

Con Alma Health Foundation
**Providing Emergency Assistance During the COVID-19 Pandemic
(COVID-19 Emergency Assistance Project)
Open Grant Cycle GUIDELINES**

Con Alma Health Foundation was awarded a \$1 million dollar grant from the Robert Wood Johnson Foundation (RWJF) towards short-term relief to provide humanitarian aid to help some of the families and communities feeling the greatest strain under the COVID-19 health emergency in New Mexico.

The grant is part of RWJF's effort to provide \$50 million to several national and community organizations across the nation to help address immediate needs such as food, housing, and income assistance for some of the nation's most stressed communities including (lower-income workers, frontline and other essential workers including those without basic benefits, communities of color, immigrants, Indigenous communities, and people with disabilities).

The aim of this funding is to address both the immediate need to help communities that already face daunting health challenges navigate the additional burdens of the COVID-19 pandemic, and reflect a long-term commitment to an equitable recovery.

Con Alma Health Foundation is partnering with the New Mexico Health Equity Partnership (NMHEP) at the Santa Fe Community Foundation to assist with the COVID-19 Emergency Assistance Project's implementation. The NMHEP engages a statewide network to advance health equity in New Mexico.

OPEN GRANT FUNDING OPPORTUNITIES

COVID-19 EMERGENCY ASSISTANCE PROJECT

Con Alma Health Foundation's COVID-19 Emergency Assistance Project will award grants to address the health and economic impact of COVID-19 on New Mexico's populations and communities, particularly for those disproportionately impacted by the coronavirus pandemic.

Funding made available through this grant opportunity will focus primarily on alleviating immediate basic needs while also looking at efforts that emphasize an inclusive and equitable recovery will engage in a three-prong approach that includes:

Primary focus

- 1) distribute or assist in the distribution of basic needs resources or services to individuals and families in New Mexico most impacted by COVID-19

Secondary focus – whenever possible

- 2) coordinate/collaborate with others working on COVID-19 to leverage resources reduce/eliminate duplication of efforts/services, and identify and focus on gaps; and,
- 3) support efforts towards an equitable recovery

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GRANT PROCESS, GRANT AMOUNTS & ACCESS to APPLICATION

Grant Award Amounts

- Applicants may request one of the following amounts: \$7,500, \$10,000, \$15,000, or \$20,000

Access to Application

Application is available through the SmartSimple grant portal for any qualified organization to apply. SmartSimple Registration is required.

- Applicants **with previous submissions** to Con Alma Health Foundation or to the Northern New Mexico Health Grants Group (NNMHGG) *must* email sysadmin@conalma.org to receive link to your organization's portal
- Applicants **new** to Con Alma or to the NNMHGG must Register at [SmartSimple](#)

GRANT IMPLEMENTATION PERIOD & REPORTING

- Access to applications
OPENS: Tuesday, June 1, 2020 at 9:00am
CLOSES: Friday, July 17, 2020 at 5pm
- Generally, applicants may submit one application during the "open" period, unless there are special circumstances - contact the Program Director to discuss
- This grant cycle will reflect a rolling application process
- Grant awards will be made on an ongoing and expedited timeframe

Implementation Period

- Grant implementation period is based on the timeline of award
- All grant funds must be expended by **Friday, April 30, 2021 (no exceptions)**

Reporting Requirements

- A Final Report (use of funds/metrics, narrative and financial) are due **within 30 days** of the grant's completion
- Final reports are submitted once completion of the following has taken place:
 1. Upon fulfilling efforts for which the grant was awarded; and
 2. Upon having expended all funds awarded
- Contact the Program Director – if complications or delays in grant implementation and/or use of funds occur during the grant implementation period
- Final reports on **all grant awards are due by Friday, May 21, 2021 (no exceptions)**

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REQUIRED ATTACHMENTS

Required Budgets

- A completed online Project Budget template found on the SmartSimple application

Tribal (sovereign Nations) Fiscal Sponsorship Agreement

- Governments (Pueblos, Tribes, Nations or Reservations) serving their Indigenous communities in New Mexico may apply through a 501c3 Fiscal Sponsor
- All **Fiscal Sponsor fees are capped at 10%** of grant award
- Applications submitted by Tribal governments or community groups (without 501c3 IRS designation) must use a Fiscal Sponsor 501c3 organization of their choice or contact Program Director for a list of Fiscal Sponsor options

Tribal (sovereign Nations) Letter of Support

Con Alma respects New Mexico's sovereign Nations (inclusive of Pueblos, Tribes, or Reservations) and honors the right of sovereign Nations and their communities to be aware of, participate in, and/or give permission in advance of efforts and activities that will be taking place within their jurisdictions, or that may use facilities or services within their communities. In some cases (detailed below), a letter of support is required and uploaded with application.

Organizations located outside an Indigenous community yet working within sovereign Nations, or within their Jurisdiction must upload a letter of support from an entity within the tribe(s)/nation(s) involved as an attachment to the application or request additional time to do so by contacting Program Director to discuss.

