

FY26 New Mexico Clean & Beautiful

Budget Amendment Requests (BARs)
How-To

KEEP NEW MEXICO  TRUE

Today's Agenda

Budget Amendment Requests (BARs)

- Do you need to submit a BAR?
- How to complete the BAR form.
- How to submit a BAR via Survey Monkey Apply.

*** General Reminders:**

- This webinar is recorded & available on the Clean & Beautiful Resources Page.
- After watching the presentation, if you have additional questions, please reach out to NMTD staff for assistance.

A person is standing on a sand dune, looking out over a vast desert landscape at sunset. The sky is a mix of orange, yellow, and blue, with soft clouds. The sand dunes are rolling and have some tracks on them. In the background, there are mountains under the colorful sky.

Budget Amendment Requests

KEEP NEW MEXICO  TRUE



What is a Budget Amendment Request?

KEEP NEW MEXICO  TRUE

*Budget Amendment
Requests are necessary to
adjust allocations on your
current Project Award
Schedule – Exhibit A of your
Grant Agreement*

KEEP NEW MEXICO  TRUE

Amending the Personalized Project Award Schedule

FY26 New Mexico Clean & Beautiful Grant Program					
EXHIBIT A					
PROJECT AWARD SCHEDULE					
CITY, COUNTY, PUEBLO, TOWN, SCHOOL, VILLAGE OF XXX					
Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
End Littering					
1.1 Anti-Litter Signage	\$150.00				
Approved Expenditures: Signs					
1.2 Community Clean-up Event	\$6,000.00				
Approved Expenditures: Roll-off and disposal fees					
1.3 Clean-up Activities	\$2,000.50				
Approved Expenditures: Trash bags, trash grabbers, nitrile gloves and safety vests					
Reduce Waste					
2.5 Recycling Container		\$1,000.00			
Approved Expenditures: Two recycling containers for recycling center					
Beautify Communities					
3.2 Pollinator Garden			\$2,000.00		
Approved Expenditures: Flowers, trees, and soil					
3.3 Community Mural Projects			\$1,000.00		
Approved Expenditures: Paint, brushes, rollers, drop cloths, and trays					
3.4 Graffiti Eradication			\$2,000.00		
Approved Expenditures: Brushes and paint					
Empower Youth					
4.2 Youth Group Stipends				\$5,000.00	
Approved Expenditures: Subcontracted youth groups for community clean-up or beautification projects					
Increase Program Capacity					
5.2 Keep America Beautiful Dues					\$253.00
Approved Expenditures: Keep America Beautiful Dues					
5.3 Keep America Beautiful Annual Conference					\$2,200.00
Approved Expenditures: Conference stipend					
Goal Subtotals	\$8,150.50	\$1,000.00	\$5,000.00	\$5,000.00	\$2,453.00
Total Award	\$21,603.50				

KEEP NEW MEXICO  TRUE

Do I need to submit a BAR?

A BAR is necessary if:

- You anticipate exceeding the 10.0% allowed budget variance for a specific line item (objective) to meet the deliverable.
- You anticipate not being able to spend the full grant award based on the current funding distribution.
- You will come in under budget for a project and will still meet the deliverable.
 - *Example: Additional funding and community donations were received*
- Projects listed on your current Project Award Schedule are no longer feasible due to unforeseen circumstances.
 - *Example: Staffing issues or change of location*

A BAR is *not* necessary if:

- You follow the Project Award Schedule as outlined in *Exhibit A* of the Grant Agreement.
- You foresee that you will overspend in a line item but will be within the 10.0% variance.

KEEP NEW MEXICO  TRUE

Survey Monkey Apply



Log in to Survey Monkey Apply

Cooperative Marketing Resources Clean and Beautiful Resources Destination Forward Resources Tourism Event Growth & Sustainability Program Resources

NEW MEXICO TRUE

New Mexico Tourism Department

Welcome to the New Mexico Tourism Department's online application portal!

Find the grant program that works best for you! New Mexico True offers four programs to assist partners with marketing their destinations and visitor experiences, building and maintaining attractive communities, and developing profitable and sustainable tourism products. Click on the links below to learn more; check eligibility requirements; and access application forms, deadlines, and criteria. Thank you for your interest and all you do for New Mexico. We look forward to working together!

Cooperative Marketing and Advertising: With a 2-to-1 dollar match* (*Awards pending funding outcomes of 2024 Legislative Session) and access to preferred media rates, "CoOp" supports your efforts to attract visitors to the destination and its visitor experiences. Award recipients leverage the power of New Mexico True and its marketing muscle, building on millions of cumulative brand impressions and underscoring our position as the primary destination for venturesome travelers. Learn more about the Cooperative Marketing & Advertising grant program [HERE](#).

