

New Mexico Community Foundation

General Terms and Conditions

Youth Initiative - SBHC

The following General Terms and Conditions Apply to your Organization's use of the NMCF Grant –

- 1) **Purposes:** All grants are made in accordance with current and applicable laws, regulations and rulings and are made *exclusively* for the purposes stated in the attached grant agreement and/or disbursement letter and described in your proposal. None of the funds provided by NMCF may be used to participate or intervene in any political campaign. By signing below, your organization certifies that it complies with the lobbying restrictions for a 501(c)3.
- 2) **Budget:** Grant recipient agrees to responsible expenditure of grant funds, maintaining adequate financial records consistent with generally accepted accounting practices. It is also understood that no substantial variances will be made from the budget without the Foundation's prior approval in writing. Any grant funds not committed or expended for the purpose of the grant is to be returned to the Foundation.
- 3) **Requests for Changes to the Approved Budget and Scope of Work** are to be submitted to NMCF for review and for written approval prior to incurring any variances to the Approved Budget. NMCF will acknowledge receipt and/or approval/denial of Request in writing within 20 days of receipt of request.
- 4) **Key Personnel:** It is also understood that written notification will be given to NMCF if your Board of Directors members, Executive Director and/or key personnel directly involved in this grant resigns or is/are removed or replaced. A current list (names and contact information; addresses and phone numbers) of Board of Directors that identifies officers of the Board and their Terms of Office must be provided to NMCF whenever changes to the Board of Directors occur.
- 5) **Compliance:** If we are not satisfied with the progress of the grant for which your organization has received grant funds or the content of any written report, we reserve the right at our discretion to cancel the grant, discontinue funding and request that your organization return any unspent and uncommitted grant funds previously distributed by the NMCF under the terms of this grant.
- 6) **Reversion of Grant Funds:** Any grant funds not committed or expended for the purpose of the grant at the end of the grant period is to be returned to NMCF. Grants will also be promptly returned if either of the following occurs:
 - a. NMCF determines that the grantee organization has not performed in accordance with the Terms of the Grant, or in accordance with the budget and purposes of funding as represented in the approved request upon which the grant award was based.
 - b. The grantee organization does not comply with the eligibility requirements identified by NMCF, if applicable.
 - c. The grantee organization loses its exemption from federal income taxation under Section 501(c)3 of the Internal Revenue Code of 1954 as amended or loses its legal incorporation from the State of NM, if applicable.
- 7) **Equipment or property:** Purchases with grant funds shall be the property of the grantee so long as it is not diverted from the specific purposes for which the grant was made. If such equipment or property is sold, the proceeds of the sale shall immediately become the property of NMCF and such proceeds are to be returned to NMCF. If the purpose of the grantee organization, or the use of the grant funds is changed, or if such purposes becomes impossible, unnecessary or undesirable in the judgment of NMCF, or if the grantee should go out of existence, the equipment or property shall immediately revert to NMCF and are to be returned to NMCF
- 8) **Special Conditions:** Any special condition prerequisite to the release and/or disbursement of grant funds should be complied with as soon as possible. Evidence of compliance and/or performance as specified must be submitted and found acceptable prior to the disbursement of funds. NMCF reserves the right to evaluate compliance and performance and determine whether or not funds should be disbursed. See Special Conditions Section of this General Terms and Conditions for Grant Specifications that may apply to your grant.
- 9) **Review of Operations:** NMCF may conduct a site review of operations under this grant, which may include a visit from NMCF personnel to observe your program, discuss the program and finances with your personnel and review financial and other records and materials connected with the activities financed by the grant. Your

organization also agrees to make your respective books and records available for inspection at reasonable times in order to permit us to monitor and conduct an evaluation of operations under this grant.

