Keep New Mexico Beautiful, Inc.
Grant Program Information and Application

KNMB Grant Program Goal:

Keep New Mexico Beautiful, Inc. (KNMB) is the official clearinghouse for beautification projects in the State of New Mexico granted by the Litter Control & Beautification Act H.B. 158 as amended.

- KNMB is a non-profit organization that is dedicated to promoting and educating New Mexicans about beautification, xeriscape, graffiti eradication, litter control, recycling, community stewardship, volunteerism and pride in our state.
- KNMB’s grant program is supported by New Mexico Clean & Beautiful, a program of the New Mexico Tourism Department.
- The KNMB grant program supports projects that improve communities, public spaces, and institutions.
- The approval of grants and allocation of funds is dependent upon KNMB Grant Committee review, availability of funds, the number of applications received, and compliance with grant requirements set forth below.

The KNMB Board of Directors strongly encourages all grant applicants and recipients to become KNMB members. Please contact the KNMB office or web site for more details.

KNMB Grant Guidelines:

*Please read the following guidelines carefully before filling out the application.*

Eligibility:
KNMB funds projects that benefit the public and public institutions.

- Any organization is welcome to apply for KNMB grant funds provided that the project benefits public land or the community (i.e. park tree planting or community cleanup).
- If you are not a 501(c)(3), or not sure about access to a 501(c)(3), contact the KNMB Grant Chair.
- Projects that do not qualify for KNMB funding include: landscaping or improvement of private institutions and private grounds.

If you have a question about the eligibility of your proposed project, please contact the KNMB office at: 1-800-760-5662 or email: grants@knmb.org or visit www.knmb.org prior to starting the application process.
Grant Requirements:

An itemized budget must be submitted showing all expenditures.

- The maximum funding in any grant category is $800.00.

Grant submittal:

- In an effort to reduce the use of paper, KNMB is happy to announce and prefer that you can now e-mail your grant application in PDF or Word .doc format. It must conform to all application requirements and deadlines.

- An email confirmation from KNMB Grant Chair will be sent.

  If you must submit hardcopy grant applications, there must be a total of (7): the original plus (6) more copies to be received BEFORE deadline.

  All applications must be emailed or postmarked on/before January 4, 2013.

2012-13 KNMB Grant Cycle Timeline

Application Deadline: Received by Friday, January 4, 2013, 5:00pm

Announcement of Approval:

- Personal Phone Call: February 4th and 5th, 2013

- Official letter: February 11th through 12th, 2013

Final Report Reimbursement Deadline (Including all (7) Hard Copies received May 20th, 2013, 5:00pm, includes:

- Paid Invoices + Paid Receipts (Originals ONLY)
- Final Reports with “AFTER” Pictures
Completing the KNMB Grant Application

1. ALL sections of the grant application forms must be completed.
   - Please include “BEFORE PICTURES”, landscape plans, diagrams, and other information necessary to fully describe the nature and scope of the proposed project.
   - Additional pages may be attached to the application.
   - Ceremonies and celebrations are highly encouraged to showcase and publicize grant projects, especially for Keep New Mexico Beautiful Month and Arbor Day grants.

2. Any and All publicity relating to this grant shall clearly state that this project was partially funded by Keep New Mexico Beautiful, Inc.
   - If grant funds provide for permanent items such as trash/recycling bins or planters, the KNMB logo may be displayed.
   - A copy of the KNMB logo is available upon request.

3. Each organization can apply for three grants per cycle.
   - The grants may be from different categories.
   - They will be graded as separate grants.
   - If you are chosen to be a grant recipient, you may also be eligible to receive a recognition award from KNMB for your achievement.
   - Please put the 4th Saturday of October on your calendar so you can attend our Annual Recognition Awards Luncheon as our guest and to receive your special award.

- **We are proud to announce that we are reducing the paper requirement for mailed applications.
- However, we will no longer accept FAXed applications.

- Hardcopy, snail-mail submittal requires: The original plus (6) full-copies of EACH grant category.

