



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: May 8, 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 **Health & Human Services**.

- **Health** grants support access to quality health care (including mental health) for uninsured, underinsured and medically underserved adults and children
- **Human Services** grants support assistance for vulnerable populations including at-risk children/youth and seniors; aid for people in transition or people who are homeless to become self-sufficient; and to nurture families

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 May 21, 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 May 21 deadline. Using the attached Competitive Grant Program Letter of Intent template, please submit your one-page application by NOON on Wednesday, May 14, 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, 5:00PM**
Deadline for Health, Human Services: **Wed, May 21, 2014, 5:00PM**



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.

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.