

# Frances Hollis Brain Foundation Fund 2018 Guidelines



# Overview

## 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 approximately 750 nationally, with \$920 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 (unaudited) and distributed more than \$139 million that same year to support nonprofits throughout the region and beyond. For more information, visit: [www.cfgreateratlanta.org](http://www.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.

## 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 metro Atlanta, with priority given to organizations working 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 with those who are less fortunate.

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.



# Guidelines

## AREAS OF INTEREST AND PRIORITIES

The Frances Hollis Brain Foundation Fund supports nonprofit organizations that benefit individuals living in metropolitan Atlanta. Georgia grantmaking places priority on addressing the primary needs of the underserved, such as food, shelter, clothing and healthcare.

### Specific areas of interest:

- Early Childhood Education
- Healthcare
  - community clinics and safety net providers
  - oral health initiatives
- Hunger prevention and food security
- Homelessness alleviation

### Priorities:

- Geography – Cobb, Gwinnett, Fulton, DeKalb
- Underserved, disadvantaged adults, children and families or those who do not have the resources to provide for themselves, including refugees & immigrants
- At-risk populations, including seniors, and individuals with disabilities and special needs

### KENTUCKY

Please be advised that nonprofit organizations located in Kentucky seeking funds from the Frances Hollis Brain Foundation Fund in 2018 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 2017; 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 [grants@cfgreateratlanta.org](mailto:grants@cfgreateratlanta.org) for next steps.



# Guidelines

## FUNDING OPPORTUNITY

The Frances Hollis Brain Foundation Fund will offer one funding opportunity in 2018:

### 2018 SCHEDULE

By noon on Monday, April 2	Organizations complete the online Organizational Profile, Common Grant Application and Frances Hollis Brain Foundation Fund Application
April 27-May 23	Site visits (via phone or in person) are conducted as needed
By Friday, July 20	Applicants are notified of funding decision

## APPLICATION PROCESS

- 1] Organizations interested in this funding opportunity must complete the Organizational Profile and Common Grant Application, and the Frances Hollis Brain Foundation Fund Grant Application using the online portal on our website by Monday, April 2, 2018.
- 2] Foundation staff reviews applicants' Organizational Profiles, Common Grant Application and Frances Hollis Brain Foundation Fund Grant Application. Select organizations to receive site visits (if needed, via phone or in person).
- 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
- Annual fund appeals
- Tickets to charitable events or dinners
- Political purposes

# Eligibility

Georgia nonprofits seeking funding must meet the following criteria:

- Must be located & providing services within the Foundation's 23-county service area; priority given to those located and serving Cobb, Gwinnett, Fulton, DeKalb counties.
- 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 past two completed fiscal years as required by budget size. Organizations with annual budgets over \$250,000 must have audited financial statements; organizations with annual budgets between \$100,000 and \$249,999 must have reviewed financial statements.
- 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 [grants@cfgreateratlanta.org](mailto:grants@cfgreateratlanta.org) for further information.
- Must have a Board of Directors where 100% of members made personal cash donations or made financially measurable in-kind contributions during the last completed fiscal year (*please note there is no required cash donation amount*). Board members must have actively invested their time, talent and treasure.

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.

## Ineligible organizations:

The following organizations are not eligible to apply for funding:

- Publicly funded schools (K-12) and institutions of higher learning.
- 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.

# Questions/Answers

## 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 each program; 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? 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?

Nonprofits interested in learning more about this funding opportunity in the metro Atlanta area or previous grantees based in Kentucky should contact Vanessa Meyer, program officer at [vmeyer@cfgreateratlanta.org](mailto:vmeyer@cfgreateratlanta.org).

If you have questions about the Common Grant Application, Organizational Profile and Frances Hollis Brain Foundation Fund Application Supplement, please email us at [grants@cfgreateratlanta.org](mailto:grants@cfgreateratlanta.org).