

# Northern New Mexico Health Grants Funding Opportunity - 2024 Guidelines

## Important Dates

Opens: June 10, 2024

Closes: July 12, 2024 (at 11:59 p.m.)

Notification of grants: Early November, 2024

***Applicants are encouraged to submit their application as soon as possible to avoid technical challenges.***

## Background

This grant opportunity is a joint initiative of Con Alma Health Foundation (CAHF) and the Hospital Auxiliary of Los Alamos Medical Center.

## Request Amounts

Applicants may select a fixed request amount and are encouraged to select the amount that best meets their needs (\$5,000, \$10,000, \$15,000 or \$20,000).

## Grant Implementation Period

The Northern New Mexico Health Grant awards are for a single-year (12-month) implementation period. If awarded, the grant period will be January 1, 2025 to December 31, 2025.

## Focus

Funding is available to eligible nonprofits or fiscal sponsors with a 501(c)(3) designation that promote the health and wellness of the diverse people of Los Alamos, Rio Arriba, and northern Santa Fe counties (north of the city of Santa Fe).

## Strong proposals will clearly:

- Address the health needs and gaps that disproportionately impact underserved populations in Los Alamos, Rio Arriba, and northern Santa Fe counties (north of the city of Santa Fe).
- Seek to improve health conditions, strengthen the capacity of safety-net organizations and networks, engage in advocacy efforts, and/or promote community-driven, informed health and wellness policies.
- Work to expand health equity by:
  - Eliminating differences in quality, access, and underlying exposures which make some individuals, populations, or communities more vulnerable or at-risk than others.
  - Increasing opportunities for underserved and vulnerable populations.
  - Addressing at least one of the social determinants of health, such as those indicated by the Centers for Disease Control and Prevention's [Healthy People 2030](#) or as identified by the community.

## Eligibility

- Grants must benefit people living in Los Alamos, Rio Arriba, and northern Santa Fe counties. Northern Santa Fe County excludes both the city and south of Santa Fe.
- Grants are awarded only to tax-exempt organizations under section 501(c)(3) code of the IRS nonprofits or to fiscal sponsors with a 501(c)(3) designation.
- This grant opportunity is open to all eligible applicants (based on the guidelines outlined), including current and past grant recipients of Con Alma and Northern New Mexico Health Grants.

## Priority Communities in New Mexico

- Communities historically marginalized or traumatized because of race, language, gender, sexual orientation, or spiritual beliefs
- People who are uninsured, underinsured, and/or medically underserved
- People with disabilities and people suffering from chronic health conditions and related health inequities

- Immigrant, rural, and border communities
- Low-income and economically disempowered communities

### **Use of Funds / Allowable Costs**

- 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 IRS
- Support to individuals, scholarships, or fellowships
- Capital/endowment campaigns, 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

### **Applying through a Fiscal Sponsor**

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

### **Administrative and Fiscal Sponsor Costs**

- If not using a fiscal sponsor, administrative costs may be up to 20% of grant award.
- When using a fiscal sponsor, administrative costs may be up to 10% of grant award.
- Fiscal sponsor fees are capped at 10% of grant award.

### **Required Information / Documents**

- **Project Budget.** Completion of the CAHF online budget form is required.
- **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 the upcoming fiscal year's budget).
- **Tribal Support Letter.** Organizations working directly with sovereign nations, pueblo, 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 Tribal Support Letter, follow these steps:
    - At the time of application submission, upload a 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.

## HOW TO APPLY

### CAHF Grant Portal

- Log into grant portal [conalmahealth.smartsimple.com](https://conalmahealth.smartsimple.com).
- 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.
- For assistance in navigating the grant portal, email: [sysadmin@conalma.org](mailto:sysadmin@conalma.org).

### Grant Review and Award Process

- All notifications and contact from the Foundation will be directed (via email or phone) to the primary/lead contact identified in your application.
- Once the grant application deadline closes, a multi-stage review process begins.
- A Foundation staff member will contact you via email or phone if additional information is needed.
- Grant recommendations are made by the Northern New Mexico Health Grants Advisory Committee, comprised of members of the Foundation and of the Hospital Auxiliary of Los Alamos Medical Center.
- The Foundation’s Board of Trustees is responsible for approving grants at its October 2024 meeting. Award or denial notifications following the Board’s decisions will be sent by early November, 2024.
- Con Alma receives more requests than it is able to consider and is unable to fund all requests.

### Award Information

- A. Notification of Award Recipients.**  
The Foundation will notify grant recipients in early November, 2024.
- B. 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.

### For Questions

- Please email [SysAdmin@conalma.org](mailto:SysAdmin@conalma.org) if you experience technical challenges with the grant portal.
- Please contact Dennis McCutcheon ([dennis@conalma.org](mailto:dennis@conalma.org)) with questions about the grant guidelines or general content questions about your proposal.

### References (not inclusive)

- **Health Equity** means that everyone has a fair and just opportunity to be as healthy as possible. This requires removing obstacles to health.
- Social Determinants of Health (**SDOH**) are the drivers of poor health that go beyond our genes and go beyond our personal behaviors (systems and services, behavioral, mental, cultural, education, employment, housing, income, public safety, environment etc).
- **Racial Equity** means people have what they need to enjoy full, healthy lives, regardless of race.

**Applicants are encouraged to submit their application as soon as possible to avoid technical challenges. Assistance with grant portal submission is not available after 5 p.m.**

# Northern New Mexico Health Grants Group Committee Scoring 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.**

**\* Community Impact (max. 35 points)**

- Equity-focus, reflects diversity & inclusion, community-centered (driven/informed)
- Demonstrates significant collaboration with others (orgs/agencies, associations/networks, cross- or multi-sector)
- Clearly demonstrates equity approaches (health equity, racial equity, for examples)
- Proposal is well aligned and clearly addresses priorities stated in Guidelines (focus, priorities, etc.)

**\* Feasibility/Capacity (max. 15 points)**

- Likelihood of meeting objectives & awareness of influencing factors

**\* Outcomes and Impact (max. 15 points)**

- Well-chosen, measurable objectives
- Effective outcome measurement (quantitative and qualitative)

**\* Serves Focus Area (max. 15 points)**

- This work effectively addresses an unmet need in the NNMHGG grant making geographic area

**\* Budget (max. 15 points)**

- Cost effective (numbers served related to budget and low administrative and overhead costs)

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

- Other contributing factors

