

## Application Submission Period

**Opens:** Monday, March 15, 2021

**Closes:** Friday, April 30, 2021 at midnight

## Grant Implementation Period

January 1, 2022 through December 31, 2022

## Request Amounts

Applicants can select a fixed request amount and are encouraged to select whichever of \$7,500, \$10,000, \$15,000 or \$20,000 request amount best meets your organization's needs.

## Focus

Awards grants to eligible nonprofits that promote the health and wellness of the diverse peoples of Los Alamos, Rio Arriba and northern Santa Fe Counties.

## Types of Funding Opportunities

The Northern New Mexico Health Grants Group's awards are for single-year implementation in support of a wide range of projects, initiatives, and organizations that address health needs, gaps, and access, improve health conditions, and strengthen safety-net organizations and networks, advocating for health policies and equity.

Northern New Mexico Health Grants Group is a joint initiative of Con Alma Health Foundation and the Hospital Auxiliary of Los Alamos Medical Center.

## Required Information

**Organizational Budget** (Upload) All applicants are required to upload a copy of the organization's *general operating budget*, showing all funding sources and major expense categories, for the *most current fiscal year* (if fiscal year ends on June 30<sup>th</sup>, use upcoming fiscal year budget).

**Project Budget** Completion of the CAHF Grant Portal online budget form is required of Project or Technical Assistance requests. Applications revised during review from general operating to project or technical assistance are required to submit a project budget upon notification by staff.

**Tribal Support Letter** Organizations working directly with sovereign nations, pueblo or tribal communities or within their jurisdictions must upload a letter of support from a community-based tribal group or from the tribe(s)/nation(s) as an attachment to the application or request additional time to do so.

## Access to Application

Link to grant portal: [CAHF Grant Portal](#) *Information initially entered in CAHF Grant Portal requires regular updating, either annually or as changes occur.*

## Eligibility

- The purpose of the grant must benefit people living in Los Alamos, Rio Arriba, and northern Santa Fe counties. Northern Santa Fe County excludes both the City and south of Santa Fe.
- Grants are awarded only to tax-exempt organizations under Section 501(c)(3) Code of the Internal Revenue Service (IRS).
- Grant opportunity is open to all eligible applicants (based on the guidelines outlined), including current and past grant recipients of Con Alma and Northern New Mexico Health Grants Group.

## Restrictions (not eligible)

- No grant will be made to individuals, or to fund scholarships/fellowships, capital or endowment campaigns, annual fundraising campaigns, event sponsorships, debt liquidation, clinical research, or direct financial subsidy of health services to individuals or groups.
- No grant will be made to fund political campaigns, lobbying activities, or other partisan activities



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prohibited by section 501(c)(3) of the Internal Revenue Code.

- No grant will be made to organizations that discriminate based on race, ancestry, national or ethnic origin, disability, sex, age, religion, sexual orientation, or gender identity.
- No grant will be made for religious purposes nor to an organization when funds would be used in whole or in part to further the organization's religious purposes.
- No grant will be made to fund construction, renovation, or repairs.
- The Foundation will generally not consider:
  - ongoing funding for the same activity. An organization that has previously received a Con Alma grant and applies for additional grants in subsequent years, must show how it has built upon previous strategies.
  - projects with activities that replace public sector health-related programs. However, services that compliment or expand health-related services of the public sector are accepted.
- Purchases of property or equipment are limited to \$5,000 per item.

### Applying through a Fiscal Sponsor (FS)

- Projects, non-profits, public or governmental agency or a federally recognized tribe in the state of New Mexico without IRS 501(c)(3) designation may apply through a Fiscal Sponsor.
- If using a Fiscal Sponsor, you will need to submit the general operating budget of the FS.
- All **Fiscal Sponsor fees are capped at 10%** of grant award.

### STEP 1 - CAHF Grant Portal Record Set-Up & Updates

Applicants *new* to Con Alma or to the NNMHGG must register using the [CAHF Grant Portal](#) online portal (aka SmartSimple). Registration is a one-time process.