New Mexico Clean & Beautiful: The purpose of the New Mexico "Litter Control and Beautification Act," NMSA 1978, § 67-16-1 et seq., is to control litter by authorizing the New Mexico Tourism Department (NMTD) to eliminate litter from New Mexico to the maximum practical extent through a state-coordinated plan of education, control, prevention, and elimination. Therefore, NMTD distributes funds throughout the state to fulfill program goals and objectives that promote citizen engagement, reduce blight, and further beautification and waste diversion efforts, keeping New Mexico a clean and beautiful place to live, work, and play. Learn more about the New Mexico Clean and Beautiful program [HERE](#).

Destination Forward Grant Program: The Destination Forward Grant Program is composed of two complementary tiers: **Tier I: Planning, Design and Programming** and the **Tier II: Construct, Equip, Modernize and Renovate**. The purpose of the Destination Forward Program is to support tourism infrastructure projects within New Mexico by helping New Mexican communities become and sustain viable tourism destinations. The program provides matching funding to tourism stakeholders within New Mexico to support the implementation of viable tourism infrastructure projects. Learn more about the Destination Forward Grant Program [HERE](#).

Tourism Event Growth & Sustainability Program (TEGS): This program provides technical assistance (Event Accelerator), sponsorship (Event Sponsorship), and marketing and advertising (CoOp Events Marketing Program) to tourism events within New Mexico to support their growth and improvement. Learn more about the Tourism Event Growth & Sustainability Program [HERE](#).

If you are a first-time applicant, please click on "Register" the turquoise box in the upper right corner of the page to create an account and see current program options.

[Sign Up for Tourism Talk](#) to receive announcements about the next grant cycle, when it opens, and where to complete the online application.

POWERED BY Apply

Copyright © SurveyMonkey | Privacy | Terms | Do not sell or share my personal information

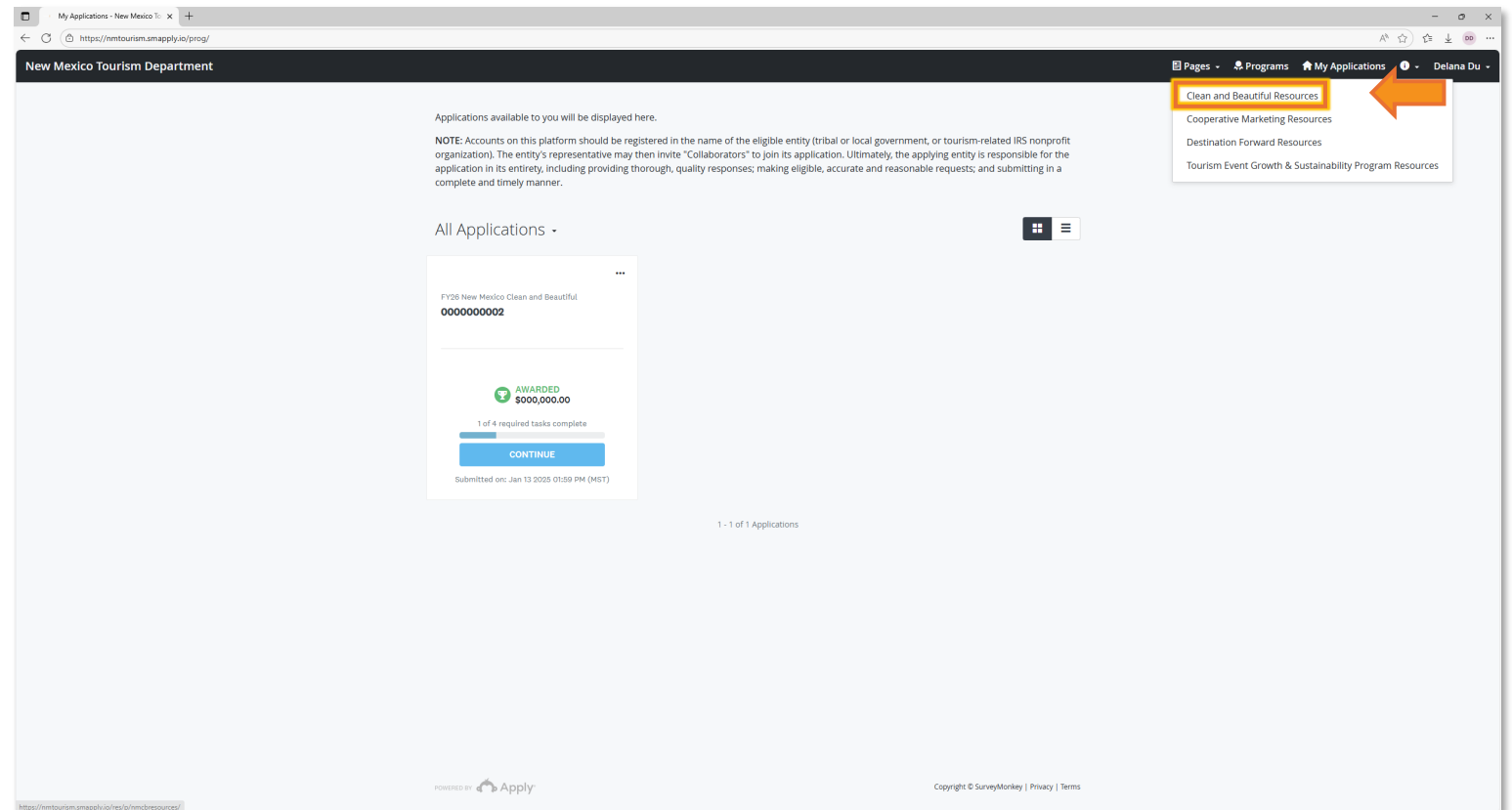
*Download
Budget Amendment
Request
Form*

