



# Con Alma Health Foundation 2025 Multi-Year 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 \$30,000, \$40,000 or \$50,000 for each year of support for up to 3 years totaling up to \$150,000 over the three years. CAHF anticipates funding up to \$300,000 total in multi-year grants in 2025.

## Key Dates – 2025 Multi Year Grant Cycle

- April 1, 2025 - Letters of Intent (LOI) period opens
- April 15, 2025 (11:59 pm) – LOI period closes
- May 28, 2025 – Invitations sent to those advancing to complete a full application
- June 2, 2025 – Full grant application period opens (by invitation)
- June 30, 2025 (11:59 pm) - Full 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

CAHF 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** – 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 data analysis, 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.



## Con Alma Health Foundation 2025 Multi-Year Grant Guidelines

### 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. Organizations applying for a multi-year grant must demonstrate at least 3 years of successful programming to submit an LOI.
3. This opportunity is open to all eligible applicants (based on the guidelines outlined), including current and past grant recipients of CAHF.
4. Work funded by the grant must benefit people living in New Mexico.
5. 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
6. CAHF funds proposals 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 an organization profile in Con Alma's grant portal.
- Organizations applying must still be able to demonstrate 3 years of successful programming.

### Letters of Intent Review Process

CAHF's LOI review process consists of two stages. First, staff conduct an initial review to confirm eligibility. Next, the LOIs are evaluated based on their potential to drive long-term systemic change. Approximately 20 organizations will be selected from this review process and invited to submit a full application. *(see appendices for reviewer rubrics)*

### Full application Review Process

Only invited organizations will submit a full application. Once received, staff will review to ensure completeness. The Multi-Year Grant Making Committee will then evaluate each application, scoring them based on alignment with CAHF's values and grantmaking goals. *(see appendices for reviewer rubrics)*



## Con Alma Health Foundation 2025 Multi-Year Grant Guidelines

### Award Information

- A. **Notification of advancement from Letters of Intent.** CAHF will notify organizations if their LOI will advance to the next step of completing a full application by May 28<sup>th</sup>.
- B. **Notification of Award Recipients.** CAHF will notify grant recipients in early November.
- C. **Grantee Expectations.** Grant recipients should plan on signing and returning a Grant Agreement within 10 days of receipt and completing a progress report near the end of year 1 and 2 with a final written report in the grant portal within 30 days of grant completion.

**FULL APPLICATION REQUIRED ATTACHMENTS** - Only those that advance from the LOI stage and receive an invitation to apply.

1. **Proposal Budget.** All applicants are required to complete the budget form in the CAHF online grant portal. A three-year budget will be required. 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.

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.

4. **Last 3 years of financial Audit Summary letter:** Upload Audit Summaries for the most recent 3 years – if you were not required to file an audit in any of the previous 3 year, please upload a document attesting the year(s) they were not required.

### Use of Funds / Allowable Costs

- CAHF will award grants of up to \$50,000 each year for up to 3 years.
- 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.



## Con Alma Health Foundation 2025 Multi-Year Grant Guidelines

### 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

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

Applicants *new* to Con Alma must register using the [Con Alma Grant Portal](#) online portal (aka SmartSimple). Registration is a one-time process.

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 (including staff, board, volunteers, contractors).
  - Add advisory committee members or volunteers, *if* you have a Fiscal Sponsor and/or do not have paid employees.

### 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

- Primary Contact for the application/Primary 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.

### Questions

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