

FY25 Annual Cycle

New Mexico Arts

Applicant Information

Key Deadlines for FY2025 Applicants:

Advance Reviews: October 23, 2023 @11:59 pm MT

Final Applications: December 8, 2023 @11:59 pm MT

What's an Advance Review? An Advance Review is offered prior to the final deadline to help applicants improve their applications and to check for mistakes that might cause ineligibility.

Advance Reviews are optional for returning applicants barring the two exceptions below.

Advance Reviews are required for:

- All new applicants.
- Returning applicants who were not funded in the last two years.
- Applicants who were declared ineligible or did not receive funding in the past year.

Please review the FY2025 Funding Guidelines before starting your application.

Helpful Links

Funding Guidelines and Application (including current grant guidelines, Evaluation and Scoring Guides, Applicant Tutorial, applicant documents, Artist Sample Tips, and FAQs.

Funding Categories

Lifecycle of a Grant Application

Please contact the New Mexico Arts Program Coordinator for your category with questions.

Please see the FY2025 Funding Guidelines for contact information.

Applicants:

Please be aware that the information you provide to New Mexico Arts in this application and through other documents and correspondence are public records and are subject to inspection and copying pursuant to the New Mexico Inspection of Public Records Act (IPRA). IPRA is a New Mexico state law that provides the public and media access to public information. The law requires open access to almost all public records in state and local government, with a few, limited exceptions. Under IPRA, the public has the right to take legal action if they are denied access to public records, an important mechanism to empower the public. A printable copy of the Attorney General's IPRA Compliance Guide is available online.

Funding Category*

Please select your funding category from the drop-down menu.

Descriptions of funding categories, category eligibility requirements, and additional application requirements may be found in the FY2025 Funding Guidelines. Selecting the incorrect category may result in your responding to incorrect criteria and be detrimental to your panel score.

New Mexico Arts can help you determine the correct funding category.

Choices

- Arts in Social Service
- Arts Learning in Community
- Arts Learning in Schools
- Arts Projects (Last FY \$100,000-\$749,999)
- Community Arts (Last FY \$0 - 99,999)
- Colleges, Universities, & Government Entities
- Local Arts Councils
- Major Cultural Organizations (Last FY \$750,000 or higher)
- Service Organizations
- Traditional Folk Art Projects

New Mexico County*

Please choose from the drop-down menu the New Mexico County in which your organization is located. This is where your office is and may be different than where any of your programs and services may happen.

Choices

- Bernalillo
- Catron
- Chaves
- Cibola
- Colfax
- Curry
- De Baca
- Doña Ana
- Eddy
- Grant
- Guadalupe
- Harding
- Hidalgo
- Lea
- Lincoln
- Los Alamos
- Luna
- McKinley
- Mora
- Otero

Quay
Rio Arriba
Roosevelt
Sandoval
San Juan
San Miguel
Santa Fe
Sierra
Socorro
Taos
Torrance
Union
Valencia

Organizational Status*

Please choose your organizational status. Your organizational status is your organization's legal status. New Mexico Arts can fund organizations with the following statuses: 501(c)3, tribal entities, government entities (including K-12 schools, colleges and universities), and others using a fiscal agent with such status.

If you are a new applicant and a 501(c)3 or are using a 501(c)3 as your fiscal agent, you will be required to provide your 501(c)3 IRS tax-exempt determination letter before we can determine your eligibility.

If you are in the process of getting your 501(c)3 determination, please note that you must have it before the final application deadline of December 8, 2023, or you must use a fiscal agent.

Choices

501(c)3
Tribal Entity
Government Entity (including K-12 schools, colleges and universities)
Using a Fiscal Agent

Applicant Legal Status If Using a Fiscal Agent

If you selected Using a Fiscal Agent above, please tell us your legal status as an applicant. Your status could be, but is not limited to:

Sole Proprietorship
Limited Liability Company (LLC)
Partnership
Consortium

Character Limit: 50

501(c)3 IRS Tax-Exempt Determination Letter

New applicants that are 501(c)3 organizations must upload their 501(c)3 IRS Tax-Exempt Determination Letter here by the final deadline of December 8, 2023.

New applicants using a fiscal agent must upload their fiscal agent's 501(c)3 IRS Tax-Exempt Determination Letter here by the final deadline of December 8, 2023.

(Returning applicants should see their 501(c)3 letter in their organization accounts, and do not need to resubmit it.)

Please name your file: YourOrganizationName_IRSLetter

File Size Limit: 1 MB

If Using a Fiscal Agent

Please provide the **name of your fiscal agent organization** and complete the fiscal agent information in the Fiscal Agent section near the end of the application.

Character Limit: 250

Board List*

Please upload your organization's board list at the time of application.

