

Grant opportunities Guidebook



**Private
&
Public
funding
sources**

Sixth Edition, April

2001

New Mexico Outreach Office
US-Mexico Border Health Commission

Background

The partner organizations would like to thank all who have contributed to this effort currently and in the past. This edition (5th) has been compiled, edited, and made available by the project team of Alice Salcido - *MCH Planner, Border Health Office*, Dawn Sanchez, *Coordinator for Dist. III - Improving Health Initiative*, Jennifer Burns - *student worker for Border Health Office*, Jenny Overby - *student worker for Border Health Commission*, and Jessie Overby - *student worker for Border Epidemiology Center*.

Grant Opportunities Guidebook

In order for organizations to be on this list, their funding criteria must be health related with emphasis on health disparities, minority populations, poverty, community development, children, youth, and families. Other criteria includes education, environment, housing, and bricks and mortar. The organizations listed are all possible funders in New Mexico.

This guidebook was developed to provide a condensed, user friendly format for those interested in acquiring funding. The information is current as of May, 2001. Please contact the funding sources to see if their deadlines are similar from year to year. It is the responsibility of the grant seeker to obtain more specific information and guidelines from the organizations before submitting a proposal. This information is subject to change without notice. This information can also be accessed on the BHO website at:

<http://www.nmsu.edu/~bho>

Trainings

Locations for upcoming grant writing training sessions offered by the Grantsmanship Center can be accessed through their website at:

<http://www.tgci.com>.

Information is also provided on how to subscribe to their free magazine which contains articles on the various aspects of grant writing as well as the schedule for their training program. Write or call:

The Grantsmanship Center Magazine
1125 W. Sixth Street, Fifth Floor
PO Box 17220, Los Angeles, CA 90017
Telephone: (213) 482-9860
Fax: (213) 482-9863

Contact Information

For comments and additional copies, please contact:

New Mexico Border Health Office
Attn: Alice Salcido, MCH Planner
1170 N. Solano Suite L
Las Cruces, NM 88001
(505) 528-5123 or 1-800-784-0394
Fax: (505) 528-6045
E-mail: Alices@doh.state.nm.us

New Mexico Outreach Office
U.S.-Mexico Border Health Commission
Attn: Hugo Vilchis, Director
P.O. Box 30001, Dept. 3BEC
Las Cruces, NM 88003
(505) 646-2926
Fax: (505) 646-8131
E-mail: hvilchis@nmsu.edu

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Table of contents

Grant Application Checklist 7

Regional Funding Sources (*NM and TX Based*) 11

National Funding Sources (*Private*) 21

Federal Funding Sources (*Public*) 41

Internet Resources 49



Grant Application Checklist

Taken from literature by Leah Steimel, Maternal Child Health Council
Coordinator, NM Prenatal Care Network

Before you start

- Develop long-range plans that project goals at least five years into the future. Be clear about what you want to accomplish before starting the application process.
- Review successful applications from grantseeker's whose projects are similar to yours. This helps you get good ideas and understand the level of competition.
- Completely research potential funding sources, a cursory look through a foundation directory isn't enough. Don't ignore the guidelines in the hopes of "fitting" your proposal into the foundation's niche.
- Verify available funding from the potential foundation.
- Read the application instructions. It sounds simple but federal agencies live by two rules: 1) The agency is always right. 2) When in doubt, see rule #1.
- Divide your efforts into three phases: writing, marketing, and management of the proposal.
- Writing the proposal should take about 40% of your time.
- Make sure you're on the right track, ask program officials to review a 3 - 5 page summary before proposal submittal.
- Develop a work timetable. You must budget enough time to complete your application before the deadline. Don't compete for the grant if you don't have time to do it properly.
- Keep a file with standard information such as staff resumes and community statistical data filed and updated. This allows concentration on specific grant information when it is time to apply.

Writing hints

- Don't give in to time pressures, a rushed proposal rarely wins.
- Avoid writing with jargon.
- The key to a strong proposal is proving the proposal will achieve its goal. Result areas should be clearly determined and measurement indicators should be outlined. Having clear performance standards cannot be underestimated.
- Begin each section with a strong, clear sentence.
- Do try to make your proposal interesting to read but don't go overboard.
- Check with the funding source for a preferred format, typestyle, etc.

Writing the proposal

- Management is vital. You must demonstrate you have the management skills and experience to deliver success.
- Marketing cannot be ignored, it should take about 10% of your time. Your organization must appeal to the potential funder, look professional, and whenever possible, involve key community figures.
- Know the funding source. Your chances of success can improve by 300% when you make contact with the funding source before and during the proposal-writing process. Don't ask for hidden agendas but do find out about general trends or new ideas the funding source is currently interested.
- Be more effective by using statistics, case studies, testimony, and other measurable data to prove your point. Writing about the problem you intend to solve isn't enough.
- Know your budget, it could be the first thing the funding source will check. Present the budget separately from the rest of the application. The budget must be realistic and bring credibility to your entire proposal. Review the figures for correctness and accuracy in reflecting your needs. Keep a record of how you arrived at your costs.
- Consider cooperation, many funding sources (federal agencies) prefer applications where more than one organization is involved. If you decide to submit a cooperative proposal, make sure there is a formal and informal relationship between grantees.

After the submittal

- Congratulations, you have just completed and submitted a proposal!
- If your proposal doesn't win support, keep calm. Do not berate funding officials or grant reviewers.
- Get more information on the results of the proposal review. Ask if it would be worth submitting another application in the future.
- Review your proposal with care and try to find places where the proposal might have been stronger.
- Your skills will only increase as you continue in your efforts to win foundation and grant opportunities.

Regional Funding Sources, New Mexico and Texas Based

Albuquerque Community Foundation	12
Border Fund	12
Carlsbad Foundation	13
Dale J. Bellamah Foundation	13
El Paso Community Foundation	13
El Paso Energy Foundation.....	14
Frost Foundation, LTD	14
Max & Anna Levinson Foundation	15
McCune Charitable Foundation	15
NM Children's Trust Fund	16
NM Community Foundation	16
New Mexico Women's Foundation	17
Paso Del Norte Health Foundation	17
Ronald McDonald House Charities	18
Santa Fe Community Foundation	18
Texas Health Department., HIV & STD Prevention Bureau	19

Albuquerque Community Foundation

P.O. Box 36960

Albuquerque, NM 87176-6960

Phone: (505) 883-6240

Website: <http://www.albuquerquefoundation.org>

Email: acf@albuquerquefoundation.org

Contact: Nancy Johnson

Funding Areas:

Arts & Culture, Children & Youth, Education, Health & Human Services, Environmental & Historical Preservation

Funding Cycle:

Grant applications can be submitted anytime during the year

Range:

Not specified.

