

**SANDIA FOUNDATION
6211 SAN MATEO BLVD. N. E.
ALBUQUERQUE, NM 87109
(505) 242-2684**

Organization Name: _____

Doing Business As (if different from above) _____

Street Address: _____

City/State/Zip: _____ P. O. Box: _____

Business Phone: _____ Fax: _____

Current Annual Organization Budget \$ _____

Amount Requested for Project: _____ Total Project Budget: _____

Previous Sandia Foundation Funding (last 3 years by amount)

Grant Purpose Summary:

Signature of authorized individual required: _____

Title: _____ Date: _____

ALL INFORMATION SUPPLIED WILL BE KEPT CONFIDENTIAL

GENERAL GRANT PROGRAM GUIDELINES

The following information must be included with your grant application:

1. BRIEF ORGANIZATION HISTORY (DATE FOUNDED/SPECIFIC PURPOSE, MISSION/OBJECTIVES AND OR ACCOMPLISHMENTS)
2. PROBLEMS/ISSUES ADDRESSED BY THE PROPOSAL AND HOW SUCCESS OF PROJECT WILL BE REVIEWED
3. COMPLETE PROJECT DESCRIPTION including who will benefit from this project if funded. **Note: program must benefit Albuquerque residents.**
4. COMMITTED OR PENDING MAJOR FUNDING SOURCES (BY NAME AND AMOUNT)
5. NAMES AND BRIEF DESCRIPTION OF CAPABILITY OF STAFF RESPONSIBLE FOR THIS PROGRAM (attach resumes of key staff)
6. PROJECT BUDGET – including specific use of requested funding
7. 501(C) (3) DETERMINATION LETTER FOR YOUR ORGANIZATION
8. NM ATTORNEY GENERAL'S CONFIRMATION LETTER THAT YOUR ORGANIZATION IS CURRENT WITH THE NM CHARITABLE ORGANIZATION AND SOLICITATIONS ACT OR THE AG'S LETTER OF EXEMPTION
9. ORGANIZATIONS WITH ANNUAL REVENUE EXCEEDING \$500,000 MUST SUBMIT MOST RECENT AUDITED FINANCIAL STATEMENTS; ORGANIZATIONS WITH ANNUAL REVENUE OF \$500,000 OR LESS MAY SUBMIT AN AUDIT, AN AUDIT REVIEW OR UNAUDITED FINANCIAL STATEMENTS IF AN AUDIT IS UNAVAILABLE
10. CURRENT ORGANIZATION BUDGET
11. LIST OF BOARD MEMBERS

NOTE: All programs must directly benefit Albuquerque residents. The Sandia Foundation will hold one distribution meeting each year, therefore grant applications must be submitted by May 3, 2010 (hand delivered or postmarked by May 3rd). Grants are awarded in the fall of each year.

Proposals may be delivered to:

- Sandia Foundation, 6211 San Mateo NE #100, 87109 or
- Albuquerque Community Foundation, PO Box 36960, 87176 / 3301 Menaul Blvd. NE Suite #2.

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