- Not a 501(c)3 and using a fiscal agent? Submit a list of advisory members for your organization.
- School, college, or university? Submit a list of the school board of trustees or board of regents.
- Unit of government? Submit a list of the municipal/county/Indian tribal commission or council.

The board list must include the following:

- 1) Note the officers of the board;
- 2) List the profession of each board member;
- 3) List the city/town of residence of each board member;
- 4) List the self-designated ethnicity/race of each board member.

Accepted file types: doc, docx, pdf, xlsx

Please name your file: YourOrganizationName_BRDLST

File Size Limit: 1 MB

Authorizing Official Information

Authorizing officials of 501(c)(3) organizations **must** be a member of the executive committee of your board (president, vice-president, secretary, or treasurer) or of your fiscal agent's board (if using a fiscal agent). The Authorizing official named has the authority to approve the application submission.

For governmental and tribal entities, authorizing officials may be the superintendent, city manager, or member of tribal government. Authorizing officials must have the authority to legally obligate the entity and approve application submission. Proof of such ability may be requested.

The authorizing official cannot be the same person as the project director (usually the person filling out the application).

Authorizing Official Name*

Character Limit: 250

Authorizing Official Title*

Character Limit: 250

Authorizing Official Email*

Character Limit: 254

Authorizing Official Telephone XXX-XXX-XXXX*

Character Limit: 12

Program Description

Mission Statement*

Please enter your organization's mission statement. (250 characters max.)

This is your organization's official mission statement that might be listed on your website.

Character Limit: 250

Summary of Proposed Activities*

Please provide a short description of your proposed programs or services for which funding is requested. (250 characters max.)

Some examples:

- Funding is requested for six theater performances for children and two school visits of a teaching artist.
- Funding is request for our annual music festival and three concerts in the schools.

- Funding is requested for six virtual workshops and our annual printed publication.

Character Limit: 250

Artistic Quality and Creativity*

Please address the Artistic Quality and Creativity evaluation criteria for your funding category. You will find detailed information about your specific funding category's evaluation criteria in the links below. Submitted artistic samples are part of the review of Artistic Quality and Creativity.

Please note: Your application will be reviewed by a peer panel. Each panelist will review your application against the published criteria. Therefore, we highly recommend that you use the criteria as headings in order to structure your narrative.

Evaluation Criteria:

- Creative Support Funding: Community Arts, Arts Projects, Major Cultural Organizations; Colleges, Universities, & Government Entities evaluation criteria
- Arts in Social Service evaluation criteria
- Traditional Folk Arts Projects evaluation criteria
- Arts Learning: In Schools & In Community evaluation criteria
- Local Arts Councils & Service Organizations evaluation criteria

Character Limit: 3300

Community Support, Representation, and Benefit*

Please address the Community Support, Representation, and Benefit evaluation criteria for your funding category. You will find detailed information about your specific funding category's evaluation criteria in the links below.

Please note: Your application will be reviewed by a peer panel. Each panelist will review your application against the published criteria. Therefore, we highly recommend that you use the criteria as headings in order to structure your narrative.

- Creative Support Funding: Community Arts, Arts Projects, Major Cultural Organizations; Colleges, Universities, & Government Entities evaluation criteria
- Arts in Social Service evaluation criteria
- Traditional Folk Arts Projects evaluation criteria
- Arts Learning: In Schools & In Community evaluation criteria
- Local Arts Councils & Service Organizations evaluation criteria

Character Limit: 3300

Reaching Populations Historically Underserved by the Arts*

As a public funder, New Mexico Arts is committed to funding programs and services that reach New Mexicans that do not have easy access to the arts or have not historically had such access.

Please address how your program(s) or services reach populations historically underserved by the arts due to ethnicity, economics, geography, or disability.

Which underserved groups are you serving in your community through your programs?

How are you reaching them?

How many individuals in those groups do you estimate will be served (be specific)?

Character Limit: 1000

Total Number of Individuals Benefiting*

How many individuals in total do you estimate will benefit from your proposed programs or services?

Individuals benefiting may be participants in your programs, workshops, or events whether in person or through virtual programming.

Character Limit: 250

Schedule of Programs and Services*

Please summarize the arts activities for which you are requesting New Mexico Arts support during the funding period July 1, 2024 to June 30, 2025. List the arts activity, number of years presented, and when and where the program will occur (include location and city). For new programs enter (0) years.

Use the formatting seen here. For example:

Arts Activity: Visual Arts Exhibition

No. of Years Presented: 5

When: January 2025 to May 2025

Where: Taos Center for the Arts, Taos

Arts Activity: Arts Education Workshop

No. of Years Presented: (0)

When: November 4, 2024

Where: Radisson Hotel, Albuquerque

Please fit to your specific events, exhibitions, programs or services.

Do not repeat what is in your narrative. One or two lines about the arts activity is allowed.