Application Requirements:

Please call or write to the Foundation for the development of proposal guidelines. See website for further details.

Geographic Area:

Priority is to Albuquerque area only.

Border Fund

John D. Williams Company

415 East Yandell

El Paso, Texas 79902

Phone: (915) 496-8401

Fax: (915) 496-8550

Funding Areas:

Homelessness; Hunger; Women; Children & the Disadvantaged.

Funding Cycle:

Please contact coordinator to request specific guidelines.

Range:

Not specified.

Application Requirements:

All requests for support require a completed application form which can be obtained from the address listed above.

Geographic area:

El Paso/Juarez and Southern New Mexico.

Carlsbad Foundation

116 South Canyon
Carlsbad, NM 88220
Phone: (505) 887-1131
Contact: Jim Harrison, Executive Director

Funding Areas:

Arts & Humanity; Community Development; Education, Environment; Health & Human Services; Law & Protection

Funding Deadlines:

Write for specific deadlines.

Range:

Not specified.

Application Requirements:

Must be 501(c)3 status organization.

Geographic Area:

Grants are funded only in Carlsbad, NM and South Eddy County.

Dale J. Bellamah Foundation

Box 36600, Station D
Albuquerque, NM 87176
Phone: (505) 293-1098
Contact: A.F. Patenziani

Funding Areas:

Hospitals (general), Health Care; Mental Health Treatment; Health Associations; Youth Services

Funding Cycle:

December of each year.

Range:

Not specified.

Application Requirements:

Submit letter of inquiry outlining your proposal. There are no specific grant guidelines.

El Paso Community Foundation

10th Floor Historic Cortez Building
310 N. Mesa, Tenth Floor
Phone: (915) 533-4020
Fax: (915) 532-0716
Website: <http://www.epcf.org>
Email: info@epcf.org
Contact: Gary Williams

Funding Areas:

Arts & Humanities; Education; Civic Affairs/Public Benefit; Health & Disabilities; Environment/Animal Welfare; Human Services

Funding Cycle:

Funding cycle deadlines vary during year. Contact Foundation for current deadlines.

Range:

Not specified.

Application Requirements:

Download applications online. Application requirements are outlined on the Foundation website.

El Paso Energy Foundation

P.O. Box 2511

Houston, TX 77252

Phone: (713) 420-2878

Fax: (713) 420-6341

Contact: *Daren Ding*

Funding Areas:

Philanthropy; Improvement of Education: Arts; Medicine

Funding Cycle:

Grant applications can be submitted anytime during the year

Range:

Not specified.

Application Requirements:

Contributions are limited to non-profit, tax-exempt organizations that have obtained IRS status under Section 501(c) (3) of the IRS Code, and where appropriate, under Section 170(c). Proof of the exemption must be submitted with grant applications. Please do not contact the Foundation as to the status of your proposal once it has been submitted; they will respond to your inquiry in less than four months.

Frost Foundation, LTD.

511 Armijo Street, Suite. A

Santa Fe, NM 87501

Phone: (505) 986-0208

Fax: (505) 986-0430

Website: <http://www.frostfound.org>

Email: info@frostfound.org

Contact: *Phillip B. Howell*

Funding Areas:

Human Service Needs; Environment; Education

Funding Cycle:

Deadlines are June 1st and December 1st

Range:

Not specified.

Application Requirements:

Please include the following: one-page summary of institution/ organization including mission, evidence of tax-exempt status, amount requested, statement of specific need(s) to be met by the project, budget projection with time frame, qualifications of the staff members to serve the project. New Mexico applicants must have a letter from the NM Attorney General verifying the agency. You can contact the **NM Attorney General** at: **(505) 827-6060**. No faxes will be accepted.

Geographic Area:

Proposals from New Mexico and Louisiana only.

Max & Anna Levinson Foundation

P.O. Box 6309

Santa Fe, NM 87502-6309

Phone: (505) 995-8802

Fax: (505)995-8982

Website: <http://www.levinsonfoundation.org>

Email: info@levinsonfoundation.org

Contact: *Charlotte Talberth*

Funding Area:

Environment; Social; Cultural; Youth; Jewish; Israel

Funding Cycle:

Deadlines for proposals are April 1, however, applications are accepted year-round.

Range:

\$5,000-\$10,000

Application Requirements:

To submit a proposal, fill out the online application form and submit a 2-6 page proposal statement to the Foundation. Faxes are not accepted.

McCune Charitable Foundation

345 Alameda Street

Santa Fe, NM 87501

Phone: (505) 983-8300

Fax: (505)983-7887

Website: <http://www.nmmccune.org>

Contact: *Fran Sowers*

Funding Area:

Funding is restricted to community-based, community-driven projects in New Mexico. See website for specific funding areas.

Funding Cycle:

See website for specific annual deadlines.

Range:

Not specified.

Application Requirements:

Submit a special application form to apply for funding. In addition to application form, submit a statement letter. The letter must not exceed 2 pages and include: organization information, project description, intended project result, total amount requested, project duration, project funding strategy, total current amount budgeted for the organization, one sentence certifying the status of 501 (c) 3 status. Not for individuals! See website for further application details.

NM Children's Trust Fund

Children, Youth, and Families Department
Prevention and Intervention Division

3401 Pan American Freeway NE

Albuquerque, NM 87107

Phone: (505) 841-4878

Fax: (505) 841-4803

Contact: *Tracy Jones*

Funding Areas:

Providing means to develop innovative, community-based programs to prevent child abuse and neglect.

Funding cycle:

July 1st through June 30th of each year

Range:

Maximum \$35,000 for 1st year; 100% for 2nd year; 90% for 3rd year; and 80% for 4th year. Mini-grants also exist for the year 2001 with a maximum amount of \$10,000.00

Application Requirements:

Public/private non-profit corporation with 501(c) (3) status. Government agencies include public schools, tribal units, and institutions of higher education or a not for profit based community organization.

NM Community Foundation

1227 Paseo de Peralta

Santa Fe, NM 87501

Phone: (505) 828-6860

Fax: (505) 820-7860

Website: <http://www.nmcf.org>

Email: nmcf@nmcf.org

Funding Areas:

Programs that focus on community collaboration, leadership, and encourage civic participation.

Range:

Not specified.

Application Requirements:

Contact foundation for specific application deadlines.

New Mexico Women's Foundation

551 Cordova Rd. Box 411

Santa Fe, NM 87501

Phone: (505) 983-6155, Toll Free: 888-218-6693

Fax: (882) 983-5390

Website: <http://www.nmwf.org>

Email: women@nmwf.org

Contact: *Patricia Erickson, Chair*

Funding Areas:

Women's & Girls' Projects in NM: Education; Economic Development; Health; Legal; Arts & Culture

Funding Cycle:

Spring and Fall

Range:

Not specified.

