

Eligibility and Required Supporting Documents

Community Fund Annual Program Grants are available for agencies that meet the following criteria:

- Certified by the IRS as a 501(c)(3) nonprofit organization
- Be in good standing with the Attorney General's office and the New Mexico Secretary of State
- Demonstrate financial sustainability through UWCNM Financial Standards Review
- Provide health and human service(s) in one or more of the four central New Mexico counties: Bernalillo, Sandoval, Torrance, and Valencia
- Serve the most vulnerable through a program/project that aligns with the UWCNM Impact Funding Initiatives
- Adhere to UWCNM's Non-Discrimination and Social Action policies
- Have a Board of Directors in compliance with agency by-laws

Additionally, applicants must:

- Secure as much financial support as possible from other sources, including fees for service, before seeking UWCNM assistance
- Only apply for support for a program that has a scope of service that aligns with the UWCNM Impact Funding Initiatives
- Adhere to UWCNM policy that the amount request can be no greater than 50% of agency prior-year revenue (if collaborating, requests should be equal to or less than the sum of all partners' prior year revenue)
- Submit proposal and supporting documents in electronic format through eImpact by specified deadlines
- Be able to accept electronic ACH deposits if awarded funding

Funding Limitations:

- Fundraising activities are NOT eligible for support through UWCNM grants
- There are strict limits on capital funding

Required Supporting Documents:

Proposals must be submitted in electronic format through eImpact. Support documents, which are listed below are required as part of the proposal package and may be submitted electronically or as hard copies:

- Prior year financial statements:
 - Agencies with annual revenues > \$500,000; a prior year audit (*management letter optional*)
 - Agencies with annual revenues < \$500,000; internally prepared financial statements (balance sheet, statement of income, and an agency prepared statement of functional expenses) signed by the president or treasurer of the Board signifying the statements are correct
- IRS tax exempt letter for 501(c)(3) nonprofit status
- Current Board of Directors list, including the Chair's email address
- Prior year 990 income tax return, 990EZ* or 990N* (e postcard) depending on the IRS requirements.
 - If the agency is submitting the 990EZ or 990N (postcard) the financial statements submitted must be clear and accurate in order to provide the volunteer CPAs to

adequate material to review the financial health of the agency. *Failure to provide clear and accurate financial statements with matching date range can lead to disqualification.*

Fiscal Sponsorship:

Agencies can apply for only one program within each type of UWCNM Program funding each year. However, if an agency is not administering the program, but instead is serving as the “fiscal sponsor” of one or more eligible programs (that do not have their own nonprofit 501(c)3 status), multiple grants can be applied for under a single fiscal sponsor’s information. *For example, UNM Foundation may serve as the fiscal sponsor of numerous applicant programs.*

Program Budget:

When completing the Program Budget, you will need to have specific data on the actual prior year budget, actual current year budget, and grant period projected budget.

Reporting:

If awarded funds, you will be asked to complete a mid-year and year-end report via eImpact. You will report on progress toward goals stated in your United Way funding award agreement. Compliance with reporting guidelines, as well as the reports themselves may affect future funding. **Failure to submit timely reports may result in loss of remaining funding, and/or inability to apply for funding the following year.**

- *Submit electronic mid-year report after six months of funding: January 15th*
- *Submit electronic year-end report following the final grant payment: July 15th*