

## **Frequently Asked Questions about the Northern New Mexico Youth Fund**

### **Phase II**

- 1) I'd like to prepare responses outside of the portal in a document where I can collaborate with others. Do you have that?**

Yes, please refer to [this document](#).

- 2) Who should we contact if we have questions?**

Please don't hesitate to send more questions our way. You can email [grants@nmctrust.org](mailto:grants@nmctrust.org) for technical questions about the application portal and application processing. You can e-mail [tara@lanlfoundation.org](mailto:tara@lanlfoundation.org) about all other questions related to your application.

- 3) What is the grant period for this project?**

The grant period begins June 15th.

- 4) We are no longer able to execute our proposed project or have identified a more pressing project. Can we propose a new project?**

At this stage, the projects proposed in Phase I should be substantially the same projects described in Phase II, with reasonable flexibility for minor adjustments and additional details.

- 5) Can we adjust our request amount from the Letter of Inquiry in the Phase II application?**

No, to be equitable to all other applicants, applicants cannot change the amount they requested in their original proposal.

- 6) We would like to make a change to how we proposed to allocate the budget in Phase I. Are we able to do that?**

As long as the project receiving funding is the same project and amount proposed in Phase I, it is okay to make these adjustments. You can note them in the narrative questions and budget upload section of the application.

- 7) What if the actual total cost of our project is more than the Youth Fund award ceiling?**

Applicants may propose projects that cost more than the maximum Youth Fund grant award. However, in the application, you will need to clearly explain how the additional funding needed

will be secured (e.g., other grants, in-kind resources) and confirm that the project can still be completed if only the Youth Fund portion is awarded.

**8) Are applicants required to have matching funds to receive a grant?**

No, there is no match requirement for Youth Fund applicants. However, applicants are encouraged to identify and leverage additional funding sources that will strengthen the feasibility and sustainability of the project.

**9) How should I decide who to ask to write a letter of support?**

Letters of Support are meant to demonstrate community support, collaboration, buy-in, and need. Letters of support should come from community leaders, other community stakeholders or current or past collaborators.

**10) We're applying to serve as the Regional Resource Hub. How do we select which capacity-building activities to focus on? Shouldn't the activities depend on the needs of the grantee cohort?**

Applicants must select at least two capacity-building activities from the options listed in the application. You should select those activities you feel your organization is most equipped to deliver based on your experience and expertise. You should explain how you plan to gather information about the needs of the grantee cohort and adapt accordingly.

**11) What happens if my project aligns with more than three career clusters or sectors?**

You must choose the top three career clusters or sectors that your project will primarily focus on. These choices should reflect where your project activities will have the greatest measurable impact.

**12) What is the application review process like?**

Our Grants Committee consists of individuals representing Tribal nations, schools, employers and state government agencies across Northern New Mexico along with Northern New Mexico Pathways to Opportunity [Strategy Table members](#) and the Northern New Mexico Regional Youth Advisory Council. Each member of the Grants Committee will review and score all applications subject to our Conflicts of Interest Policy.

**13) If our project was designed with young people, should we describe that?**

Absolutely! Highlighting how youth voice shaped your project design and how you plan to continue youth engagement in implementation will strengthen your application.

**14) Can we apply if we already have federal or state funding for the same or a similar project?**

Yes, you can apply. Please describe clearly how the Youth Fund grant will complement—not duplicate—existing funding and activities. Youth Fund grants should enhance impact or help close existing gaps.

**15) What are “priority populations” and how do they affect my application?**

Priority populations for the Youth Fund include Native American youth and young adults, Opportunity Youth (ages 16–24 who are not currently in school or employed), and young parents/caregivers (ages 16–24) of young children (ages 0–3). Projects that focus on these populations may receive additional points during the review process. Additionally, some contributors to the Youth Fund have designated that their funding can only be used for projects that primarily focus on one or more of these groups. Applicants must still demonstrate strong design, feasibility, and impact.

**16) What are “priority entities” and how do they affect my application?**

Priority entities include nonprofit organizations, Tribal governments, and middle or high schools. While organizations outside of these categories may still apply, applicants who meet these priority entity criteria may receive additional points during the review process.