**GRANT REIMBURSEMENT REQUIREMENTS:**

- KNMB provides a reimbursed only grant program.
- Grant recipients will be mailed a Grant Voucher authorizing expenditure up to the grant amount funded.
- Recipients will make their purchases according to the itemized propose approved budget that was presented in the original application or according to those items that the grant committee approved.
- If there are changes to your original budget, approval must be received from KNMB Grant Chair to retain eligibility for reimbursement.
- After the project is completed, recipients must submit a final completed project report summarizing the project and including the ORIGINAL RECEIPTS BEFORE KNMB will reimburse approved grant expenses.
- ALL Receipts must be originals (not copies) with the vendor/business name, date of purchase and completed transaction.
- If you are having problems with retaining the original receipt, please contact KNMB
Grant Chair for instructions.
- Only organizations and entities, NOT individuals, are reimbursed.
- Please submit receipts that reflect KNMB grant purchases ONLY.
- When there are two separate grants and expenses appear on the same receipt, please subtotal each grant separately.
- Do not include personal transactions on your grant receipts.

**PAID RECEIPTS, FINAL GRANT REPORTS AND PHOTOS MUST be submitted to KNMB for reimbursement by May 20, 2013.** If any of these are not submitted by the due date, KNMB reserves the right to reallocate grant funds.

- BEFORE and AFTER photographs of the projects, photographs documenting the grant funded activities are mandatory.
- KNMB reserves the right to use any photos submitted for media, publicity or to further the activities of KNMB.

- Before you apply for the KNMB grants, ensure that your project can be completed in the time allotted.
  - If, however, you cannot complete your grant in the time frame required, please make sure that you contact KNMB Grant Chair.
  - Failure to submit a proper final report by the due date without prior authorization may result in the forfeiture of the grant funding or ineligibility to apply for future KNMB grants.

*If your project changes or you can not complete your project or have a requirement for extension, PLEASE contact the KNMB Grant Chair immediately.*

*If there are changes to your original approved budget, seek approval from the KNMB Grant Chair first, before proceeding with your project.*

Thank you for applying to Keep New Mexico Beautiful, Inc., state-wide Beautification and Litter Control Grant Program.

“Beautiful People Keep New Mexico Beautiful”

**NOTE: If you are involved with a public school please contact KNMB directly for the procedure for reimbursement. Personal receipts will not be reimbursed**
## Grading Criteria

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<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Points</th>
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<tbody>
<tr>
<td>1</td>
<td>Grant proposal with pictures</td>
<td>25</td>
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<tr>
<td>2</td>
<td>Planning for planting and/or disposal of recyclables</td>
<td>15</td>
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<td>3</td>
<td>Education value and sustainability of project</td>
<td>20</td>
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<td>4</td>
<td>Publicity of the project in your community</td>
<td>10</td>
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<td>5</td>
<td>Partnerships for your projects including in kind donations and funding</td>
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<td>6</td>
<td>Budget completion</td>
<td>15</td>
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<td><strong>Points available</strong></td>
<td><strong>100</strong></td>
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If you have questions about the grant requirements, application, your proposed project or becoming a KNMB member please contact KNMB at:

1-800-760-5662  
Email: grants@knmb.org  
Website [http://www.knmb.org](http://www.knmb.org)

**Keep New Mexico Beautiful, Inc.**  
**ANNUAL REIMBURSEMENT GRANT APPLICATION**

Applicants must:
1) Email in only PDF format, the application and all supporting information  
OR  
2) Submit an original and six (6) copies (7 total) of the application and all supporting information to the KNMB office.

The application must be filled out completely and submitted on or before **January 4, 2013**. Copies of your application may be shared with the Grant Committee.

All projects are required to submit voucher receipts with:
1. Originally approved budget and your final actual implemented budget.  
2. Copy of original proposed budget.  
3. The originals will be the only ones accepted for reimbursement (no copies), photos of the project and its development, and final reports by **May 21, 2013**.
PLEASE CHECK THE GRANT THAT YOU ARE APPLYING FOR:

- **Education Grant**  
  Amount requested $________
  Education grants are provided to assist schools, educators, and youth groups and other organizations and communities.
  - Projects may include environmental awareness curriculum for students, classroom environmental projects, tree plantings and campus xeriscape projects, educational outdoor gardens, horticulture/nature education, recycling projects, and campus cleanup projects.

- **Native Plant & Landscaping Grant**  
  Amount requested $________
  These grants may be used for the creation of low water use plantings, utilizing plants native to the Southwest in a natural setting (NOTE: no planters.) Native tree, native flower, wildflower, and tree/vegetative restoration projects may also be supported.

- **Solid Waste, Litter Control & Recycling Grant**  
  Amount requested $________
  These grants may be used for “hands on” projects, trash cleanup, waste audit, creation / expansion of recycling facilities, provision of trash receptacles.