Application Requirements:

Contact the Foundation to find out funding priorities and guidelines. Send a one-page letter of intent. Letter should contain a brief project description including how women and/or girls benefit, contact person with address and phone number, project duration, justification of project need, amount requested, total project cost, who will be served, the project manager, geographic area served, expected results, and how the three criteria will be met. Applicants whose letter's of intent meet Foundation criteria will be sent an application.

Paso Del Norte Health Foundation

1100 N. Stanton, Suite. #510

El Paso, TX 79902

Phone: (915) 544-7636

Fax: (915) 544-7713

Website: <http://www.pdnhf.org>

Funding Areas:

Prevention and Education related issues

Funding Cycle:

All grants are initiated through solicitations for proposals. Contact Foundation for specific information.

Range:

Not specified.

Application Requirements:

No unsolicited proposals will be accepted.

Geographic Area:

Priority is Otero and Doña Ana Counties (NM) and the El Paso/Juarez area.

Ronald McDonald House Charities (RMHC)

1011 Yale Avenue, NE
Albuquerque, NM 87106

Phone: (505) 842-8960

Fax: (505) 764-0412

Website: <http://www.rmhc.com>

Email: smann@nh.net

Contact: *Sandra Mann*

Funding Areas:

Programs that directly benefit children in the areas of health care, medical research, education and the arts, or civic and social concerns.

Funding Cycle:

Grant applications can be submitted anytime during the year; the board meets quarterly.

Range:

Not specified.

Application Requirements:

The grant proposal must be submitted on a RMHC grant application form, which can be downloaded online. It must include a cover letter on stationery, signed by an authorized organization official requesting consideration, objectives and expected outcomes, concise description of the needs, specific purpose for the funds requested, project evaluation process, a budget and financial statements past donor information, and a list of the board of directors. The organization must be IRS 501(c)(3) tax exempt and proof must be submitted along with the other information.

Santa Fe Community Foundation

P.O. Box 1827

Sante Fe, NM 87504-1827

Phone: (505) 988-9715

Website: <http://www.santafecf.org>

Email: foundation@santafecf.org

Contact: *Dolores E. Roybal, Program Officer*

Funding Areas:

Health & Human Services; Arts; Civic Affairs; Environment; Education

Funding Cycle:

Deadlines are December 1 and June 1.

Range:

Average grant size = \$8,000

Application Requirements:

Submit proposal of no more than 3 pages plus attachments. See website for specific application requirements. Not for individual, religious, political purposes, or money for endowments.

Geographic Area:

Priority is to Northern NM and Santa Fe areas.

Texas Health Dept., HIV & STD Prevention Bureau

Texas Department of Health

1100 West 49th Street

Austin, TX 78756-3199

Phone: (512)458-7111

Website: <http://www.tdh.state.tx.us/hivstd/grants/default.htm>

Funding Areas:

Ryan White HIV Special Projects for Underserved and Emerging Populations

Funding Cycle:

See website for deadlines

Range:

\$500,000 to fund 4-7 projects for one year

Application Requirements:

Texas public or private nonprofits, including public or private hospitals. See website for additional grant application details.

National Funding Sources (Private)

AAUW Educational Foundation	23
Arthur Vining Davis Foundation	23
AT&T Foundation	23
Avon Products Foundation, Inc.	24
Bank Of America Foundation	24
Ben & Jerry's Foundation	25
Annie E. Casey Foundation	25
Commonwealth Fund	26
Compton Foundation, Inc.	26
Educational Foundation of America	27
Ford Foundation	27
General Mills Foundation	28
Gerber Foundation	28
Hasboro Children's Foundation	29
Edward W. Hazen Foundation	29
William Randolph Hearst Foundation	30
Honeywell Foundation	30
Ittleson Foundation, Inc.	31
Robert Wood Johnson Foundation	31

Continued...

Henry J. Kaiser Family Foundation	32
W.K. Kellogg Foundation	32
Kresge Foundation	33
John D. and Catherine T. MacArthur Foundation	33
Josiah Macy, Jr. Foundation	34
Fannie Mae Foundation	34
Newman's Own	35
Jessie Smith Noyes Foundation	35
David and Lucile Packard Foundation	36
Pew Charitable Trusts	37
Public Welfare Foundation	37
Rockefeller Foundation	38
Turner Foundation	38
UPS Foundation	39
US WEST Foundation Grants	39



AAUW Educational Foundation

American Association of University Women

1111 Sixteenth Street, N.W.

Washington, D.C. 20036

Phone: (202) 728-7602

Website: <http://www.aauw.org>

Email: foundation@aauw.org

Funding Areas:

Helping women reach educational goals through fellowships and grants.

Funding Cycle:

See website for information on various deadlines.

Range:

Not specified.

Application Requirements:

The AAUW Foundation is one of the largest sources of private funding for educational programs that directly benefit women and girls. The Foundation funds: groundbreaking research, fellowships and grants, special awards, and vital community action projects. See website for specific details.

Arthur Vining Davis Foundation

111 Riverside Ave., Suite 130

Jacksonville, FL 32202-4921

Phone: (904) 359-0670

Fax: (904) 359-0675

Website: <http://www.jvm.com/davis>

Email: arthurvining@bellsouth.net

Contact: *Dr. Jonathan T. Howe, Executive Director*

Funding Areas:

Health Care; Public Television; Secondary Education; Private Higher Education; Religion (Graduate Theological Education)

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

Not specified.

Application Requirements:

Contact Foundation for application requirements.

AT&T Foundation

1875 Lawrence Street, Suite 750

Denver, CO 80202

Phone: (303) 298-6327

Website: <http://www.att.com/foundation>

Funding Area:

Arts & Culture; Education; Civic Programs; Community Service

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

Not specified.

Application Requirements:

Seek projects that meet society's needs and relate to AT&T's business interest. Focus is on cities or regions with large concentrations of AT&T employees and business operations. Those in the Western Region (AK, AZ, CO, IA, MN, MT, NE, NM, ND, SD, UT, WA, WY, ID, OR). Other websites include: <http://www.att.com/learning-network>

Avon Products Foundation, Inc.

World Headquarters

1345 Ave. of the Americas

New York, NY 10105-0196

Phone: (212) 244-5368

Fax: (212) 621-3321

Website: <http://www.avon.com/about/women/foundation/foundation.html>

Contact: *Regional Director, (818) 578-8000*

Funding Areas:

Education; Community & Social Services; Arts; Breast Cancer Organizations & Programs

Funding Cycle:

Grant applications can be submitted any time during the year.