**17) What does “bonus points for proven practices” mean?**

Our website outlines a list of proven practices for CTE, Work-Based Learning Projects, Youth Leadership Development and Transition Supports. These were identified through engagement with stakeholders across Northern New Mexico. Projects that clearly demonstrate these proven practices may receive additional points during the review process. For example, “Including families and communities to nurture confidence, initiative, self-control, and effective communication” is a proven practice in Youth Leadership Development.

**18) Will CTE or WBL projects that focus on specific industries be viewed more favorably?**

Some contributors to the Youth Fund have designated that their funding can only be used for projects that focus primarily on certain industries or sectors, such as climate and infrastructure or Early Childhood Education. Projects that focus on certain industries or sectors may receive additional points during the review process, and funding may be allocated specifically for projects that primarily focus on one of these sectors.

**19) How are letters of support submitted? If we’re concerned that one or both letters won’t be submitted by the deadline or we have another reason to change, can we change the names after we submit?**

Grantees enter the names and contact information for the two individuals who are being asked to submit a letter of support. That person will receive the request and will upload their letter. They must click "Edit" in order to do so. If there's a need to change one or both of the people who are being asked to submit letters of support, please email NMCT at [grants@nmctrust.org](mailto:grants@nmctrust.org). Letters should have a written or scanned signature from the letter writers. Please include only two letters of support to ensure equitable consideration across applicants.

**20) Can you clarify the age range?**

Applicants can propose to support underserved youth ranging in age from 13 to 29. At the same time, the Strategy Table is prioritizing specific populations that may focus on particular age range (e.g. Opportunity Youth from 16-24 and young parents of young children also from 16-24).

**21) Are there any allowable or unallowable expenses? For example, is there a cap on administrative or indirect costs.**

There is no cap on administrative or indirect costs. There are also no unallowable expenses.

**22) When will the grant period start?**

June 15, 2025.

**23) Do we have a limit on the number of Youth Fund grantees?**

No

**24) Will the Hub be a financial pass-through for the grantees or provide direct support services and resources?**

The Hub will not provide any funding to the grantees; grantees will receive funding directly from New Mexico Community Trust. The Hub will organize and regularly convene the grantee cohort and support them with two or more of the activities listed on the [Youth Fund website](#).

**25) Will the Hub only convene the director of each grantee or more than one?**

The Hub applicants should include in their application how they would approach convening this cohort, recognizing that there are limitations based upon the amount of funding being received. At least one person per grantee would need to be convened.

**Phase I**

**1) How are you defining Northern New Mexico? Can I apply if my project will take place just outside of the counties described?**

No. We are only funding projects that will take place entirely in the named seven counties or the lands of the named 18 Pueblos, Tribes and Nations within those counties.

**2) Our headquarters or full time staff are located outside of Northern New Mexico –is my organization eligible to apply?**

The Strategy Table has decided to fund projects led by organizations headquartered in the seven-county region for the 2025 application cycle. Our ultimate goal is to build local and regional infrastructure to support the development of accessible and relevant Career Pathways across Northern New Mexico.

**3) Can grant funds be used towards stipends for youth interns or participants?**

Absolutely! For work-based learning projects, we expect that youth participants will be paid for their work and funding from the grant can be used for that purpose.

**4) Do you think it's very likely one organization would be granted for both the Resource Hub and CTE/WBL Project areas? Someone asked this question and it sounded like you said groups could apply for both, but that there may be a preference for granting in only one category per applicant. If you could clarify this, that would be great.**

No. An applicant can only apply to either be the regional resource hub organization or for a project grant.

**5) Since the Resource Hub is supporting other grantees, its direction will be influenced by who gets funded in the project category. How would you imagine applicants for the Resource Hub establish goals and metrics in the application process, without knowing who the grantees are and what their capacity building needs will be?**

While we would expect the Resource Hub grantee to tailor their proposed approach to the grantees selected, an applicant for this grant should still be able to describe goals and metrics related to how they will support the grantees selected with the purposes outlined on [the Youth Fund website](#), including program implementation, collaboration and shared learning and securing public funding.

**6) Can we submit more than one application for distinct projects?**

We will only accept one application per entity.

**7) Is the grant for General Operating support? If so, why are organizations being asked to provide a narrative budget for a specific project?**

The LANL Foundation and NMCT will determine, as grants are awarded, what kind of grant to award to the applicant – general operating or project-based. In general, the Strategy Table would like to provide general operating support grants to smaller entities, with project-based grants to larger and public entities that still provide flexibility to support capacity-building.