Get Ready

Before you begin, ensure you have all your supporting documents as outlined below ready to attach at the end of the application. Supporting documents must be submitted in full in order to maintain eligibility for this grant.

PLEASE NOTE: If you have a Fiscal Sponsor, ALL tax or non-profit registration documents must be from your Fiscal Sponsor.

If you are a Public Charity / 501(c)3, please gather:

✓ Fiscal Sponsor Form (If applicable)
✓ IRS Determination Letter
  o If this document is dated before 2016, tax exempt organizations will need an additional IRS Affirmation Letter to confirm current tax-exempt status.
  o Organizations not able to provide an Affirmation letter must submit their original IRS Determination Letter and an acknowledgement stating they have submitted an Affirmation Letter request to the IRS as a placeholder.
✓ NM Charitable Registration Statement
  o This document must demonstrate registration and compliance for the 2019 tax year with the Registry of Charitable Organizations under the Office of the New Mexico Attorney General as required by the New Mexico Charitable Solicitations Act.
✓ Proposal or Program Budget
  o Please include all sources of revenue and expenses highlighting LANL Foundation Grant funds, as well as other grant support towards the program/project/event.
✓ Primary Letter of Support on Organizational Letterhead
  o Must be signed by the head of organization, board chair, or governing authority on official organizational letterhead
✓ Additional Letter of Support (Optional)
If you are a Public School / School District / University / College / Educational Institution, please gather:

✓ **Letter of Support on official (District, School or Institutional) Letterhead with Applicant Tax ID included.**
  o For Schools or Districts, this should be from the Superintendent or Principal; for Universities, Colleges or Educational Institutions, this should be from a Chief Financial Officer or Institutional Leadership.

✓ **Proposal or Program Budget**
  o Please include all sources of revenue and expenses highlighting LANL Foundation Grant funds, as well as other grant support towards the program/project/event.

✓ **Additional Letter of Support (Optional)**

If you are a Pueblo / Tribal Community, please gather:

✓ **Letter of Support on Tribal Letterhead with Tax ID from Tribal/Pueblo Governor or Leadership**

✓ **Proposal or Program Budget**
  o Itemized program/project/event budget including all sources of revenue and expenses, highlighting LANL Foundation Grants funds and other grant support or donations.

✓ **Additional Letter of Support (Optional)**

Begin the application by following this link:
https://www.grantrequest.com/SID_1161?SA=SNA&FID=35123

**Application Overview**

LANL Foundation’s 2021 Outreach Grants application consists of 6 sections: 4 written sections, 1 section to attach your documents as outlined above, and 1 section to review the application.

1. Applicant Information
2. Proposal/Program Areas Served
3. Proposal/Program Details
4. Proposal/Program Beneficiaries
5. Attachments
6. Review

**Section 1: Applicant Information**

This section tells us...
- What entity and what kind of entity is applying
- Where your entity is located
  - LANL Foundation’s grants must serve 1 or more of the following counties: Los Alamos, Mora, Rio Arriba, Sandoval, San Miguel, Santa Fe, and Taos counties
- Who would manage the financial aspects of the grant, if awarded, and
- Who best to be in contact with during this process
Applicant Information:
✓ Ensure you have spelled out the complete legal name of your organization, school, school district, tribal community or Pueblo. This should match the name on all your supporting documents, such as your IRS Determination Letter and NM Attorney General’s Charitable Registration. If this does not match, it could slow or stall your entity’s ability to receive grant funding.

Entity Type:
✓ Share with us what kind of entity YOU are. For example, a college or university may be a non-profit educational institution, so an organization with this designation would select: Non-profit. Please include your Tax ID.

✓ LANL Foundation can only grant to tax-exempt entities. If you selected “Other,” you may need another organization to umbrella your entity financially if you do not have this status. This is called a fiscal sponsor. Please refer to our Fiscal Sponsor Form. This must be completed and submitted at the end of the application.

Payee Information:
✓ This information is used to process award checks. You have 2 options:
  1. If you selected that you have a Fiscal Sponsor, the information of that organization and its contact will go here.
  2. If you do not have a Fiscal Sponsor, please re-enter your entity’s information here again.

Applying Entity Primary Contact:
✓ Tell us with whom we should be in contact during the application process.
✓ This information can and should be updated if the person writing the grant (i.e., grant writers) is not the person tasked with executing the grant and/or grant-related activities. This can be accomplished by contacting us at grants@lanlfoundation.org.

Section 2: Proposal/Program Areas Served

This section tells us...
• If you’re seeking program or operational support
• How much are you requesting (up to $5,000) in your proposal/program compared to your program’s overall budget
  o If requesting operational support, please provide overall entity budget
• The Geographic Areas, School Districts and Tribal Communities your entity serves beyond your physical location

Proposal Title & Summary:
✓ Summary 50 words max

Primary Geographic Area Served:
✓ We understand you may serve more than 1 county, please share with us the county where your program will primarily operate and/or where the majority of participants hail from.
✓ If you are requesting operational support, please enter your entity’s county of residence.
Geographic Areas Served:
✓ We understand your program may serve counties outside of our 7-county region, however, LANL Foundation grants can ONLY fund beneficiaries and programs within this region.
✓ Select all counties that apply including your primary county.
✓ Include what percentage of your program’s participants will be of/in those counties. This can be an estimate. Ex. Taos, 45%, Rio Arriba 40%, and Mora 15%.

Pueblo/Tribes Served:
✓ Similarly, select which, if any, tribal communities you may serve.
✓ This may also be an estimate.

School Districts Served:
✓ Similarly, select which, if any, school communities you may serve.
✓ We understand residential schools serve students from all over the state.
✓ This may also be an estimate.

Section 3: Proposal/Program Details

This section tells us...
• More about your proposal request and your projected budget
• How your work aligns with ours
• How your entity works to address equity in your service area

Primary Focus Area:
✓ Select the focus area with which your proposal/program most aligns.

Focus Area Continued:
✓ Share with us the other ways your program/proposal aligns with our Focus Areas. Select all that apply.

Project Description:
✓ 500 words or less each
✓ Share with us a brief description of your program or project including who, what, when, how and why. Explain why this program or project is important for your community or school.
✓ Budget Narrative: Use this section to clarify your budget document. Identify all income sources and projected expenditures for the project or proposal, especially the requested LANL Foundation grant.
✓ A separate Budget document will need to be uploaded in Section 5.

Racial & Social Equity:
✓ 500 words or less
✓ Share with us briefly how your program attends to issues of equity in your community.
✓ We do NOT score on this. This is the start of a conversation.
Section 4: Proposal/Program Beneficiaries

This section tells us...
• Who is- and how many are- projected to benefit directly from your proposed project or program.
• Additional Comments

Program Direct Beneficiaries:
✓ To the best of your knowledge share with us who will benefit directly from your program.
✓ Please be sure to include numbers served.
✓ These can be estimates.

Additional Comments:
✓ This is an opportunity to let us know how we’re doing, how we can learn and improve or how we can continue to support entities like yours.

Section 5: Attachments

Attachments:
✓ Please refer back to “Get Ready” Section to ensure you have all required documents in a digital format ready.
✓ Please ensure your documents are in PDF or .doc/.docx format. The maximum size for all attachments combined in 100MB.
✓ Be sure to check to make sure you have successfully uploaded each required document.
✓ Click “Submit & Review”

Section 6: Review

Review
✓ Save a copy of your answers for your records
✓ If you have any questions or concerns about your application, please email our Grants Team at grants@lanlfoundation.org

THANK YOU & GOOD LUCK