



SMCF | GRANT PROPOSAL GUIDELINES

Please submit the Original plus nine (11) copies to our office. Kindly send an email to schedule an appointment to deliver the proposal, and also submit it electronically to Araceli by email (all information in a single file)

- NOTE: Organizations with 501(c)(3) status are eligible to apply for grants under the following conditions: THIS APPLIES ONLY TO PROJECTS THAT ARE SPECIFICALLY BASED IN AND BENEFIT IN SAN MIGUEL DE ALLENDE AND ITS SURROUNDING COMMUNITIES

- DATE

- NAME OF ORGANIZATION

- DO YOU HAVE 501 (C) 3 STATUS? IF SO, PLEASE PROVIDE YOUR EIN (EMPLOYER IDENTIFICATION NUMBER).

- NAME AND BRIEF SUMMARY OF PROJECT

- DATE PROJECT TO START (MUST BE WITHIN 30 DAYS OF GRANT AWARD)

- DATE PROJECT TO BE COMPLETED (FINAL REPORT DUE WITHIN 30 DAYS OF COMPLETION)

- AMOUNT REQUESTED IN PESOS

- MATCHING GRANT AMOUNT AND PROOF OF GRANT

- PLEASE DESCRIBE THE WORK/PROGRAM YOU WOULD LIKE SMCF TO FUND, ALONG WITH A DETAILED BREAKDOWN OF HOW THE FUNDS WILL BE USED.

- EVERY GRANT PROPOSAL MUST INCLUDE TWO VENDOR QUOTES (ESTIMATES) FOR THE PROPOSED PROJECT.

- WHAT IS THE MISSION AND GENERAL GOALS OF YOUR ORGANIZATION?

- FINANCIAL INFORMATION (MUST BE SIGNED BY YOUR ACCOUNTANT): BALANZA FROM YEAR 2026 and Copy of last liquidation of Social Security. (IMSS)
- LAST PROTOCOLIZED RECORD.
- OPINION OF COMPLIANCE WITH THE SAT, IMSS(FEDERAL) AND SATEG (STATE)
- PROOF OF TAX SITUATION

ACCEPTED BY:_____ TITLE _____

DATE_____E-MAIL_____

GRANTS ARE AWARDED UNDER THE FOLLOWING TERMS AND CONDITIONS:

DEADLINES APRIL 15Th., AND OCTOBER 15TH. (WITHOUT EXTENSION)

Every grant proposal must need to include two quotes for the project.

Grant funds must be used only as outlined in the grant proposal guidelines and for no other purpose.

Any funds not used specifically for the approved purpose must be returned to SMCF.

The grantee must obtain prior written approval from SMCF for any changes to approved budget line

items. Any funds not expended or not properly invoiced must be returned to SMCF at the end of the

project.

Grant funds may not be used for salaries or overhead expenses (such as rent, CFE, Telmex, etc.).

SMCF does not fund general operating salaries; however, it may cover labor costs directly related to

the approved project.

A final report must be submitted in English and include a description of the project outcomes, copies

of all facturas corresponding to SMCF funds, and photos of the project. Failure to comply will result

in ineligibility for future grants.

Any announcements, publications, or public reports issued by the grantee, or by others with the

grantee's authorization, describing the funded project must acknowledge SMCF as a funding source.

Grant proposals must be submitted in English and signed by the President or Treasurer, including the

date, email addresses, and telephone numbers.

The Board recognizes that these are guidelines and that exceptional circumstances may arise in

which SMCF may choose to make reasonable exceptions.

MATCHING GRANT DESCRIPTION:

A matching grant requires the NGO to contribute funds alongside the grant provided by SMCF to

complete the project. These matching funds may be used for expenses such as transportation,

salaries, or other costs necessary to carry out the project.

SMCF funds, however, must be used exclusively for the approved project and may not be applied to

salaries, transportation, utilities, or general operating expenses.

Only facturas corresponding to the SMCF-funded portion are required for the final project report.

However, the matching funds must clearly indicate their source and how they were used to support and complete the project.