanta
- 4] The Community Foundation for Greater Atlanta's Board approves all awards

ELIGIBLE ORGANIZATIONS

Nonprofits that meet the following requirements are eligible to apply for a grant from Grants to Green:

- 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 two-year operating history after receiving its 501(c)(3) classification;
- Must have at least one full-time paid employee (paid minimum wage or more, working at least 35 hours per week, 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 annual operating expenses of \$100,000 or greater 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-for-Exempt-Organizations>);
- Must have a current written strategic or business plan for the whole nonprofit organization that covers at least 24 months which covers the nonprofit organization's entire current fiscal year and includes the following:
 - Mission and vision statements
 - Evidence of an environmental scan (an assessment of stakeholder and community needs)
 - Stakeholder participation (staff, board, consumers/clients, volunteers, etc.)
 - Strategic goals and measureable objectives
 - Implementation plan showing action steps, a timeline and assigned staff and board responsibilities
 - Quarterly, semi-annual or annual written assessment by staff and board to measure organizational progress towards goals
 - *Preference will be given to strategic plans that include reference to resources (expenses and staff/board capacity) necessary to achieve goals and objectives*
- Must have audited or reviewed financial statements that follow Generally Accepted Accounting Principles (GAAP) or Government Auditing Standards (GAS) for the past two completed fiscal years as required by budget size. Nonprofit organizations with annual budgets over \$250,000 must have audited financial statements; nonprofit organizations with annual budgets between \$100,000 and \$249,999 must have reviewed financial statements;
- Building must be located in the Community Foundation's 23-county service area only;
- Must provide the previous 12 months of utility bills/statements for existing buildings.

Building Requirements

- Own or lease the entire building the nonprofit is requesting support for. If leased, must have evidence to show five or more years remaining on current lease(s) at the time of application. If the entire building is not owned by the nonprofit or if portions of the facility are leased to other tenants, see Tenant Space Requirements section below;
- To receive an assessment award, the nonprofit must have evidence of utilities paid including the organization's name on the utility bill. To request an implementation grant, the nonprofit can only apply for those items for which it owns and directly pays the utilities. For example, if you do not control or pay for water directly, then you cannot request implementation funding for water-related projects;
- Metering should be configured such that the consumption of utilities can be monitored and tracked by building.

Tenant Space Requirements

Tenants of a Larger Building

Nonprofits that do not own or lease their entire building are eligible for an assessment award or Implementation grant if all of the following conditions are satisfied:

- The nonprofit pays for the utilities that they consume in the portion of the building that they occupy and can provide records of utility consumption from the utility company or installed submeters. Nonprofits whose utility costs are included in the lease, allocated based on building floor area, or allocated based on any metric other than units of measured consumption are ineligible;
- The heating, cooling, ventilation and domestic hot water systems serve only the space occupied by the nonprofit and do not serve other tenants within the building;
- The conditions of the lease allow the nonprofit to conduct major renovations to the space.

Lease Space to Other Tenants

Nonprofits that own their own building and lease space to other tenants (or lease a building and sublet to other tenants) are eligible for an Assessment award or Implementation grant if all of the following conditions are satisfied:

- The nonprofit pays utility costs for the entire building;
- The conditions of the leases for all tenants allow the nonprofit to conduct major renovations to the space occupied by each tenant;
- The space occupied by the tenant is accessible at the time of the site visit.

In addition, the following requirements must be met to be eligible to apply for implementation match funding:

- Complete a building energy assessment for existing buildings and present results to your nonprofit organization's Board of Directors or relevant board subcommittee before submission of your final application.
- Provide a match for implementation recommendations in the funding request.
- Match (cash or combination of cash and in-kind) can be fulfilled in the following ways:
- Any portion of the project's cost paid directly by the nonprofit or its donors/funders;
- In-house labor or personnel costs paid by the nonprofit or its donors/funders;
- New equipment purchased specifically for this program at the expense of the nonprofit;
- Services donated by a third party, if the nonprofit can provide appropriate documentation of the value of services;
- Documentation attesting to the value of in-kind contributions will be required. Cash match must exceed in-kind match.
- Complete implementation projects within 12 months (Grants to Green encourages nonprofits to complete all projects expeditiously and efficiently).

