APPLICATION

This online application has a total of 7 fields. The total cumulative word count for the fields numbered 1-7 are not to exceed 2000 words, excluding organization contact information, mission statement and bu. You may decline to answer any section of this application; however, incomplete responses will affect your total score.

Organizations can apply for between $5,000 and $15,000. Award amounts will not be less than $5k and no more than $15k. This year’s funding cycle is $400,000.

**1: Organization Mission Statement** (mission statement does not count against total application word count. If you are a fiscally sponsored project please include both the mission statement of the project organizer and of the organization serving as your sponsor).

**2: Project Description** (500 word limit – 20 points).

Describe the proposed project or activities.

**3: Organization Capacity** (300 word limit – 20 points)

Please provide information that demonstrates the project or organization’s ability to carry out the proposed project. Include information on the project’s accountability measures, evaluation process(es), or self-identified metrics of success.

**4: Impact on the Community** (400 word limit – 20 points)

All projects should have a favorable economic, educational, or cultural impact on the city. Please include information about how the project will enhance the urban environment of Albuquerque, increase awareness of the creative economy, and promote Albuquerque as an artistic community. Additionally, please explain how a specific population(s) will be served by the project, how the organization has worked in the population(s) the project will serve, and how any members of your organization are part of the identified population(s) served.

**Diversity, Equity, and Inclusion** (two questions – 30 points combined)

The City of Albuquerque has identified racial equity as a priority goal to address longstanding, racially disparate economic and social outcomes. Local government dollars used for contracting, consulting and procurement should benefit broad representation of Albuquerque’s population. Responder organizations must address how their project will contribute to addressing racial inequities.

**5A**: **Values, processes, and protocols** (300 word limit)

Describe how your project is committed to diverse, equitable engagement and outcomes at every level of the project. For example, have you adopted a policy on Diversity, Equity, and Inclusion? How will you set goals and track outcomes related to Diversity, Equity, and Inclusion? What racial/cultural equity practices, programs or initiatives of the organization are you implementing to expand opportunities and encourage inclusivity to otherwise underserved populations?

**5B**: **Leadership and populations served** (200 word limit)

Describe: (1) the demographics of the leadership of your organization and project; and (2) the demographics of the proposal’s beneficiaries as specifically as possible.

**6:** **Key Personnel** (200 word limit)

Description of up to two key Artist/Professionals and two key Administrative/Fiscal/Fundraising personnel and their role in the project. If using a fiscal sponsor/agent, include at least one bio of a key member of Fiscal Sponsor/Agent.

**7. Budget** (two sections – 20 points, 7A. Budget Narrative and 7B. Upload Budget Form)

It is essential that the submitted budget be reasonable, balanced, and represents a fair market value of services for dollars requested. There should be a demonstration of additional support from the community listed within the budget of the project. Provide additional information regarding any in-kind, earned income and/or matching support within the budget. The UETF should not be the sole source in funding the project.

**7A**: **Budget Narrative** (100 word limit)

 The budget narrative should describe briefly how the UETF funds will be used for this project. Describe all other sources of cash funds and in-kind contributions for this project including city, county, state, and federal grants or contracts for services, other non-profit organizations’ contributions, earned revenues and other community support.

The scope of all budget costs should be as complete as possible. Each cost should be a separate line item. Budget items should include:

1. The requested funding from UETF

2. Funding from other sources

3. Detailed descriptions of in-kind contributions

4. Possible additional expenses

**7B. Budget Form** – Attached budget here. Document size limit is 10mb. Download form here at <https://www.cabq.gov/urban-enhancement-trust-fund/apply-for-a-grant/how-to-apply>