KEEP NEW MEXICO  TRUE



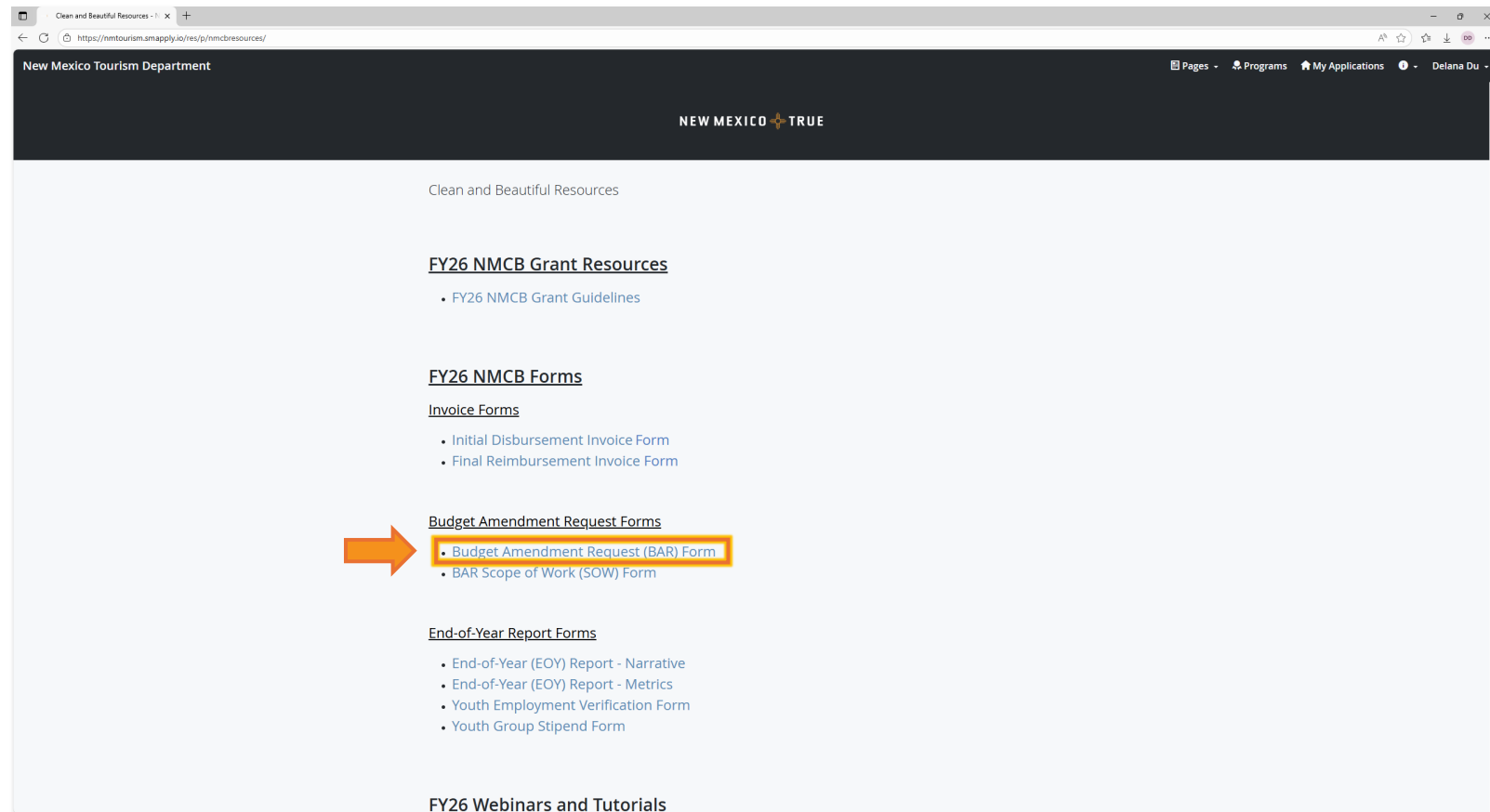
Clean and Beautiful Resources Page

On the top right-hand corner, select pages and click on [Clean and Beautiful Resources](#).



