



# New Mexico Children's Foundation 2021-2022 Grant Application Guidelines

The New Mexico Children's Foundation is driven by the belief that awareness of children's needs, and the planning and administration of creative responses to those needs, are often best accomplished at the local level. 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 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

Emotional 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:
  - Copy of budget for the organization
  - 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 following the grant period
  
5. Supporting Documents (**ONE COPY ONLY**)
  - Proof of 501(c)(3) tax status or that of Fiscal Sponsor if applicable
  - List of current Board of Directors, indicating officers and professional, business or community affiliations
  - One copy of organization's most recent Form 990 IRS Report.

## How to Submit:

Please mail and email by March 12, 2021:

1. **An original and 8 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](mailto: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, **PO Box 8182, Santa Fe, NM 87504-8182**
6. **DO NOT SEND BY CERTIFIED MAIL!!!!** Your emailed application will serve as documentation that you have complied with deadline.
7. **Deadline:** Applications must be postmarked by March 12, 2021 and received by email by March 12, 2021.
8. Please email any questions to: [info@nmchildren.org](mailto: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?

## 2020-2021 Grant Schedule:

1. Proposals must be postmarked by Friday, March 12, 2021.
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 17-21, 2021.
4. Grants are approved for one year.
5. One-half of the granted funds will be disbursed with the signed Grant Agreement in early July.\* The remaining monies will be disbursed upon the receipt of a mid-year progress report **due December 31, 2021**. 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 full grant funding in early to mid-July. A final report will be due at the conclusion the summer program.*

## Final Reminders:

Applications are due March 12, 2021 and must be sent to PO Box 8182, Santa Fe, NM 87504. **Do not send by certified mail.** Send an email to: [info@nmchildren.org](mailto:info@nmchildren.org). An email confirmation will be sent to you upon receipt of your application. If you do not receive acknowledgement, contact us at [info@nmchildren.org](mailto:info@nmchildren.org) or 505-986-2043.

If you have never filled out NMCF's grant application and/or you have questions, please contact Eileen Berry, Executive Director at [info@nmchildren.org](mailto:info@nmchildren.org) or phone 505-986-2043.