



Request for Proposals
Competitive Grant Program 2007-2008
Northeastern Regional Community Foundation
P. O. Box 388 • Las Vegas, NM 87701
www.newmexicogives.org

Statement of Purposes

Northeastern Regional Community Foundation (NRCF) is a nonprofit, publicly-supported philanthropic institution which is an affiliate of the New Mexico Community Foundation (NMCF). NMCF manages a pool of charitable funds on behalf of NRCF, a portion of whose income is used to benefit the Northeastern area of New Mexico, particularly San Miguel, Mora and Guadalupe, Colfax, Harding, Union, and Quay Counties in grants to nonprofit organizations and educational institutions. More information about NRCF can be found at www.newmexicogives.org

NRCF Competitive Grant Program

The NRCF Foundation Competitive Grant Program has a total of \$20,000 available for award this grant cycle in the following areas:

- A. A total of \$16,800 in grants shall be awarded in regard to the topic: Health Awareness for Youth. Single projects may be awarded all or a portion of this total grant amount.
- B. A total of \$3,200 in grants shall be awarded in regard to the topic: Environmental Conservation

The NRCF Competitive Grant Program has one grant cycle each year for applications for funding. September 19, 2007, is the application deadline and grants will be awarded in December of 2007.

Foundation grants are made to support, strengthen, and sustain an organization's new or expanding programs, exceptional existing programs, pilot projects, and capacity building ability. In order to make the best use of available funds, programs that are innovative, address needs of underserved populations, are responsive to changing and emerging community needs, are collaborative, and/or are strongly community-oriented will receive the highest priority.

Application Review Process

We use a grant review process to assure donors and grantees that their interest will be represented through the Foundation's Grant Program. Proposals are reviewed by volunteer panels broadly representative of the community. Panel members use their expertise to contribute to the overall assessment of each proposal based on the degree to which it fits the overall guidelines and priorities. The recommendations from the panels are sent to the NMCF's Board of Trustees which has the responsibility for final grant decisions.

Eligibility

Eligible organizations must serve the San Miguel, Mora, Guadalupe, Colfax, Harding, Union, and/or Quay Counties.

Foundation grants generally are NOT made:

- * to individuals
- * for political or religious purposes
- * to retire indebtedness
- * for the payment of interest or taxes
- * annual campaigns
- * for conferences or symposia; i.e., speaker fees, room and board, related travel
- * endowments
- * emergency funding
- * to influence legislation or elections
- * to private foundations and other grant-making organizations
- * or to organizations that discriminate on the basis of race, creed, or gender.

Evaluation & Procedures

All grant recipients must report on the expenditure of grant funds and the results of the supported project. Any funds not expended for the specific purpose of the grant must be returned to Northeastern Regional Community Foundation and cannot be diverted to other uses without the express approval of the Foundation. Grants are normally made for a one-year period. The Foundation does not consider more than one proposal to the Competitive Grant Program from an organization within a twelve-month period.

Grant Criteria. In order to make the best use of available funds, programs that are innovative, address needs of underserved populations, are collaborative, and/or are strongly community-oriented will receive the highest priority. Foundation grants are made for new or expanding programs, exceptional existing programs and pilot projects. A high priority is placed on programmatic projects that are responsive to changing and emerging community needs.

Evidence of the following will be used to assess the merit of proposals:

1. **Impact:** Projects that serve a wide segment of the community and assist people not being adequately served by existing resources
2. **Leverage:** Projects that leverage or generate other funding and resources
3. **Results:** Projects that realize a significant and sustainable result with a moderate amount of funding
4. **Solutions:** Projects that address root causes and long-term solutions
5. **Participation:** Organizations that encourage the participation of diverse groups and individuals
6. **Community:** Projects that build effective partnerships or promote networking and sharing
7. **Management:** Applications are evaluated for management capacity, taking into consideration staff qualification, composition of the governing board and capability for service or program delivery

Grant Proposal Guidelines. There is no application 'form'. Grant Proposals are to be developed and written in accordance with these guidelines and MUST contain the following:

One-page cover letter on the organization's letterhead requesting funding, including the organization's mission statement, web site, email address if available, and signed by the executive director or an authorized officer of the board of directors and indicating the name and phone number of the contact cover letter from an educational institution should be signed by principal or university department head.

A narrative of no more than three typed pages (no smaller than 12-point type), including the information requested in #1 - #6 below:

1. Project summary

- goals, objectives, and scope
- need for the project in the community
- start and end dates of the project
- who will benefit from this project
- expected results

2. Specific amount requested (\$15,000 maximum request on the Health Grant and \$3,200 maximum request for the Environmental Conservation Grant) from Northeastern Regional Community Foundation and the specific use of Foundation funds.

3. A list of key staff and a brief statement of the capability of personnel responsible for project implementation.

4. Information on recent grants received by the organization, pending proposals for other funds, and plans for additional funding for this project.

5. Plans for evaluating the success of the grant, including financial accountability.

6. Plans for continuation of the project following the grant period.

Attachments: The following attachments must be provided:

Financial Information: [See Notes below]

1. Detailed project budget relating to this grant proposal - line item estimate of income and expenses.

2. Detailed copy of the organization's current fiscal year operating budget including year-to-date information. Public educational institutions should use the operating budget for the individual school or university department.

3. Financial statement for the most recent completed fiscal year including balance sheet (audited if available).

Organizational Information:

4. 501(c)(3) organizations must submit listing of current members of the board of directors indicating officers and including professional, business, or community affiliations.
5. Proof of IRS 501(c)(3), or educational institution status.
6. 501(c)(3) organizations must submit a copy of the organization's confirmation letter from the Attorney General's office stating that the organization is current with the NM Charitable Organizations and Solicitations Act.

***Notes on Requested Financial Information**

The Northeastern Regional Community Foundation requires much of the same financial information as other grantmakers. We realize that not all organizations are equal in terms of their financial sophistication, but we also believe that all organizations (regardless of their size) should be using what we consider to be the basics for good financial management. We want to assure you that we utilize all the financial information you submit when analyzing your organization's grant request.

The terms used such as budget, balance sheet, revenue and expense statement and audit have specific meaning in the financial world. If you have questions about what any of the terms used in this section mean, please check with the person in your organization who is responsible for financial reporting.

Your organization's IRS Form 990 is NOT acceptable for providing financial information to accompany your grant proposal.

Current year-to-date information should not be older than 3 months before the date of the proposal submission.

Incomplete proposals will not be considered. Please do not use binders of any kind and do not send facsimile copies or any supporting documentation unless requested.

POSTMARK DEADLINE: Friday, September 19, 2007

Mail to:

Northeastern Regional Community Foundation

P.O. Box 388

Las Vegas, NM 87701

All questions should be addressed by email to grants@newmexicogives.org with the words "Community Foundation Proposal" as the subject.

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