

CAHF SmartSimple GMS for Applicants

Chapter 7: Find and Create a Grant Application

Funding Opportunities

- 2020 Grant Cycles (excluding “Test”) under “Funding Opportunities” on User Home Portal
- One application per cycle – in 2020, that will be CAHF Grants and NNMHGG
- Double-check your Organization selection!
- Use “Save Draft” OFTEN

Eligibility Quiz

- NNMHGG will ask geographic focus and verify tax-exempt status
- CAHF will verify tax-exempt status

The Application Form

The screenshot shows the application form interface for the CON ALMA HEALTH FOUNDATION. The form is titled "2020-1373 - CAHF Grants - Rio Grande Test Alliance of Behavioral Health Providers". The form is divided into several sections, with annotations in green text and arrows pointing to specific elements:

- Header:** The top section of the form, containing the application type and ID.
- Organization:** The organization name, "Rio Grande Test Alliance of Behavioral Health Providers".
- Application Summary:** A button located above the tabs.
- Tabs:** A horizontal row of tabs: "APPLICATION INFORMATION", "GEOGRAPHIC INFORMATION", "ATTACHMENTS", "AUTHORIZATION", and "RESOURCES". The "RESOURCES" tab is circled in green.
- Form Body:** The main content area of the form, containing input fields for "Organization EIN", "Request Title", and "Request Description".
- Buttons:** A row of buttons at the bottom: "Save Draft", "Submit", "Discard", and "NEXT >".

The form includes the following fields and sections:

- Application Type:** CAHF Grants
- Application ID:** 2020-1373 - CAHF Grants - Rio Grande Test Alliance of Behavioral Health Providers
- Organization:** Rio Grande Test Alliance of Behavioral Health Providers
- Organization EIN:** 991237741
- Request Title:** [Input field]
- Request Description:** [Text area]
- Request Amount:** [Dropdown menu]
- Priorities - Primary:** [Section header]

Annotations in green text and arrows point to the following elements:

- Header:** Points to the top section of the form.
- Tabs:** Points to the horizontal row of tabs.
- Form Body:** Points to the main content area of the form.
- Buttons:** Points to the row of buttons at the bottom.

Types of Fields

- Optional or Mandatory (Mandatory: “*”)
- Text fields: Short and Long
- Drop-down fields: Select one response
- Check box fields: Select many responses

Dynamic Visibility

- New fields may appear depending on a selection in a field
- Tabs may appear depending on a selection in a field
- Attachments may be required depending on a selection in a field

Geographic Information Tab

- Text description of grant activity focus
- “Range” and “Impact” selections
- Statewide Impact

Budget Table

- CAHF Project and Technical Assistance Grants
- Northern New Mexico Health Grants Group Grants

Main 2020-1373 - CAHF Grants - Rio Grande Test Alliance of Behavioral Health Providers

Application Type: CAHF Grants Application ID: 2020-1373 - CAHF Grants - Rio Grande Test Alliance of Behavioral Health Providers

Organization: Rio Grande Test Alliance of Behavioral Health Providers

Application Summary

APPLICATION INFORMATION GEOGRAPHIC INFORMATION **BUDGET** ATTACHMENTS AUTHORIZATION RESOURCES

Please click on the button below to complete the budget table

Budget

BACK

Save Draft Submit Discard NEXT >

Budget Table



CAHF Budget

i Round all expenses up to the nearest \$100. If you need to, bundle expenses within a category into a single line item and explain your selection or provide additional itemization in the appropriate narrative field.

Revenues

Select the same Request Amount you used in the "Application Information" section.

Request Amount

Con Alma Health Foundation

Please Select

Other Charitable/Grants - Include United Way and other Combined Funds.

Earned Income/Revenue - Include sales, memberships, fees for services, etc.

Internal Allocation - Dollars allocated from general operations fund, endowment revenue, etc.

Individual Gifts/Fundraising - Include event revenue. Do not include gifts from "Donor Advised Funds" managed by foundations - include them in Foundation lines.

	Revenue Projected	Secured	Percentage Secured
Con Alma Health Foundation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other NM Foundation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Out of State Foundation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Public Sector Grants/Contracts	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business/Corporate Gifts/Grants	<input type="text"/>	<input type="text"/>	<input type="text"/>
Individual Gifts/Fundraising	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Charitable/Grants	<input type="text"/>	<input type="text"/>	<input type="text"/>
Earned Income/Revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>
Internal Allocation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

Expenses

Part-time or Temporary Staff - Include contract personnel under "Contractual"

Personnel

Total Expense

CAHF Share Narrative

Staff Salaries (Full time)

Save

Close

Saving

- Save versus Save Draft
- Save often!

Getting Help

- Your System Administration Team:
 - Cecile LaBore, CAHF Information Manager
 - Nelsy Dominguez, CAHF Program Director
 - Dennis McCutcheon, CAHF Communications & Outreach Coordinator
- Reach us at: sysadmin@conalma.org