LANL FOUNDATION
Investing in Learning & Human Potential

2020 Education Enrichment: Phase 1 Grant Application
Application Guide with Tips

Before you begin, review the following:

LANL Foundation's Education Enrichment Grant Program

2020 Education Enrichment - Competitive Grant Cycle

The LANL Foundation's vision is that all New Mexicans have the skills and confidence they need to be self-sufficient, lifelong learners who are engaged with their community.

Through our grants program, we seek to support and invest in change-making, innovative organizations, schools and communities. Through these investments in relationships, we work with our expert and visionary grantees to plant seeds of skills, confidence and opportunity with and for students, teachers, families and thought-leaders.

OUR COMMITMENT: As a learning organization, the Foundation is committed to listening to the communities we serve and to promoting racial and social equity in all our programs and grant making. We know that public education plays a unique and powerful role in shaping the trajectories for all communities, especially communities of color - either positively by expanding opportunities or adversely by perpetuating racial disparities. We will continue to work as an organization to recognize our own biases and privileges, and to see the impact that race, poverty, class, language, historical trauma, oppression, and other differences have on our work and our society. We will also encourage this work in other organizations and in our community. As we move forward with grant making and with current and new programs, we will keep the urgency of addressing these related issues at forefront.

OUR 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 GRANTMAKING: In this Education Enrichment Grant cycle, schools, districts, non-profit and Pueblo/Tribal partners are eligible to apply for $20,000 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).

With these Education Enrichment Grants, our goal is to support programs, projects, or organizations working in one or more of our Education Enrichment Grant Focus Areas:

- **Advocacy**
- **College, Career & Community Pathways**
- **Growing and Supporting Teachers & Educational Leaders**
- **Social Emotional & Neurosequential Learning**
- **STEAM**

Please see our website and 2020 Strategic Plan for more information regarding LANLF's strategies in these areas.

Important Information

The deadline for submitting Education Enrichment Grant proposals is July 26, 2020, 6pm MST.

Please note: This is a two-stage process. If you are selected to move on to phase two of the application process, you will be invited to submit a longer narrative with more details regarding your proposal. Please see our website for a timeline of the two-stage process.

In order to maintain eligibility for future LANL Foundation grants, grantees must submit a report on grant-related project activities within a year of receiving LANL Foundation grant funding.

If you need assistance as you complete this application, contact Sylvan Argo and Whitney Jones by e-mailing grants@lanlfoundation.org.

Preparing your Application:

Before completing your 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 the application DOES NOT have an autosave feature.

Applicant Information:	<u>Entity Name & Address</u>: Please ensure your entity's name is fully spelled out in the same way as found on all your supporting documents, such as your IRS Determination Letter, NM Attorney General's Charitable Registration Statement.
	If you are "Doing Business As" and operating under a different name than your legal name as listed on your supporting documents, please enter that in the field provided.
	Note: If awarded a grant, the check will be made out to your legal name.
	<u>Email Address:</u> Please provide a general email for your entity. If you do not have a general email, please provide the email of your Primary Contact.
	<u>Tax Status:</u> Tell us about your tax status by letting us know if you are either a 501(c)3, Tribal Entity, Public School or District, or Other. If you select "Other," you will be asked to explain.
	Please note: If you select "other" - you will need a Fiscal Sponsor that qualifies as one of the three types of eligible entities to receive grants.

Fiscal Sponsorship Information:	Fiscal Sponsor Information: We will use this information to process award checks.

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<td rowspan="2">Fiscal Sponsorship Information:</td>
<td>Fiscal Sponsor Information: We will use this information to process award checks.

If you selected "Yes," to the Fiscal Sponsorship question, you must enter the information of your fiscal sponsor. This information should match what you fill out in our Fiscal Sponsor form, which you can find <u>here</u>.
If you selected "No," please re-enter the information of your own entity again. Thank you for doing this - it ensures that award checks can be sent to the right location!

