



Funding Opportunity

2022 Grant Guidelines

www.conalma.org

Contents

Section 1: 2022 CAHF Guidelines

Important Dates.....	2
Focus.....	2
Request Amounts.....	2
Grant Implementation Period	2
Types of Funding Opportunities - Overview	2
Eligibility.....	3
Applying through a Fiscal Sponsor	3
Administrative and Fiscal Sponsor Costs	3
Reporting Requirements	3
What to Expect Once Your Application is Submitted.....	3
Tips for Writing Strong Proposals.....	4
Definitions & References.....	5
Need Help?	5
Which Type of Funding Opportunity is Right for You?.....	6
How to Access the Application and Navigate the Grant Portal.....	7

Section 2: Funding Types

Which Type of Funding Opportunity is Right for You?.....	6
--	---

Section 3: How to Apply

How to Access the Application and Navigate the Grant Portal.....	7
--	---

2022 CAHF GRANT GUIDELINES

2022 Funding Opportunity – Con Alma Health Foundation

Important Dates

Opens: Late May/Early June, 2022

Closes: Thursday, June 30, 2022 at midnight *

Applicants are encouraged to submit their application as soon as possible to avoid technical challenges.

**Note: Assistance with grant portal submission is not available after 5pm.*

Focus

Con Alma Health Foundation (CAHF) provides grants to eligible nonprofits who's work incorporates an equity and social justice lens to ensure that New Mexico's diverse populations and communities have full access and opportunities to lead healthy lives.

Request Amounts

Applicants are encouraged to select whichever amount best meets their organization's needs (\$15,000, \$20,000, or \$25,000).

Grant Implementation Period

Awards are for a single-year January 1, 2023 to December 31, 2023 (12 month implementation period).

Types of Funding Opportunities - Overview

Awards support a wide range of projects, initiatives, and organizations through three types of funding opportunities. An important initial step is for applicants to determine which of the three aligns best with the support being sought. (see "Funding Types" section, pg. 6 and FAQs). ** Applicants may apply to only **one 'type'** per grant cycle. ***

1. Project Support: For short-to-medium term efforts focused on health system strategies that address the needs, opportunities, gaps of New Mexico's diverse communities.
2. General Operating/Core Support: For systems change/policy focused organizations seeking funding of their overall mission and operations. Note: not all organizations are eligible for core support (see "Funding Types" section, pg. 6).
3. Technical Assistance/Capacity Building Support: To address the need for capacity building and technical assistance among New Mexico's nonprofits and/or nonprofit sector.

** You are not guaranteed to receive the type of funding you select. Upon review of application, we may revise the funding 'type' and might request additional information from you.

*** Applicants to the [Northern New Mexico Health Grants Group](#) (NNMHGG) may also apply for Con Alma funding.

Required Information

Project Budget (Template form) All applicants are required to complete the CAHF Grant Portal online budget form.

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 30th, use upcoming fiscal year budget). ***

Tribal Support Letter (Upload) 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) within which they will be working as an attachment to the application. ***

*** If additional time to secure the required documentation is needed, follow these steps:

- At the time of application submission, upload a letter noting the reason for the delay.
- Extension deadline for uploading Tribal Support Letter requirement(s) is **Friday, July 15, 2022**.
- If required documents are not uploaded by the extension due date, your application will not be considered.

2022 CAHF GRANT GUIDELINES

2022 Funding Opportunity – Con Alma Health Foundation

Eligibility

- The purpose of the grant must benefit people living in New Mexico.
- Grants are awarded to tax-exempt organizations under Section 501(c)(3) Code of the Internal Revenue Service.
- This 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 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 complement 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

- 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, the organization serving as Fiscal Sponsor must have a current organization profile in CAHF's grant portal.

Administrative and Fiscal Sponsor Costs

- If not using a Fiscal Sponsor, administrative costs up to 20% of grant award.
- When using a Fiscal Sponsor, administrative costs up to 10% of grant award.
 - Fiscal Sponsor fees are capped at 10% of grant award.

