



COMMUNITY FOUNDATION

of South Georgia

South Georgia Legacy Fund

The Community Foundation of South Georgia believes in the importance of strengthening local non-profits and that a vibrant community is one with strong non-profits doing great work to address the community's most pressing needs.

Through the **South Georgia Legacy Fund**, the Community Foundation will consider applications for ongoing projects and programs designed to improve the quality of life in South Georgia as well as capacity building opportunities to support the future sustainability of our non-profits.

Funding Priority

The Community Foundation will accept applications from organizations classified as tax-exempt under 501(c)3 of the Internal Revenue Code as well as all 501(c)3 equivalent organizations. We look for proposals from organizations with a well-planned approach to issues and needs, a demonstrated base of support, committed leadership, and the involvement of individuals with the skills necessary to carry out the work. We are interested in those organizations that can demonstrate they have planned their projects within their general operating budget in light of overall community need and that similar projects by other organizations do not duplicate the proposed services.

A request which asks the Foundation to provide a portion of the support for a project will generally receive greater priority than one which looks to it as the single funding source. The Community Foundation is not interested in starting and supporting a new initiative that could not be maintained in future years without the continued financial support of the Community Foundation. The grants are available to support an organization's ongoing administrative and infrastructure costs and/or to maintain existing, effective programs of the organization.

Exclusions

The Community Foundation will not provide funding from the **South Georgia Legacy Fund** for the following:

- Capital Campaigns
- Grants that benefit an individual
- Private Foundations
- Fundraising Activities
- Lobbying Activities / Political Activities

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- Advertising and Sponsorships
- Debt retirement or restructuring
- Events / Receptions
- Replacement of Government Funding
- Public agencies for mandated services

Geographic Restrictions

Grant applications are accepted from non-profit organizations whose primary office and/or services are located in the Community Foundation of South Georgia's service area. For a list of counties in our service area, please go to our website at www.cfsga.net.

Award Amounts

The Community Foundation will award grants between \$1,000 and \$5,000 through this program. An overall total of \$20,000 will be awarded in 2019 through the **South Georgia Legacy Fund**.

Review Process and Notification of Grants

Proposals are initially screened by program staff for eligibility and completeness. If the request clearly falls outside these guidelines, it will be declined by program staff. Grant applications for the **South Georgia Legacy Fund** will then be reviewed by the Grants Committee of the Community Foundation of South Georgia to make recommendations to the full Board of Directors on the grant recipients. The CFSGA Board of Directors will make the final approval of all grant awards. Awards will be made on a competitive basis. Applicants will be notified of the Board's decision in December 2019.

How to Apply

Complete an Application Letter and return it, along with the following documents, to the Community Foundation by October 11, 2019 at 5 PM:

Application Letter – should not exceed two (2) typed pages on your letterhead and be signed by an authorized officer. This narrative should:

- Provide basic organizational information such as organization's name, address, phone number, fax number, Federal Tax ID Number, and other pertinent organizational information.
- Include a brief overview of your organization, including your mission, history, types of programs offered and constituencies served.

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- Describe the project/program or segment of your general operations for which you are requesting funding. State the specific needs and how those needs will be met. Also, describe the target population and how it will benefit from the project/program. If the application is for capacity building within the organization, please provide an overview of how the future sustainability and success of the organization will be impacted by the proposed plan.
- State the requested funding amount. What are your contingency plans to obtain additional support if project is only partially funded?
- Describe the goals of the project/program and measurable outcomes. Also, state whether this is a new or ongoing project for the organization.
- Include a phone number and email address for your primary contact person.

Current IRS Determination Letter – Should include 501(c)3 tax-exempt status.

Current Annual Operating Budget – Should be a report of your organization's planned budget indicating projected revenue and expenses for the current fiscal year.

Project / Program Summary – Should include all revenue sources (requested, pending, and received) and expenses for the specific project / program (if applicable).

Board of Directors List – Should be a one-page list of officers and directors including their community involvement and/or professional affiliations, including terms of office and contact information.

Most Recent Financial Audit or IRS Form 990 – Please submit your last year-end financial statements or 990 Tax Return (Schedules not needed).

Please do not include any other forms or information other than what is required as outlined above. Late or incomplete applications will not be considered.

Applications should be electronically submitted to the following email address:

dcarlton@cfsga.net

NOTE: Please include all documents in one continuous .pdf file.

Please contact the Foundation at (229) 228-5088 or dcarlton@cfsga.net if you have any questions.

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