- 10) **Reports to the Public:** NMCF may include information on this grant in their periodic public reports and web sites. NMCF reserve the right to use any grant products in its public relations and may also refer to the grant in press releases.
- 11) **Public Announcements and Acknowledgement of the Grant:** The Grantee agrees to credit the *New Mexico Community Foundation* and other NMCF Funding Partners (as indicated in the grant agreement/disbursement letter) in publications, press releases, brochures, videotapes, and other publicity or public relations materials and presentations resulting from the use of these funds or developed for activities authorized under this grant. If your organization makes an announcement about this award, please provide the NMCF with the opportunity to comment in advance on the proposed media release by contacting Steve Patrick at NMCF, 505-821-6735.
- 12) **Reports to the Foundation: Reports are to be furnished as noted below.** It is expected that the narrative and financial accountings will be submitted as a single report. The report, must be dated and signed by the appropriate officer of your organization, must be submitted on letter head and must contain the following requirements based on range of grant provided. A Report Requirement Guideline is attached and enclosed.
Grant Report Schedule: Schedule of Reports and deadlines are as follows:
 - **Timeline and Submission:** The Report is due to NMCF **30-days after a 12 month period.** The final report will be submitted containing **Narrative and Financial Reports, Statement of Income and Expenses/Balance Sheet, and details of planned future activities outcomes/impact and timeline.**
- 13) **Report Due Dates Reminders:** Compliance with the deadlines set by the Foundation with regards to submission of materials throughout the course of the Grant, including when Final Reports are DUE, is the Responsibility of the grantee organization.
- 14) **Evaluation, if applicable:** The foundation may establish a process for the purpose of identifying and communicating the effectiveness of the programs which have been funded through NMCF. Participation in NMCF's Evaluation processes is a condition of accepting the grant whenever an evaluation process exists.
- 15) **Participation in Foundation (and related) Events:** On occasion you may receive an invitation to attend one of the NMCF's forums, grantees luncheon and/or other NMCF community event; and, although attendance at these events are not obligatory, we welcome your participation.
- 16) **Exempt Status and Changes to Organization:** Grant funds can only be distributed to organizations currently in good standing (with federal/state agencies). It is also understood that notification will be given to the Foundation if there are any developments that may change or have changed your (or if applicable, your Fiscal Agent's) status and qualification as an organization exempt from income taxation under Section 501(c)3 and an organization described under Section 170(c) of the Internal Revenue Code or with State legal incorporation. **Proof of exempt status and good standing with the Attorney General is to be provided to the NMCF, if applicable.**
- 17) **Fiscal Sponsorships, if applicable:** Relationship and fees must be established, in writing, prior to the release of any disbursements. Notification will be given to the Foundation if any changes occur with regards to the identified Fiscal Agent.
- 18) **Matching Grant Funding Requirement** (whenever applicable): Match funding verification (the Matching Fund Documentation Form) must be completed and submitted to the Program Director whenever a NMCF grant is contingent upon meeting a challenge match.
- 19) **Future Grants:** The fact that a grant of a commitment for a grant has been made to your organization shall not be constructed as an obligation by the Foundation to make any other grants whatsoever. Failure to comply with the terms of the signed agreement could negatively impact NMCF's decision in awarding future grants to your organization.
- 20) **Miscellaneous:** It is understood that the grantee organization currently carries no debt, no liabilities to which this grant might be attached, and currently is not engaged in deficit spending.

21) **Waiver of Liability:** The Foundation is not liable for any actions in connection with the grant of funds from the Foundation to any personnel including third parties. By accepting the grant, the recipient agrees to this waiver of liability of the Foundation. This paragraph shall survive the termination of this Agreement.

22) **Grant Specifications:**

Authorization Date: November 2006

Grant Reference Number (to be referenced on all reports): NMCF SBHC 2006 Yr II

Title of Foundation Initiative and/or Program (to be referenced on all reports): NMCF – YI SBHC

Grantee Organization (to be referenced on all reports): Gadsden Independent Schools for: Gadsden High School, Santa Teresa High School and Gadsden Middle School

Grant Amount: \$75,000 (\$25,000 each for the 3 schools funded)

Grant Period: 1 November 2006 – 30 October 2008

23) **Grant Acceptance:**

ACCEPTED AND AGREED:

Name of Organization: _____

Name of Funded Project: _____

Name/Title (print): _____ Tel# _____

Executive Director/Project Director

Signature: _____ Date: _____

(Required – Executive Director/Project Director)

Name/Title (print): _____ Tel# _____

Board Officer

Signature: _____ Date: _____

(Required – Board Officer)

Sign and Return document with original signature and keep a copy for your records.

Mail to:
New Mexico Community Foundation
Attn: Maria D. Joy
303 Roma NW, Suite 400
Albuquerque, NM 87102

* Waiver Notice: NMCF is not liable for travel, accident, theft or other claims related to participants attending any learning opportunities made available through a NMCF grant or NMCF event (including committee meetings, capacity building workshops, learning circles technical assistance, grantee luncheon or other community celebratory event). By accepting the grant and signing the signature page undersigned assumes responsibility and liability.

