

New Mexico Land Grant Council

Land Grant Support Fund Guidelines

Section 1 – Title.

The Land Grant Council hereby establishes an assistance fund to be known as the Land Grant Support Fund, hereafter referred to as The Fund.

Section 2 – Purpose.

The purpose of The Fund is to provide funding assistance to Spanish & Mexican Community Land Grants-Mercedes in New Mexico, hereafter referred to as Land Grants-Mercedes, for legal and technical assistance as outlined below in Section 4.

Section 3 – Eligibility.

Land Grants-Mercedes that are eligible to apply for funding are those: organized as Political Sub-divisions of the State in accordance with Sections 49-1-1 & 49-4-1, NMSA 1978; and that meet all of the application submittal requirements as outlined in Section 5.

Section 4 – Services Eligible For Funding.

The Fund shall be utilized by Land Grants-Mercedes for procurement of third-party services and/or purchases in the following areas:

1. Legal Services includes advice or brief service but does not include litigation.
2. Administrative Services/Goods/Equipment – includes any and all services, goods or equipment purchases relating to the administration of the Land Grant-Merced.
3. Community Development including but not limited to projects addressing land, water, wastewater and housing issues.
4. Economic Development including but not limited to projects aimed at increasing local or regional economy.
5. Small Capital and/or Equipment Purchases including but not limited to office equipment, security equipment, construction materials and equipment.
6. Land Acquisition and Related Services including but not limited to land purchases, professional fees for appraisals, title closings, title insurance, boundary surveys.
7. Land-use Planning & Zoning including but not limited to development and/or updates to comprehensive plans, master plans and zoning ordinances.
8. Common land and infrastructure improvements including but not limited to forest and watershed health, agricultural development, conservation, ecological monitoring, range management and environmental reviews, assessments and clearance for NEPA compliance, fencing, road and drainage improvements, stock well and drinkers, spring and waterway improvements.
9. Historic and cultural preservation including but not limited to archeological and cultural reviews, assessments, testing, excavation, and clearances as required by state or Federal law, cultural programming and materials, restoration of historic buildings owned by a land grant-merced, land grant-merced owned museums.
10. Outreach & Community Education including advertising materials and website development, educational programming and materials.

Funding may not be used to supplant resources used as a part of a Land Grant- Merced general operating budget. There are no matching requirements for application to The Fund.

Section 5 – Application Process.

Eligible Land Grant-Mercedes wishing to apply for funding from The Fund are required to submit a completed application form, provided by the Land Grant Council, that includes:

1. Name of and contact information for the Land Grant-Merced.
2. Name and position of current members on the Board of Trustees
3. Identifies the category for which funding is sought.
4. Funding amount requested.
5. Description of what the funds will be utilized for including measurable product outcomes.
6. Identifies the process by which goods and services funded will be procured. All procurement must be done so in accordance with all applicable state laws.
7. Includes a plan on how the Land Grant-Merced will expend the funds in a timely fashion.

In addition to the application form all Land Grants-Mercedes must also submit the following documentation with their funding request:

1. Names & contact info of current members of the Board of Trustees, if not already filed with NM Land Grant Registry.
2. Copy of current bylaws, if not already filed with the NM Land Grant Registry.
3. Copy of most recent Tier Certification or Agreed Upon Procedures (AUP) Report submitted to the NM State Auditor's Office.
4. Copy of most recent Fiscal Year Budget submitted to and approved by Department of Finance and Administration Local Government Division Budget and Finance Bureau (DFA-LGD) when required.

Section 6 – Review & Approval.

The deadline to apply to The Fund is revolving and applications will be reviewed for approval by the Land Grant Council on a first come first serve basis.

Applications must be submitted at least 2 weeks prior to the date of any upcoming Land Grant Council meeting if they are to be reviewed as a part of that regularly scheduled meeting. Applications received within less than 2 weeks of a regularly scheduled meeting may be placed on the agenda of the next regular scheduled meeting.

Applying to The Fund does not guarantee funding approval and amounts approved may vary from amounts requested. Project award is subject to availability of funds. Applications will be reviewed on a case-by-case basis and individual applications will be evaluated on their own merits and not as part of a competitive process.

Applicants will be notified by Council staff if their project has been approved, partially approved, denied or requires additional information or documentation within 2 weeks of the meeting at which the application was reviewed.

Section 7 – Grant Award Agreement.

Funding awarded will be executed through the use of a government-to-government Grant Award Agreement between the Land Grant-Merced receiving funds and the Land Grant Council. Grant Award Agreements shall be furnished by the Land Grant Council and will require signature of the Land Grant-Merced President and Secretary as well as the Chairman of the Land Grant Council. Grant Award Agreements will be fully executed upon receipt of final required signature.

Section 8 - Funding Utilization.

In General, project funds acquired from The Fund may be used as a match for other funding sources that require a cash or in-kind match. In the event that The Fund ever receives Federal or restricted State dollars that cannot be utilized as a match for Federal or other funds those restrictions will be indicated in grant award agreement.

Section 9 - Funding Limitations.

The total amount of award to any one Land Grant-Merced cannot exceed more than 20% of the total fund amount budgeted for any given fiscal year. Council has discretion to award above 20% on a case by case basis.