

### Summary

The Northern NM Health Grants (NNMHGG) opportunity is a joint initiative of Con Alma Health Foundation (CAHF) and the Hospital Auxiliary of Los Alamos Medical Center. These grants are to serve the unmet healthcare needs of the people of Los Alamos, Rio Arriba and northern Santa Fe counties, communities traditionally served by the Los Alamos Medical Center.

### Request Amounts

Applicants may request \$10,000, \$15,000 or \$20,000 for one year. The Foundation anticipates funding of \$200,000 in total.

### Key Dates – 2025 NNMHGG 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

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

### Grant Implementation Period

January 1, 2026 to December 31, 2026

### 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 CAHF or NNMHGG.
3. Work funded by the grant must benefit people living in Los Alamos, Rio Arriba, and Northern Santa Fe County (excludes both the city and south of Santa Fe).

### NNMHGG Focus Areas

- Addressing 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).
- Improving health conditions by:
  - Strengthening the capacity of safety-net organizations and networks.
  - Engaging in advocacy efforts.
  - Promoting community-driven 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.

### How Proposals Will Be Reviewed

NNMHGG's review process consists of an initial staff review for completeness and eligibility and then a review by the NNMHGG Committee to consider the timeliness of the proposal and the alignment with the NNMHGG Focus Areas. The committee then recommends a selection of applications for approval to CAHF's Board of Trustees and the Los Alamos Medical Auxiliary.

### 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 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.

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

- 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 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 (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*

- 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

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

**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.**