New Mexico Community Foundation
Project Description and Approved Budget Sheet

Grant Period: 1 November 2006 – 30 October 2008
Project Title: Behavioral/Mental Health Services for Gadsden High School, Santa Teresa High School, and Gadsden Middle School
Project Budget: \$0
Grant Amount: \$75,000
Program Officer: Nelsy Dominguez, Program Director 505-820-6860 nelsyd@nmcf.org
NMCF Fund Name: Youth - SBHC

Recipient/Name of Organization: Gadsden Independent School District 609 Church Street Anthony, NM 88021	Contact: Ms Judith Creegan, Director of Nursing and Health Services jcreegan@gisd.k12.nm.us (505) 882-0036 Other Contact (if applicable):
Organization's Legal Name or FS (if applicable): Gadsden Independent Schools	
Mission of the Organization: <p>The Mission of the School Based Health Center is to adolescent health by creating a supportive environment that focuses on the medical and mental health needs of the adolescent. The goal of the SBHC is to guide the adolescent to take responsibility for their own health.</p>	

Project Description & Approved Budget (Intended Use of Funds)

Project Title: Behavioral/Mental Health Services for Gadsden High School, Santa Teresa High School, and Gadsden Middle School
Project Description: <p>Gadsden Independent School District (GISD) is currently seeking funds for the three SBHC's in the district to provide continuous mental health services for the students. These schools are: Gadsden High School, Santa Teresa High School and Gadsden Middle School. GISD would like to hire one mental health care provider to work with the students associated with the three school based health centers.</p> <p>The mental health provider will be assigned to the SBHC at GHS. This individual will provide approximately 13 hours of mental health care to each of the schools. The school nurse from the three schools and the SBHC staff will be able to refer students to the mental health care provider. The school nursing staff will maintain a schedule for the mental health provider, for the time they are scheduled at their school. A schedule would be developed for the provider, so each school could anticipate and schedule student appointments.</p> <p>The goal of hiring a mental health provider is to:</p> <ol style="list-style-type: none"> 1) Address the psychological challenges of the transition from childhood to adulthood. 2) Provide mental health care that is designed to meet the needs of the adolescent during times of crisis, stress, bereavement, or individual issues. 3) Collaborate with the Southern New Mexico Adolescent and Young Adult Health Consortium to provide on going mental health services, case management, and referral services for adolescents in need of mental health care. 4) Screen and provide mental health services for adolescent students at risk for suicide. <p>Other partners in this project will be Peak Behavioral Health Center and Southern New Mexico Counseling.</p> <p>GRANT PERIOD: 24 Months</p> <p>FUNDING/INTENDED USE OF FUNDS: Funding recommended at \$75,000 for 24 months for the three sites for Staffing (Mental Health Care Provider Salary and Benefits)</p>
Background: <p>ORGANIZATION/ Background: Currently, Gadsden Independent School District has approximately 13,952 students. The population demographics include: 14 Native American Students, 22 Asian Students, 38 African-American Students, 500 Caucasian Students and the remainder of the population, approximately 95% are of Hispanic background.</p>

Gadsden High School (GHS) has 2,060 students. The population demographics include: 3 Native American Student, 6 Pacific Islanders, 6 African-American Students, 71 Caucasian Students, and 95% or 1,974 Hispanic Students. Santa Teresa High School (STHS) has 1,293 students. The population demographics include: 3 African-American Students, 26 Caucasian Students and the remainder of the population, 95%, are of Hispanic background. Gadsden Middle School (GMD) has 981 students. There are 97% or 961 Hispanic students.

The communities served by the Gadsden Independent School District are small rural communities with limited health care providers. The towns of Anthony, Sunland Park, and Chaparral have a Department of Health office that provides limited services. La Clinica de Familia is located in each of these communities as well as the community of San Miguel. There are a large number of undocumented individuals and their families, living in each of these communities, which do not have the means to seek health care for themselves or their family members. Consequently, a large number of our students do not receive adequate mental or medical health. A high percentage of the population lives in substandard conditions. The district provides 100% free and reduced meals for every student. Many of the students are considered "at risk" due to the high rate of poverty, absentee father or mother, high crime neighborhoods, poor sanitation and inadequate services in the colonias, inadequate medical care, and limited mental health services.

