

# Con Alma Health Foundation 2024 Grant Guidelines

## Summary

Con Alma Health Foundation (CAHF) provides grants to eligible nonprofits working to improve health and advance health equity for people who live in New Mexico. Our aim is to ensure that New Mexico's diverse communities have fair opportunities to lead healthy lives.

## Request Amounts

Applicants may request \$15,000, \$20,000 or \$25,000, \$30,000 for one year of support. The Foundation anticipates funding up to \$800,000 total (or approximately 26-34 grants).

## Key Dates – 2024 Grant Cycle

- May 20, 2024 – grant application period opens
- June 21, 2024 (11:59 pm) – grant application period closes
- November 2024 – applicants notified of grant decision
- December 2024 – grant agreements and awards disbursed

## Grant Implementation Period

January 1, 2025 to December 31, 2025

## Six Priority Areas

Con Alma prioritizes efforts that will impact many individuals within a network, community, or communities – rather than focusing on 1:1 direct services to individuals.

1. **Access** – CAHF supports proposals that focus on access to health and healthcare as well as improving the health status and quality of life for the uninsured and medically underserved in New Mexico.
2. **Culturally Appropriate Services** – CAHF supports efforts that aim to reduce health disparities, particularly for rural and tribal communities, immigrant families, and people of color. We support traditional and community-based approaches to health and efforts that support the hardest to reach individuals and communities in New Mexico.
3. **Evaluation/Research** – CAHF supports new solutions to old problems and efforts that have the courage to risk failure. This may include data analysis, support of policy and advocacy, and/or the creation of new knowledge.
4. **Health Promotion** – CAHF supports efforts that define health broadly and emphasize education, prevention, and personal empowerment.
5. **Policy** – CAHF supports consumer participation in health policy formation and advocacy efforts to improve the health and well-being of people who live in New Mexico.
6. **Workforce Development** – CAHF supports the development of professionals who reflect the cultural and linguistic diversity of communities in New Mexico. This includes individuals who are participating in traditional as well as non-traditional training and educational opportunities.



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## How Proposals Will be Reviewed

Con Alma's review process consists of three stages. An initial staff review for completeness and eligibility, a community review looks at the strengths of applications from a technical sense, and our Grant Making Committee looks deeper into alignment with the Foundation's values and grantmaking goals. *(see appendices for reviewer rubrics)*

Strong proposals communicate:

- **A sense of urgency.** The proposed work is timely and necessary in the respective community or communities in which the work will take place.
- **Health needs and gaps.** The proposed work addresses challenges that disproportionately impact historically underserved populations in New Mexico (e.g., low-income, uninsured, underinsured, rural, immigrants, tribal, people with disabilities, LGBTQ+, elders and seniors, etc).
- **Clear goals and objectives.** The proposed work has realistic outcomes, is results oriented, and accomplishment is feasible during the 12-month grant period.
- **Community led solutions.** The proposed work includes community voices and community-led solutions and is not solely a top-down approach.
- **A focus on systems change.** The application considers root causes within systems and institutions that inhibit success for some communities or individuals. Proposed solutions incorporate an equity and social justice lens to ensure New Mexico's diverse communities have equitable opportunities to lead healthy lives.

## Eligibility Criteria

1. Grants are awarded to tax-exempt, nonprofit organizations under Section 501(c)(3) Code of the Internal Revenue Service or to Fiscal Sponsors with a 501(c)(3) designation.
2. This opportunity is open to all eligible applicants (based on the guidelines outlined), including current and past grant recipients of Con Alma Health Foundation.
3. Work funded by the grant must benefit people living in New Mexico.
4. Priority communities in New Mexico:
  - Communities historically marginalized because of race, language, disabilities, gender, sexual orientation, or spiritual beliefs
  - Immigrant, rural, and border communities
  - Low-income and economically under-resourced communities
  - People suffering from chronic health conditions and trauma-related health inequities
  - People who are uninsured, underinsured, and/or medically underserved
5. The foundation funds requests that have the potential to benefit many members in a system, network, or community (vs. individual needs). Small, grassroots, and medium-sized organizations are especially encouraged to apply.\*

*\*Based on the organization's annual operating budget, we define organization size as: small (<\$250,000), medium (\$250,001-\$1.5 million), and large (>\$1.5 million).*

# Con Alma Health Foundation 2024 Grant Guidelines

## Applying through a Fiscal Sponsor

- Projects, non-profits, public or governmental agency or a federally recognized tribe in the state of New Mexico without IRS 501(c)(3) designation may apply through a fiscal sponsor.
- If using a fiscal sponsor, the organization serving as fiscal sponsor must have verifiable 501(c)(3) status from the IRS and a current organization profile in CAHF's grant portal.