- Registration process is different for applicants who have previously applied to Con Alma and/or to NNMHGG (whether funded or not) than it is for applicants that have not previously submitted an application.
- Applicants with previous submissions to Con Alma or to NNMHGG but who have not applied through the CAHF Grant Portal will need a link to your organization's profile. Contact [sysadmin@conalma.org](mailto:sysadmin@conalma.org)

**Upon registering** with CAHF Grant Portal, set-up and populate key information.

- Organization Profile – items to initially set-up and to update on an annual basis include:
  - **Current Fiscal Year (FY/Operating Budget)**
  - **Diversity Table** (Matrix)
    - Provides the racial/ethnic demographics of individuals in your organization (includes Staff, Board, Volunteers, Contractors).
    - Include advisory committee members or volunteers, if you have a Fiscal Sponsor and/or do not have paid employees.
- Application/Grant Contact:
  - Lead Contact for the application/Lead Grant Contact, if funded.
  - Collaborators- you may add additional key individuals that might need access to the application or grant, such as a grant writer.

### STEP 2 – Selecting the correct Application

**Upon opening the application link** the first step is to answer the short Quiz.

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### ADDENDUM to Guidelines

Additional details to some frequently asked questions to assist you in submitting your application.

**Project Support** requests focus support efforts focused on *health systems strategies* that address the needs of the diverse communities within Los Alamos, Rio Arriba, and northern Santa Fe counties.

An application for Project Support generally:

- Focus on a particular set of goals,
- Engage a focused group of beneficiaries,
- Employ specific systems-level activities,
- Identify outcomes that tend to be accomplished within a finite time period.

**General Operating** requests focus support an organization's overall mission and operations, without a particular project focus. ***Organizations that provide direct service to individuals are generally not eligible to apply for general operating grants.***

To be considered for General Operating, it is important for the applicant organization to show how:

- Its mission, operations, and goals are aligned with, and advance, the Foundation's strategic focus (systems change and equity) for improving community health.
- Its stated goals and outcomes involve systems-level strategies and high-impact such as:
  - Advancing and promoting equity.
  - Shifting policy, administrative rules, procedures, or practices within communities, organizations, institutions, or public agencies.
  - Multi-level engagement across movements and/or sectors.
  - Intersectional solutions.

**Technical Assistance** address the need for strengthening the capacity among nonprofits and/or the nonprofit sector. Consideration will be given when the capacity of an organization is critical to the well-being of an underrepresented population or community, rural, frontier, tribal/sovereign nation.

### Making Your Application Competitive

Priority will be given to applications that describe how the organization's efforts:

- 1) Identifies and alleviates gaps in basic needs and barriers to health and economic conditions.
- 2) Has a focus on improving the health of underserved populations of Los Alamos, Rio Arriba, and northern Santa Fe counties, including underinsured, ethnic/racial diverse, immigrants, seniors, disabled, veterans, etc.
- 3) Work within and/or across geographic areas (neighborhoods, counties, regions within Los Alamos, Rio Arriba and northern Santa Fe counties) or sectors (government, nonprofit, private/business sector).
- 4) Engage beneficiaries as leaders in the proposed work.
- 5) Increases capacity for stakeholders to mobilize and leverage resources.

Successful applications:

- Identify realistic and attainable outcomes.
- Specify what you are seeking funds to do.
- Engage beneficiaries as leaders in the proposed work.
- Clearly address both the geographic reach and the geographic impact that are likely because of the efforts for which you are seeking support.
- Communicate how your efforts aligns and propels systems to be more accessible and responsive in meeting the needs and supporting the strengths of underserved communities and bringing about systems-level change that improves health equity.
- Provide a clear relation between the proposed expenses/costs and the desired outcomes.
- An organization, project or technical assistance budget that includes support from multiple sources.