The SBHC at GHS is designed to meet the needs of the students attending GHS. The students who attend GHS are from a variety of communities, including but not limited to La Mesa, Chaparral, Anthony, Mesquite, Vado, San Miguel, Chamberino, and La Union. The clinic at STHS meets the needs of the students in the southern end of the district, including but not limited to Santa Teresa and Sunland Park areas. The proposed clinic at GMS would serve the needs of the students from GMS. The students from GMS are from a variety of communities, including but not limited to La Mesa, Chaparral, Anthony, Mesquite, Vado, San Miguel, Chamberino, and La Union.

School District: Gadsden Independent School District

County: Dona Ana County

PROJECT EVALUATION:

Currently mental health services for adolescents are extremely limited. GISD has a high number of teens who are at risk for suicide due to past or recent traumatic events. Many of the teens are exposed to living environments that are difficult for most of people to imagine. Many students are living in households where substance abuse is accepted or dealing is a way of life. Frequently, students are exposed violent behaviors which threatens their existence on a daily basis. The goal of hiring a mental health practitioner is provide services to our students that are not available to them, that will provide them the coping skills necessary to succeed in both the adolescent and adult worlds. The ultimate goal is to address the mental health challenges so that a successful transition from adolescent to adulthood can be made.

With mental health services a student who:

- 1) may have taken their own life might live;
- 2) would harm others as an outlet will learn healthy ways to cope;
- 3) has been brutally raped will have an outlet to share and work through the abuse, grief, loss, and indignity suffered;
- 4) struggles with identity issues will be able to discuss and work through difficulties
- 5) are grieving will find health outlets and support

AMOUNT REQUESTED: \$25,000 for each site (3); for a total of \$75,000

New Mexico Community Foundation
Youth Initiative-SBHC
Report Requirements Guidelines
Report Due: 30 Days after a 12-Month Period

As per your signed NMCF General Terms and Conditions under the Youth Initiative Grant Report Schedule (Line Item No.16), your organization is to submit a report 30 days after a 12-month period in order for NMCF to evaluate your scope of work. Please provide (1) a narrative following the required topics below and (2) a brief financial report.

1. Introduction and Project Summary: (Provide information on your organization/facility, funds awarded, location, and population served).

2. Project Objectives, Methods, Goals and Outcomes: (Explain how the funds were used for and the impact/benefits derived from them).

3. Collaboration & Sustainability: (Was there collaboration with others as a result of this grant? Explain. How will you continue this work in the future? Explain)

4. Project Outreach: (How was funding used for the following? Explain).

- a. Tobacco Cessation
- b. Teen Pregnancy Prevention Outreach
- c. Teen Obesity Prevention
- d. Alcohol and Drug Prevention

5. Other: (Please share with us any great stories you might have experienced thanks to this grant and/or any future plans you have for your SBHC).

NEW MEXICO COMMUNITY FOUNDATION

To: Gadsden Independent Schools 11/30/2006
13119

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
Grant	11/13/2006	Youth SBHC Gadsden HS/Santa Teresa HS/Gadsden	\$75,000.00	\$0.00	\$75,000.00
		Totals:	\$75,000.00	\$0.00	\$75,000.00

To reorder, call Dynamic Systems @ (877) 211-1249

NEW MEXICO COMMUNITY FOUNDATION

To: Gadsden Independent Schools 11/30/2006
13119

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
Grant	11/13/2006	Youth SBHC Gadsden HS/Santa Teresa HS/Gadsden	\$75,000.00	\$0.00	\$75,000.00
		Totals:	\$75,000.00	\$0.00	\$75,000.00

THIS DOCUMENT CONTAINS ULTRAVIOLET FIBERS AND AN ARTIFICIAL WATERMARK ON THE BACK - VERIFY FOR AUTHENTICITY.

NEW MEXICO COMMUNITY FOUNDATION

343 East Alameda Street
Santa Fe, NM 87501
505-820-6860

COMMUNITY BANK
P.O. BOX 1390
SANTA FE, NM 87504
505-160/1070

13119

CHECK DATE	CHECK NO.
11/30/2006	13119
CHECK AMOUNT	
\$**75,000.00	

Seventy five thousand and 00/100 Dollars

PAY

TWO SIGNATURES REQUIRED FOR AMOUNTS OVER \$5,000.00

TO
THE
ORDER
OF

Gadsden Independent Schools
609 Church Street
Anthony, NM. 88021

AUTHORIZED SIGNATURE

MP