

**2019**

**Clothes Helping Kids, Inc.**

**Grant Application for Central and Northern New Mexico Programs.**

**Information and Requirements**

Clothes Helping Kids, Inc. (CHK), a nonprofit organization established in 1999, collects used clothing and household goods for resale. Net income generated from these donations is awarded in grants to community-based organizations (not individuals) supporting children and youth in Central and Northern New Mexico.

The Board of Directors of CHK reviews all applications and selects grantees on a competitive basis. Applications must be for programs that work directly with children and/or youth, and address educational needs, health issues, human services, environmental concerns or traditional arts and culture. The Board has set these priorities, singly or in combination, as they believe these create building blocks that support significant developmental needs of children and youth.

Clothes Helping Kids welcomes applications from established not-for-profit organizations seeking up to $5,000 to support ongoing or new initiatives. In 2019, the Board of Directors will select grantees that best address CHK’s priorities and send notice of awards with a proposed payment schedule by the end of April 2019.

Applications will be evaluated on:

* Quality of focus on children and youth and the number of children/youth engaged;
* Proposed impact and effectiveness of the proposed program;
* Demonstrated need for this funding to accomplish the goals of the program;
* Geographic location of activities;
* Capacity to implement and administer the program;
* Commitment to evaluate program outcomes and report in a timely manner to CHK.

The Board of Directors has sole authority on all grant decisions.

**Each grant recipient is required to report on the expenditure of funds and submit an evaluation and summary of the program the funds supported; a template will be provided. Failure to submit the report by the due date will disqualify the organization from future grant consideration. Any funds not committed to the specific purpose of the Grant or not expended by DECEMBER 31, 2019 must be returned to CHK, unless written authorization is granted at least thirty (30) days prior to DECEMBER 31, 2019. Reports will be due January 6, 2020.**

PLEASE NOTE: Applications will not be reviewed if they request funds:

* For political or religious purposes;
* To retire indebtedness;
* For payment of interest or taxes or emergency needs;
* For annual campaigns or endowments;
* To influence legislation or elections;
* For private foundations;
* For organizations that discriminate on the basis of race, color, sex, age, religion, national origin, gender, familial status, marital status, disability, or genetic information.

**THIS APPLICATION MAY ALSO BE DOWNLOADED FROM OUR WEBSITE:**

[**www.clotheshelpingkids.org**](http://www.clotheshelpingkids.org)

Grant applications shall be a ***maximum*** of five pages, and include a copy of the organization’s IRS letter of determination. An IRS letter of determination **must** still be included even if you have previously sent one to CHK.

Applications may be mailed by U.S. Post or scanned and e-mailed. All applications ***must*** be received by 4:00PM (MT) Thursday, February 28, 2019. Any application received after the deadline or does not provide all the information requested will not be considered.

Upon receipt of your completed application an e-mail confirmation will be sent within two business days. If an e-mail from CHK is not received, please call our office at (505) 266-2002.

***Due Diligence Compliance: Grant applicants are reminded that U.S. Executive orders and U.S. law prohibit transactions with and the provision of resources and support to individuals and organizations associated with terrorism. It is the legal responsibility of the grant applicant to ensure compliance with these Executive orders and laws.***

Name of Organization:

Name of Program (if different):

Employer Identification Number (EIN#):

Mailing address (including city, state, and zip):

Physical address (if different from mailing address, include city, state and zip:

Contact Person:

Title:

Telephone (include area code):

Fax (include area code):

E-mail:

Total Amount Requested: $

County or Counties in NM:

Program Type (e.g. educational, health, etc.):

1. Short summary (no more than 500 words). Explain the history and purpose of the organization, length of time in existence, organizational status [e.g. 501-(c)-3 nonprofit, school, tribe] and what its focus on youth and children has accomplished.
2. Short summary (no more than 500 words). What will CHK Grant funds support and how will the funds address CHK’s priorities? Include what is expected to be achieved, the number of children and/or youth expected to be involved, and what the program goals are. Also note how the program will be evaluated.
3. Short summary (no more than 500 words). The CHK Board would like to know if and how a Grant received will make a difference. Does your organization have alternative funding sources?
4. Complete this form with a breakdown of the amount requested.

 Expense Item Amount Requested Other Funding Total

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Total Amount Requested: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.