

Albuquerque Community Foundation 2008 Competitive Grant Program Information

The Foundation's Competitive Grant Program has six general fields-of-interest: Arts and Culture, Children and Youth, Education, Health, Human Services, and Environmental and Historic Preservation. These areas, in numerous combinations, are the building blocks of our community. We also have funds within the broad fields-of-interest that address specific issues or support specific programs including arts education in public schools, performing arts, mediation, domestic violence, direct service for the elderly and programs that encourage the discussion and study of ideas. When an organization submits a grant proposal, Foundation staff direct it to the appropriate grant review committee for consideration. Occasionally we have a special grant program to address a specific issue or need and a Request for Proposals (RFP) with criteria and guidelines is mailed to nonprofits working in that particular area.

THE COMPETITIVE GRANT PROGRAM HAS TWO GRANT PROPOSAL SUBMISSION DEADLINES: Please read all of the criteria and guidelines for the Grant Process, including the description of each field-of-interest. If your program fits into more than one field-of-interest and more than one deadline, please send an email describing the program and we will contact you to discuss the best fit for your organization.

WHERE DOES YOUR PROGRAM FIT?

Grant Program Fields-of-Interest:

Arts and Culture

Grants in this area are given to support effective arts education, facilitate the stability of arts organizations, and to encourage the preservation of the community's cultural heritage.

Education

In the field of education, grants support a wide range of activities from early childhood through adult programs including special needs, enrichment and literacy projects, parent and volunteer involvement, vocational and career training.

Environmental and Historic Preservation

Grants in this field help to preserve historic resources, conserve the natural land, protect wildlife and provide environmental education programs.

Children and Youth

Grants in Children and Youth support direct services or prevention programs benefiting children with an emphasis on projects for children who are abused and neglected, homeless or economically disadvantaged, and those programs nurturing families.

Health

Grants in the field of health provide support for access to health care, promotion of wellness, treatment and education programs, and care for people with chronic conditions.

Human Services

Grants in the field of human services provide support for improving the quality of life for those in need by strengthening families, assisting the chronically poor, providing for basic needs and aiding people in transition.

DEADLINES FOR THE 2008 COMPETITIVE GRANT PROGRAM:

1. PROGRAM FIELDS-OF-INTEREST:
ARTS & CULTURE
EDUCATION
ENVIRONMENTAL AND HISTORIC PRESERVATION

Deadline for Receipt of Proposals: April 16, 2008

**2. PROGRAM FIELDS-OF-INTEREST:
CHILDREN/YOUTH AT RISK
HEALTH
HUMAN SERVICES**

Deadline for Receipt of Proposals: August 13, 2008

Foundation grants are made to support, strengthen and sustain an organization's new or expanding programs, exceptional existing programs and pilot projects. In order to make the best use of available funds, programs that are innovative, address needs of underserved populations, are responsive to changing and emerging community needs, are collaborative, and/or are strongly community-oriented will receive the highest priority. Grants are normally made for a one-year period. The Foundation does not consider more than one proposal to the Competitive Grant Program from an organization within a twelve-month period. Grant requests must be for a minimum of \$1,000 and a maximum of \$10,000.

Application Review Process

We use an extensive grant review process to assure donors and grantees that their interests will be represented through the Foundation's Grant Program. Proposals are reviewed by volunteer committees broadly representative of the community. Committee members use their expertise and knowledge of the community to contribute to the overall assessment of each proposal based on the degree to which it fits the overall guidelines and priorities. The recommendations from the committees are presented to the Foundation Board of Trustees who has the responsibility for the final grant decisions.

Compliance

In addition to reviewing all documents submitted with the grant proposal, the Foundation's procedures include reviewing every applicant's GuideStar Charity Check information and NMPRC status at the New Mexico Public Regulation Commission. Proposals will not be considered from applicants who are not in compliance with all state and federal regulations.

Eligibility

Eligible organizations include 501(c)(3) nonprofit organizations, educational institutions and public agencies that serve the Albuquerque metro area.