Range:

\$25,000-\$100,000/year for a maximum of 2 years.

Application Requirements:

See Foundation website for complete application kit.

Bank of America Foundation

Bank of America Corporate Center

Collier Center

201 East Washington Street

Phoenix, AZ 8004-2343

Phone: 1-800-488-9802

Website: <http://bankofamerica.com/foundation>

Contact: *Jane Tracy, Contributions Specialist*

Funding Areas:

Providing Educational Opportunities, Building Inclusive Communities, and Promoting Cultural Outreach.

Funding Cycle:

Grant applications can be submitted any time during the year.

Range:

Not specified.

Application Requirements:

See Foundation website for application information. Awards are not made to individuals and organization must be 501(c)(3) status.

Ben & Jerry's Foundation

30 Community Drive

South Burlington, VT 05403-6828

Phone: (802) 846-1500

Website: <http://www.benjerry.com>

Contact: *Rebecca Golden, Director*

Funding Areas:

Social, Institutional, and/or Environmental Change

Funding Cycle:

Grant applications can be submitted anytime but should be sent out at least 10 weeks prior to trimester deadlines: January 1, March 1, July 1, and November 1.

Range:

\$1,000 - \$15,000

Application Requirements:

Two-stage application process. The initial letter of interest should contain specific information as indicated. If the application is chosen for further consideration, the organization will be invited to submit the full proposal. Please call or see website for specific application details.

Annie E. Casey Foundation

701 St. Paul Street

Baltimore, MD 21202

Phone: (410) 547-6600

Fax: (410) 547-6624

Website: <http://www.aecf.org>

Email: webmail@aecf.org

Contact: *Office of the President*

Funding Areas:

Policy, Service Delivery, and Community Support for Children and Families.

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

Not specified.

Application Requirements:

Submit letter of inquiry no more than 3 pages outlining the proposal, the goals of the project, the population served, the amount of funds requested, and a brief history of the organization. Foundation staff will review the material and reply in writing after approximately 30 days. No grants to individuals.

Commonwealth Fund

One East 75th St.
New York, NY 10021-2692
Phone: (212) 606-3800
Fax: (212) 606-3500
Website: <http://www.cmwf.org>
Email: cmwf@cmwf.org

Funding Areas:

Improving Health Care; Improving Health of Minorities, Elderly, Youth;
Promoting Healthy Lifestyles

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

Not specified.

Application Requirements:

Send letter of inquiry through mail or via electronic mail. The letter should be no longer than 2 pages. Describe problem, approach, utility of project, work plan, funds requested, and qualifications of director. Most funding is for research and public policy issues. See website for specific application requirements.

Compton Foundation, Inc.

545 Middlefield Rd., Suite 178
Menlo Park, CA 94025
Phone: (650) 328-0101
Fax: (650) 328-0171
Website: <http://www.comptonfoundation.org>
Email: info@comptonfoundation.org

Funding Areas:

Peace & World Order; Population; Education; Environment; Community Welfare & Social Justice

Funding Cycle:

Deadlines are February 15th and September 15th of each year.

Range:

Range for board grants are not specified. Discretionary grants range between \$200 and \$10,000.

Application Requirements:

Project must be relevant to the Foundation's priorities. Proposals should be brief, 3-4 pages, and include the organization description, specific project, means to accomplish the goal and evaluation plan, any previous work supported by the Foundation also include qualifications of key people involved (1 pg.), project budget, sources of financial support, an organizational budget, and a copy of the tax exemption letter. Awards are not given to individuals.

Educational Foundation of America

35 Church Lane

Westport, CT 06880-3515

Phone: (203) 226-6498

Website: <http://www.efaw.org>

Email: efa@efaw.org

Contact: *Diane M. Allison, Executive Director*

Funding Areas:

Environment; Energy; Overpopulation & Reproductive Freedom; Native Americans; Art; Education; Medicine; Human Services

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

Not specified.

Application Requirements:

A submitted letter of inquiry is necessary so that the Foundation may determine whether or not it will request a full proposal. The letter should be no more than 2 pages printed back to back on unbleached, recycled paper. Identify organization, including mission, date of funding, location, region of focus, past and current projects, name and brief description of founder(s), affiliation with other organizations, purpose, intended results, duration, amount of request, funding strategy, total budget of project and organization.

Ford Foundation

320 East 43 Street

New York, NY 10017

Phone: (212) 573-5000

Fax: (212) 351-3677

Website: <http://www.fordfound.org>

Email: office-communications@fordfound.org

Funding Areas:

Media, Arts & Education; Peace & Social Justice; Asset Building & Community Development

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

Not specified.

Application Requirements:

Before any request is made for a grant or program related investment, a brief letter of inquiry is advisable to determine whether the Foundation's present interests and funds permit consideration of the request. Please call or see website for the content of the letter of inquiry. After receiving the letter, the Foundation may ask for a formal proposal.

General Mills Foundation

P.O. Box 1113

Minneapolis, MN 55440

Phone: (612) 540-7891

Website: <http://www.generalmills.com/explore/community/foundation>

Funding Areas:

Education; Family Life; Nutrition & Health; Arts & Culture

Funding Cycle:

See website for deadlines.

Range:

Grants range from \$1,000 to \$100,000

Application Requirements:

Download a grant application online. Send the application with your proposal to the Community Partnership Council in your region.

Gerber Foundation

4747 W. 48th Street, Suite 153

Fremont, MI 49412

Phone: (231) 924-3175

Fax: (231)924-7906

Website: <http://www.gerberfoundation.org>

Email: tgf@ncisd.net

Contact: *Barbara J. Getz, Executive Director*

Funding Area:

Child Care; Nutrition & Development; Child Abuse Prevention

Funding Cycle:

February 1 - education and training grants; May 1 - science and research grants; August 1 - infant and child-related programs.

Range:

Not specified.

Application Requirements:

Interested agencies are encouraged to discuss proposals with Foundation staff before submitting them. Submit one copy of proposal, typed and double

spaced. See Foundation website for specific proposal guidelines and to obtain grant application.

Hasboro Children's Foundation

32 West 23rd Street

New York, NY 10010

Phone: (917) 606-6264

Website: <http://www.hasboro.org>

Contact: Jane Engledardt

Funding Area:

Supports innovative model education projects, including start-up, development and expansion of direct service programs that improve the quality of life for disadvantaged children, from birth through age 12. The Foundation also funds fully accessible play spaces for children.

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

\$5,000-\$35,000 local

\$40,000-\$350,000 national

Application Requirements:

Send a letter to the Foundation requesting application.

