2020 Outreach Grant Application
Application Guide with Tips

Before you begin, review the following:

LANL Foundation’s VISION: All New Mexicans have the skills and confidence they need to be self-sufficient, lifelong learners who are engaged in their communities.

LANL Foundation’s MISSION: To inspire excellence in education and learning in Northern New Mexico through innovative programming, collaboration, and advocacy.

LANL Foundation’s THEORY OF CHANGE:
1. Engaged communities, along with outstanding school boards, educators, principals and schools lead to,
2. Improved learning opportunities and outcomes, which leads to,
3. Whole child development, which leads to,
4. Pathways to careers and thriving, engaged communities.

OUR WORK: LANL Foundation works to nurture our human potential and inspire excellence in education and learning in Northern New Mexico through grant-making, scholarships, programming, advocacy, our facilities, and our partnerships. Rooted in the relationships we foster, the learning sciences and the guiding principles that teaching and leadership matter, these tools help us to collaborate with and convene partners from our region, and beyond. They help us to learn from and with partners as we work to develop the opportunities that will ensure that the children and youth in Northern New Mexico have the skills and confidence they need to become self-sufficient, lifelong learners who are engaged in their communities.

OUR GRANTMAKING: Education or Community Outreach grants are awarded once a year through a competitive grant cycle. Schools, districts, non-profit and Pueblo/Tribal partners are eligible to apply for up to $5,000 in support of projects and programs serving our 7-county service area (Los Alamos, Mora, Rio Arriba, Sandoval, San Miguel, Santa Fe, and Taos counties).

Important Information

In order to maintain eligibility for future LANL Foundation grants, grantees must submit a Final Report on grant-related project activities within a year of receiving LANL Foundation grant funding. Those grantees who received funding in fall for, we require an interim report of your grant-related activities to grants@lanlfoundation.org: (This is meant to be a brief update.)

1. Accounting of grant expenditures thus far (how much has been spent of the grant). Please include a budget showing additional funding sources, if applicable.
2. A program update (list activities and events, share successes and learning opportunities).
3. Any changes been made to you program plan? If so, how?
4. Community, ages and numbers served?
5. Projected date of program completion.

In 2020, the deadline for submitting Community and Education Outreach Grant proposals is March 12 - by 5 pm MST.
Preparing your Application:

APPLICATION SECTION

Before completing this application, be sure you have all necessary paperwork ready to upload. If you do not have your documents ready, you may click the SAVE AND FINISH LATER button. You may return to the application at a later time. Please note: this application DOES NOT have an autosave feature.

Eligibility Quiz (3 Questions)

In this section, you will be asked to select which of these apply to you.

Fields marked with an * are required.

- Must be applying on behalf of a non-profit, a school or school district, or a Pueblo/Tribal community.
- Must serve one or multiple counties in LANLF’s service area: Rio Arriba, Taos, San Miguel, Los Alamos, Santa Fe, Mora, Sandoval
- Must align with our Theory of Change:
  - Engaged communities, along with outstanding school boards, educators, principals and schools lead to
  - Improved learning opportunities and outcomes, which leads to
  - Whole child development, which leads to
  - Pathways to careers and thriving, engaged communities

Proposal Summary

In this section you will need to provide us your organization’s information, a brief proposal of your project, and project primary contact information.

Fields marked with an * are required.

<table>
<thead>
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<th>Organization Information</th>
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<tr>
<td>• Organization Name *</td>
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<td>• Organization Budget *</td>
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  - Enter the total budget for the whole organization. This is to show size/capacity of organization. The program or project budget will be looked at with relation to the overall organization budget amount. |
| • Fiscal Sponsor *       |
  - If none, enter N/A. |
| • Federal EIN or Tax ID Number * |
  - Please enter the number here, and double check the uploaded supporting documents needed to go along with the Tax ID number. |
  - See Supporting Documents Section: The supporting documents will differ based on whether the applicant is a non-profit, a school/district, or a Pueblo/Tribal partner. |
| • Mailing Address * Street or PO Box, City, State, ZIP Code |
  - Your organization’s address |
  - OR, for applicants with a Fiscal Sponsor, please enter the fiscal sponsor address here. |
| • Phone *                |
| • Fax                    |
| • Organization General E-mail Address |
| • Organization Website  |
Proposal Program Information

