



# Con Alma Health Foundation 2025 CAHF 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.

## Key Dates – 2025 Grant Cycle

- May 02, 2025 – grant application period opens
- May 30, 2025 (11:59 pm) – grant application period closes
- November 2025 – applicants notified of grant decision
- December 2025 – grant agreements and awards disbursed

## Grant Implementation Period

January 1, 2026 to December 31, 2026

## 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 service to individuals.

1. **Access** – Con Alma 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** – Con Alma 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** – Con Alma supports data analysis, policy and advocacy, and/or the creation of new knowledge.
4. **Health Promotion** – Con Alma supports efforts that define health broadly and emphasize education, prevention, and personal empowerment.
5. **Policy** – Con Alma 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** – Con Alma 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 grant making goals. *(see appendices for reviewer rubrics)*

## 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).

## Applying With a Fiscal Sponsor

- Projects, non-profits, public or a 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 Con Alma's grant portal.

## Required Attachments

1. **Proposal Budget.** All applicants are required to complete the budget form in the Con Alma 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
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.



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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

### How to Access the Application and Navigate the Grant Portal

Log into [Con Alma Grant Portal](#) and on your 'home screen', navigate down to the "My Applications" section. You will find a new application once you click on the 'In Progress' area.

- Applicants new to Con Alma or to the Northern New Mexico Health Grants Group must first register and create an organizational profile.
- For assistance in navigating the grant portal, email: [sysadmin@conalma.org](mailto:sysadmin@conalma.org).

### Con Alma Grant Portal Record Set-Up and Updates

Upon registering with Con Alma Grant Portal, set-up and populate key information.

Organization Profile – initial set-up and annual update:

- Current Fiscal Year (FY/Operating Budget)
- Diversity Table (Matrix)
  - Provide the racial/ethnic demographics of individuals in your organization (includes staff, board, volunteers, contractors).
  - Add advisory committee members or volunteers, *if* you have a Fiscal Sponsor and/or do *not* have paid employees.



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### Selecting the Correct Application

Upon opening the application link, found on the home page under 'Funding Opportunities', the first step is to answer the short quiz.

- Your responses to the quiz determine eligibility *and* the type of application form to complete.

### Application/Grant Contact

- Lead Contact for the application/Lead Grant Contact, if funded.
- Alternative Contact for the application/grant, if funded.
- Collaborators – you may add additional key individuals that might need access to the application or grant, such as a grant writer.

### 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

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