NOTE: Match rate depends on the nonprofit organization's budget. Match amount is based on the implementation project budget.

- Match of \$0.50 to \$1 for organization budget of \$100,000-\$499,999
- Match of \$1 to \$1 for organization budget of \$500,000 or more

INELIGIBLE ORGANIZATIONS

Not eligible for funding:

- A nonprofit operated by a religious organization is eligible to apply for assessment award and/or Implementation grant for the spaces and systems of a facility dedicated to secular needs. If participation in a religious activity is a condition for receiving services from a nonprofit, then the nonprofit will be deemed ineligible for a Grants to Green award. Religious nonprofits seeking funding are referred to Georgia Interfaith Power & Light Energy Improvement Grant Program, which is similar to Grants to Green. To learn more about this funder, please visit gipl.org.
- Nonprofits that have discriminatory policies and/or practices on the basis of race, color, national origin, age, disability, gender, marital status, familial status, parental status, religion, sexual orientation, genetic information or political beliefs.
- Nonprofits that exclusively raise funds for publicly funded schools (K-12), institutions of higher learning and government agencies.

NOTE: "Closed out" means that all baseline, interim and final surveys have been completed, the Grants to Green monitor has visited the site to ensure the work is complete, utility data is current, the Grant to Green web seal is posted to the nonprofit's website and grant funds have been appropriately spent.

QUESTION:

Are former grantees eligible to apply?

ANSWER:

Assessment Grantees

Different Building – Former assessment awardees may apply for another assessment *for a different building after* all previous Grants to Green grants or awards have been closed out, per the above definition.

Same Building – Former assessment awardees may apply for another assessment *on a previously assessed building if* the original assessment is at least five years old, all the original recommendations have been implemented **and** all previous Grants to Green grants or awards have been closed out, per the above definition.

NOTE: *For multi-unit housing organizations who have received an assessment, the organization can request funding to implement either: (1) a full set of recommendations in a single unit or, (2) request funding to implement one recommendation across all units (e.g. upgrading lighting across all units).*

Implementation Grantees

Different Building – Former implementation grantees may apply for another implementation grant *for a different building after* all previous Grants to Green grants or awards have been closed out, per the above definition.

Same Building – Former implementation grantees may apply for an implementation grant for projects *on the same building* that were identified in the Assessment Report but may not have been undertaken for a variety of reasons. In order to do so, however, the previous implementation grant must be closed out, per the definition above.

NOTE: *For former grantees who are seeking a second Assessment award or Implementation grant (per the above guidelines), the committee will prioritize the requests in this order: (A) New applicants who have never received a Grants to Green Assessment award or Implementation grant; (B) Applicants applying for an Assessment award or Implementation grant for a second building; (C) Applicants applying for an Assessment award or Implementation grant for a previously assessed (same) building.*

QUESTION:

Must organizations wishing to apply participate in an orientation session?

ANSWER:

No, it is not mandatory but is strongly encouraged. In presenting and requesting information in these guide-lines and the application, we have tried to be as clear and concise as possible. But, reading this information may not answer some of your questions. Grants to Green believes that it is in the best interest of all potential applicants to participate in an online orientation session before submitting an application. The online session is designed to answer questions frequently asked by prospective grant applicants and is open to all 501(c)(3) nonprofit organizations that meet the eligibility requirements. You must pre-register for the online orientation session. Grants to Green maintains a registration form on the Community Foundation website at cfgreateratlanta.org during active grant periods. Grants to Green accepts these reservations on a first-come, first-served basis.

FURTHER QUESTIONS?

Please email all questions and concerns about the Grants to Green Guidelines and Applications to grantstogreen@cfgreateratlanta.org.

Application Materials



Grants to Green document links are below:

[Grants to Green Implementation: Application Supplement](#)
[Grants to Green Implementation: Application Supplement Instructions](#)
[Grants to Green Innovation Application Supplement](#)
[2017 Leverage Request Form](#)
[2017 Board Information Form](#)
[Green Champion Volunteer Job Description](#)
[2017 Green Champion Form](#)

QUESTIONS?

Please email all questions and concerns about the Grants to Green Guidelines and Applications to grantstogreen@cfgreateratlanta.org.