Edward W. Hazen Foundation

309 Fifth Avenue, Rm 200-3

New York, NY 10016

Phone: (212) 889-3034 ext. 21

Website: <http://www.hazenfoundation.org>

Email: hazen@hazenfoundation.org

Contact: Barbara Taveras, Exec. Director

Funding Areas:

Public Education & Youth Development

Funding Cycle:

Deadlines are January 15th and July 15th.

Range:

\$20,000 - \$50,000

Application Requirements:

Applicants should first send a two-page letter of inquiry highlighting the goals, objectives, activities, target populations, duration, and total cost of the program. Priority is given to states with high concentrations of minorities, poverty, and Native American population. **NM is one of the 16 priority states.** A proposal guide can be obtained by calling the Foundation or via email.

William Randolph Hearst Foundation

90 New Montgomery Street, Suite 1212

San Francisco, CA 94105

Phone: (415) 543-0400

Fax: (415) 243-0760

Website: <http://hearstfdn.org>

Contact: *Thomas Eastman, Western Director*

Funding Areas:

Education; Health; Social Service; Culture

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

Not specified.

Application Requirements:

Favors organizations that serve large areas. Submit one-page summary describing the organization's mission, purpose, and amount of request (not to exceed 5 pages). Also submit budget with project costs, current FY's budget, most recent audited financial report, current and potential sources of support, names of board members, IRS documentation of 501(c)(3) status. See Foundation website for specific guidelines.

Honeywell Foundation

101 Columbia Road

Morristown, NJ 07962

Phone: (973) 455-2000

Fax: (973) 455-4807

Website: <http://www.honeywell.com/charitablegiving/>

Contact: *Duane Yourko*

Funding Areas:

Education; Community Support; Energy & Environment

Funding Cycle:

Contact Foundation for funding cycles.

Range:

\$1,000 community grants awarded.

Application Requirements:

Foundation requires specific application forms for each grant or contribution. Organizational information, purpose or grant, evaluation, must be included. Application form located online.

Ittleson Foundation, Inc.

15 East 67th Street

New York, NY 10021

Phone: (212) 794-2008

Fax: (212) 794-0351

Website: <http://www.Ittlesonfoundation.org>

Funding Areas:

AIDS; Environment; Mental Health

Funding Cycle:

Deadlines are before April 1 and September 1 of every year.

Range:

\$10,000 - \$170,000

Application Requirements:

Send a brief letter to the Executive Director describing the organization and the work for which funds are being sought, along with a budget and evidence of tax-exempt status. If the activity falls within the current scope of the Foundation's interests, the applicant will be asked to supply additional information.

Robert Wood Johnson Foundation

Office of Proposal Management

Rt. 1 and College Rd

P.O. Box 2316

Princeton, NJ 80543-2316

Phone: (609) 452-8701/ Fax: 1-888-727-1966

Website: <http://www.rwjf.org>

Email: proposals@rwjf.org

Contact: *Richard J. Toth, Office of Proposal Management*

Funding Areas:

Access to Basic Health Care; Substance Abuse; Chronic Health Conditions

Funding Cycle:

RWJ awards grants in two ways: (1) through competitive national programs where the Foundation issues a call for proposals or other invitational announcement; (2) to applicants seeking funding for unsolicited projects. Grants for these projects are made throughout the year. There are no specific application forms or deadlines.

Range:

Not specified.

Application Requirements:

The first step is to determine whether your proposal fits under one of the Foundation's current competitive national programs. To apply for one of the competitive national programs, consult the Foundation's call for proposal for that

program. To apply for funding for an unsolicited project, submit a preliminary letter of inquiry, not a fully developed proposal. Once received, your letter will be examined to determine whether the proposal falls sufficiently within the program guidelines. If not, you will be promptly notified.

Henry J. Kaiser Family Foundation

2400 Sand Hill Road

Menlo Park, California 94025

Phone: (650) 859-9400

Fax (650) 854-4800

Publication request line: 1-800-656-4KFF

Website: <http://www.kff.org>

Contact: *Renee Wells, Grant Contact Manager*

Funding Areas:

Grant making concentrates on government's role in health and on the health of low-income and minority groups. Within these board interests, the main focus is on four main areas: Health Policy; Reproductive Health; HIV Policy; and Health & Development in South Africa.

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

Not specified.

Application Requirements:

Most grants are initiated by the Foundation, however, the Foundation also welcomes unsolicited proposals. The Foundation prefers that prospective applicants submit a preliminary letter (2-3 pages in length) that briefly describes the proposed project, along with an estimate of the total budget and the amount requested from the Foundation. Each request for support is carefully reviewed to determine if it falls within the Foundation's current program interests. If the project qualifies, it is assigned to the appropriate program officer who may request a full proposal or further information. Contact the Foundation for further information about funding opportunities.

W.K. Kellogg Foundation

Supervisor of Proposal Processing

One Michigan Ave. East

Battle Creek, MI 49017-4058

Phone: (616) 968-1611

Fax: (616) 968-0413

Website: <http://www.wkkf.org>

Funding Areas:

Health; Food Systems; Rural Development; Youth/Education; Philanthropy/ Volunteerism; (See website for other funding areas.)

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

Not specified.

Application Requirements:

Preproposal applications are available online and can be sent to the Foundation via email. Applications should be no longer than 5 pages. Go to the Foundation website for specific application guidelines. The Foundation will review the proposal and will decide if a more detailed proposal will be invited.

Kresge Foundation

3215 W. Big Beaver Road

P. O. Box 3151

Troy, Michigan 48007-3151

Phone: (248) 643-9630

Fax: (248) 643-0588

Website: <http://www.kresge.org>

Email: WFLMoses@Kresge.org

Contact: William Moses

Funding Areas:

Construction & Renovation Projects; Purchase of Major Equipment; Real Estate; Arts & Humanity; Science & Environment; Higher Education; Science Initiative; Health & Human Services

Funding Cycle:

Call or write Foundation for specific deadlines.

Range:

\$150,000-\$500,000

Application Requirements:

See website, call, or write Foundation for guidelines.

John D. and Catherine T. MacArthur Foundation

Office of Grants Management

140 S. Dearborn St.

Chicago, IL 60603

Phone: (312)726-8000

Fax: (312) 920-6258

Website: <http://www.macfdn.org>

E-mail: 4answers@macfound.org

Funding Areas:

Access to Economic Opportunity; Building Community Capacity; Child & Youth Development; Mental Health; Research Policy Analysis

Funding Cycle:

Grant applications can be submitted anytime during the year, however, special grant deadlines are listed on the Foundation's website.