Download the BAR Form

Under the Clean and Beautiful Resources Page, download the BAR Form



BAR Form

KEEP NEW MEXICO  TRUE

BAR Form

KEEP NEW MEXICO TRUE

FY26 NEW MEXICO CLEAN & BEAUTIFUL BUDGET AMENDMENT REQUEST FORM

► **Instructions:** Please complete both 'MOVE TO' and 'MOVE FROM' sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

►► **Definitions**

- **Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current line item/project.
- **Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain line item/objective.

Name of Awarded Entity: _____

Date: _____

MOVE FROM						MOVE TO				
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
Total Amount Moved FROM:					\$0.00	Total Amount Moved TO:				\$0.00

NARRATIVE QUESTIONS
1. Why is this amendment being requested?
2. Why are you requesting to move funds from this specific funded objective?
3. Why are you requesting to move funds to another specific objective?
4. What do you intend to purchase or accomplish with this request?
5. Will all deliverables be met for all projects involved with this request?
* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.
Yes <input type="checkbox"/> No <input type="checkbox"/>

Approved by Grantee's Program Manager:	
Program Manager Name (Typed)	Program Manager Signature
Approved by NMTD Tourism Development Division Director:	Date:

BAR Form

Name of Awarded Entity

Date

- ▶ Provide the awarded Entity's name as it appears on the Grant Agreement.
 - ▶ Please note that your KAB affiliate name is *not* the awarded Entity.
- ▶ Provide the date you are submitting the BAR from on.

KEEP NEW MEXICO TRUE
FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

▶ **Instructions:** Please complete both 'MOVE TO' and 'MOVE FROM' sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

▶ ▶ **Definitions**

- **Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current time item/project.
- **Requested Allocation:** The amount you intend to keep or are requesting to be moved within a certain time item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX Date: 9/11/25

MOVE FROM					MOVE TO						
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved	
										\$0.00	
										\$0.00	
										\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved FROM:					\$0.00	Total Amount Moved TO:					\$0.00

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

2. Why are you requesting to move funds from this specific funded objective?

3. Why are you requesting to move funds to another specific objective?

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes ☐ No ☐

Approved by Grantee's Program Manager:

Program Manager Name (Typed) Program Manager Signature

Approved by NMTD Tourism Development Division Director: Date:

BAR Form

*Move From
Left-Hand Side*

KEEP NEW MEXICO  TRUE

BAR Form

**Partners are responsible to complete the fields below on the MOVE
FROM (left-hand side).**

Goal Number

Objective

Current Allocation

Amount Spent

Requested Allocation

Amount Moved

Total Amount Moved From

BAR Form

MOVE FROM

Goal Number, Objective, & Current Allocation

FY26 New Mexico Clean & Beautiful Grant Program					
EXHIBIT A PROJECT AWARD SCHEDULE					
CITY, COUNTY, PUEBLO, TOWN, SCHOOL, VILLAGE OF XXX					
Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
End Littering					
1.1 Anti-Litter Signage	\$150.00				
Approved Expenditures: Signs					
1.2 Community Clean-up Event	\$6,000.00				
Approved Expenditures: Roll-off and disposal fees					
1.3 Clean-up Activities	\$2,000.50				
Approved Expenditures: Trash bags, trash grabbers, nitrile gloves and safety vests					
Reduce Waste					
2.5 Recycling Container		\$1,000.00			
Approved Expenditures: Two recycling containers for recycling center					
Beautify Communities					
3.2 Pollinator Garden			\$2,000.00		
Approved Expenditures: Flowers, trees, and soil					
3.3 Community Mural Projects			\$1,000.00		
Approved Expenditures: Paint, brushes, rollers, drop cloths, and trays					
3.4 Graffiti Eradication			\$2,000.00		
Approved Expenditures: Brushes and paint					
Empower Youth					
4.2 Youth Group Stipends				\$5,000.00	
Approved Expenditures: Subcontracted youth groups for community clean-up or beautification projects					
Increase Program Capacity					
5.2 Keep America Beautiful Dues					\$253.00
Approved Expenditures: Keep America Beautiful Dues					
5.3 Keep America Beautiful Annual Conference					\$2,200.00
Approved Expenditures: Conference stipend					
Goal Subtotals	\$8,150.50	\$1,000.00	\$5,000.00	\$5,000.00	\$2,453.00
Total Award			\$21,603.50		

KEEP NEW MEXICO TRUE

FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

► **Instructions:** Please complete both "MOVE TO" and "MOVE FROM" sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

► Definitions

- **Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current time period project.
- **Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain time period objective.

