



To: Distribution List

From: Susan De Los Santos, Faculty Research Support Officer
Monica Fishel, Faculty Research Support Officer
Office of the Vice President for Research

Subject: Albuquerque Community Foundation Grant Program

Date: January 10, 2014

The Albuquerque Community Foundation (ACF) has changed its grant process to require submission of a letter of intent (LOI) before submission of a full proposal. ACF will accept only one LOI from the University of New Mexico addressing one of the following focus areas:

- **Arts and Culture** grants support opportunities to participate in, and/or learn about, the arts of diverse cultures with an emphasis on low-income populations and/or at-risk children and youth
- **Education** grants support programs for early childhood, K-12 programs and adult learning experiences including literacy, parental involvement programs and vocational/career training
- **Environmental and Historic Preservation** grants support the preservation of historic resources, conservation of natural land and wildlife and education programs with an emphasis on K-12 education programs and/or projects with strong community involvement

Criteria and Priorities for Applicants:

- Well-established organizations with a proven track record providing services benefiting people in the Albuquerque metropolitan area
- Closely aligned with one or more of the Foundation's Fields-of-Interest
- Have clearly defined organizational goals and measurable program outcomes
- Build on community, regional and organizational assets and strengths
- Organizations should demonstrate their ability to work with other partners to identify community needs and gaps in services.

Grants are normally made for a one-year period. Grant requests must be a minimum of \$1,000 and a maximum of \$15,000. UNM is eligible to apply for only Program Support. It is not eligible to apply for Operating Support. More details can be found at: <http://www.albuquerquefoundation.org/grant-guidelines.aspx>. UNM's letter of intent will be due to the Foundation on February 4, 2014. ACF will decide whether to invite a full proposal after review of the LOI.

This is a limited competition; UNM is authorized to submit one letter of intent for the February 4 deadline. Using the attached Competitive Grant Program Letter of Intent template, please submit your one-page application by NOON on Wednesday, January 22, 2014 to limited@unm.edu with the subject line indicating: ABQ-CF- your name. No late submissions will be considered. The form should include a brief description of the activities and/or programs of your organization including the community need or issues addressed by your work and the population(s) who benefit and describe how a grant will complement these services and assist in achieving organizational and/or program goals.

Should you have any questions please feel free to contact Susan De Los Santos (sdelossa@unm.edu or 277-0272) or Monica Fishel (mlfishel@unm.edu or 277-8114).

If you are affiliated with HSC, please contact Corey Ford at 272-6950 for more information.

Competitive Grant Program Letter of Intent

Deadline for Education, Arts/Culture and
Environmental/Historic Preservation: **Tues., February 4, 2014**
Deadline for Health, Human Services: **Wed, May 21, 2014**



ALBUQUERQUE
COMMUNITY
FOUNDATION

leadership • trust • legacy

If you have not received a grant from Albuquerque Community Foundation previously, please contact Foundation staff **before** considering submitting a Letter of Intent. Your responses may not exceed the space provided. No attachments are accepted.

Organization information:

Name of organization _____
IRS EIN # _____ (If your organization is not a 501(c)3, please contact foundation staff)

Executive Director Name & Email: _____

Contact Person: _____ Title _____

Phone & Email: _____

Application Information:

Type of Grant: Program Grant Operating Grant

Amount requested \$ _____

Number of full-time equivalent employees ____ Current fiscal year operating budget \$ _____

Description: Write a brief description of the activities and/or programs of your organization provides including the community need or issues addressed by your work and the population(s) who benefit. Describe how a grant will complement these services and assist you in achieving organizational and/or program goals. If you checked "Operating Grant" above please give information relative to the Parameters for Operating Support Grants. (Please note-there is a character limit).

When you have finished filling out this form, please save it as "{Your Organization Name} Letter of Intent" and email to nancy@albuquerquefoundation.org. If you experience a problem, you can print this form, scan and email to nancy@albuquerquefoundation.org or fax to 505.883.3629. You will receive confirmation of receipt by email.