

Northern New Mexico Health Grants Group Funding Opportunity - 2022 Guidelines

Important Dates

Opens: Wednesday, April 20, 2022

Closes: Wednesday, June 1, 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.*

Background

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

Request Amounts

Applicants can select a fixed request amount and are encouraged to select the amount that best meets your needs (\$5,000, \$10,000, \$15,000 or \$20,000).

Grant Implementation Period

The Northern New Mexico Health Grants Group's awards are for a single-year (12-month) implementation period. If awarded, the grant period will be **January 1, 2023 to December 31, 2023**.

Focus

Funding is available to eligible nonprofits that promote the health and wellness of the diverse peoples of Los Alamos, Rio Arriba, and northern Santa Fe Counties (north of the City of Santa Fe).

Strong proposals will clearly:

- Address the health needs and gaps 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.) in Los Alamos, Rio Arriba and northern Santa Fe Counties (north of the City of Santa Fe).
- Seek to improve health conditions, strengthen the capacity of safety-net organizations and networks, engage in advocacy efforts, promote 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.

Priority will be given to applications that:

- a. Involve coordination and alignment among and across sectors (government, nonprofit, private/business sector).
- b. Work within and/or across geographic areas (neighborhoods, sovereign nations, municipalities, regions of Los Alamos, Rio Arriba and northern Santa Fe Counties).
- c. Demonstrate engagement of and are representative of beneficiaries 'as leaders' in the proposed work.
- d. Increase the capacity of stakeholders to mobilize/leverage resources.
- e. 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.).
- f. Consider the complexity and challenges that are still unfolding related to Covid-19, including racial disparities, vaccine and health equity, fears of Covid-19 surges, pandemic fatigue, information overload, and the challenges experienced by people that are not fully recovered from the impacts of Covid-19.
- g. Integrate health equity and racial equity and [health in all policies](#) in their efforts.
- h. Show association between proposed expenses/costs and the desired outcomes.

Required Information / Documents

Project Budget Completion of the CAHF Grant Portal online budget form is required.

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 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 requirement(s) is: **June 10, 2022.**
- If required documents are not uploaded by the extension due date, your application will not be considered.

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).
- 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 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

- 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.

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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)

Access to Application

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.

Information initially entered in CAHF Grant Portal requires regular updating, either annually or as changes occur.

- 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.

- The registration process is different for applicants who have previously applied to Con Alma and/or to NNMHGG (whether funded or not).
- 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

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).
 - 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.
- 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.

Grant Review and 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 (see Figure 1 below):

- Once the grant application deadline closes, a multi-stage review process begins.
- Con Alma/NNMHGG receives more requests than it is able to consider; therefore, we are unable to fund all requests. If this is the case, you will receive an email notification that no further review or action is necessary.
- A Foundation staff member will contact you via email or phone if we need additional information.
- Grant recommendations are made by the Northern New Mexico Health Grants Group Advisory Committee, comprised of members of the 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.



Figure 1: Northern New Mexico Health Grants Group (NNMHGG) Cycle

Need Help?

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

Questions? or Need a Link?

Send an email to sysadmin@conalma.org

Potential 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.

References (not inclusive)

[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](#).