Name of Awarded Entity: _____ Date: _____

MOVE FROM					MOVE TO				
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation
					\$0.00				\$0.00
					\$0.00				\$0.00
					\$0.00				\$0.00
					\$0.00				\$0.00
					\$0.00				\$0.00
					\$0.00				\$0.00
Total Amount Moved FROM:					\$0.00	Total Amount Moved TO:			
					\$0.00				

NARRATIVE QUESTIONS	
1. Why is this amendment being requested?	
2. Why are you requesting to move funds from this specific funded objective?	
3. Why are you requesting to move funds to another specific objective?	
4. What do you intend to purchase or accomplish with this request?	
5. Will all deliverables be met for all projects involved with this request?	
* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

Approved by Grantee's Program Manager:	
Program Manager Name (Typed)	Program Manager Signature
Approved by NMTD Tourism Development Division Director:	
Date:	

BAR Form

How To

MOVE FROM

Goal Number

- ▶ Provide the goal number as outlined on the Project Award Schedule, *Exhibit A* of your FY26 Grant Agreement.

KEEP NEW MEXICO TRUE

FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

Instructions: Please complete both 'MOVE TO' and 'MOVE FROM' sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

Definitions

- Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- Amount Spent:** The amount you have already spent or intend to keep in the current time item/project.
- Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain time item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX Date: 9/11/25

MOVE FROM						MOVE TO					
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount	
1										\$0.00	
										\$0.00	
										\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved FROM:					\$0.00	Total Amount Moved TO:					\$0.00

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

2. Why are you requesting to move funds from this specific funded objective?

3. Why are you requesting to move funds to another specific objective?

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes ☐ No ☐

Approved by Grantee's Program Manager:

Program Manager Name (Typed): Program Manager Signature:

Approved by NMTD Tourism Development Division Director: Date:

BAR Form

How To

MOVE FROM

Objective

- ▶ Provide the specific objective number as outlined on the Project Award Schedule, *Exhibit A* of your FY26 Grant Agreement.

KEEP NEW MEXICO TRUE
FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

Instructions: Please complete both 'MOVE TO' and 'MOVE FROM' sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

Definitions

- **Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current time item/project.
- **Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain time item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX Date: 9/11/25

MOVE FROM						MOVE TO					
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved	
1	1.2 Community Clean-up Event									\$0.00	
										\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved FROM:					\$0.00	Total Amount Moved TO:					\$0.00

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

2. Why are you requesting to move funds from this specific funded objective?

3. Why are you requesting to move funds to another specific objective?

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes ☐ No ☐

Approved by Grantee's Program Manager:

Program Manager Name (Typed): Program Manager Signature

Approved by NMTD Tourism Development Division Director: Date:

BAR Form

How To

MOVE FROM

Current Allocation

- ▶ Provide the objective's corresponding current allocation amount.
 - ▶ This amount will match the allocation from your Project Award Schedule, *Exhibit A* of your FY26 Grant Agreement.

KEEP NEW MEXICO TRUE
FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

▶ **Instructions:** Please complete both 'MOVE TO' and 'MOVE FROM' sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

▶ **Definitions**

- **Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current line item/project.
- **Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain line item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX Date: 9/11/25

MOVE FROM					MOVE TO						
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved	
1	1.2 Community Clean-up Event	\$6,000.00									
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved FROM:					\$0.00	Total Amount Moved TO:					\$0.00

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

2. Why are you requesting to move funds from this specific funded objective?

3. Why are you requesting to move funds to another specific objective?

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes ☐ No ☐

Approved by Grantee's Program Manager:

Program Manager Name (Typed): _____ Program Manager Signature: _____

Approved by NMTD Tourism Development Division Director: _____ Date: _____

BAR Form

How To

MOVE FROM

Amount Spent

- ▶ Provide the objective's total expenditures to date.
 - ▶ This column serves as a reassessment measure to ensure that you have not spent the funds you are requesting to move.

KEEP NEW MEXICO TRUE

**FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM**

▶ **Instructions:** Please complete both "MOVE TO" and "MOVE FROM" sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

▶▶ **Definitions**

- **Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current time item/project.
- **Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain line item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Village of XXX Date: 9/11/25

MOVE FROM					MOVE TO						
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved	
1	1.2 Community Clean-up Event	\$6,000.00	\$5,000.00							\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved FROM:					\$0.00	Total Amount Moved TO:					\$0.00

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

2. Why are you requesting to move funds from this specific funded objective?

3. Why are you requesting to move funds to another specific objective?

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.

