

NEW MEXICO

# CREATIVE INDUSTRIES DIVISION

## FY26 Creative Support Organization Grant Application

### Background Information

#### GRANT INTENTION

**Overview:** The Creative Support Organization Grant is for organizations that have demonstrated history of advancing New Mexico's creative economy.

The program seeks to support organizations that **support creative entrepreneurs, companies, businesses, and workers** through technical assistance, incubation, workforce development, creative ecosystem development, and building creative industry and ecosystem networks.

The grant funds will strengthen the capacity of groups that support creative industry growth statewide.

**Award Ceiling:** Up to \$62,500 in grant awards, for existing creative organizations

*~ Disclaimers ~*

***\*Grant amounts (up to \$62,500) and total awards (8-10) are subject to change based on funding availability.\****

***\*50% of all final awarded submissions will be to highest scoring projects or programs in rural or underserved communities as required by statute.\* See [HB 8](#).***

#### WHAT ARE THE REQUIREMENTS?

##### Eligibility Requirements (Pass/Fail):

##### Applicants must:

- Be a **local government, Nation, Tribe, Pueblo, nonprofit, or for-profit organization**.
- Demonstrate at least **3 years of impactful work** supporting creative companies, workers, entrepreneurs or businesses.
- Operate or serve communities within the state of **New Mexico**.
- Show a track record of programs, services, or initiatives that advance one or more of the **Creative Industry clusters**:

- Performing Arts, Visual Arts, & Literary Arts
- Entertainment, Media, Information & Broadcasting
- Applied Arts & Design (Architecture, Landscape Architecture, Museums & Galleries)
- Promotion, Marketing, Graphics & Industrial Design
- Technology & Digital Media
- Crafts & Artisan Professions (metal, wood, glass, ceramics, textiles, culinary arts, etc.)

**See Creative Industry Cluster details and corresponding NAICS Codes on page 206 of the [2024 Creative Industries Division Study](#).**

### **Reporting Requirements (Subject to Change):**

#### **Awarded applicants must:**

- Participate in a **6-month progress check-in** with CID.
- Submit a **Final Report** 12 months after payment is received, including but not limited to:
  - Quantitative metrics (e.g., number of creative businesses served, revenue impact, jobs created, partnerships formed).
  - Qualitative outcomes (e.g., success stories, ecosystem impact, testimonials).
- Complete a **Post Grant Awardee-Survey** to share lessons learned and future needs.

This data will help the Creative Industries Division demonstrate **creative economy growth** and advocate for continued and expanded funding.

### **FUNDING AVAILABILITY AND USES**

The division anticipates that grant awards will be made for up to **\$62,500** to **8-10** entities throughout the state. (Award amount and final number of awards subject to change.)

Grants may be used for the following:

- **Technical assistance** for Creative Industry businesses, companies, and professionals.
- **Creative business incubation.**
- **Program delivery.**
- **Creative workforce development**, including skills, and trade programs.
- **Creative ecosystem development.**
- **Venue and logistics costs** that are associated with delivering programming.
- **Personnel costs** directly related to delivering programming including contractor fees.
- **Technology** directly associated with programming or service/resource delivery.
- **Photography/Video** directly associated with programming or service/resource delivery.

- **Material creation** associated with programming.
- **Marketing and promotion** of the proposed programming and services for creative industry companies, and workers – *please note you are responsible for ensuring the reach and participation outlined in your application.*
- **Other reasonable costs** associated with the company/organizations programming, creative economic development, and execution.

### **NON-ALLOWABLE FUNDING USES**

Grants may **not** be used for the following:

1. **Capital construction** (new buildings, major renovations, or land acquisition).
2. **Debt reduction** (paying off loans, back taxes, or existing financial obligations).
3. **Lobbying or political activities** (campaigning, influencing legislation, etc.).
4. **Individual scholarships, prizes, or personal grants.**
5. **Alcohol, entertainment, or personal expenses.**
6. **Activities outside New Mexico** that do not directly benefit New Mexico's creative industries.
7. **Duplicative expenses** are already funded by other state or federal programs.
8. **Cash reserves or endowments.**
9. **Purely artistic creation** not connected to broader creative economic, business, or industry development.

### **NOTES FOR APPLYING ORGANIZATIONS**

Organizations are responsible for the GRT (gross receipt taxes) and other applicable taxes for the income received from this grant. For profit organizations should take this into account when applying and incorporate foreseen taxes into the budget and cost proposal part of the application.

Funding may be awarded in two or more advance payments tied to line items included in submitted budget, which will be drafted as milestones on the final grant agreement. After receiving the first payment, grantees will be expected to complete each line item included in the first milestone. Once completed and reported on, grantees may invoice for the second payment. Multiple line items can be combined into milestones as approved by the department.

All contractors with the state excluding nonprofits and local governments will receive a 1099 if they are a grantee.

