



New Mexico Children's Foundation 2017-2018 Grant Application Guidelines

The founders of NMCF envisioned a grant-making body that would fund children's programs and projects. Today, a group of dedicated individuals are continuing the vision. By raising funds and distributing them wisely, a brighter future for many New Mexican children is being realized through the Foundation, the state's only group exclusively dedicated to helping small organizations that benefit young people.

Who Can Apply:

The Foundation's charitable funds are available to 501(c)(3) nonprofit New Mexican children's organizations with annual total budgets under \$300,000.

Other requirements are:

1. Funds requested should not exceed \$6,000.
2. Funding can be for only three successive years.
3. Requests for Operating Expenses are eligible.

How to Apply:

All children's organizations interested in applying for an NMCF grant must submit a proposal which includes the following:

1. A Proposal Summary Sheet which includes:
 - o Organization Name
 - o Address, City, Zip
 - o Phone/ Fax
 - o Name of Contact Person and Title
 - o Email Address of Contact Person
 - o If prior funding has been received from NMCF, list years and amounts.
 - o Amount Requested
 - o Project Title
 - o Geographic Area to be Served
 - o Number of Children Affected
 - o Project Period
2. Please identify which of the four mission stated needs your proposal addresses. If more than one, rank 1, 2, 3 or 4.
 - Physical Needs
 - Mental Needs
 - Educational Needs
 - Social Needs

3. A Proposal Narrative, no longer than 2 pages, which includes:
 - o Description of the project's goals and scope (proposed activities)
 - o Statement of need for the project
 - o Description of how the project includes collaboration with other organizations
 - o Starting and ending date of the project
 - o Number and characteristics of the children to be served by the project
 - o Approximate contact hours per child based on entire project length: year, camp week, summer program, etc.

4. Other information to include:
 - Line item budget and budget justification for the requested funds
 - Plans for evaluating the success of the project , **including one measurable result**
 - Plans for continuation of the project after the grant

5. Supporting Documents (**ONLY ONE COPY**)
 - Proof of 501(c)(3) tax status
 - List of current Board of Directors, indicating officers and professional, business or community affiliations
 - Copy of organization's most recent Form 990 IRS Report. NOTE: only one copy is required of the Form 990.

How to Submit:

Please mail and email by March 24, 2017:

1. An original and 9 copies of your grant proposal and summary sheet. Please staple these. Please send one copy of Supporting Documents.
2. **In addition, email a copy of the Grant Proposal Summary, Proposal Narrative and Budget and Plans to info@nmchildren.org.**
3. Do not include any additional materials such as newspaper articles, photographs or videos.
4. Failure to include the requested information and the proper number of copies will lead to disqualification of the proposal. **You must also email a copy of the proposal.**
5. Mail to New Mexico Children's Foundation, P O Box 8182, Santa Fe, NM 87504-8182 NOTE: Our offices have moved and all mail is received at the Post Office. Addresses on search engines such as google are incorrect.
6. **DO NOT SEND BY CERTIFIED MAIL!!!!** In addition to the expense, recently the applications sent by certified mail were delayed over two weeks. Your emailed application will serve as documentation that you have complied with deadline.
7. **Deadline:** Applications must be postmarked by March 24, 2017 and received by email by March 24, 2017.
8. Please email any questions to: info@nmchildren.org or call 505-986-2043.

Criteria for Evaluating Proposals:

Proposals will be judged by the following criteria:

- Is the project child centered?
- Is the project needed in the community or does it duplicate existing services?
- Will this grant lead to other funds?
- Is the project innovative?
- Does the project show proper evidence of collaboration?
- How many children will the project affect,?
- Does it appear that the organization has the capability to carry out the project?

2017-2018 Grant Schedule:

1. Proposals must be postmarked by March 24, 2017.
2. The Grants Committee of the Foundation will meet to review the proposals in April and make recommendations to the Board of Directors at its May Board Meeting.
3. The tentative date for notifying applicants is the week of May 15-19.
4. Grants are approved for one year.
5. One-half of the granted funds will be disbursed with the signed Grant Agreement in July.*
The remaining monies will be disbursed upon the receipt of a mid-year progress report which is due December 31, 2017. Failure to submit the mid-year report may lead to termination of the grant.

**Organizations whose programs take place only in the summer will receive their full grant on or about July 1st. A final report will be due at the conclusion of their summer program.*

Final Reminders:

Applications are due March 24, 2017 and must be sent to P O Box 8182, Santa Fe, NM 87504. Do not send to a street address. **Do not send by certified mail.** Send a copy by email to info@nmchildren.org. An email will be sent to you upon receipt of your application. If you do not receive acknowledgement, contact us at carol@nmchildren.org or 505-986-2043.

If you have never filled out NMCF's grant application and/or you have questions, please don't hesitate to contact Carol Robertson Lopez, Executive Director at carol@nmchildren.org or 505-986-2043.