Yes ☐ No ☐

Approved by Grantee's Program Manager:

Program Manager Name (typed) Program Manager Signature

Approved by NMTD Tourism Development Division Director: Date:

BAR Form

How To

MOVE FROM

Requested Allocation

- ▶ Provide the total amended amount that you are requesting for the goal and objective.
- ▶ This is the amount that will appear on the Amended Project Award Schedule, *Exhibit A* of your Grant Agreement.

KEEP NEW MEXICO TRUE
FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

▶ **Instructions:** Please complete both "MOVE TO" and "MOVE FROM" sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

▶ ▶ **Definitions**

- **Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current time item/objective.
- **Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain time item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village, or Tribe _____ Date: 9/11/25

MOVE FROM						MOVE TO					
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved	
1	1.2 Community Clean-up Event	\$6,000.00	\$5,000.00	\$5,000.00						\$0.00	
										\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved FROM:					\$0.00	Total Amount Moved TO:					\$0.00

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

2. Why are you requesting to move funds from this specific funded objective?

3. Why are you requesting to move funds to another specific objective?

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes ☐ No ☐

Approved by Grantee's Program Manager:

Program Manager Name (Typed) _____ Program Manager Signature _____

Approved by NMTD Tourism Development Division Director: _____ Date: _____

BAR Form

How To

MOVE FROM

Amount Moved

- ▶ This amount is the difference between the requested allocation and the current allocation.
 - ▶ The form will automatically calculate this amount for you.

KEEP NEW MEXICO TRUE

FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

▶ **Instructions:** Please complete both 'MOVE TO' and 'MOVE FROM' sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

▶ Definitions

- **Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current line item/project.
- **Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain line item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX

Date: 9/11/25

MOVE FROM					MOVE TO				
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation
1	1.2 Community Clean-up Event	\$6,000.00	\$5,000.00	\$5,000.00	-\$1,000.00				
					\$0.00				\$0.00
					\$0.00				\$0.00
					\$0.00				\$0.00
					\$0.00				\$0.00
					\$0.00				\$0.00
Total Amount Moved FROM:					-\$1,000.00	Total Amount Moved TO:			

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

2. Why are you requesting to move funds from this specific funded objective?

3. Why are you requesting to move funds to another specific objective?

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.

Yes ☐ No ☐

Approved by Grantee's Program Manager:

Program Manager Name (Print)

Program Manager Signature

Approved by NMTD Tourism Development Division Director:

Date:

MOVE FROM

- ▶ The *Total Amount Moved From* represents the total of all funds you are intending to move from the goal and objectives listed on the left-hand, Move From Side.
 - ▶ The form will automatically calculate this amount for you.

KEEP NEW MEXICO TRUE

FY26 NEW MEXICO CLEAN & BEAUTIFUL BUDGET AMENDMENT REQUEST FORM

Instructions: Please complete both 'MOVE TO' and 'MOVE FROM' sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

Definitions

- Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- Amount Spent:** The amount you have already spent or intend to keep in the current line item/project.
- Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain line item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX

Date: 9/11/26

MOVE FROM						MOVE TO				
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved
1	1.2 Community Clean-up Event	\$6,000.00	\$5,000.00	\$5,000.00	-\$1,000.00					\$0.00
2	2.5 Recycling Container	\$1,000.00	\$0.00	\$0.00	-\$1,000.00					\$0.00
5	5.3 KAB Annual Conference	\$2,200.00	\$0.00	\$0.00	-\$2,200.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
Total Amount Moved FROM:					-\$4,200.00	Total Amount Moved TO:				\$0.00

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

2. Why are you requesting to move funds from this specific funded objective?

3. Why are you requesting to move funds to another specific objective?

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.

Yes ☐ No ☐

Approved by Grantee's Program Manager:

Program Manager Name (Typed)

Program Manager Signature

Approved by NMTD Tourism Development Division Director:

Date:

BAR Form

*Move To
Right-Hand Side*

KEEP NEW MEXICO  TRUE



BAR Form

How To

Partners are responsible to complete the fields below on the MOVE TO (right-hand side).

Goal Number

Objective

Current Allocation

Amount Spent

Requested Allocation

Amount Moved

Total Amount Moved to

BAR Form

How To

MOVE TO

Goal Number

- ▶ Provide the goal number as outlined on the Project Award Schedule, *Exhibit A* of your FY26 Grant Agreement.

