



FAQ - Frequently Asked Questions about Applying to the Albuquerque Community Foundation Competitive Grant Program

Who is eligible for a grant?

We welcome grant proposals from local nonprofit organizations and educational institutions that benefit the citizens of the Albuquerque metropolitan area. Included in the metro area are all of Bernalillo County plus the communities of Los Lunas, Rio Rancho, Bernalillo, and the East Mountain area. Examples of those not included in our funding area are Santa Fe, Grants and Gallup.

Does my organization need a 501 (c)(3) from the IRS before I can apply for funds?

Your organization must have a 501(c) (3) designation **or** be a public educational institution **or** a government agency.

What is a 501(c)(3) designation? How can I get one?

501(c)(3) refers to the specific section of the Internal Revenue Code that defines a nonprofit organization. For more information on the Code and how to obtain a 501(c)(3) designation, contact the [Internal Revenue Service](#).

I'm not a nonprofit organization; I'm just a person who needs some extra help. Can I apply for a grant?

The Foundation makes grants to qualified 501(c)(3) nonprofit organizations. We are unable to award grants to individuals, except in the case of scholarships, which are awarded directly to the educational institution on behalf of the student. If you are a student, please go to the scholarship section ([CLICK](#)).

We are not a 501(c)(3) organization, may we use a fiscal agent to apply for funding?

We have specific guidelines for fiscal agent relationships - please review carefully ([CLICK](#))

We don't have a letter from the Attorney General's office. How do we receive one?

New Mexico state law requires all nonprofit organizations to report annually to the Attorney General's Office, Consumer Protection Division, with the Registrar of Charitable Organizations. You will have all of the necessary information and forms on their website at www.ago.state.num.us or call 222-9092 in Albuquerque.

Do you fund new organizations?

Yes, as long as you have the 501(c)(3) designation and comply with all of the grant requirements.

Does my organization have to be located in the Albuquerque metro area?

No. However, the project must enhance the quality of life in the Albuquerque metro area community.

If my organization has received grants in the past, are there limitations to how many years we can receive grants?

No.

What is your average grant size?

Maximum request in the Competitive Grant Program is \$10,000 and the average in 2006 is \$7,500.

Does ACF make multi-year grants?

No.

What sort of programs does the Foundation's Competitive Grant Program support?

ACF funds programs in the areas of: arts and culture, children and youth, education, health, human services and environmental and historic preservation. We refer to these areas as "fields-of-interest."

How do I decide which field-of-interest my proposal fits in?

Fields-of interest considered include:

ARTS & CULTURE

EDUCATION

ENVIRONMENTAL AND HISTORIC PRESERVATION

CHILDREN/YOUTH AT RISK

HEALTH

HUMAN SERVICES

[Please review descriptions of these fields online.](#)

If your program fits into more than one field-of-interest, please send an e-mail to foundation@albuquerquefoundation.org contact you to discuss the best fit for your organization.

Does the Foundation fund faith-based organizations?

The Foundation does fund faith based organizations but does not fund projects of a religious nature or projects that require participation in a religious activity as a condition for receiving services. Please review our [specific guidelines for faith-based organizations](#). [pdf]

How often may I apply for a grant, and how many applications can I submit?

Only one request to the Competitive Grant Program annually can be submitted for consideration so that we can help as many not-for-profit organizations as possible. Occasionally the Foundation issues a RFP (Request for Proposal) and organizations **may or may not** be able to apply in more than one category as outlined in the guidelines at the time.

If I know members of Albuquerque Community Foundation's Board of Trustees, staff or a donor, does it increase the likelihood that my proposal will be funded if I contact them?

No.

Who decides which applications are awarded grants?

Assisting in the competitive programs are volunteers who contribute time, thought, and knowledge of our community to the process of reviewing applications from nonprofit organizations and students. The volunteer advisory committees review requests for funding and their recommendations are presented to the Foundation's Board of Trustees for final approval.

Is there a standard format for submitting grant proposals?

Yes. Please carefully review [How to Apply](#).

Does ACF have submission deadlines for grants?

Yes. The Competitive Grant Program [deadlines](#) are POSTMARK deadlines.

How many copies do I need to submit?

Seven copies of the cover letter, 2-page narrative and program budget, **BUT** only **one** copy of all attachments.

Can I submit a case statement, brochure or newsletter with my proposal?

For uniformity during review, ACF requires all applicants to use the same proposal format to help organizations at all levels of development compete more fairly. Required attachments are clearly listed in the guidelines.

Will you review a draft of my proposal and offer comments?

If time permits we would be happy to review your proposal. Contact Grant Program Director Nancy Johnson, njohnson@albuquerquefoundation.org or 883-6240.

What happens if my budget changes?

If your budget changes during the consideration of your proposal or after a grant is awarded, contact the Foundation Program Director who will discuss the changes with you and advise you on how to proceed.

What happens after my organization's proposal is funded?

The Foundation will contact you after a decision is made. You will receive a letter of agreement to sign and return before a check can be issued.

Will I need to submit reports?

Yes. There is a mid-term report and final report. Reporting guidelines are available on this web site.