Reporting Requirements

- Progress reports due July 2023
- Final reports due January 2024
- All reports are submitted using Con Alma's online grant portal
- Reports include narrative and use of funds (financial and metrics, proposed activities, and reach)

What to Expect Once Your Application is Submitted

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.

- Once the grant application deadline closes, a multi-stage review process begins and continues over the course of about five months.

2022 CAHF GRANT GUIDELINES

2022 Funding Opportunity – Con Alma Health Foundation

- Con Alma receives more requests than it is able to consider; consequently, some applications do not proceed to latter review stages. 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 may contact you via email or phone if, at some point in the review process, we need additional information.
- Grant recommendations are made to the Foundation’s Board of Trustees by Con Alma Health Foundation’s Grant Making Committee, which is comprised of members of the Board of Trustees and Community Advisory Committee.
- The Foundation’s Board of Trustees 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. The 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

Tips for Writing Strong Proposals

- Focus on systems and strategies that incorporate an equity and social justice lens to ensure that New Mexico’s diverse populations and communities have full access and opportunities to lead healthy lives.
- Address the health needs and gaps in New Mexico that disproportionately impact certain populations and those historically underserved (e.g., low-income, uninsured/underinsured, BIPOC, rural, people with disabilities, children, youth, families, elders/seniors, immigrants, LGBTQ+, etc.).
- Seek to improve health status and conditions; strengthen the capacity of safety-net organizations, coalitions and networks; engage in advocacy and community-driven and informed health and wellness policies.
- Expand health equity by:
 - Eliminating differences in quality, access, and underlying exposures which make some individuals, populations, or communities more vulnerable or at-risk than others.
 - Expanding opportunities for underserved and vulnerable populations.
 - Addressing at least one of the social determinants of health (SDOH) such as those indicated by the Centers for Disease Control & Prevention’s [Healthy People 2030](#) or as identified by the community.

Successful applications...

- Identify realistic and attainable outcomes.
- Specify what you are seeking funds for.
- Describe how beneficiaries are leaders in the proposed work.
- Clearly address both the geographic reach and the geographic impact that are likely because of the efforts for which applicants are seeking support.
- Provide a clear relation between proposed expenses/costs and desired outcomes.
- Integrate health equity, racial equity, and [health in all policies](#) in their efforts.
- Prioritize underserved areas of New Mexico (e.g., rural/frontier, tribal, border, underserved metro/neighborhoods) and populations that need additional support (e.g., low-income, uninsured/underinsured, BIPOC, rural, people with disabilities, children, youth, families, elders/seniors, immigrants, LGBTQ+, etc).
- An organization, project, or technical assistance budget that indicates support from multiple sources.
- Explain how direct service strategies relate to Con Alma’s priorities given that the Foundation does not generally fund direct services. Some examples include testing new methods of service delivery, creating different ways to bring people and services together, expanding availability to previously unserved populations, identifying and/or addressing unmet needs or issues posing problems in reaching specific people or geographic locations, etc.

2022 CAHF GRANT GUIDELINES

2022 Funding Opportunity – Con Alma Health Foundation

Definitions & References

Health Equity means that everyone has a fair and just opportunity to be as healthy as possible. This requires removing obstacles to health.

Health in All Policies approach works to improve health by considering the positive and negative health impacts of all policy decisions, across all levels of government and all policy areas.

Social Determinants of Health (SDOH) are the “drivers of poor health that go beyond our genes and go beyond our personal behaviors” and which are systemic and that impact health (systems and services, behavioral, mental, cultural), wellness, quality of life (inclusive of education, employment, housing, income, wealth, public safety, environment-social & physical, transportation, etc).

Racial Equity giving people what they need to enjoy full, healthy lives, regardless of race.

Additional resources (Frequently Asked Questions (FAQs), pre-proposal workshop video, etc.) related to this grant opportunity are available on our [website](#).

- Report “[Health Equity in New Mexico: A Roadmap for Grantmaking and Beyond](#)”

Need Help?

Accessing CAHF Grant Portal instructions: [CAHF Grant Portal Tutorials](#)

Questions? or Need a Link?