FUNDING PRIORITIES & AREAS OF FOCUS

Efforts that provide access to basic needs for individuals and families in New Mexico most impacted by COVID-19, including, but not limited to the following:

- communities of color
- elders, seniors and individuals with comorbidity, or underlying health conditions
- frontline, essential or hourly workers without basic benefits
- Indigenous communities
- LGBTQ+ and other vulnerable groups
- lower-income workers
- immigrants, refugees, and migrants regardless of immigration status
- rural, frontier, border communities
- persons struggling with mental illness, addictions
- persons with sensory or physical impairments or disabilities
- persons ineligible to receive federal or state assistance
- persons impacted by homelessness, domestic violence, sex trafficking
- veteran

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Areas of Focus

Primary focus on alleviating immediate basic needs and secondarily efforts that address health disparities, advance health equity and ensure an inclusive and equitable recovery:

- HEALTH CARE: health care equipment & supplies, medical assistance, preventive health
- MENTAL HEALTH & CRISIS INTERVENTION
- FOOD DISTRIBUTION (including potable water) & MEAL DISTRIBUTION
- HOUSING/EMERGENCY SHELTER & HOUSING EXPENSE ASSISTANCE (Temporary)
- HOUSEHOLD GOODS, PERSONAL GOODS, TEMPORARY FINANCIAL AID
- CASE MANAGEMENT, NAVIGATION OF SERVICES, INFORMATION & REFERRAL
- CIVIL RIGHTS, SOCIAL ACTION & ADVOCACY: ensuring equitable access to essential humanitarian basic aid, benefits, cultural and language needs

Priority will be given to requests that

- Demonstrates the capacity to distribute or assist in the distribution of basic needs resources or services to individuals and families in New Mexico most impacted by COVID-19
- Prioritize vulnerable communities and populations of New Mexico impacted by COVID-19
- Have a focus on improving the health of underserved residents of New Mexico negatively impacted by the COVID-19 pandemic
- Identify and alleviate immediate basic needs and gaps of unserved and underserved populations negatively impacted by the COVID-19 pandemic
- Reduce duplication through collaboration and coordination with others on COVID-19 efforts, distribution of basic needs, services and, whenever possible, efforts that align geographic areas or sectors (government, nonprofit, private/business)
- Support an equitable recovery from COVID-19 through health equity strategies that address structural inequities resulting in health disparities
- Engage beneficiaries as leaders in the proposed work
- Increase capacity for stakeholders to leverage resources to address COVID-19 on a short-term and long-term basis, including a stronger, more resilient health care safety net
- Clearly address the geographic reach of request
- Provide a clear association between COVID-19, proposed expenses and the desired outcomes

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Funding decisions will be based on demonstrating

- Alignment with the funding priorities identified in these guidelines
- How grant funding will meet immediate needs from the COVID-19 pandemic
- The capacity of applicant to quickly distribute or assist in the distribution of basic needs resources or services to individuals and families in NM most impacted by COVID-19
- The capacity of the applicant/proposed efforts to fill gaps in service, meet community needs, and accomplish the proposed activities
- Efforts that reduce duplication, increase alignment and coordination with others on COVID-19 efforts will receive preference

ELIGIBILITY, LIMITATIONS & RESTRICTIONS

- Applicant organization **must have 501(c)(3) public charity status or an approved fiscal sponsor with 501(c)(3) status**
- All **Fiscal Sponsor fees are capped at 10%** of grant award
- The grant **must benefit people living in New Mexico**
- Review requirements (listed above) related to sovereign Nations/Tribal communities
- Generally, only one application per organization will be considered
 - If there are special circumstances, please contact the Program Director to discuss
- This grant opportunity is open to all eligible applicants (based on the guidelines outlined) as well as to current and past grant recipients of Con Alma Health Foundation and the Northern New Mexico Health Grants Group
- Applicants to the COVID-19 Emergency Assistance grant cycle are eligible to apply for other CAHF funding opportunities
- No grant will be made to individuals, or to fund scholarships/fellowships, capital or endowment campaigns, annual fundraising campaigns, event sponsorships, debt liquidation, or clinical research
- No grant will be made to fund political campaigns, lobbying activities, or other activities prohibited by section 501(c)(3) of the Internal Revenue Code
- No grant will be made to fund construction or renovation unless such expense is directly related to COVID-19 and does not exceed \$5,000 per any one item

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What to expect once you've submitted your Application?

Communications from Con Alma Health Foundation are made via email (or via phone, when appropriate). To ensure you receive important updates and emails from the Foundation it is important that applicants mark communications from “conalma.org” as “safe” so that critical communication does not get flagged as Spam.

Applicants can generally expect the following:

- All notifications and contact from the Foundation will be directed (via email or phone) to the primary/lead contact identified in your application
- If, at some point in the review process, we need additional information, a Foundation staff member will reach out
- Keep in mind that Con Alma receives more requests than it is able to consider; consequently, we do not expect to be able to cover all funding requests, and may not be able to fund the full amount of each request
- Grant recommendations will be made by a review committee, comprised of members of the staff and others
- Notifications on the status of your application (award or denial) will be sent following the application's review by a committee that will meet no less than monthly
- If approved for an award, there is a period of approximately three weeks (dependent on a number of factors, including response by Applicant to required actions) that may delay the process of finalizing and disbursement of the grant award. Process includes:
 - Review of organization's legal status and compliance with legal requirements
 - Grant Agreement (and, if applicable Fiscal Sponsorship Agreement) emailed by Foundation staff to the lead contact for appropriate signatures
 - The process for disbursing the grant award (via mailed check) begins upon receipt by Con Alma of the fully signed grant Agreement