



N3B Community Contributions Program Guidelines

Newport News Nuclear BWXT Los Alamos (N3B) has made a commitment to provide five percent of its earned fee over the life of the Los Alamos Legacy Cleanup Contract to benefit community organizations and support workforce development initiatives in Northern New Mexico.

The portion earmarked for contributions to nonprofit organizations is managed through our Community Contributions Program. We encourage Northern New Mexico nonprofit organizations to submit funding requests for their programs in the following areas:

- Education
- Health & Human Services
- Arts & Culture
- Civic & Economic Development

We provide financial support to nonprofit organizations that have a 501(c)3 or 170(c) tax-exempt status. We will evaluate requests based, in part, on:

- Orientation toward STEM or STEAM education.
- Ability to address the needs of underserved populations.
- Ability to serve the most people possible.
- Engagement in the organization by N3B employees and their families.
- Demonstration of a genuine community need with limited options for alternative funding.
- Ability to provide public recognition for N3B's partnership.

On occasion, we will consider requests from community organizations that fall outside the screening criteria if their projects reflect N3B's mission, values and interests, and if they contribute to improved community-wide quality of life or promote economic development in Northern New Mexico.



What we typically won't fund:

N3B does not generally support continued funding for recurring projects. N3B does not provide funding support for individuals or individual needs; political or religious organizations; fraternal associations; advertising; professional meetings or conferences; travel, film or television production or programming; general operating expenses; emergency funds; individual schools; sporting events or athletic groups; extracurricular school activities; and fairs or parades.

N3B also will not provide funds to any organization that discriminates on the basis of age, race, sex, religion, national origin, disability, family status, receipt of public assistance, sexual orientation or gender identity.

How to Submit a Request:

Requests must be submitted electronically through the portal on our website at <https://n3b-la.com/community-contributions/>. We accept and consider requests throughout the year. There is no annual deadline for submitting requests. We will acknowledge the request upon receipt, and we may ask for additional clarifying information. The review process may take several months. Requesting organizations will be notified when a decision is made.

Within the application portal, we ask for the following information:

- A description of the organization and its mission, goals and objectives in 100 words or less.
- The specific purpose of the request in 100 words or less.
- The amount requested.
- A list of other significant funding sources and the amounts received from each.
- A description of how N3B's donation will be publicized.
- A high-resolution copy of the organization's logo.
- A copy of the organization's current balance sheet and most recent annual budget.
- The name, title, address, telephone number and email address of the principal contact, along with the organization's website address.
- A copy of the organization's Internal Revenue Service (IRS) letter of determination.
- A copy of the organization's IRS Form W-9.
- A copy of the N3B Vendor Maintenance Form with the Remit to section filled in ([download](#) or access it at <https://bit.ly/3R1fa9w>).
- A completed N3B NTTC Request Form ([download](#) or access it at <https://bit.ly/3ssEKtz>).

If we approve the request, we will ask the organization to submit an ACH Authorization Agreement for electronic transfer of the funds.

Links to additional resources that are too large to be emailed may be included in the proposal if an organization believes they will assist in our decision-making. Organizations must submit their requests through official channels, and they must be endorsed by a senior representative of the submitting organization.

Contact:

N3BOutreach@em-la.doe.gov

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