

# 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 SMALL EDUCATIONAL OUTREACH GUIDELINES AND FORMS

The small educational outreach program is designed to respond to timely needs in Northern New Mexico by providing monthly support to organizations requesting \$1,000 (or less) for projects and events supporting education and learning in the region. The LANL Foundation will provide awards to organizations addressing educational 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](http://www.lanlfoundation.org)).

### HOW TO APPLY

All eligible organizations (see [www.lanlfoundation.org](http://www.lanlfoundation.org)) interested in applying for funding must submit a proposal including an application narrative (not to exceed two pages), proposal summary report and supporting documents on the **15th of the month** (excluding December). Applicant organizations can request funds up to \$1,000 for projects benefiting Los Alamos, Mora, Rio Arriba, San Miguel, Sandoval, Santa Fe, and Taos counties. Proposals may be hand-delivered or submitted by mail, however incomplete, late, emailed, and faxed proposals will not be considered.

### PROPOSAL NARRATIVE

1. What is the mission of your organization, and how does it match the Foundation's 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. Provide a brief description of the need or problem to be addressed.
3. Provide a description of the project/event and intended goals, and who will benefit.
4. How will your organization measure the impact and success of this project/event?
5. How may this funding leverage additional resources for your organization?

### 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. Itemized program budget (include all sources of revenue and expenses)
4. Letter of support from the applicant organization's board of directors, governing authority or school principal
5. Fiscal sponsorship agreement (if applicable—third page of this document)

### LIMITED FUNDS

Due to limited funds, nonprofits and school sites are eligible to receive only one small grant per fiscal year.

**The LANL Foundation staff will review applications and make final recommendations to the Foundation Board of Directors for approval.**

#### Mail proposals 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 \$1,000 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, 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)