

Community Grant Procedures

Background

The LANS LLC *Community Commitment Plan* focuses on providing mutually beneficial and sustainable programs for both the Laboratory and the surrounding communities. We embrace the opportunity to be actively involved in our employees' communities and support a vibrant quality of life in the region.

LANS LLC's overall community investment strategy leverages existing programs with direct community investments in education, economic development, community giving, and in-kind assistance. A portion of the LANS LLC investment is a dollar-for-dollar match of employee contributions through the Employee Giving Campaign through the United Ways of Northern New Mexico and Santa Fe County (up to \$1million per year).

The allocation procedures outlined below describe an additional LANS, LLC Community Giving commitment for 2008.

Community Giving: Grants for Non-profit Organizations

Objective: To support LANL's most important asset, our employees, through their community endeavors.

Grant Requirements: The Community Giving Grants must:

1. Support 501(c)3 organizations that improve the quality of life of communities in the seven-county region of northern NM (Los Alamos, Rio Arriba, Santa Fe, Mora, San Miguel, Sandoval and Taos).
2. Have a current LANL employee investment of time and talent in the proposed project.
3. Grants will range from \$1,000 to \$25,000. Operating expenses will not be funded. Examples of grant projects:
 - Building a playground for a non-profit day care
 - Installing new kitchen equipment at the local soup kitchen
 - Holding a summer science camp for teenagers
4. All proposals must be submitted (e-mail: CPO@lanl.gov or hard copy) to the Community Programs Office by **5:00 pm September 30, 2008**. Late proposals will not be accepted.



PROPOSAL FORMAT: Please include the following in your proposal (limit 3 pages):

1. **Program title**
2. **Proposal summary** - a brief summary of your proposal, including objectives and the degree of current LANL employee involvement. Should your proposal be funded, this summary will be used for publicity purposes.
3. **Audience** – Describe the audience or customers who will be served by the project. Include demographic information as appropriate.
4. **Innovation/creativity of grant proposal** - Describe what is innovative and creative about the project.
5. **Project implementation** - How will the project be implemented? How will LANL employees be involved in the implementation?
6. **Desired results** - What are the project's desired goals/outcomes? How will you assess your results and determine if the project's goals are met?
7. **Budget** - Include total amount requested and a list of projected expenses.
8. **Nonprofit status** – Provide a copy of your 501(c)3 IRS determination letter.
9. **List of Board Members** (if appropriate)

Proposal Process:

- Proposals must be received by **5:00 pm September 30**; late proposals will not be accepted.
- Proposals will be reviewed by the LANL Community Programs Office for completeness and to determine that minimum requirements were met.
- A LANL employee committee will review and rank proposals.
- The Director of CPO will make recommendations to the LANS Executive Officer and LANS President/Laboratory Director.
- The Laboratory Director will make final grant decisions.
- CPO will notify grant applicants about grant decisions.
- Grantees **will be required to report results** at the end of calendar year 2009

Funding Limitations – LANS **will not** fund the following type of projects:

- Projects or organizations that discriminate by race, creed, gender, sexual orientation, age, religion, or national origin
- Home-based child care/educational services, private schools
- Individuals (including business start-ups, scholarships, sponsorships, or travel)
- Religious organizations or religious projects
- Professional associations, labor organizations, fraternal organizations, or social clubs
- Athletic groups
- Advertising
- Travel
- Research

Questions? Contact the Community Programs Office at 505.665.4400 or CPO@lanl.gov