



## **REQUEST FOR PROPOSAL (RFP) - AMENDED**

### **GRANT FUNDS AVAILABLE FOR INNOVATIVE TECHNOLOGY-RELATED PROJECTS THAT WILL ENGAGE AND EMPOWER NM KIDS**

Applications will be available through the  
New Mexico Community Trust [online grant portal](#)

Applications Opens: April 13<sup>th</sup>, 2023

Application Closes: July 31<sup>st</sup>, 2023 5pm MT

Questions? Email: [grants@nmctrust.org](mailto:grants@nmctrust.org)

### **SUMMARY OF REQUEST FOR PROPOSALS**

The purpose of this RFP is to solicit proposals from New Mexico government agencies, all political subdivisions (including school districts, counties, municipalities, and special districts), and non-profit organizations whose activities are related to technology and education. Proposals for projects should increase access to technology among children in underserved areas, coupled with educating those children on how to safely use that technology to improve their quality of life. Technology can be a powerful tool for transforming learning. It can help affirm and advance relationships between educators and students, reinvent our approaches to learning and collaboration, shrink long-standing equity and accessibility gaps, and adapt learning experiences to meet the needs of all learners. The performance period for this RFP will be January 2024 to January 2026.

Projects are expected to utilize leading edge technology and software to improve access, education, online safety, and quality of life. Viable projects should seek to accomplish (but are not limited to) the following objectives:

1. Ensuring students have access (or increased access) to a variety of high-quality digital learning materials and resources to support their learning;
2. Utilizing a flexible but robust learning infrastructure capable of supporting new types of engagement and providing ubiquitous access to the technology tools that allow students to create, design, and explore; and
3. Strengthening and broadening access to computers and electronic content for rural communities.

Please note the specific viable grant options described should be viewed as suggestive, rather than limiting.

**Projects solely to purchase new equipment and software, or upgrade existing equipment and software, without innovation directed specifically toward improving access to technology and education for children, will not be funded.**

## **CRITERIA FOR REVIEWING PROPOSALS**

The Attorney General's Office will apply the following criteria in selecting Recipients. Nonprofit entities and government entities will not be evaluated against one another.

- How closely related is the proposed project to the grant's purpose of increasing access to technology and significantly impacting education?
- Does the applicant have a proven track record of success in similar projects?
- If grant funding will not completely cover costs associated with the proposed project, does the applicant have other funding revenue to fully support the project?
- Does the applicant have a sustainability plan to continue the project after the grant period?
- How well does the project supports children in underserved areas?
- How well does the project utilize technology to improve the quality of life for children?
- How does the project affirm and advance relationships between educators and students?
- Does the project have innovative approaches to learning and collaboration?
- Is this project adaptable/does it apply to learning experiences that meet the needs of all learners?
- Is this project led by BIPOC community and/or led by the community it is intended to support?

Grants will be awarded following a proposal, due diligence and interview process by a selection committee. Questions regarding this proposal must be submitted to New Mexico Community Trust, at [grants@nmctrust.org](mailto:grants@nmctrust.org)

### **A. GRANT SUMMARY AND ELIGIBILITY**

Total amount available for New Mexico: \$3.8 million. Eligible entities include: New Mexico government agencies, all political subdivisions (including schools, school districts, regional education cooperatives, counties, municipalities, and special districts) and registered 501c3 nonprofit organizations.

Eligibility - Who May Submit Proposals:

- Proposals may only be submitted by New Mexico government agencies, all political subdivisions (including schools, school districts, regional education cooperatives, counties, municipalities, and special districts), and registered 501(c)(3) non-profit organizations whose activities are related to technology and education and who are in good standing with the New Mexico Office of the Attorney General and the Secretary of State.

Limit on Number of Proposals Submitted by an Entity:

- Only one (1) proposal may be submitted per entity. No exceptions will be made.

