



# The Community Foundation of the Texas Hill Country

## **ONE WISH APPLICATION GUIDELINES**

### **REQUIREMENTS**

*One Wish* is open to nonprofit organizations that have been fully evaluated through the Community Foundation of the Texas Hill Country's competitive grantmaking program within the last five years (2012-2017). All applying organizations must be:

- Providing services within the Foundation's four-county service area.
- Classified by the US Internal Revenue Service under Section 501(c)(3) of the IRS code as a nonprofit, tax-exempt organization.

### **ELIGIBLE WISH LIST REQUESTS**

- **Resources for program participants or organizations:** expendable and nonexpendable items that will help program participants succeed, such as clothing, bus fares, toys, age-appropriate reading material, tickets/participation fees for program participants and equipment for people with disabilities.
- **Program-related resources:** 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 or 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
- Stipends for staff, volunteers, interns or program participants
- General operating expenses
- Support for organizational or program endowments

## **REPORTING REQUIREMENTS**

Organizations that have been awarded a *One Wish* grant are required to submit a report to the Community Foundation of the Texas Hill Country within 60 days of receiving a grant. Failure to do so may eliminate your organization from future consideration for *One Wish* opportunities or competitive grants. Please submit the following items online to Ingrid Cunyus at [ingrid@communityfoundation.net](mailto:ingrid@communityfoundation.net) or mail them to her attention to our mailing address, P.O. Box 291354 Kerrville, TX 78029:

1. A letter addressed to the Community Foundation of the Texas Hill Country indicating that the item was purchased and what effect it has had on the individuals served by the organization or the organization's functions. Please also indicate whether the item was distributed directly to program participants or if it is used by participants during program activities at the organization's offices.
2. 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.
3. Please send 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.

## **TIPS FOR A SUCCESSFUL ONE WISH SUBMISSION**

- Organizations are considered fully evaluated or reviewed when they have been invited to submit an application to the Community Foundation of the Texas Hill Country's competitive grantmaking program. Organizations are not considered eligible for *One Wish* for having received a donor-advised fund grant, or for submitting a letter of request that was declined by the Foundation.
- 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 services(s) requested exceeds \$5,000 it is not eligible for *One Wish* and will not be considered for entry into the catalog.
- 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.
- 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 two to three 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 *One Wish*, we will potentially 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. *One Wish* is one of the ways we communicate to our donors about current needs in our community. The application is brief, but it is how we decide what organizations to include in the book and put in front of our donors. We recommend you use 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.
- Please be advised, being included in the book does not guarantee funding through *One Wish*. Please do not contact the Community Foundation to inquire about the status of your request.
- As a final reminder, if your organization is funded, the Community Foundation will require you to submit a report to us (detailed above in Reporting Requirements) within 60 days. We will likely share information in these reports with donors, so they can see the impact of the gifts. We strongly recommend that organizations consider this report an additional opportunity to communicate success and impact with a funder.

**All applications must be submitted online. The application submittal deadline is 5:00 p.m., November 1, 2017. Please e-mail your application to: [ingrid@communityfoundation.net](mailto:ingrid@communityfoundation.net).**

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**Questions?** Contact Ingrid Cunyus, Grants & Scholarships Manager, at 830-896-8811 or at: [ingrid@communityfoundation.net](mailto:ingrid@communityfoundation.net).

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