## Required Information

1. **Proposal Budget.** All applicants are required to complete the budget form in the CAHF online grant portal. See the FAQs for more detail on what information to prepare.
2. **Organizational Budget.** All applicants are required to upload a copy of the organization's general operating budget, showing all funding sources and major expense categories, for the most current fiscal year (if fiscal year ends on June 30<sup>th</sup>, use upcoming fiscal year budget).
3. **Tribal Support Letter.** Organizations working directly with sovereign nations, pueblos, or tribal communities or within their jurisdictions must upload a letter of support from a community-based tribal group or from the tribe(s)/nation(s) within which they will be working as an attachment to the application. \*\*\*

\*\*\* If additional time is needed to secure the required documentation, follow these steps:

- At the time of application submission, upload a note/letter noting the reason for the delay.
- If required documents are not uploaded by the agreed upon extension due date, the application will not be considered.

## Use of Funds / Allowable Costs

- The Foundation will award grants of up to \$30,000.
- Funds may be used for personnel (staffing/benefits), professional services (contractors, evaluators), operational expenses (supplies, printing, postage, copying, communications), meetings and travel (venue rental, training costs), and other direct and indirect expenses.
- Purchases of property or equipment are limited to \$5,000 per item.

## Exclusions/Restrictions

- Political campaigns, political lobbying, or other partisan activities prohibited by section 501(c)(3) of the Internal Revenue Code
- Support to individuals, scholarships, or fellowships
- Capital or endowment campaigns, annual fundraising campaigns, event sponsorships, debt liquidation, or clinical research
- Grants to organizations that discriminate based on race, ancestry, national or ethnic origin, disability, sex, age, religion, sexual orientation, or gender identity
- Grants made for religious purposes
- Grants for construction, renovation, or repairs



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## How to Apply CAHF Grant Portal

- Log into [CAHF Grant Portal](#)
- On the home screen, find the “My Applications” section and click on “Funding Opportunities.” If you have already started an application you will find it in the “In Progress” list.
- Applicants new to Con Alma must first register and create an organizational profile. You may find instructional videos for this process [here](#).

For assistance in navigating the grant portal, email: [sysadmin@conalma.org](mailto:sysadmin@conalma.org).

## Award Information

- Notification of Award Recipients.** The Foundation will notify grant recipients in early November.
- Grantee Expectations.** Grant recipients should plan on signing and returning a Grant Agreement within 10 days of receipt and completing a final written report in the grant portal within 30 days of grant completion.

## Questions

- For technical assistance with the grant portal, please email [sysadmin@conalma.org](mailto:sysadmin@conalma.org).

If you need technical assistance with the grant portal or with making updates to an existing record, please email [sysadmin@conalma.org](mailto:sysadmin@conalma.org).



# Con Alma

# Con Alma Health Foundation Community Review Items

In our commitment to transparency, Con Alma Health Foundation is sharing our community reviewer scoring rubric. This document outlines what reviewers look for when scoring applications, providing valuable guidance to applicants.

## ORGANIZATION TAB

**The applicant organization's mission, experience, or capacity as described in this application demonstrates:**

Experience with and/or knowledge of the challenges and characteristics of the communities where they work or seek to have an impact

N/A 1 2 3 4

Ability to successfully engage with the people they serve or seek to benefit (including cultural/linguistic competence), and to involve them in leadership roles

N/A 1 2 3 4

Productive collaborations with nonprofit organizations, community groups, government or private sector partners

N/A 1 2 3 4

Skill in using resources effectively to carry out the organization's work, including leveraging additional resources of funding, volunteers, pro-bono assistance, etc.

N/A 1 2 3 4

Organization Overview Notes

## APPLICATION TAB

**This application for funding demonstrates:**

Good understanding of the funding guidelines, with responsive and clear information on how the proposed work addresses them

N/A 1 2 3 4

A compelling need to be met or opportunity to be addressed by funding this proposal

N/A 1 2 3 4



## Con Alma Health Foundation Community Review Items

A detailed description of people to benefit from the funding, and a workable plan for their participation and involvement

N/A 1 2 3 4

Work to be funded will effectively address the selected CAHF funding priorities

N/A 1 2 3 4

Achievable plan to collaborate with other organizations and/or leverage resources to carry out funded work

N/A 1 2 3 4

Geographic focus or strategies that will clearly serve the purpose of the funding

N/A 1 2 3 4

Application Overview Notes

### BUDGET TAB

#### The budget related to this application:

Includes funding (from other sources) that augments funding request to Con Alma

N/A 1 2 3 4

Shows income/revenues adequate to support the efforts outlined in the proposal

N/A 1 2 3 4

Makes a clear association between proposed expenses/costs and the desired outcomes

N/A 1 2 3 4

Aligns with organizational values represented by proposed work

N/A 1 2 3 4

Supports the organization's capacity to administer its work and shows good fiscal priorities

N/A 1 2 3 4

Budget Overview Notes



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# Con Alma Health Foundation Community Review Items

## GOALS AND OUTCOMES TAB

Outcomes for the work to be funded align with the applicant organization's mission and values

N/A 1 2 3 4

Important changes are clearly identified in Proposed Outcomes, and are achievable within the grant period and scope of funding