**B. PROPOSAL CONTENTS AND PREPARATION**

- LEGAL NAME - Indicate the full legal name of the applicant.
- PHYSICAL ADDRESS – Indicate the full mailing address where checks should be mailed if awarded.
- PROJECT TITLE - Provide a short, informative title for the proposed project.
- PROJECT SUMMARY - **Clearly indicate the total project cost and duration.** The project summary should include a brief description of the project, including its transformative goals, the innovative technology purchase proposed, and the community (communities) that will be impacted.
- MANAGEMENT CONTACT - Indicate the full name, title, department, email address, and phone number for the person responsible for overseeing the project.
- ADMINISTRATIVE CONTACT - Indicate the full name, title, department, email address, and phone number for the administrative contact for the project.
- FINANCIAL CONTACT - Indicate the full name, title, department, email address, and phone number for the financial contact for the project.

Project Description Guide: Required

The Project Description should explicitly address the following additional items:

1. Introduction and Background of Organization (incorporating the following points):

- Briefly describe your organization’s relevant history and accomplishments providing technology and education related services, and the individuals your organization serves.
- Describe your organization’s prior experience conducting projects similar to the proposed project, including procedures that are in place to document expenses and costs.

2. Describe Your Request (incorporating the following points):

- Describe the project for which you seek funding and whether it is a new or ongoing part of your organization's work.
- What are the goals, objectives and activities involved in the request? This should include descriptions of innovative approaches to learning and collaboration.
- Discuss how the request will fill a recognized need and advance education to improve the quality of life for kids in NM.
- Describe how this project will be adaptable/applicable to meet the needs of all learners.
- Describe the individuals who would be served or benefited by your project, including how this project intends to support children in underserved areas
- Describe how this project will affirm and advance relationships between educators and students.

3. Project Management, Reporting and Evaluation (incorporating the following points):

- Who will be involved in carrying out the work outlined in the request? What experience enables both the leadership and the direct service staff to represent the population served in this request? This should include how your staff identifies (BIPOC, led-by-serving, etc.), lived experience, education, etc. that is representative of the community you serve.
- Please describe how you will manage the project and track the progress of the project.
- Describe a sustainability plan beyond the lifetime of the award.
- At the completion of the project, grantees will be required to submit a Grantee Final Report summarizing the project, successes and challenges, inventorying and documenting the completion of all project deliverables, and discussing the results of the project and its broader implications. Please describe your evaluation plan for the project. What specific information and data will you collect to measure the results? When specifically will you be collecting this information and data, analyzing this information and data.

Line-Item Budget and Justification Guide: Required

- Expenses should be directly budgeted to individual line items to the maximum extent possible. Up to 10% of the total budget should be allocated to administrative support.
- If your proposal involves distinct phases or strategies, please prepare a separate line-item budget for each phase or strategy.
- Please explain the need for each line item in the budget, as well as show the breakdown of calculations used to arrive at the amount in each line of the budget.
- If there are other funding sources for the proposed project, identify the sources and include amounts and whether received, committed, or projected/pending.

### Equipment Purchase Plan and Timeline Guide: Required

- If applicable, include an equipment purchase plan and provide a quarterly timeline including milestones with the steps necessary for the equipment to be purchased and in use throughout the community (communities) to be impacted.

## **C. GRANT AWARDS**

Prior to distributing any grant funds, successful applicants will be required to execute a Grant Agreement setting forth the terms and conditions of the grant, including payment and use of grant funds, reporting on the progress of the project and on the expenditures of grant funds, and recordkeeping requirements.

Grants are not final until a Grant Agreement has been fully executed by the Recipient and the New Mexico Office of the Attorney General.

At the completion of the project, grantees will be required to submit a Grantee Final Report summarizing the project, successes and challenges, inventorying and documenting the completion of all project deliverables, and discussing the results of the project and its broader implications.

## **D. PROPOSAL SUBMISSION**

**Proposals are due by 5:00 PM (Mountain Time) on Monday, July 31, 2023. Completed proposals should be submitted** through the New Mexico Community Trust [online grant portal](#). **Faxed or mailed proposals will not be considered.**