Range:

\$160,000 - \$375,000

Application Requirements:

Send a letter of inquiry to the Foundation's Office of Grants Management. The 2 to 3 page letter should include a brief statement of purpose, significance of issue and how it relates to the Foundation's interests, how the project will address these issues, how the issues relate to your organization, and why your organization is qualified to undertake this project, the audience and how you plan on communicating with them, and a rough estimate of the cost of the project. Inquiry letters can be sent electronically by sending information to: apply@macfound.org.

Josiah Macy, Jr. Foundation

44 East 64th Street

New York, NY 10021

Phone: (212) 486-2424

Fax: (212) 644-0765

Website: <http://www.josiahmacyfoundation.org>

Email: nickrjmacy@aol.com

Contact: *Nicholas Romano*

Funding Areas:

Medical Education

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

\$2,000 - \$25,000

Application Requirements:

Preliminary letter of inquiry should be addressed to the president and should include: name of the sponsoring agency, description of the project, names and qualifications of the persons who will be responsible for the project, expected cost and duration of the project (including an itemized budget), documents proving tax-exempt status and a letter of endorsement from the sponsoring institution.

Fannie Mae Foundation

Community Outreach Grant Program

Two Galleria Tower

13455 Noel Road, Suite 600

Dallas, TX 75240-5003

Phone: (972) 773-7527

Fax: (972) 773-7437

Grants Hotline: (202) 274-8057

Website: <http://www.fanniemaefoundation.org>

Email: grants@fanniefoundation.org

Funding Areas:

Housing & Community Development; Youth & Work Preparedness; Health & Human Services; Civic, Cultural & Public Affairs

Funding Cycle:

Letters of inquiry must be received by June 22, 2001. See website for all Foundation deadlines.

Range:

Not specified.

Application Requirements:

Initial letter of inquiry required. Can be submitted online or via mail. Full proposals will only be accepted from organizations that have been invited to submit following the Foundation's letter of inquiry review. Proposals must be a maximum of 10 pages, typed and double spaced of narrative plus attachments. See foundation website for specific application guidelines.

Newman's Own

246 Post Rd. East

Westport, CT 06880

Phone: (203) 222-0136

Fax: (203) 227-5630

Website: <http://www.newmansown.com>

Funding Areas:

Charitable & Educational Causes

Funding Cycle:

Deadline is Sept. 1 of every year, however, submit as early in the year as possible.

Range:

Not specified.

Application Requirements:

Submit required form (can be downloaded from Newman's Own website or will be sent upon request) with proposal. See website for specific guidelines. Faxed or emailed proposals are not accepted.

Jessie Smith Noyes Foundation

6 East 29th St., 12th Floor

New York, NY 10016-0112

Phone: (212) 684-6577 / Fax: (212) 689-6549

Website: <http://www.noyes.org>

Email: noyes@noyes.org

Contact: *Victor de Luca, Sustainable Communities; Millie Buchanan, Toxics; Wilma Montanez, Reproductive Rights; Kolu Zigbi, Sustainable Agriculture New York Environment*

Funding Areas:

Environment & Population; Reproductive Rights; Sustainable Agriculture; Sustainable Agriculture; Metropolitan NY Environment

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

Not specified.

Application Requirements:

Submit a letter of inquiry, not more than 3 pages, including: a brief statement of issues, history of organization, and summary of accounts for which you are asking support, duration of project, funding needed, amount requested from Foundation, and other sources of support. The Foundation funds organizations at the grass roots level. After review of letter, a full proposal may be requested.

David and Lucile Packard Foundation

300 Second Street, Suite 200

Los Altos, California 94022

Phone: (650) 948-7658

Website: <http://www.packfound.org>

Email: inquiries@packfound.org

Contact: *Richard T. Scholsberg III, President*

Funding Areas:

Science: Center for the Future of Children (Health, Child Development, Child Abuse & Neglect, Center-Initiated Projects); Population; Conservation; Arts & Film Preservation; Education; Community; Special Areas

Funding Cycle:

Deadlines include: January 15, April 15, July 15, and October 15. Proposals are reviewed quarterly.

Range:

Not specified.

Application Requirements:

Before preparing any proposal, please carefully review the guidelines and geographic limitations of your area of interest. Proposals for all funding areas must include specific elements and there are areas in which unsolicited proposals are not accepted. Call Foundation or see website.

Pew Charitable Trusts

One Commerce Square
2005 Market Street, Suite 1700
Philadelphia, PA 19103-7077
Phone: (215) 575-9050
Fax: (215) 575-4939
Website: <http://www.pewtrusts.com>
Email: gseidel@pewtrusts.com

Funding Areas:

Culture; Education; Environment; Health & Human Services; Public Policy & Religion.

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

\$100,000 - \$300,000

Application Requirements:

The Trust maintains a strong commitment to the Philadelphia region. In addition to grant making through individual programs, the Trust funds some independent projects each year outside the funding areas. A submitted letter of inquiry is necessary so that the Trust may determine whether or not it will request a full proposal. Please call or see website for application guidelines.

Public Welfare Foundation

1200 U. Street, NW
Washington, D.C. 20009-4443
Phone: (202) 965-1800
Fax: (202) 265-8851
Website: <http://www.publicwelfare.org>
Email: general@publicwelfare.org
Contact: Review Committee, Public Welfare Foundation

Funding Areas:

Criminal Justice; Disadvantaged Elderly; Disadvantaged Youth; Environment; Health; Population & Reproductive Health; Community Support; Trustee Initiated Grants. See website for additional funding areas.

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

Generally between \$25,000 and \$50,000. Some grants are beyond this range.

Application Requirements:

See foundation website for further information about grant guidelines. Submit proposals by email to: reviewcommittee@publicwelfare.org.

Rockefeller Foundation

420 Fifth Avenue

New York, NY 10018-2702

Phone: (212) 869-8500

Fax: (212) 764-3468

Website: <http://www.rockfound.org>

Funding Areas:

Creativity & Culture, Food Security, Health Equity, Working Communities, Global Inclusion.

Funding Cycle:

Grant applications can be submitted anytime during the year.

Range:

Not specified.