**GRANT DUE: 6:00 PM Mountain Time, Friday, October 24, 2025**

*A scoring rubric is provided at the bottom of the application*

## W-9 Document Upload Information

**Please Upload Your W-9 Form-** *If your application is selected, you will be required to provide a W9 for grantee purposes in the state system. Please help us speed up this time consuming process by providing your existing supplier or vendor number here or completing a new **W-9 Form**. **\*Please note a digital signature is not allowed and must be "ink."\*** Make sure your W-9 has signatures on **boxes IV and V**, and that the business formation is filled out correctly. **Single member LLCs must check the sole proprietor/single member LLC box**. Other forms of LLC must select the appropriate tax classification status. If you have an existing federal W9 you can provide that here as an alternative. **In Box 4, please check the 'other' box and write in grant**. Thank you! \**

Choose File No file chosen

## Contact Information

**Organization Name:** \*

**Website**

\*

**Contact Person's Name:**

**Social Media**

**Direct Phone Number:** \*

**Organization's Mailing Address** \*

**Direct Email: \***

**Alternate Email:**

**Organization's Location:**

City \*

**Organization's Location:**

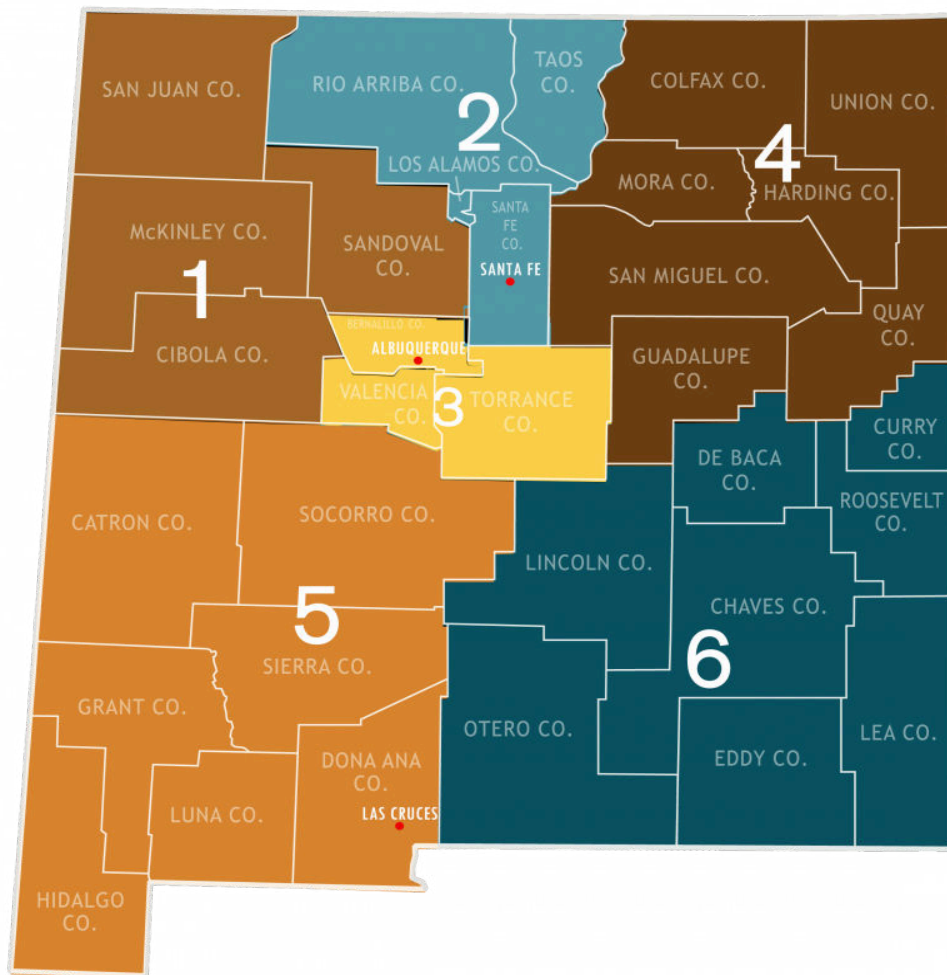
County i.e. Bernalillo, McKinley, Rio Arriba, Sierra, etc. \*

## Eligibility/Demographic

**Select your entity type \***

- ☐ LLC
- ☐ Corporation
- ☐ S-Corp
- ☐ B-Corp
- ☐ Non-Profit (501c3)
- ☐ Local Government Entity
- ☐ Nation, Tribe, or Pueblo
- ☐ College/University
- ☐ None of the above

**What Region are you located in?**



Please select...



**What type of area is your business located in ? \***

Please select...



**What type of area does your business/organization serve ? \***

Please select...



