



GRANT PROGRAM POLICIES & PROCEDURES

These policies and procedures are designed to guide the present and future Board of Directors, committees, staff and volunteers in implementing the Grant Program.

MISSION

Red River Valley Foundation is dedicated to enhancing the quality of life for the citizens of and visitors to the Red River Valley, New Mexico. To achieve that mission, we make grants to nonprofit, civic and philanthropic organizations in a variety of areas.

ORGANIZATION

Red River Valley Foundation is incorporated in the State of New Mexico as a domestic nonprofit corporation and has been granted 501(c)(3) tax-exempt status by the IRS. It is governed by a Board of Directors, which consists of part-time and full-time residents of Red River Valley. The Board and its committees serve as volunteers.

HISTORY OF GRANT PROGRAM

Funds designated to benefit Red River were given to Taos Community Foundation (TCF) several years ago. TCF managed the funds until the Red River Valley Foundation was created.

Red River Valley Foundation was created in summer of 2014. It was incorporated as a domestic New Mexico nonprofit corporation on July 29, 2014.

The funds deposited at TCF were transferred to RRVF in October, 2014. RRVF received its 501(c)(3) tax-exempt status in spring, 2015.

SOURCE OF GRANT FUNDS

Each year, RRVF will conduct fund-raising campaigns to raise funds for the endowment fund and for grants. Sources of funds will include: small donors, major donors, foundations, government agencies, interest and return on invested funds, and fund-raising events such as the Buckaroo Ball.

PROMOTION OF GRANT PROGRAM

Each year, RRVF will advertise the availability of grants several months before proposals are due. Such advertising will occur on the RRVF web site, local newspapers, flyers, and when appropriate, with presentations to the public or to other organizations.

CATEGORIES OF FUNDING

RRVF funds only projects. It does not fund general operating costs. The Board may restrict funding in any given year to a few categories. Funding areas include: social services, education, health and well-being, recreation, environmental, civic/community, and the arts/culture/humanities.

Excluded areas include: endowments, economic development/employment, political candidates, legislature, religion, legal and civil rights, animal welfare and capital campaigns (buildings, renovations).

DURATION OF PROJECT In 2019

RRVF was funding only one-year projects. Fund recipients may re-apply in 2019. RRVF will now consider two and three year projects.

QUALIFIED RECIPIENTS

RRVF funds grass-roots organizations (unincorporated but with a Board of Directors), incorporated nonprofit organizations, 501(c)(3) organizations, certain other 501(c) tax-exempt organizations (such as service clubs), public schools, private schools, and government agencies. Churches may apply but only for non-religious projects.

DIRECTORS AND OTHER RRVF PERSONNEL

RRVF Directors, committee members, staff and volunteers may be involved with organizations that are applying for a grant, but they may not be the primary contact person or signatory of the proposal.

NON-QUALIFIED PERSONS AND ORGANIZATIONS

RRVF does not fund individuals and for-profit businesses/corporations unless they have a tax-exempt affiliate.

POPULATIONS THAT GRANTS MAY SERVE

RRVF grants may serve anyone, including but not limited to pre-school children, school children, college students, seniors, physically or mentally challenged, tourists/visitors, and the general public.

AMOUNTS OF FUNDING

In 2019, grants will range from \$500 to \$5,000. Most grants will be on the lower end. Total funding in 2019 will be approximately \$20,000. Each year the Board will determine the range of grants and the total amount. As a general guideline, total grants in a given year will be about 25% of cash assets/endowment.

LOCATION OF PROJECTS

RRVF funds projects that exist in and/or affect the Red River Valley, NM area, specifically within zip code 87558.

SUBMITTAL OF PROPOSALS

All grant request proposals must be submitted either online on RRVF web site or U.S. mail. Applicants submitting application online must attach documents in Word, PDF and Excel.

FUNDING SCHEDULE

RRVF funds annually. The schedule for 2019 is as follows:

Online proposals accepted from March 1– June 15, 2019, until 11:59 p.m.