- **Arbor Day Grant**  
  Amount requested $________
  Grants in this category are allocated for planting of trees, and tree/vegetation restoration projects.
  - Arbor Day is celebrated in New Mexico on the second Friday in March.
  - However, with New Mexico’s multiple climate zone, delay in planting might be necessary.
  - Contact KNMB Grant Chair should you need an extension.
  - KNMB would like to partner with one Arbor Day grant recipient to showcase their project for the State’s celebration. Please contact KNMB Grant Chair with your request.

- **KNMB Month Grant**  
  Amount requested $________
  KNMB Month Grants are provided in April to celebrate Keep New Mexico Beautiful Month in conjunction with Keep America Beautiful Month activities.
  - Projects may include: plantings, litter clean up campaigns and landscaping.
  - Planting might have to be delayed due to multiple climate zones.
  - Contact the KNMB Grant Chair for an extension.
  - KNMB would like to partner with one KNMB Month grant recipient to celebrate KNMB Month and highlight their project. Please contact KNMB Grant Chair with your request.

**NAME OF PROJECT:**

Name of Organization or Entity:

Street Address/P.O. BOX:

City:

State: Zip

Principle Contact Person/Title:
Daytime Telephone Number:
Evening Telephone Number:
Email Address:
Alternative Contact Person/Title:
Daytime Telephone Number:
Email Address:

Are you or is your organization a current member of KNMB? If so, for how long?

If you would like Dusty Road Runner or a member of the KNMB Board to participate in your activities, please indicate below. Please include potential dates.

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Any questions, contact the KNMB Grant Chair
1. **Describe your proposed grant project** (25 pts)

The proposal must include:

- The project name
- Who will conduct the project
- Who will benefit from this project
- Include any schematics, landscape plans, action plans, schedules and at least two (2) “before” photos as a reference.

2. **Planning (15 pts)**

- For projects involving planting and/or landscaping, list species of plants/trees to be used (please use only indigenous, sustainable plants/trees) and your complete irrigation plan.
- For recycling grants detail your sustainable distribution points and disposal methods

3. **Education (20 pts)**

- Describe the educational value of your project.
- If it is part of a larger plan or continued plan, please explain the connection with the past and future sustainability of your project.
4. Publicity (10 pts)
   • Describe how you will publicize, celebrate and/or recognize your grant and project in the local community. You may use local media and/or your own in-house publications.
   • Contact the KNMB Grant Chair if you would like ideas or suggestions about publicity.
   • Would you want a visit by Dusty Roadrunner for this event? (Projected date)

5. Partnerships (15 pts) – KNMB is “seed money” for developing partnerships
   • Describe any partnerships that will contribute to your grant project
   • Please include additional sources of funding or in-kind donations
   • If you would like assistance in developing partnerships or networking, contact the KNMB Grant Chair

6. Budget
   Include a full & detailed “proposed budget” of the project.
   • Identify all items that you intend to purchase with the KNMB grant funds.
   • PLEASE FOLLOW THE TEMPLATE BELOW. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT AN ITEMIZED BUDGET.
   • Please reflect in-kind funding also. (15 pts)
   
   These items are NOT eligible for grant funding:

   • Labor, wages, or stipends
   • Promotional materials such as: pens, pencils, give-aways, banners, t-shirts or 1 time use items.
   • Food
   • Benches, Gazebos and Tables
   • Grass turf and artificial turf
   • Fencing
   • Cement
   • Utilities

   PLEASE NOTE: For planting and landscaping grants, a maximum of 20% of the amount granted may be used for irrigation, equipment, hardscape, rock, gravel, or mulch.

   Grant funds are authorized ONLY for items submitted in the budget that the KNMB Grant Committee has reviewed and approved.

Signature of Applicant: ___________________________ Date: ______________________
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<tr>
<th>Grant Category:</th>
<th>Budget Item</th>
<th>QTY</th>
<th>Price</th>
<th>In-kind Funding</th>
<th>Project Amount</th>
<th>Amount Requested from KNMB</th>
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**Totals:**

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**For landscaping & planting projects:**

Total **KNMB** Grant Request: $________

1. Amount for irrigation, equipment, hardscape, rock, gravel, or mulch: $________

2. % irrigation, equipment, hardscape, rock, gravel or mulch: ______

   ____________________________

   %

3. In-Kind funding: $________