Resources to help you learn how best to approach the NNMHGG can be found at:

[Pre-Proposal TUTORIALS](#) or Con Alma's website [For Grant Seekers](#)

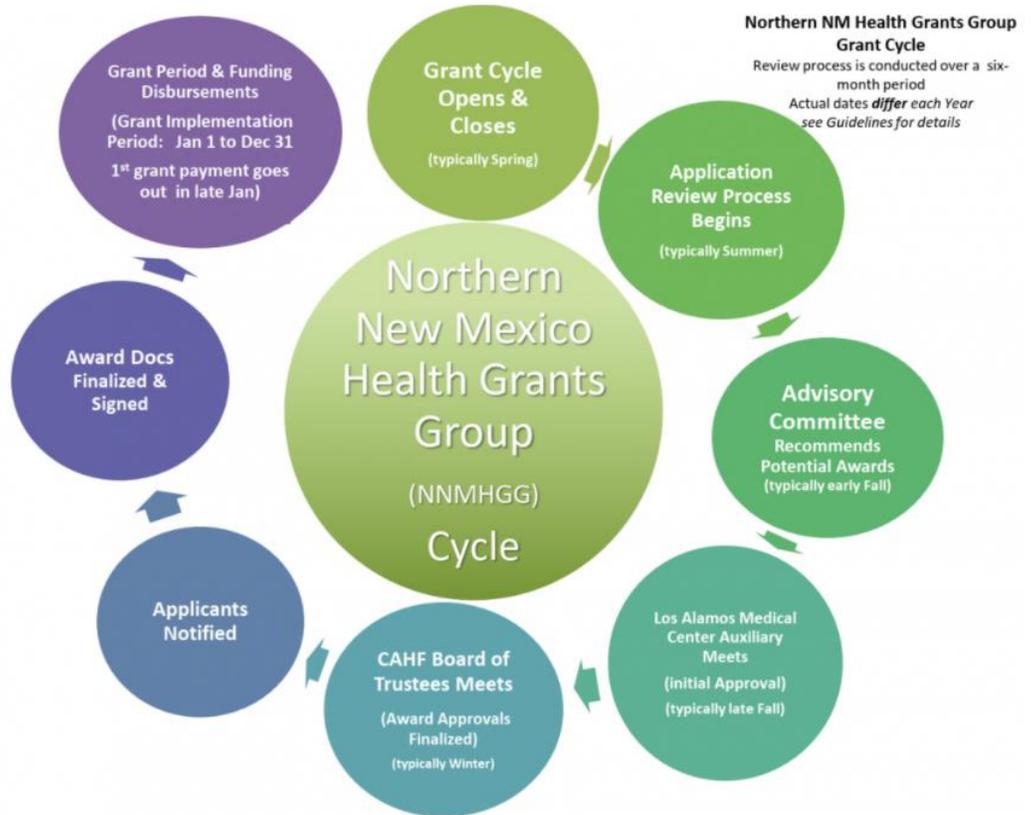
## Grant Review & Award Process

### *What to expect once you've submitted your Application?*

All notifications and contact from the Foundation will be directed (via email or phone) to the primary /lead contact identified in your application. To ensure you receive important updates and emails mark communications from “conalma.org” as “safe” so that critical emails do not get flagged as Spam.

Applicants can generally expect the following:

- Once the grant application deadline closes, a multi-stage review process begins and continues over the course of about five months.
- Con Alma/NNMHGG receives more requests than it is able to consider; consequently, we are unable to fund all requests. If this is the case with your application, you will receive an email notification informing you that no further review or action is necessary.
- A Foundation staff member will contact you via email or phone if, at some point in the review process, we need additional information.
- Grant recommendations are made by the Northern New Mexico Health Grants Group Advisory Committee, comprised of members of the Con Alma Health Foundation and of the Hospital Auxiliary of Los Alamos Medical Center.
- The Foundation’s Board of Trustees (BOT) is responsible for approving grants. Award or denial notifications follow the Board’s decision (about one to two weeks later).
- If approved for an award, there is a period of approximately 30 days or more if we encounter a delay. Process includes:
  - Review of organization’s legal status and compliance with legal requirements,
  - Grant Agreement (and, if applicable, Fiscal Sponsorship Agreement) requiring appropriate signatures,
  - The process for disbursing the grant award (via mailed check) begins upon receipt by Con Alma of the fully signed grant Agreement.



**Need Help?** Accessing CAHF Grant Portal instructions: [CAHF Grant Portal TUTORIALs](#)

**Questions?** or **Need a Link?** Send an email to [sysadmin@conalma.org](mailto:sysadmin@conalma.org)

Potential applicants are encouraged to contact the Program Director at least two-weeks *before the application request deadline* with questions at [ndominquez@conalma.org](mailto:ndominquez@conalma.org)