Send an email to sysadmin@conalma.org

Applicants are encouraged to contact the Executive Director, Denise Herrera, at least two-weeks **before** the application request deadline with questions at denise@conalma.org

Funding Types

2022 Funding Opportunity – Con Alma Health Foundation

Which Type of Funding Opportunity is Right for You?

Applicants may apply for ONE type of funding: 1) Project Support, 2) General Operating, or 3) Technical Assistance.

1 – PROJECT SUPPORT

Project Support grants address efforts focused on systems and strategies that address the health needs of New Mexico’s diverse communities. An application for Project Support generally:

- Focuses on a particular set of goals,
- Engages a focused group of beneficiaries,
- Employs specific systems-level activities,
- Identifies outcomes that tend to be accomplished within a finite time period.

Project efforts contribute to and are aligned with your organization’s mission. While Con Alma does not generally fund direct services to individuals, the Foundation will consider requests that focus on advancing health equity and/or addressing the social determinants of health (SDOH) such as an organization’s efforts to increase access, prevent the disruption of key resources, advance health equity centered solutions, address challenges or opportunities by advocating for change and/or engaging inclusive place-based and community-driven efforts (organizing or advocacy), address unmet health needs by expanding geographic reach (as examples).

2 – GENERAL OPERATING

General Operating grants provide support to organizations seeking funding of their 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 show how:

- Its mission, operations, and goals are aligned with, and advance, Con Alma’s strategic focus (systems change and equity) for improving community health.
- Organization’s 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.

3 – TECHNICAL ASSISTANCE

Technical Assistance grants address the need for strengthening the capacity among nonprofits and/or the nonprofit sector in New Mexico. Consideration will be given when the capacity of an organization is critical to the well-being of an underrepresented population or community (e.g., rural, frontier, tribal/sovereign nation, *Colonia*, NM/Mexico border community).

Technical Assistance funding seeks to:

- Support a nonprofit organization to build its internal capacity.
- Strengthen the capacity of nonprofit sector to function more effectively and efficiently.
- Augment the capacity of networks, alliances, collaborations, and other coordinating efforts.

Whether your nonprofit organization seeks to receive or to provide technical assistance, you may request funding to:

- Increase awareness, understanding, competencies, and/or engagement on an issue or policy.
- Build skills and expand impact and effectiveness, increase capacity to lead, manage, operate organization by acquiring new skills, expanding existing capacity, incorporating new technology /tools.
- Strengthen and augment the capacity of networks, alliances, collaborations, and other coordinating efforts.
- If you opt to engage a consultant, consider including a minimum of 10% of your TA budget for your organization’s direct costs and overhead.

Access to Application

2022 Funding Opportunity – Con Alma Health Foundation

How to Access the Application and Navigate the Grant Portal

Log into [CAHF Grant Portal](#) and on your 'home screen', navigate down to the "My Applications" section. You will find a new application once you click on the 'In Progress' area.

- Applicants new to Con Alma or to the Northern New Mexico Health Grants Group must first register and create an organizational profile.
- For assistance in navigating the grant portal, email: sysadmin@conalma.org.

CAHF Grant Portal Record Set-Up and 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.

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

Organization Profile – initial set-up and annual update:

- Current Fiscal Year (FY/Operating Budget)
- Diversity Table (Matrix)
 - Provide the racial/ethnic demographics of individuals in your organization (includes staff, board, volunteers, contractors).
 - Add advisory committee members or volunteers, *if* you have a Fiscal Sponsor and/or do *not* have paid employees.

Selecting the Correct Application

Upon opening the application link, found on the home page under 'Funding Opportunities', the first step is to answer the short quiz.

- Your responses to the quiz determine eligibility *and* the type of application form to complete.

Application/Grant Contact

- Lead Contact for the application/Lead Grant Contact, if funded.
- Alternative Contact for the application/grant, if funded.
- Collaborators – you may add additional key individuals that might need access to the application or grant, such as a grant writer.

Information entered in CAHF's Grant Portal requires regular updating, either annually or as changes occur. Users (applicant and/or grantee) are responsible for maintaining the Grant Portal information current. Email sysadmin@conalma.org if you require assistance in making updates.