UETF FY2026-27 Application Worksheet

Legal Name of Organization

Legal Name of Fiscal Agent, if applicable

Primary Contact Name

Primary Contact Email

Primary Contact Phone Number

Best mailing address for this organization

Name of organizational representative with legal capacity to sign agreement:

Legal Representative Email

Legal Representative Phone Number

Website

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1. What will you do with the money?

Please provide a short video (under 1 minute long) or a written statement (150 word max) telling us what you would do with a UETF grant.

2. Organization Mission Statement

Mission statement does not count against total application word count. If you are a fiscally sponsored project please include both the mission statement of the project organizer and of the organization serving as your sponsor.

3. Project Description (300-word limit - 25 points)

Describe the proposed project or activities. All projects should have a favorable economic, educational, or cultural impact on the city.

4A. Organizational Commitment (300 word limit – 20 points)

How is your organization uniquely suited to fulfill this project? Include information on the project’s accountability measures, evaluation process(es), or self-identified metrics for success.

4B. Key Personnel (200 word limit)

Description of up to two key Artist/Professionals and two key Administrative/Fiscal/Fundraising personnel and their role in the project.

5. Impact on the Community (300 word limit – 20 points)

Please explain how a specific population(s) will be served by the project, how the organization has worked in the population(s) the project will serve, and how any members of your organization are part of the identified population(s) served.

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6. Diversity, Equity, Inclusion, and Access (two questions – 25 points combined)

The City of Albuquerque has identified racial equity as a priority goal to address longstanding, racially disparate economic and social outcomes. Local government dollars used for contracting, consulting and procurement should benefit broad representation of Albuquerque’s population.

6A: Values, processes, and protocols (200-word limit)

Describe how your project is committed to diverse, equitable engagement and outcomes at every level of the project.

6B: Leadership and populations served (200 word limit)

Describe: (1) the demographics of the leadership of your organization and/or project; and (2) the demographics of the proposal’s beneficiaries as specifically as possible.

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7. Project Budget and Budget Narrative (100 word limit – 10 points)

The budget narrative should describe briefly how the UETF funds will be used for this project. Describe all other sources of cash funds and in-kind contributions for this project including city, county, state, and federal grants or contracts for services, other non-profit organizations’ contributions, earned revenues and other community support.

The scope of all budget costs should be as complete as possible. Each cost should be a separate line item. Budget items should include:

1. The requested funding from UETF

2. Funding from other sources

3. Detailed descriptions of in-kind contributions

4. Possible additional expenses

7B. Budget Form

Document size limit is 10mb. Download form here <https://www.cabq.gov/urban-enhancement-trust-fund/apply-for-a-grant/how-to-apply>

Fiscal Agent Endorsement Statement

Document size limit is 10mb. Applications using a fiscal agent must provide a letter of agreement acknowledging their role as the fiscal agent sponsoring the project and application.

APS Endorsement Statement

Document size limit is 10mb. Applications which involve student participation at schools during regular hours or that require off site travel during the school day must include a letter of APS support that states the activity is constructive to or supplements the school’s curriculum, that it will be welcomed at the selected or specified school(s) APS Endorsement documents may include a Letter of Support from a representative of the administration of the proposed school partner, or a statement from the teachers whose classes will be involved.