



Gonzales Trust Application Guide

In 1983, Consuelo Gonzales established, in her Will, funds for her only daughter Consuelo Isabel Gonzales. Consuelo Isabel Gonzales had Down syndrome. Upon her death, the proceeds of the Trust were to be used for the benefit of New Mexico residents with Down syndrome. Through cooperation of The Arc of the United States and The Arc of New Mexico, the funds are now available to New Mexico residents.

The Arc of the United States and The Arc of New Mexico are responsible for distributing the monies in accordance with the Trust. Applications are reviewed quarterly by The Arc of New Mexico Gonzales Trust Committee. Applications that are approved by the Committee are then forwarded to The Arc of the United States for final approval.

There are three categories for which individuals, families and organizations may apply:

Individual

Community living

Organizational

Each category has its own application form.

FOR QUESTIONS OR ASSISTANCE FILLING OUT A FORM:

Please do not hesitate to contact us at (505) 883-4630 or by email at alofton@arcnm.org. We can answer any questions and help walk you through the process.

Awards and Timeline:

Awards are made quarterly. Requests must be submitted by **March 1, June 1, September 1, and December 1** to be considered for funding for the following quarter.

The Arc of New Mexico Gonzales Trust Committee forwards approved requests to The Arc of the US at the end of each quarter (**March 31, June 30, September 30, December 31st**).

Final approvals will be announced in the third week of the following month (**April, July, October, January**).

Guides for each individual category are as follows:

Individual:

***For direct support to individuals with Down syndrome**

Applicant must be a person with Down syndrome who legally resides in New Mexico or a family member or legal guardian applying for services/supports on behalf of a child or adult with Down syndrome.

- Applicant may be a family member of a person with Down syndrome to attend a conference, receive education or training that directly benefits the person with Down syndrome.

- Eligible purchases include:

Devices, or services that are not available to the individual through other reimbursed or directly funded insurance, Medicaid state plan, DD waiver, etc. Examples include cellular phones, tablets, computers, unusual home modifications, communication devices, transportation services not available through other programs, new adaptive equipment not available through typical service programs, etc.

- Grants are limited to **\$5,000 annually per household**

- Payments are **not made directly to the individual or family. The Arc of New Mexico will pay the vendor, contractor, agency, or merchant directly for the approved service or program.** In your request form, please list the business, vendor, or provider to be paid. Please see the photo below.

* Business, organizing agency, or service provider to be paid:

Please do NOT list yourself or another individual person

Name of Company:

Address:

City:

State:

Zip Code:

Phone #:

• **All sections of the request form must be completed.** Requests **must** include an invoice, budget breakdown, or quote to be considered complete. If an invoice, budget, or quote are not received with your application, you will be contacted by Alexandria Lofton to provide one.

In your request form, once you have checked the acknowledgement box, please remember to send your quote, budget, or invoice. Please see photo below.

* Budget breakdown or invoice: Until The Arc receives a quote, invoice, or budget breakdown, your application will be incomplete.

☐ I acknowledge that I **must** send a quote, invoice, or budget breakdown to **myoussef-arafat@arcnm.org** for my application to be considered complete.

The form to fill out for this category can be found at:

<https://www.surveymonkey.com/r/2JMQHL6>

Community Living

***For Community Living Capacity Enhancement Activities**

- Applicant must be a person with Down syndrome who legally resides in New Mexico or a family member or legal guardian applying for services/supports.
- Grants are limited to **\$7,500 annually per household**—payments are not usually made directly to the individual or family. The Arc of New Mexico will pay the vendor, service provider, educational institution, organizing agency, or merchant directly for the approved service or support.
- **Payments are not usually made directly to the individual or family. The Arc of New Mexico will pay the vendor, service provider, educational institution, organizing agency, or merchant directly for the approved service or support. Do not list yourself or another individual** as a vendor. In your request form, please list the information of the business, vendor, or provider to be paid. Please see the photo below

* Business, organizing agency, or service provider to be paid:

Please do NOT list yourself or another individual person

Name of Company:

Address:

City:

State:

Zip Code:

Phone #:

- Eligible purchases include:

Tuition for classes or courses that help an applicant meet personal or professional goals, cost of attendance at music, athletic, art, or other camps or workshops, fees for gym memberships, fitness training, social clubs, organized recreation programs, fees for individualized job coaching/training, or other special tutoring, etc.

- To be considered eligible, services must not be available to the individual through other reimbursed or directly funded insurance, Medicaid State Plan, DD waiver, Voc. Rehab, etc.

• **All sections of the request form must be completed** Requests **must** include an invoice, budget breakdown, or quote to be considered complete. Until The Arc receives yours, your request will be considered incomplete and will not be moved forward to the committee. If an invoice, budget, or quote are not received with your application, you will be contacted by Alexandria Lofton to provide one.

In your request form, once you have checked the acknowledgement box, please remember to send your quote, budget, or invoice. Please see photo below.

* Budget breakdown or invoice: Until The Arc receives a quote, invoice, or budget breakdown, your application will be incomplete.

☐ I acknowledge that I **must** send a quote, invoice, or budget breakdown to **myoussef-arafat@arcnm.org** for my application to be considered complete.

The form to fill out for this category can be found at:

<https://www.surveymonkey.com/r/R6WDZC7>

Organizations

***For Activities Conducted by New Mexico organizations that support people with Down syndrome**

- Applicants must be **non-profit 501(c)(3)** organizations. Organizations do not necessarily have to be incorporated in New Mexico but must be authorized to do business and conduct activity in the state.
- Grants to non-profit organizations for innovative programs that directly benefit persons with Down syndrome and/or their families, guardians, or decision-making partners in New Mexico. **Grants will not be made for ongoing organizational overhead or routine programs.** Grants are capped at **\$40,000 a year** for any qualifying non-profit entity.
- Applicant organizations must demonstrate how the program/project:
 - is solely for individuals with Down syndrome
 - meets an unmet need for people with Down syndrome
 - differs from other programs/projects offered to people with DS in New Mexico or differs in how the service is delivered
 - advances inclusive community living, and/or
 - addresses and helps to correct stigma and stereotyping of and about people with DS, and/or
 - provides information and education to families, guardians, friends, teachers, employers, and others who interact with people with DS to support independent living
- Requests **must** include a budget breakdown to be considered complete. Until The Arc receives this, the request will be considered incomplete and will not be moved forward to the committee. If an invoice, budget, or quote are not received with your application, you will be contacted by Alexandria Lofton to provide one.
- **Organizations are required to report program progress six months after receiving funds, and then again after one year.**

The form to fill out for this category can be found at:

<https://www.surveymonkey.com/r/NKPWKS5>