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<td>Primary Contact Information:

Primary Contact: Please input the contact information of the person we should stay in contact throughout the grant application process.

If awarded, this information can be updated at any time during the grant award term.

If a contracted grant writer is completing this application, please make sure the Primary Contact is someone who can coordinate the grant award process within the organization.
Please ensure the grant login information is held by the Primary Contact.
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<td>Proposal Information:</td>
<td>Proposal Title & Summary: Please tell us a little about your proposal/project. If you're requesting operational funding, please enter "[Your Entity's Name] Operational Support Grant."

Budget:

Project Budget: What is the total budget for the project or program named in this request.
If you're requesting operational funding, please enter your total entity budget.

Overall Entity Budget: Please provide the percentage of this grant in relation to your entity's overall budget.
★ A detailed program/project budget is a required document for all applicants.

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<td>Communities Served:</td>
<td>Primary Geographic Area Served: Select the county where you primarily operate AND/OR where the majority of your participants are located.

Geographic Area Continued: We understand many entities often serve multiple areas. Please select the check-boxes next to all the counties you may serve. If you select a check-box, please provide what percentage of your program's participants are of/in those counties.
The numbers in this section should add up to a total of 100%.

Pueblos/Tribes Served: Similarly, if your entity serves Pueblo/Tribal community members, please check the relevant box(es) and indicate what percentage of your participants are from each Pueblo.
This section's percentages do not need to total 100%.

School Districts Served: If applicable, please indicate the school districts and/or BIE or Tribally-controlled schools in which you serve.
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Proposal/ Program Description Details:

Project Description: Let us know the who, what, when, where and why of your proposal/project. Be sure to highlight the importance of your program or project for your school and/or community.

Focus Areas: Share with us how your project aligns with our Focus Areas.

Make sure to refer to our website and additional [Focus Areas support document](#) to assist you as you fill out this section.

In the "Primary Focus Area" question, please select the Focus Area where you believe your program best fits.

In the next section, you will be asked to select all the Focus Areas in which your project/proposal aligns - and provide a brief explanation of **how** your work aligns with each Focus Area.

If your work does not align or apply with a particular Focus Area, please type N/A. *Note: These are required questions and you must enter something in order to submit your application.*

PRO TIP: **This is an important section.** We will be reading these answers closely as we select applicants to move to the next round of the process.
We do not expect organizations to align with all of these Focus Areas - some may only align with one or two. We also appreciate that work is often interdisciplinary and want to best understand your program or project's potential impact in any of these areas.

Racial /Social Equity:

From LANL Foundation's Guiding Principles: LANL Foundation believes strongly in equity. We are committed to promoting programs, policies and practices that ensure that all children and families are seen, heard and responded to in culturally and linguistically responsive ways; and that support their social and emotional well-being. We work to honor and respect each family's individuality, culture, language and family heritage in our initiatives.

Our Commitment: As a learning organization, the Foundation is committed to listening to the communities we serve and to promoting racial and social equity in all our programs and grant making. We know that public education plays a unique and powerful role in shaping the trajectories for all communities, especially communities of color - either positively by expanding opportunities or adversely by perpetuating racial disparities. We will continue to work as an organization to recognize our own biases and privileges, and to see the impact that race, poverty, class, language, historical trauma, oppression, and other differences have on our work and our society. We will also encourage this work in other organizations and in our community. As we move forward with grant making and with current and new programs, we will keep the urgency of addressing these related issues at forefront.

Help us better understand how your entity, program or project encourages racial and social equity within your community or the communities you serve.

We see this question as an opportunity to listen and learn from you and your work. We look forward to the continued conversation.

Learn more from LANL Foundation's 2020 Strategic Plan [here](#).

Proposal/ Program Beneficiaries:

Direct Beneficiaries: In this section we are looking for your direct beneficiary impact during In-School and Out-of-School (OST) Time. Please estimate the numbers served in each of the applicable categories.