KEEP NEW MEXICO TRUE
FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

▶ **Instructions:** Please complete both "MOVE TO" and "MOVE FROM" sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

▶▶ **Definitions**

- **Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current line item/project.
- **Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain line item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX Date: 9/11/25

MOVE FROM						MOVE TO					
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved	
1	1.2 Community Clean-up Event	\$6,000.00	\$5,000.00	\$5,000.00	-\$1,000.00	1				\$0.00	
2	2.5 Recycling Container	\$1,000.00	\$0.00	\$0.00	-\$1,000.00					\$0.00	
5	5.3 KAB Annual Conference	\$2,200.00	\$0.00	\$0.00	-\$2,200.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved FROM:					-\$4,200.00	Total Amount Moved TO:					\$0.00

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

2. Why are you requesting to move funds from this specific funded objective?

3. Why are you requesting to move funds to another specific objective?

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes ☐ No ☐

Approved by Grantor's Program Manager:

Program Manager Name (print): _____ Program Manager Signature: _____

Approved by NMTD Tourism Development Division Director: _____ Date: _____

BAR Form

How To

MOVE TO

Objective

- ▶ Provide the specific objective number as as outlined on the Project Award Schedule, *Exhibit A* of your FY26 Grant Agreement.
- ▶ When creating a new objective, if you are unsure what goal and objective is appropriate for your new project, please contact NMTD Staff.

KEEP NEW MEXICO TRUE
FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

▶ **Instructions:** Please complete both 'MOVE TO' and 'MOVE FROM' sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

▶▶ **Definitions**

- **Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current time item/project.
- **Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain time item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX Date: 9/11/25

MOVE FROM						MOVE TO					
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved	
1	1.2 Community Clean-up Event	\$6,000.00	\$5,000.00	\$5,000.00	-\$1,000.00	1	1.3 Clean-up Activities			\$0.00	
2	2.5 Recycling Container	\$1,000.00	\$0.00	\$0.00	-\$1,000.00					\$0.00	
5	5.3 KAB Annual Conference	\$2,200.00	\$0.00	\$0.00	-\$2,200.00					\$0.00	
				\$0.00						\$0.00	
				\$0.00						\$0.00	
Total Amount Moved FROM:					-\$4,200.00	Total Amount Moved TO:					\$0.00

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

2. Why are you requesting to move funds from this specific funded objective?

3. Why are you requesting to move funds to another specific objective?

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.

Yes ☐ No ☐

Approved by Grantee's Program Manager:

Program Manager Name (typed): Program Manager Signature:

Approved by NMTD Tourism Development Division Director: Date:

BAR Form

How To

MOVE TO

Current Allocation

- ▶ Provide the objective's corresponding current allocation amount as outlined on the Project Award Schedule, *Exhibit A* of your FY26 Grant Agreement.
- ▶ If you are creating a new line item, this amount should be \$0.00.

KEEP NEW MEXICO TRUE
FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

▶ **Instructions:** Please complete both "MOVE TO" and "MOVE FROM" sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

▶ ▶ **Definitions**

- **Objective:** The project listed on your Project Award Schedule, *Exhibit A* of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, *Exhibit A* of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current line item/project.
- **Requested Allocation:** The amount you intend to keep or are requesting to be moved within a certain line item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX Date: 9/11/25

MOVE FROM					MOVE TO						
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved	
1	1.2 Community Clean-up Event	\$6,000.00	\$6,000.00	\$6,000.00	-\$1,000.00	1	1.3 Clean-up Activities	\$2,000.00		-\$2,000.00	
2	2.5 Recycling Container	\$1,000.00	\$0.00	\$0.00	-\$1,000.00					\$0.00	
5	5.3 KAB Annual Conference	\$2,200.00	\$0.00	\$0.00	-\$2,200.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved FROM:					-\$4,200.00	Total Amount Moved TO:					-\$2,000.00

NARRATIVE QUESTIONS

1. Why is this amendment being requested?
2. Why are you requesting to move funds from this specific funded objective?
3. Why are you requesting to move funds to another specific objective?
4. What do you intend to purchase or accomplish with this request?
5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes ☐ No ☐

Approved by Grantee's Program Manager: _____
Program Manager Name (Typed) _____ Program Manager Signature _____

Approved by NMTD Tourism Development Division Director: _____ Date: _____

BAR Form

How To

MOVE TO

Requested Allocation

- ▶ Provide the amended amount that you are requesting for the goal and objective.
 - ▶ This is the amount that will appear on the Amended Project Award Schedule.

