

LOS ALAMOS NATIONAL LABORATORY FOUNDATION

1302 Calle de la Merced, Suite A, Española, NM 87532 TEL: 505-753-8890 FAX: 505-753-8915 www.lanlfoundation.org

2008 EDUCATIONAL OUTREACH GUIDELINES AND FORMS

The educational outreach program is designed to support nonprofit educational institutions, IRS-qualified 501 (c)(3) organizations, government agencies, and Pueblo/Tribal communities addressing critical public education needs in the areas of science, technology, engineering, and mathematics (STEM), including STEM activities in the areas of teacher/curriculum enhancement, educational technology, and student support (see www.lanlfoundation.org). Educational outreach funds are competitive, and the Foundation will provide program and core operating support funding ranging from \$5,000 to \$15,000. Multi-year awards (up to three years) will be considered, and are designed to build organizational/program sustainability. Please note that core operating support funding is unrestricted and can be used for personnel, administrative, and program needs.

HOW TO APPLY

All eligible organizations (see www.lanlfoundation.org) interested in applying for educational outreach funding **must submit a full application portfolio including a narrative (not to exceed three pages), proposal summary report, and supporting documents by March 28**. Applications may be hand-delivered or submitted by mail (postmarked), however incomplete, late, emailed, and faxed proposals will not be considered.

APPLICATION NARRATIVE

Organizations applying for core operating support must address questions 1–6. Applicants requesting program support must address questions 1–7.

1. What is the mission of your organization, and how does it match the Foundation's education outreach funding priorities of science, technology, engineering, and mathematics (STEM) education? School districts/sites should additionally address how they are systemically approaching STEM curricula, programs, and needs.
2. What impact does your organization have on the needs of the communities you serve? If your organization did not exist, how would these needs be met?
3. How will your organization measure the impact and success of this request?
4. What community organizations, foundations, and state or federal sources will partner with you to achieve success? Please provide contact information for all partnerships referenced.
5. Is your organization fiscally solvent? Please explain in detail (your current financial statements reflect your cumulative financial history and reflect how stable you are). If not, how is your organization addressing this issue? (Is your organization relying on increased revenues or cutting expenses?)
6. If considered for multi-year funding (up to three years), how will this award build organizational/program sustainability? How may this funding leverage additional resources for your organization?
7. If applying for program funds, provide a brief description of the program and intended goals, and who will benefit.

PROPOSAL SUMMARY REPORT

This form summarizes organizational, proposal, and program information (second page of this document).

SUPPORTING DOCUMENTS

1. A copy of the organization's certificate of tax exemption from the IRS as a 501 (c)(3) charitable organization, or statement certifying that your organization is a nonprofit New Mexico educational institution, qualified government agency or Pueblo/Tribal community
2. Current documentation of registration and compliance with the Registry of Charitable Organizations under the Office of the New Mexico Attorney General as required by the New Mexico Charitable Solicitations Act—**501 (c)(3) organizations only**
3. Current operating budget (include all sources of revenue and expenses)
4. Itemized program budget (if applicable—include all sources of revenue and expenses)
5. Current financial statements
 - a. Most recent audited financial statement (in entirety), or the most recent annual balance sheet and income statement, and
 - b. Current year-to-date balance sheet and year-to-date budget-to-actual income statement
6. Letter of support from the applicant organization's board of directors, governing authority or school principal
7. List of the organization's board of directors/education including contact information
8. Fiscal sponsorship agreement (if applicable—third page of this document)

The LANL Foundation staff with a panel of community leaders will review applications and make final recommendations to the Foundation Board of Directors for approval.

Mail full application portfolios to:

LANL Foundation
Nicolla Covey, Program Officer
1302 Calle de la Merced, Suite A
Española, NM 87532

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PROPOSAL SUMMARY REPORT

ORGANIZATION INFORMATION

ORGANIZATION'S NAME: _____
(PLEASE PRINT)

YEAR ESTABLISHED: _____ OPERATING BUDGET: _____

FISCAL SPONSOR (IF APPLICABLE): _____

DATE OF CURRENT NEW MEXICO CHARITABLE SOLICITATIONS ACT LETTER (IF APPLICABLE): _____ FEDERAL EIN #: _____

ADDRESS

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____ WEBSITE: _____

PROPOSAL/PROGRAM INFORMATION

PROPOSAL TITLE: _____

PRINCIPAL CONTACT: _____ CONTACT'S TITLE: _____

NUMBER OF PEOPLE SERVED: _____ GEOGRAPHIC REGION SERVED: _____

AMOUNT REQUESTED: _____ PROGRAM BUDGET (IF APPLICABLE): _____

AMOUNT OF FUNDS THAT MAY BE LEVERAGED AND/OR MATCHED WITH THIS REQUESTED FUNDING: _____

In one sentence, please summarize your proposal with amount requested (e.g., *Española Public Schools requests \$15,000 to...*). This sentence will be used in all funding summaries, reviews, and press releases.

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FISCAL SPONSORSHIP AGREEMENT (COMPLETE ONLY IF APPLICABLE)

SPONSORING NONPROFIT UMBRELLA ORGANIZATION

ORGANIZATION'S NAME: _____
(PLEASE PRINT)

DATE OF CURRENT NEW MEXICO CHARITABLE SOLICITATIONS ACT LETTER (IF APPLICABLE): _____ FEDERAL EIN #: _____

ADDRESS

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____ WEBSITE: _____

THE SPONSORING NONPROFIT UMBRELLA ORGANIZATION AGREES TO:

1. Monitor all fiscal activities related to sponsored program.
2. Disburse _____% of all funds received to sponsored organization, or as adequate documentation is received.
3. Notify the LANL Foundation if agreement is under discussion or in jeopardy of termination.
4. Attach copy of 501 (c)(3) IRS determination letter, letter of support as sponsoring umbrella, fiscal sponsorship agreement, and documentation of current compliance with the New Mexico Charitable Solicitations Act to agreement.

BOARD PRESIDENT: _____ EXECUTIVE DIRECTOR: _____
(PLEASE PRINT) (PLEASE PRINT)

(SIGNATURE)

(SIGNATURE)

SPONSORED ORGANIZATION

ORGANIZATION'S NAME: _____ PHONE: _____
(PLEASE PRINT)

THE SPONSORED ORGANIZATION AGREES TO:

1. Submit all required reports (financial and narrative) in a timely manner.
2. Notify the LANL Foundation if agreement is under discussion or in jeopardy of termination. Such notification will result in an automatic review of the terms of the funding agreement and the LANL Foundation will determine whether compliance with the terms can continue to be expected.
3. Notify the LANL Foundation of any change in the intent of the project. Such notification will result in an automatic review of the terms of the funding agreement.
4. If applicable, sponsoring nonprofit is to be paid _____% (not to exceed 10%) of all funds received on behalf of the sponsored organization.

BOARD PRESIDENT: _____ EXECUTIVE DIRECTOR: _____
(PLEASE PRINT) (PLEASE PRINT)

(SIGNATURE)

(SIGNATURE)