By "Direct Beneficiary", we mean someone who is an **active participant** in your program or project, **or someone who is receiving direct program services** from you/your staff.

IST/OST Participants:
- In-School-Time Participants: These are K-12 students who are involved **during** traditional school-time learning sessions.
- Out-of-School-Time Participants: These are K-12 students who are participating in a supervised program that young people regularly attend **when school is not in session** and includes, but isn't limited to, K-12 programs during summer or winter/spring breaks and after/before school programming.

Indirect Beneficiaries: Give us a summary of the broader impact of your proposal/program.

By "Indirect Beneficiary", we mean family members, community members or others who are not direct participants in the program but who might indirectly benefit either by relationship to the participants or by broader school, community, cultural impacts or any other kinds of changes as a result of the program or project.

Staff Support:

We want to ensure your entity has in place - or plans to have in the place - the staff required to execute your program using best practices.

Let us know more about the staff that will be involved in facilitating, coordinating, delivering, or supporting the success of this program or project.

Names are great (though not necessary), roles/titles are important - and highlight any specific training, skills or experience these staff will bring to this program or project.

If you plan to hire for a position that would support your proposed program or project, give details regarding that position here, and a timeline for your hiring process.

Verify Documents:

Utilize your selected answer in the Tax Status question of your application to determine which documents you will need: (Exceptions do occur. If you have any questions, please let us know at grants@lanlfoundation.org)

If you are utilizing a Fiscal Sponsor for this grant, select the documents which apply to your **Fiscal Sponsor's** tax status.

- **If you selected Public Charity / 501(c)3,** please select YES to those application documents in the Yellow box and prepare to upload them in the following tab.
  - Federal Tax Exempt Status: IRS Determination Letter dated no later than 7/1/2015. If your letter is older than five years, you will need to request an IRS Affirmation Letter confirming your tax-exempt status
  - **NM Charitable Registration Statement or Exemption Statement:** Your organization's Charitable Registration Statement (NMCOROS)

demonstrating up-to-date tax compliance no later than 2018 or an Exemption Statement from the New Mexico Attorney General's Office.

- **Proposal or Program Budget:** Please include a full statement of expected income and expenditures of this proposal/program. If you are applying for Operational Funding support, please include your entire Organizational Budget.
- **Primary Letter of Support on Organizational Letterhead:** A letter of support must be signed by the head of organization, board chair, or governing authority on official organizational letterhead
- **Additional Letter of Support:** (Optional) This may be an additional letter of support from a participant, participant's family or impacted community member.

- **If you selected Public School/District,** please select YES to those application documents in the yellow box and prepare to upload them in the following tab.
  - **Letter of Support on District Letterhead with Applicant Tax ID from Superintendent:** Superintendent must call out the proposal/program by name in this letter and include the School or District's Tax ID (whichever is the direct applicant).
  - **Letter of Support on School Letterhead with Applicant Tax ID from Principal:** Principal must call out the proposal/program by name and include the School or District's Tax ID (whichever is the direct applicant)in this letter. If a District is applying, please select **"No,"** however, if schools are involved acknowledgement from Principals is helpful.
  - **Proposal or Program Budget**: Must include a full list of income sources and expenditure for your proposal project. If asking for Operational Funding, please include the entire organizational budget.
  - **Additional Letter of Support:** (Optional) This may be an additional letter of support from a participant, participant's family or impacted community member.

- **If you selected Tribal Entity,** please select YES to those application documents in the turquoise box and prepare to upload them in the following tab.
  - **Letter of Support on Tribal/Pueblo Letterhead with Tax ID from the Governor:** Governor must call out the proposal/program by name and include the Tribal entity's Tax ID in this letter.
  - **Proposal or Program Budget**: Must include a full list of income sources and expenditure for your proposal project. If asking for Operational Funding, please include the entire organizational budget.
  - **Additional Letter of Support:** (Optional) This may be an additional letter of support from a participant, participant's family or impacted community member.

Thank You & Happy Grant Writing