**Year founded/Operating Since ? \***

**Please Upload Your Company/Organizations Logo (PNG Format Only) \***

Choose File No file chosen

## Application Questions

### Section 1: *Organizational Track Record & Alignment with Creative Industries and Creative Economy*

**1. What is your Organization's Mission? (250 word limit)**

\*

**2. Describe your organization's programs, services, resources, activities, or initiatives.**

***(250 word limit)***

\*

**3. How many years has your organization been supporting creative entrepreneurs/businesses?**

\*

**4. How many creative businesses, entrepreneurs, or organizations did you serve the past three years? (Provide a combined total, and year by year breakdown for 2022–2024)**

***(100 word limit)***\*

**5. Upload supporting documentation for this section. (Annual Reports, Brochures, or other program documentation - 5 page limit combined) PDF Format**\*

Choose File No file chosen

**6. Which Creative Industry Cluster(s) does your work service ? \***

- ☐ Performing Arts, Visual Arts, & Literary Arts
- ☐ Entertainment, Media, Information & Broadcasting
- ☐ Applied Arts & Design (Architecture, Landscape Architecture, Museums & Galleries)
- ☐ Promotion, Marketing, Graphics & Industrial Design
- ☐ Technology & Digital Media
- ☐ Crafts & Artisan Professions (metal, wood, glass, ceramics, textiles, culinary, etc.)

**7. Describe how your work advances one or more of these clusters.**

**(250 word limit) \***

**Section 2: Proposed Use of Funds**

**8. What is the grant amount you are requesting (up to \$62,500) \***

**9. Please provide your proposed use of the requested funds i.e. What types of programming, resources, or services will you provide, AND HOW creative industry companies, workers, businesses, or entrepreneurs will be supported. (AND/OR upload (if uploading, type 'upload' in box below - 500 word limit) \***

**Upload Proposed Use of Funds (Q. 9) [Word limit still applies]**

Choose File No file chosen

**10. Upload a PDF of your organizations total operating budget, existing programing budget, AND detailed budget for proposed grant fund uses. Include line items, in-kind contributions or financial support from local governments and surrounding communities, and specific funding uses identified in your application. (PDF 4 page limit). \***

Choose File No file chosen

**11. Will your organization be able to complete programming if NOT selected for funding? \***

Please select...



**12. Provide a timeline for program planning and execution, include activities, and milestones. (PDF 2 page limit)**

Choose File No file chosen

### Section 3: Equity, Access, and Inclusion

**13. Describe the marketing and promotional plan for the program(s)? (250 word limit) \***

**14. Which populations or regions will directly benefit from your proposed work? \***

- ☐ Rural Communities
- ☐ Minority/ Underserved Populations
- ☐ Emerging Creatives/ Entrepreneurs
- ☐ Youth
- ☐ Elderly
- ☐ Northeast NM
- ☐ Northwest NM
- ☐ Albuquerque & Surrounding Area (Central) NM
- ☐ Southeast NM
- ☐ Southwest NM
- ☐ North Central NM
- ☐ Statewide
- ☐ Other:

**15. How does your organization ensure that your programs and operations are accessible, inclusive, and impactful for a wide range of creative industries, individuals, and communities? (250 word limit)**

*You may include types and sizes of businesses served, industry areas supported, strategies related to cultural relevance, equity in decision-making, representation, outreach to historically underserved groups, language access, physical accessibility, or any other efforts to ensure opportunity for all.*

\*

#### **Section 4: Economic Impact/Evaluation & Metrics**

**16. What quantitative outcomes are you aiming to achieve with the program(s)? (500 word limit) \***

**17. What qualitative outcomes are you aiming to achieve with the program(s)? (500 word limit) \***

**18. Numerically, how many creative businesses, professionals, and companies will your proposal support through this initiative(s)? \***

**19. How will your organization measure the proposed outcomes, and evaluate the success of this project? (250 word limit) \***

**20. How does your organization plan to use data and feed-back to improve your services and better meet the needs of the creative businesses and communities you serve? *(250 word limit)\****

**By checking the boxes below you are agreeing to provide the following: \***

- ☐ 6 month project check-in
- ☐ Final report with quantitative and qualitative data
- ☐ Post-grant Survey

### **Section 5: Sustainability & Collaboration**

**21. How will your organization sustain this work beyond the grant period? *(250 word limit)\****

**22. What contingency plans do you have in place to address potential challenges? *(250 word limit)\****

**23. Describe any partners, collaborators, or networks involved in your project and how they will contribute to its success. Additionally, share any innovative or collaborative approaches your organization is using to strengthen the creative ecosystem and sustain long-term impact *(250 word limit)\****

### **Certification & Submission**

**Authorized Representative Name & Title \***

**I certify that the information provided in this application is true and accurate to the best of my knowledge, and that my organization is eligible for funding under the guidelines of the Creative Support Organization Grant. \***

☐ Yes

☐ No

## RUBRIC

Category	Points
Eligibility/Demographic	Pass/Fail
Organizational Track Record & Alignment with Creative Industries and Creative Economy	60
Proposed Use of Funds	50
Equity, Access, and Inclusion	20
Economic Impact/ Evaluation & Metrics	50
Sustainability & Collaboration	20
<b>Total Possible Points</b>	<b>200</b>
Certification & Submission	Pass/Fail

**Submit**

Contact Information