Application Requirements:

No special forms are required to apply but the proposal or application should include items as specified by the Foundation (see the website or call for more information). Inquires can be sent by email as follows: Food Security-food@rockfound.org; Health Equity-health@rockfound.org; Working Communities-work@rockfound.org; Global Inclusion-global@rockfound.org

Turner Foundation

One CNN Center, Suite 1090 - South Tower

Attn: Program Department

Atlanta, GA 30303

Website: <http://www.turnerfoundation.org>

Contact: *Peter Bahouth, Executive Director*

Funding Areas:

Population (Domestic & International); Water/Toxins (NM, MT, CO, NE, SC, GA, FL); Energy (Domestic & International - priority consideration to NM, MT, CO, NE, SC, GA, FL); Forests/Habitats (National programs - priority consideration to AK, NM, MT, CO, NE, SC, GA, FL)

Funding Cycle:

The Foundation awards grants to organizations on an annual basis. The board meets four times a year. Within four weeks of receiving your proposal, the Foundation will notify you by mail as to the cycle your proposal has been assigned, as well as any additional information that might be needed to complete your application.

Range:

Not specified.

Application Requirements:

Please see website for the Foundation's general criteria for grant requests. Grant requests should be sent by regular mail only.

UPS Foundation

55 Glenlake Parkway, NE

Atlanta, GA 30328

Phone: (404) 828-6374

Website: <http://www.community.ups.com>

Contact: *Contributions Manager*

Funding Areas:

Family & Workplace Literacy; Food Distribution; Nationwide Volunteerism

Funding Cycle:

Locally funded deadline is May 31. National funded deadline is September 31.

Range:

Not specified.

Application Requirements:

Submit proposal inquiry in concise letter form, not more than two pages in length. The following items should be addressed: description and mission of the organization, description of the program/project, statement of the program/project need, program/project goals, how program/project goals will be attained, how program/project success will be evaluated, total cost of the program/project, and total amount requested. Health care organizations are no longer a focus of the Foundation.

US WEST Foundation Grants

7800 E. Orchard Rd., Suite 300

Englewood, CO 80155-2526

(303) 793-6648/(800) 843-3383 (for orders)

Website: <http://www.uswest.com/com/communities/foundation>

Funding Areas:

Education; Arts & Culture; Civic & Community Improvement, Human Services

Funding Cycle:

There are different deadlines for the RFPs. Please call the toll free number or check the website for more information on deadlines.

Range:

\$1,000 - \$10,000

Application Requirements:

Foundation grants only support nonprofit charitable organizations as described under 501 (C)(3) of the Internal Revenue Code. Funding decisions are based on the specific criteria contained within each RFP issued by the Foundation. The Foundation will not accept unsolicited proposals.

Federal Funding Sources (Public)

Administration on Aging (AOA)	43
Administration for Children and Families (ACF)	43
Agency for Health Care Policy and Research (AHCPR)	43
Bureau of Health Professions (BHP)	43
Bureau of Health Resources Development (BHRD)	43
Bureau of Primary Health Care (BPHC)	44
CDC National AIDS Clearinghouse (CDCNAC)	44
Center for Mental Health Services (CMHS)	44
Center for Substance Abuse Prevention (CSAP)	44
Center for Substance Abuse Treatment (CSAT)	44
Centers for Disease Control and Prevention (CDC)	44
Food and Drug Administration (FDA)	45
Health Care Financing Administration (HCFA)	45
Health Resources and Services Administration (HRSA)	45
Indian Health Service (IHS)	45
Maternal & Child Health Bureau (MCHB)	45

Continued...

National Center for Health Statistics (NCHS)	46
National Institutes of Health (NIH)	46
National Institute for Occupational Safety and Health (NIOSH)	46
Occupational Safety and Health Administration (OSHA)	46
Office of Minority Health Resource Center (OMHRC)	46
Office of Population Affairs (OPA)	47
Rural Information Center Health Service (RICHS)	47
Substance Abuse and Mental Health Services Administration (SAMHSA)	47

**Note:

These federal Health & Human Service offices can be contacted for further information on grant announcements. They may also maintain information on local funding opportunities. (This information was taken from the Office of Minority Health Resource Center Funding Guide-Public Funding Sources).



Administration on Aging (AOA)

330 Independence Avenue, SW
Washington, DC 20201
Phone: (202)619-0441 (Discretionary Funds)
Phone: (202)619-2957 (Indian Specific)
Website: <http://www.aoa.dhhs.gov>

Administration for Children and Families (ACF)

Grants Office
370 L'Enfant Promenade, SW
Washington, D.C. 20447
Phone: (202)401-9225
Website: <http://www.acf.dhhs.gov>

Agency for Health Care Policy and Research (AHCPR)

Office of Management/Grants Management
Executive Office Center
2101 E. Jefferson, Room 601
Rockville, MD 20852
Phone: (301)594-1447
Website: <http://www.ahcpr.gov>

Bureau of Health Professions (BHP)

Office of Program Support
Grants Management Office
Parklawn Building, Room 8C-26
5600 Fishers Lane
Rockville, MD 20857
Phone: (301)443-6880
Website: <http://www.hrsa.dhhs.gov/bhpr/>

Bureau of Health Resources Development (BHRD)

Office of Program Support
Grants Management Branch
Parklawn Building, Room 7-15
5600 Fishers Lane
Rockville, MD 20857
Phone: (301)443-2280
Website: <http://www.hrsa.dhhs.gov/bhrd/>

Bureau of Primary Health Care (BPHC)

Office of Grants Management
4350 East-West Highway
11th Floor
Bethesda, MD 20815
Phone: (301)594-4235
Website: <http://www.bphc.hrsa.gov>

CDC National AIDS Clearinghouse (CDCNAC)

P.O. Box 6003
Rockville, MD 20849-6003
Phone: 1-800-458-5231
Website: <http://www.cdcnac.org>

Center for Mental Health Services (CMHS)

Knowledge Exchange Network
P.O.Box 42490
Washington, D.C. 20015
Phone: 800-789-2647
Website: <http://www.samhsa.gov/cmhs/cmhs.htm>

Center for Substance Abuse Prevention (CSAP)

Grants Management Office
Rockwall II Building, Room 640
5515 Security Lane
Rockville, MD 20852
Phone: (301)443-3958
Website: <http://www.samhsa.gov/csap/index.htm>

Center for Substance Abuse Treatment (CSAT)

Grants Management Office
Rockwall II Building, Room 621
5515 Security Lane
Rockville, MD 20852
Phone: (301)443-9665
Website: <http://www.samhsa.gov/csat/csat.htm>

Centers for Disease Control and Prevention (CDC)

Office of Program Support
Grants Management Branch
Buckhead Facility
255 E. Paces Ferry Road, Room 300
Atlanta, GA 30350
Phone: (404)842-6655
Website: http://www.cdc.gov/od/pgopgo_home.htm

Food and Drug Administration (FDA)

Office of Contracts and Grants Management Division
Room 2032
5630 Fishers Lane
Rockville, MD 20857
Phone: (301)443-6890
Website: <http://www.fda.gov>

Health Care Financing Administration (HCFA)