N/A 1 2 3 4

Activities described are likely to result in the short-term impact(s) anticipated

N/A 1 2 3 4

Measurements or key indicators to report accomplishments are well defined and directly related to the proposed work and its effects

N/A 1 2 3 4

Work to be funded shows compelling evidence of possible long-term impact and/or achievable plans to support longer term impact

N/A 1 2 3 4

Goals and Outcomes Overview Notes

## CAHF VALUES FOCUS TAB

### **The applicant organization and/or the work proposed for funding:**

Prioritizes underserved, historically marginalized populations, and/or the medically uninsured/underinsured

NA 1 2 3 4

Demonstrates significant/appropriate engagement in culturally and linguistically responsive approaches

N/A 1 2 3 4

Shows awareness of the importance of systems-level change with aspects of the proposed work including systems-level focus or solutions

N/A 1 2 3 4



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## Con Alma Health Foundation Community Review Items

Shows commitment to health equity and effective attention to advancing equity in the proposed work, such as expanding access, removing/decreasing barriers, promoting culturally appropriate approaches, etc.

N/A    1        2        3        4

Proposed work empowers a grassroots, small or medium-sized organization to broadly benefit a system, network or community

N/A    1        2        3        4

CAHF Grantmaking Program Values Focus Notes



**Con Alma**



# Con Alma Health Foundation Grant Making Committee Review Items

In our commitment to transparency, Con Alma Health Foundation is sharing our Grant Making Committee scoring rubric. This document outlines what reviewers look for when scoring applications, providing valuable guidance to applicants.

## SCORING DETAILS TAB

**Maximum Possible Points: 100**

**Do not leave a scoring field blank. To assign zero points, enter a zero.**

### **\* Alignment with Funding Guidelines (max. 25 points)**

*(Award up to 5 points for each item)*

- Targets one of the six priority areas outlined in the guidelines and demonstrates a clear need related to a health challenge impacting communities in NM
- Benefits excluded/marginalized people or historically underserved regions such as tribal nations, rural/frontier areas, culturally/linguistically diverse communities, LGBTQ, those with disabilities, immigrants/refugees, etc.
- Shows leadership, involvement, or key strategies/information provided by people from the community/ies to benefit
- Goes beyond CAHF funding to include collaborative/cooperative relationships, leverage of additional funding, services or in-kind resource
- Focuses on or includes activities that will promote systems-level changes and/or increase health equity

Alignment with Guidelines Notes

### **\* Feasibility/Capacity (max. 20 points)**

*(Award up to 5 points for each item)*

- Organization demonstrates knowledge and/or experience to effectively carry out proposed activities - or has a feasible plan to access such knowledge/experience
- Organization has or will be able to acquire the staff, resources, available funding, and other resources to complete proposed work or maintain it for the grant period
- Organization, staff, and/or key volunteers or collaborative partners have established connections and/or track record working with the communities involved with grant activities
- Budget shows understanding and ability to manage financial resources - revenues are adequate and expenses are clearly associated with accomplishing proposed work

Feasibility/Capacity Notes

# Con Alma Health Foundation Grant Making Committee Review Items

## **\* Outcomes and Impact (max. 20 points)**

*(Award up to 5 points for each item)*

- The important changes or accomplishments planned are clearly described and can effectively address the need/opportunity described
- Outcomes identified relate appropriately to the needs and characteristics of the people and communities engaged in, or benefiting from the work
- Proposed activities are specific, focused, and achievable and are likely to contribute to the expected outcomes during the grant period.
- Methods identified to assess planned outcomes or indicate progress/results are clear and may be easily described/reported at the end of the grant period

Outcomes and Impact Notes

## **\* Comparative Strengths (max. 25 points)**

*(The more of these statements are true, the more points you should award, up to the maximum)*

- The proposal targets a problem, need or inequity that has an especially damaging or immediate impact in New Mexico or in the communities addressed
- This work will effectively reach a geographic area or community that has few resources or services to meet its needs
- This work is focused on an underserved population that has suffered from a systematic lack of attention or resources to address barriers that affect them
- This work presents new or innovative approaches to addressing systems change
- Organization is experienced in this work and/or does creative 'outside the box' thinking to advance solutions
- Organization is well-known and/or highly trusted in the geographic area(s) targeted
- Organization is bringing new resources and expertise to a geographic area that lacks them
- Organization has strong working relationships or is highly trusted by people in the communities they will be engaging
- Resources to be leveraged in this work are especially needed, appropriate, or valuable to the communities and/or people engaged
- Collaborative aspects of this proposal are particularly strong and will bring more organizations into focusing on addressing the need/opportunity identified
- The impact of this work could continue well after the grant period and/or beyond the geographic range of funded activities

Comparative Strengths Notes

## **\* Discretionary Points (max. 10)**

*(Assign up to 10 points to this proposal for reasons YOU think it is particularly fund-worthy, and please explain in the "Discretionary Notes" below.)*

\* Discretionary Notes