

Santa Fe Community Foundation
Special and Urgent Needs Grant Application

Please answer the following eligibility criteria questions:

1. *Is your organization a public agency or a 501c3 in the State of New Mexico? (If no, we will require that you have a fiscal sponsor which is a 501c3)*
 2. *With this grant, is your organization serving the people of Santa Fe, Rio Arriba, Los Alamos, Taos, San Miguel and/or Mora Counties?*
 3. *Does this proposal address an unbudgeted, unforeseen, and time-sensitive emergency or opportunity that will greatly enhance the organization's ability to meet its mission with excellence and efficiency?*
 4. *Does this proposal request funding for budgeted operational expenses or budget shortfalls?*
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Please complete the following:

Organization Name:

Federal EIN:

State of NM CRS Tax #:

Name of Executive Director:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Phone:

E-mail Address:

Web Site:

Fiscal Sponsor Information (if applicable)

Our grants must be paid to a 501c3. If your organization is not a 501c3, you will need to use a fiscal sponsor. The fiscal sponsor must provide the Foundation with a copy of their 501c3 determination letter.

Fiscal Sponsor - Organization Name:

Fiscal Sponsor - Address Line 1:

Fiscal Sponsor - Address Line 2:

Fiscal Sponsor – City:

Fiscal Sponsor – State:

Fiscal Sponsor - Zip Code:

Fiscal Sponsor – Phone:

Fiscal Sponsor – Website:

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1. Dollar Amount Requested: (up to \$2,500)
 2. Total cost of need/opportunity for which this request is being made:
 3. Specific need you are applying for: (30 word limit) (*e.g.* emergency roofing repairs to main building)
 4. Provide a brief description of your organization's history, mission, and current services. (300 word limit)
 5. Total Annual Budget:
 6. What is the opportunity or emergency? Please provide specific data to demonstrate evidence of need. (300 word limit)
 7. Why is the need or opportunity unbudgeted, unforeseen, and time-sensitive? (200 word limit)
 8. What population(s) will be served? (50 word limit)
 9. Describe the potential impact if this project is funded. (200 word limit)
 10. Explain the timetable set for the project. (30 words limit)

11. What other options/resources have you considered? (For example: for building repairs have you looked at insurance coverage? What community support have you requested?) (200 word limit)

Please email your completed application to:

Christa Coggins, Vice President for Community Philanthropy
ccoggins@santafecf.org

With subject line: Special and Urgent Needs grant request

Questions? Call Christa at 988-9715 x 7002 or Diane Hamamoto, Program Officer, at 988-9715 x 7008.