Character Limit: 3000

Key Personnel

Please provide the name and position for key administrative, artistic and technical personnel with the applicant organization (may be volunteers) involved in the **proposed program only**.

Include job title and job duties for the applicant organization, education, and brief work history.

Please include at least one personnel listing. Applicants with no paid staff should list board/advisory members or volunteers who act as administrative, artistic, and technical staff for the organization.

Select the most appropriate Personnel Position for each person listed.

The personnel information you provide helps the panelists determine if you have the artistic and administrative personnel qualified to carry out the proposed program or service.

1st Key Personnel*

Character Limit: 1500

Select 1st Key Personnel Position:*

Choices

Board Member
Contractor
Paid Staff
Volunteer

2nd Key Personnel

Character Limit: 1500

Select 2nd Key Personnel Position

Choices

Board Member
Contractor
Paid Staff
Volunteer

3rd Key Personnel

Character Limit: 1500

Select 3rd Key Personnel Position

Choices

Board Member
Contractor
Paid Staff
Volunteer

4th Key Personnel

Character Limit: 1500

Select 4th Key Personnel Position

Choices

Board Member
Contractor
Paid Staff
Volunteer

5th Key Personnel

Character Limit: 1500

Select 5th Key Personnel Position

Choices

Board Member
Contractor
Paid Staff
Volunteer

6th Key Personnel

Character Limit: 1500

Select 6th Key Personnel Position

Choices

Board Member
Contractor
Paid Staff
Volunteer

Artistic Samples

Artistic samples are your opportunity to demonstrate the artistic quality of the proposed program.

New Mexico Arts allows the following **maximum** number of artistic samples. File size restrictions may also apply.

Printed Materials and/or Digital Images: Up to eight (8)

Audio and/or Video: Up to three (3) links

- Present current work, preferably from within in the last two years.
- Be selective.

- Please include similar or actual programs for which New Mexico Arts support is being sought.

EACH VIDEO AND AUDIO SAMPLE MUST HAVE ITS OWN UNIQUE LINK. DO NOT GROUP SAMPLES AND PROVIDE ONE LINK.

Printed Materials and/or Digital Images

Printed material should reflect work and/or programs from within the last two years. Printed samples may include several pages (in one file) from a season program/brochure to highlight season information or overview of programs, newsletter, magazine anthology, review, article, letter of support.

We recommend Printed Materials be uploaded as pdfs.

Digital Images should reflect work and/or programs within the last two years. Digital image samples may include photos of contracted artist work samples, audiences, performances, and workshops.

We recommend Digital Images be uploaded as jpegs.

Accepted file types: pdf, jpeg, jpg, xlsx, doc, docx

Printed Material/Digital Image #1

Please provide a short (250 character) description and upload your first printed material/digital image.

Character Limit: 250 | File Size Limit: 2 MB

Printed Material/Digital Image #2

Please provide a short (250 character) description and upload your second printed material/digital image.

Character Limit: 250 | File Size Limit: 2 MB

Printed Material/Digital Image #3

Please provide a short (250 character) description and upload your third printed material/digital image.

Character Limit: 250 | File Size Limit: 2 MB

Printed Material/Digital Image #4

Please provide a short (250 character) description and upload your fourth printed material/digital image.

Character Limit: 250 | File Size Limit: 2 MB

Printed Material/Digital Image #5

Please provide a short (250 character) description and upload your fifth printed material/digital image.

Character Limit: 250 | File Size Limit: 2 MB

Printed Material/Digital Image #6

Please provide a short (250 character) description and upload your sixth printed material/digital image.

Character Limit: 250 | File Size Limit: 2 MB

Printed Material/Digital Image #7

Please provide a short (250 character) description and upload your seventh printed material/digital image.

Character Limit: 250 | File Size Limit: 2 MB

Printed Material/Digital Image #8

Please provide a short (250 character) description and upload your eighth printed material/digital image.

Character Limit: 250 | File Size Limit: 2 MB

Media Permission*

As a representative of the applicant organization, I give permission for use to New Mexico Arts for the submitted artistic samples. I understand that this material will be used solely for informational, social media, and other not-for-profit purposes and credit will be given to the organization unless otherwise indicated in the description.

Choices

Yes

No

Audio and/or Video Samples

Audio should reflect work and/or programs within the last two years and be a maximum of five (5) minutes each. Audio samples may include the work of program musicians, spoken word poetry, and radio.

Videos should reflect work and/or programs within the last two years and be a maximum of five (5) minutes each. Video samples may include excerpts from performances and/or montages. Present the strongest programming at the beginning of the sample. Brief, crisp montages are preferable to long performances.

Video and audio samples must be accessible via the link with no sign-in required. Please confirm the viewing permission settings before submitting your links.

Each video and audio sample must have its own unique link. DO NOT group samples and provide one link. Please ensure links remain live through the grant process.