Review of proposals: March 15 – June 30

Letters of award: July 15

Public announcement and checks disbursed at Buckaroo Ball, first week of August.

Future schedules will be determined by the Board.

CRITERIA FOR FUNDING

The criteria for funding includes: Project conformity to Red River Valley Foundation mission statement
Number of people who will benefit from project
Ability of applicant to execute the project successfully
Soundness of project budget
Quality and completeness of online proposal

PROJECT BUDGETS

RRVF requires that each proposal include a project budget. The budget shall include a list of sources of revenue and amounts for the project. These may include donations, foundation grants, government grants, fees for services, sales, other.

The budget shall also include a list of project expenses: Allowable expense line items include: salaries, contracted personnel, travel, fund-raising, equipment, supplies, telecommunications, public relations, rent, utilities, insurance, staff training, Board training.

Not allowable line items: endowments, mortgages, debts, interest, lawsuits, judgements, capital improvements (buildings/renovations).

PRESENTATIONS BY APPLICANTS

In a few cases, RRVF will ask applicants to make presentations to the Board of Directors. The Board will make clear to the presenters that a presentation does not guarantee funding. After the presentation, those hearing the presentation will add a brief written report to the applicant's proposal.

ON-SITE VISITS

In a few cases, RRVF will make visits to the site where the project will occur. The Board will make clear to the applicants that a visit does not guarantee funding. After the visit, those making the visit will add a brief written report to the applicant's proposal.

QUESTIONS FROM APPLICANTS

RRVF will make available to applicants an email address for RRVF as well as the name and contact information for a Board director to whom questions can be addressed.

GRANT AGREEMENT

RRVF and recipient must sign a Grant Agreement prior to disbursement of any funds. The Agreement includes that grantee must credit the participation of RRVF in any advertisement, publicity or public comment related to the Project, submit reports to RRVF, account for grant funds, and other requirements. See Grant Agreement for details.

RECORD OF PROPOSALS

Coordinator will prepare a list of all proposals and outcomes for distribution to Board and for files.

GRANT FILES

RRVF will create a Grantee File for each grantee, to include all relevant information and documents pertaining to the award of the grant and to the project.

PROJECT EVALUATIONS

RRVF will evaluate the projects that it funds at the end of the grant period, and record its findings in the grant files.

2019 GRANT PROPOSAL PROCEDURES See appendix.

EVALUATIONS OF GRANT PROGRAM AND PROCESS.

RRVF will annually or every two years evaluate the grant program, the grant proposal and award process.

FISCAL SPONSORSHIPS

RRVF does not provide fiscal sponsorships (an IRS program that allows a 501(c)(3) organization to provide its tax-exempt status to an individual or to another organization).

SCHOLARSHIPS

RRVF does not have a scholarship program.

AMENDMENTS

These Policies and Procedures may be altered, amended, or repealed and/or new Policies and Procedures may be adopted by approval of the majority of the Board of Directors.

APPENDIX

GRANT PROPOSAL PROCEDURES FOR 2019

In 2019, RRVF will follow the following procedures:

A coordinator completes Proposal Check List to determine if proposal meets RRVF guidelines. If it does not, coordinator informs applicant or requests additional information. If it does, person send proposal to Board of Directors.

Directors complete Grant Proposal Evaluation Form, send it to coordinator.

Depending on Evaluation Forms, coordinator may convene a meeting of the Board to discuss the proposals and make final decision on grants.

Based on Evaluation Forms or Board meeting, coordinator informs applicants of one of the following:

- Letter (or phone call) requesting additional information
- Letter (or phone call) requesting a presentation and/or site visit
- Letter awarding grant (includes Grant Agreement)
- Letter awarding partial grant (includes Grant Agreement)
- Letter declining grant

If applicant, coordinator and/or Directors hear presentation or make site visit, write brief reports on them.

At annual Buckaroo Ball, Board announces grants and disburses checks if recipient is present.