Foundation grants are generally NOT made:

- to individuals
- for political or religious purposes
- to retire indebtedness
- for the payment of interest or taxes
- annual campaigns
- for conferences or symposia; i.e., speaker fees, room and board, related travel
- endowments
- emergency funding
- to influence legislation or elections
- to private foundations and other grant-making organizations
- or to organizations that discriminate on the basis of race, creed, or gender.

Evaluation & Procedures

All grant recipients must report on the expenditure of grant funds and the results of the supported project. Any funds not expended for the specific purpose of the grant must be returned to Albuquerque

Community Foundation and cannot be diverted to other uses without the express approval of the Foundation.

How To Apply Grant FAQ

First time applicants are strongly encouraged to fill out the Nonprofit Information Form online before beginning the application process. A nonprofit 501(c)(3) organization may serve as fiscal agent for a community group. The fiscal agent should read Requirements for Fiscal Agents and then contact the Foundation for any additional instructions before an application is submitted. The fiscal agent must clearly demonstrate their relationship to the sponsored group.

Grants are normally made for a one-year period. The Foundation does not consider more than one proposal to the Competitive Grant Program from an organization within a twelve-month period. Grant requests must be a minimum of \$1,000 and a maximum of \$10,000. The average grant in 2006 was \$7,500.

Grant Criteria

In order to make the best use of available funds, programs that are innovative, address needs of underserved populations, are collaborative, and/or are strongly community-oriented will receive the highest priority. Foundation grants are made for new or expanding programs, exceptional existing programs and pilot projects.

A high priority is placed on programmatic projects that are responsive to changing and emerging community needs.

Evidence of the following will be used to assess the merit of proposals:

- **Impact:** Projects that serve a wide segment of the community and assist people not being adequately served by existing resources
- **Leverage:** Projects that leverage or generate other funding and resources
- **Results:** Projects that realize a significant and sustainable result with a moderate amount of funding
- **Solutions:** Projects that address root causes and long-term solutions
- **Participation:** Organizations that encourage the participation of diverse groups and individuals
- **Community:** Projects that build effective partnerships or promote networking and sharing
- **Management:** Applications are evaluated for management capacity, taking into consideration staff qualification, composition of the governing board and capability for service or program delivery

Grant Proposal Guidelines

There is no application 'form'. Grant Proposals are to be developed and written in accordance with these guidelines and **MUST** contain the following:

ONE-PAGE COVER LETTER on the organization's letterhead requesting funding and including:

- the organization's mission statement
- the name, phone number and e-mail address of the contact
- the organization's web site address and general email address
- signature of the executive director and/or an authorized officer of the board of directors
- educational institutions should have the signature of the principal or college/university department head
- government agencies should contact the Foundation for direction

A NARRATIVE of no more than three typed pages (no smaller than 12-point type), including the information requested in #1 - #6 below:

1. Project summary:

- goals, objectives, and scope
- need for the project in the community
- start and end dates of the project (grants are awarded in the fall of each year)
- who will benefit from this project
- expected results

2. Specific amount requested (\$10,000 maximum request) from Albuquerque Community Foundation and the specific use of Foundation funds.

3. List of key staff and brief statement of the capability of personnel responsible for project implementation.

4. Information on recent grants received by the organization, pending proposals for other funds, and plans for additional funding for this project.

5. Plans for evaluating the success of the grant, including financial accountability.

6. Plans for continuation of the project following the grant period.

ATTACHMENTS

The following attachments must be provided:

Financial Information: [See Notes Below*]

1. Detailed project budget relating to this grant proposal - line item estimate of income and expenses.

2. Detailed copy of the organization's current fiscal year operating budget including year-to-date information. Public educational institutions should use the operating budget for the individual school or university department.

3. Financial statement for the most recent completed fiscal year including balance sheet (audited if available).

Organizational Information:

4. 501(c)(3) organizations must submit a listing of current members of the board of directors indicating officers and including professional, business, or community affiliations.

5. Proof of IRS 501(c)(3) or educational institution status.

6. 501(c)(3) organizations must submit a copy of the organization's confirmation letter from the Attorney General's office stating that the organization is current with the NM Charitable Organizations and Solicitations Act or AG's letter of exemption.