Audio/Video Sample #1 Short Description

Character Limit: 250

Audio/Video Sample #1 Link

Please provide a link to your first audio and/or video sample.

Character Limit: 2000

Audio/Video Sample #2 Short Description

Character Limit: 250

Audio/Video Sample #2 Link

Please provide a link to your second audio and/or video sample.

Character Limit: 2000

Audio/Video Sample #3 Short Description

Character Limit: 250

Audio/Video Sample #3 Link

Please provide a link to your third audio and/or video sample.

Character Limit: 2000

Financial Information

Amount Requested*

All applicants will request a fixed grant amount of \$10,000, funding will be allocated based on available funding and panel score; full funding is not to be expected but rather a percentage of available funding.

From the drop-down menu below, select \$10,000 the maximum amount you are eligible to request.

You will find the Amount Requested required on the Budget Detail Form. Please be sure to use the same amount selected here.

Choices

10000

Budget Detail*

Please complete and upload the budget detail **for your proposed programs only** listing unrestricted Income and Expenses during the contract period (July 1, 2024 - June 30, 2025). Be sure to list Cash, the NM Arts Request, and any In-Kind attributed to the proposed program in both the Income and Expenses sections.

- In the first column, enter Total Cash Income and Total Cash Expenses, Total Cash Income and Total Cash Expenses should be equal.
- In the middle column, enter the NM Arts requested amount in Income and the corresponding amount in Expenses by line item. Income and Expenses should be equal.
- In the third column, enter In-Kind Income and In-Kind Expenses. In-kind Income and In-kind Expenses should be equal.

Please download the following file, enter your data, save, and upload the file below.

The downloadable Budget Detail form may be found here as a fillable PDF or Excel document:
Guidelines and Application

Please name your uploaded file: YourOrganizationName_BD

File Size Limit: 1 MB

Total In-Kind*

Please list Total In-Kind anticipated for your proposed program as reported in your Budget Detail. An In-Kind donation is a service or a good provided to an organization at no charge or at a reduced rate. It may be used to help satisfy the required match of 50% (half of which may be in cash and half in-kind.)

Any volunteer time should be at current market rate with a minimum hourly rate of the current federal minimum wage. Professional services should be at the professional's hourly rate. Donated materials and donated space (rental) directly involved with the proposed program should be calculated at fair market rate.

Do not include as In-Kind support board members' usual duties such as attendance at board meetings, organizational retreats, and committee meetings.

Please keep your detailed calculations. You may be asked to provide them at a later date.

Character Limit: 25

Last Completed Fiscal Year Income and Expense Statement*

Please upload an Income and Expense Statement for your organization's most recently completed 12-month fiscal year (3-5 pages).

For example, applicants on a calendar year will submit a statement for the period January through December 2022. Applicants with a fiscal year ending June 30, will submit a statement for the period July 2022 through June 2023.

- The Income and Expense Statement must be for the applicant (not the fiscal agent).
- Schools should submit an Income and Expense Statement for the applicant school and not the entire school district.
- Applicants whose programs are a line item in the budget of a larger institution/organization (colleges, universities, Indian tribal entities and other governments, and dbas) should submit an Income and Expense Statement for both the proposed program and the department or institution with oversight of the proposed program as one document.

Accepted file types: xlsx,doc,docx,pdf

Please name your file: YourOrganizationName_IS

File Size Limit: 1 MB

Financial Narrative*

Please discuss all of the following:

- Last fiscal year's Income and Expense Statement: Briefly explain significant income or expenses and/or major changes from previous years. If your last fiscal year's Income and Expense Statement shows a deficit, please discuss the steps taken to address it.
- Budget Detail. Briefly explain significant income or expenses and/or major changes from previous years.
- Describe potential new funders, partners, and long-term financial goals.

Character Limit: 2500

For Arts Learning in Schools Applicants ONLY

Letters from Principals

All Arts Learning in Schools applicants must upload a letter of commitment from the principal(s) of all schools in which they intend to work. The letter from the principal must state that s/he is committed to the project and include the level at which s/he will participate in and support the

project.

Please upload all letters from principals in one file.

Please name your file: YourOrganizationName_PL

Accepted file type: pdf

File Size Limit: 1 MB

For Organizations Using a Fiscal Agent ONLY

In completing this section, you affirm that you have read the Fiscal Agent Policy in the guidelines and that you and your fiscal agent have a written agreement outlining the terms of your relationship and that the fiscal agent and your advisory board have both acquired the necessary internal approval to authorize the application submission.

Name of Fiscal Agent Representative

The Fiscal Agent Representative must be a member of the executive committee (president, vice-president, secretary, treasurer) of the fiscal agent's board.

Character Limit: 250

Title of Fiscal Agent Representative

Character Limit: 250

Fiscal Agent Address

Character Limit: 250

Fiscal Agent City, State, and Zip Code

Character Limit: 250