7500 Security Boulevard
Baltimore, MD 21244
Phone: (410)786-3000
Website: <http://www.hcfa.gov>

Health Resources and Services Administration (HRSA)

Office of Operations and Management
Grants and Procurement Management Division
Parklawn building, Room 13A-03
5600 Fishers Lane
Rockville, MD 20857
Phone: (301)443-1433
Website: <http://www.hrsa.dhhs.gov/grants>

Indian Health Service (IHS)

Office of Administration and Management
Grants and Contracts Division
Twinbrook Metro Plaza
12300 Twinbrook Parkway, Suite 630
Rockville, MD 20852
Phone: (301)443-1489
Website: <http://www.tucson.ihs.gov>

Maternal & Child Health Bureau (MCHB)

Office of Program Support
Grants Management
Parklawn Building, Room 18-12
5600 Fishers Lane
Rockville, MD 20857
Phone: (301)443-1400
Website: <http://www.os.dhhs.gov/hrsa/mchb>

National Center for Health Statistics (NCHS)

Office of Management
Program Acquisition Branch
6525 Belcrest Road, Room 1170
Hyattsville, MD 20782
Phone: (301)436-7007
Website: <http://www.cdc.gov/nchswww/>

National Institutes of Health (NIH)

Contracts and Grants Division
6100 Executive Boulevard, Room 6D01
Bethesda, MD 20892
Phone: (301)496-4422
Website: <http://www.nih.gov>

National Institute for Occupational Safety and Health (NIOSH)

Centers for Disease Control, PHS, DHHS
1600 Clifton Road
Atlanta, GA 30333
Phone: 1-800-356-4674
Website: <http://www.cdc.gov/niosh/homepage.html>

Occupational Safety and Health Administration (OSHA)

Employment and Training Administration
Department of Labor
Room S-2315
200 Constitution Avenue, NW
Washington, DC 20210
Phone: (202)219-7162
Website: <http://www.osha.gov>

Office of Minority Health Resource Center (OMHRC)

P.O. Box 37337
Washington, D.C. 20013-7337
Phone: 800-444-6472
Phone: (301)587-9704 - local
Website: <http://www.omhrc.gov>

Office of Population Affairs (OPA)

Grants Management Office
East West Towers
4330 East-West Highway, Room 200
Bethesda, MD 20814
Phone: (301)594-4012
Website: <http://www.hhs.gov/progorg/opa/>

Rural Information Center Health Service (RICHS)

National Agriculture Library, Room 304
U.S. Department of Agriculture
10301 Baltimore Avenue
Beltsville, MD 20705
Phone: (301)504-5547
Phone: 1-800-633-7701
Website: <http://www.nal.usda.gov/ric/richs>

Substance Abuse and Mental Health Services Administration (SAMHSA)

Office of Extramural Programs
Grants Management Branch
Parklawn Building, Room 12C-26
5600 Fishers Lane
Rockville, MD 20857
Phone: (301)443-4266
Website: <http://www.samhsa.gov>

Internet Resources

- **Council on Foundations** - An association of Foundations and corporations serving the public good by promoting and enhancing responsibilities and effective philanthropy. Website: <http://www.cof.org>
- **The Foundation Center** - Serving the informational needs of grantseekers and grantmakers. The Foundation Center is an independent, nonprofit information clearinghouse; its mission is to foster public understanding of the foundation field by collecting, organizing, analyzing, and disseminating information on foundations, corporate giving, and related subjects. Contains a list of cooperating collections by state. Website: <http://www.fdncenter.org>
- **Foundations & Grantmakers Directory** - Contains an alphabetized listing of 60 organizations in addition to various charities, fund raising, agency incorporation, federal funds, humanities endowments, etc. Website: <http://www.foundations.org/grantmakers.html>
- **GrantsNet** - A tool for finding and exchanging information about the U.S. Department of Health and Human Services and selected other Federal grant programs. Website: <http://www.os.dhhs.gov/progorg/grantsnet>
- **National Institutes of Health** - Consisting of 24 separate institutes and centers, the NIH is one of eight health agencies of the Public Health Services, which is part of the US Department of Health & Human Services. Website: <http://www.nih.gov/grants/index.cfm>
- **New Mexico Funding Directory** - University of New Mexico's Office of Research Services. Website: <http://www.unm.edu/~ors>
- **Rural Information Center Health Service** - Rural health information on funding. Website: <http://www.nal.usda.gov/ric/richs>
- **NMSU Library Grant Info** - Website: <http://lib.nmsu.edu/subject/grants/grants/html>
- **Philanthropy News Network** - PNM delivers news, information, and resources, to all segments of the nonprofit world in order to help them achieve their funding goals. Website: <http://www.pnnonline.org>

- **Catalog of Federal Assistance** - A government-wide catalog of Federal programs, projects, services, and activities which provide assistance or benefits to the American public. It contains financial and nonfinancial assistance programs administered by departments and establishments of the Federal government. Website: <http://www.cfda.gov>
- **Federal Money Retriever** - Provides easy access to resources that the federal government offers in grants, loans, and technical assistance; allows searches by category and offers a quick review of newest programs. Website: http://www.idimagic.com/htmls/fed_mon2.html
- **TGCI Winning Grant Proposals** - Provides a wealth of useful information, examples, and insights. Your organizations can use these top-ranked grant proposals as: examples of effective proposal writing, models for designing cutting-edge programs, examples of today's best practices in your field, and illustrations of how to construct a program budget. Website: <http://www.tgcigrantproposals.com>
- **National Youth Development Information Center** - Every internet resource you can imagine related to youth. Website: <http://www.nydic.org>
- **Federal Register** - Search online directly through subscription or access via other services such as: Dialog, ProInfo, and Counterpoint. Website: http://www.access.gpo.gov/su_docs/aces/aces140.html
- **Fedix** - Website: <http://ncsp.fie.com/htdoc/fed/all/any/any/foa/any/info.htm>
- **GPO Access** - Website: http://www.access.gpo.gov/su_docs/aces/aaces002.html
- **Who's Who in Federal Grant Management** - Website: <http://www.os.dhhs.gov/progorg/grantsnet/whoswho.html>
- **Grantmakers in Health** - Non-profit organization serving funders throughout the country who make grants in health and related human services Website: <http://www.gih.org>
- **National Center for Non-profit Boards** - Seeks to improve the effectiveness of more than 1 million non-profit organizations throughout the United States by strengthening their governing boards. Website: <http://www.ncnb.org>



Grant opportunities Guidebook



Funded by the New Mexico Outreach Office, U.S - Mexico Border Health Commission in partnership with the Border Epidemiology & Environmental Health Center and the New Mexico Border Health Office.