****Notes on Requested Financial Information***

The Albuquerque Community Foundation requires much of the same financial information as other grantmakers. We realize that not all organizations are equal in terms of their financial sophistication, but we also believe that all organizations (regardless of their size) should be using what we consider to be the basics for good financial management. We want to assure you that we utilize all the financial information you submit when analyzing your organization's grant request.

The terms used such as budget, balance sheet, revenue and expense statement and audit have specific meaning in the financial world. If you have questions about what any of the terms used in this section mean, please check with the person in your organization who is responsible for financial reporting.

Your organization's IRS Form 990 is NOT acceptable for providing financial information to accompany your grant proposal. Please do not include this.

We will not accept current year-to-date information that is older than 3 months before the date of the proposal submission.

Incomplete proposals will not be considered.

Please do not use binders of any kind and do not send facsimile copies or any supporting documentation unless requested.

Deadlines, Copies & Submissions

Grant proposals are accepted during the month preceding each deadline. Applicants will be notified within four months of deadline.

Please submit the one (1) full proposal with all attachments and seven (7) collated copies of the cover letter, the three-page narrative, and the detailed project budget.

Proposals must be postmarked on or before the appropriate deadline, or may be delivered to the Foundation office Monday through Friday, 9 am - 5 pm. For the sake of fairness no exceptions can be made for late proposals.

- **FIRST CYCLE DEADLINE: April 16, 2008**
- **SECOND CYCLE DEADLINE: August 13, 2008**

The office is physically located at:
3301 Menaul NE, Suite 2
Albuquerque, NM
(505) 883-6240.

Mail proposal and all required attachments to:

Grant Review Committee
Albuquerque Community Foundation
P.O. Box 36960
Albuquerque, New Mexico 87176-6960

**ACF GRANT PROGRAM REQUIREMENTS
FOR FISCAL AGENTS OF NONPROFIT ORGANIZATION**

A charitable organization or community group that does not have 501(c)(3) tax-exempt status may apply for a grant from Albuquerque Community Foundation through a fiscal agent partnership. To be considered as a Fiscal Agent, the organization must be incorporated as a 501(c)(3) nonprofit organization for a minimum of 3 years, be physically located in the Albuquerque metropolitan area, and demonstrate the ability to provide oversight of the community group.

All Foundation 'Requirements & Procedures' must be followed and the proposal must be completed as directed. Submit the required information considering the following guidelines for each partner. ACF grants are for one-year unless otherwise stated.

The CHARITABLE ORGANIZATION or COMMUNITY GROUP must supply all other information including:

1. One-page cover letter on the group's letterhead (or with address and telephone number) requesting consideration of the grant proposal, describing the group's mission, and signed by the responsible person
2. Detailed project budget (line-item estimate of income and expenses)
3. Copy of the group's annual budget (if applicable)
4. List of group's leadership: organizing committee, board of directors, or staff personnel responsible for the project
5. Narrative description of grant request

The FISCAL AGENT must supply:

1. Letter on the fiscal agent organization's letterhead indicating:
 - willingness to administer the grant if awarded
 - nature of cooperative relationship between the two entities
 - name of executive director and contact for this grant proposal
 - any fee to be paid from the grant for custodial services
2. IRS letter indicating 501(c)(3) tax-exempt status
3. Attorney General's confirmation letter
4. Copy of the fiscal agent's current operating budget
5. Copy of the fiscal agent's most recent financial statement including balance sheet
6. List of the fiscal agent's Board of Directors with their affiliations

The fiscal agent is responsible for all financial requirements and reporting if the grant is awarded, including:

- The fiscal agent is required to sign ACF's Grant Agreement.

- The fiscal agent may redistribute grant funds to grantee in accordance with the accepted proposal budget. Any changes in the budget must be approved by ACF.
- At the end of the one-year grant period the fiscal agent will return to the Foundation any unexpended funds.
- The fiscal agent is responsible for the expenditure of funds and for maintaining supporting records adequate to readily check the use of the grant and consistent with generally acceptable accounting practices.
- The fiscal agent shares the responsibility for required grant progress reports in conjunction with the partnering organization.

If the organization does NOT complete the program as outlined in the grant proposal, the fiscal agent is responsible for any and all grantee reports due, accounting of all expenditures from the grant and the return of any funds not spent.