- **Project Title**  * Maximum 20 words.
- **Number of people served by this Request**  *
  - Enter a number, example 50. We are looking for # of direct beneficiaries/participants.
- **Primary Geographic Area Served**  *
  - Select the county you primarily serve.
- **Geographic Area Served, continued**  *
  - If you selected Multiple Counties for Primary Geographic Area Served, please list the Counties you serve.
- **Amount Requested** *
  - Enter the amount you are requesting from the LANL Foundation. (Maximum $5,000)
  - Please note that requesting less does not necessarily give an applicant better chances; each application is scored and reviewed on its own merit on a variety of areas (See
- **Total Project Budget** *
  - What is the total budget for the project/program/event named in this request? List the total here and utilize the uploaded budget document to highlight your funding needs.
  - Your program’s budget is a Required Document.
- **Amount of Funds That May Be Leveraged and/or Matched with This Requested Funding** *
  - If you receive this LANL Foundation grant, how much additional funding can your organization leverage? (If applicable.) Use numbers only, example: 1,000
- **In one sentence, please summarize your proposal with amount requested** *
  - Ex. Very Fine Organization requests $2,500 to purchase computer/notebooks for 10 students.
  - This sentence is your elevator pitch, and will be used in all funding summaries, reviews, and press releases. (Maximum 30 words)

Primary Contact

- **Primary Contact Information** *
  - The Primary Contact will receive all correspondence by email and mail.
- **Prefix:**
- **First Name:** *
- **Last Name** *
- **Title** *
- **Primary Phone:** *
- **Primary Fax**
- **Mobile Phone**
- **E-mail** *
Application Details

In this section, you will be asked to provide more detailed information about your proposal.

Fields marked with an * are required.

• **Project Importance** *(Maximum 100 words)*
  - Highlight the importance of this program or project for your community.

**Tips:**

NOTE: The Selection Committee scores based on need.

- Highlight any critical needs the program/project/organization meets for the community or identified population
- Does the program fill gaps in service?
- Does the program strengthen the community’s services for the identified population?
- Highlight how the funding will support the program/project’s success.
  - Is it critical?
  - Will the program/project happen with/without LANLF funding?

• **Project Description** *(Maximum 100 words)*
  - Highlight the importance of this program or project for your community.

**Tips:**

NOTE: The Selection Committee scores based on program/project design.

- Clearly link overall project description with goals, objectives, and measurable outcomes (any evaluation plans).
• **Project Goals and Objectives** *(Maximum 100 words)*
  o Describe the intended goals and objectives of your program/project/event.

**Tips:**
  o What impact do you want to have with your program or project?
  o What does success look like for you and your organization?

• **Project Outcomes** *(Maximum 100 words)*
  o How will your organization measure the impact and success of this program/project/event? What are the expected outcomes? Be specific.

**Tips:**

NOTE: The Selection Committee scores based on evaluation plan.
  o Do you have clear, measurable outcomes and objectives?
  o How will you measure your success? Share your methods and metrics.
    ▪ LANLF is not prescriptive regarding evaluation methods, but we hope to learn with you and your successes as well as your challenges.

• **Project Beneficiaries** *(Maximum 100 words)*
  o Who will directly benefit from the project?
  o How many?
  o If different age groups are served, please break out numbers served by age group.
  o If different communities/counties are served, please highlight how each community will benefit.

**Tips:**

NOTE: The Selection Committee does consider a number of things regarding populations served.
  o The more detail you can provide here the better!
  o Do you serve under-represented or traditionally underserved groups?
  o Do you serve rural and/or Tribal communities or community members?
  o Are you located in a rural and/or Tribal community?
Attachments

These attachments are required for consideration of a LANL Foundation Outreach grant.

501(c)(3)
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.
   a. Affirmation Letter: If this document is older than 5 years, tax exempt organizations will need an Affirmation Letter to confirm its tax-exempt status. Learn how here.
   b. Example of IRS Tax Exempt Certificate
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.
   a. This document must be within current within an organization's fiscal year.
   b. Example of New Mexico Charitable Organization Registration Form
3. Itemized program/event budget including all sources of revenue and expenses.
4. Up to 4 letters of support.
   a. Primary letter: Must be signed by the head of organization, board chair, or governing authority.
   b. Additional Letters (optional): From a participant, parent, community member or collaborating partner.
5. Fiscal sponsorship agreement (if applicable).

Schools/Districts
6. A copy of your School's Tax ID printed on School or District letterhead, with a statement certifying that your organization is a nonprofit New Mexico educational institution.
7. Itemized program/project/event budget (all sources of revenue and expenses, including other grant support towards the program/project/event)
8. Up to 4 letters of support.
   a. Primary Letter: Letter of support from the School Principal or district Superintendent on School or District letterhead.
   b. Additional Letters (optional): From a participant, parent, community member or collaborating partner.

Pueblo/Tribal Communities
9. Provide your Pueblo's Tax ID on an official Pueblo/Tribal community letterhead.
10. Itemized program/project/event budget (include all sources of revenue and expenses, highlighting other grant support or donations)
11. Up to 4 letters of support
   a. Primary Letter: Letter of support from the Governor or Tribal Leadership on Pueblo/Tribal community letterhead.
   b. Additional Letters (optional): From a participant, parent, community member or collaborating partner.