KEEP NEW MEXICO TRUE
FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

Instructions: Please complete both 'MOVE TO' and 'MOVE FROM' sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

Definitions

- **Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current line item/project.
- **Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain line item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXXX

Date: 9/11/25

MOVE FROM						MOVE TO					
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved	
1	1.2 Community Clean-up Event	\$6,000.00	\$0,000.00	\$6,000.00	-\$1,000.00	1	1.3 Clean-up Activities	\$2,000.00	\$1,400.00	\$1,399.50	
2	2.3 Recycling Container	\$1,000.00	\$0.00	\$0.00	-\$1,000.00					\$0.00	
5	5.3 KAB Annual Conference	\$2,200.00	\$0.00	\$0.00	-\$2,200.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved FROM:					-\$4,200.00	Total Amount Moved TO:					\$1,399.50

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

2. Why are you requesting to move funds from this specific funded objective?

3. Why are you requesting to move funds to another specific objective?

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes ☐ No ☐

Approved by Grantee's Program Manager:

Program Manager Name (print) _____ Program Manager Signature _____

Approved by NMTD Tourism Development Division Director: _____ Date: _____

MOVE TO

- ▶ This amount is the difference between the requested allocation and the current allocation.

- # KEEP NEW MEXICO TRUE
- ## FY26 NEW MEXICO CLEAN & BEAUTIFUL BUDGET AMENDMENT REQUEST FORM
- Instructions:** Please complete both "MOVE TO" and "MOVE FROM" sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMFD for review via your Survey Monkey Apply account.
- ### Definitions
- Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
 - Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
 - Amount Spent:** The amount you have already spent or intend to spend in the current time-frame/project.
 - Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain time frame/objective.
- Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX
- Date: 9/11/25
- | MOVE FROM | | | | | | MOVE TO | | | | |
|--------------------------|------------------------------|--------------------|--------------|----------------------|--------------|------------------------|-------------------------|--------------------|----------------------|--------------|
| Goal # | Objective | Current Allocation | Amount Spent | Requested Allocation | Amount Moved | Goal # | Objective | Current Allocation | Requested Allocation | Amount Moved |
| 1 | 1.2 Community Clean-up Event | \$6,000.00 | \$5,000.00 | \$5,000.00 | -\$1,000.00 | 1 | 1.3 Clean-up Activities | \$2,000.50 | \$1,400.00 | \$1,399.50 |
| 2 | 2.5 Recycling Container | \$1,000.00 | \$0.00 | \$0.00 | -\$1,000.00 | | | | | \$0.00 |
| 5 | 5.3 KAB Annual Conference | \$2,200.00 | \$0.00 | \$0.00 | -\$2,200.00 | | | | | \$0.00 |
| | | | | | \$0.00 | | | | | \$0.00 |
| Total Amount Moved FROM: | | | | | -\$4,200.00 | Total Amount Moved TO: | | | | \$1,399.50 |
- ### NARRATIVE QUESTIONS
1. Why is this amendment being requested?
2. Why are you requesting to move funds from this specific funded objective?
3. Why are you requesting to move funds to another specific objective?
4. What do you intend to purchase or accomplish with this request?
5. Will all deliverables be met for all projects involved with this request?
- * Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.
- Yes ☐
- No ☐
- Approved by Grantee's Program Manager:
- Program Manager Name (Typed)
- Program Manager Signature
- Approved by NMFD Tourism Development Division Director:
- Date:

BAR Form

How To

MOVE TO

Total Amount Moved To

- ▶ This *Total Amount Moved To* represents the total of all funds you are intending to move.
- ▶ The form will automatically calculate this amount for you.

KEEP NEW MEXICO TRUE

FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

▶ **Instructions:** Please complete both 'MOVE TO' and 'MOVE FROM' sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

▶▶ Definitions

- **Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current line item/project.
- **Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain line item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX

Date: 9/11/25

MOVE FROM						MOVE TO					
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved	
1	1.2 Community Clean-up Event	\$6,000.00	\$5,000.00	\$5,000.00	-\$1,000.00	1	1.3 Clean-up Activities	\$2,000.50	\$3,400.50	\$1,400.00	
2	2.5 Recycling Container	\$1,000.00	\$0.00	\$0.00	-\$1,000.00	1	1.2 Pet Waste Stations	\$0.00	\$2,200.00	\$2,200.00	
5	5.3 KAB Annual Conference	\$2,200.00	\$0.00	\$0.00	-\$2,200.00	3	3.2 Pollinator Garden	\$2,000.00	\$2,100.00	\$100.00	
					\$0.00	3	3.3 Community Mural Projects	\$1,000.00	\$1,500.00	\$500.00	
					\$0.00						
Total Amount Moved FROM:					-\$4,200.00	Total Amount Moved TO:					\$4,200.00

NARRATIVE QUESTIONS	
1. Why is this amendment being requested?	
2. Why are you requesting to move funds from this specific funded objective?	
3. Why are you requesting to move funds to another specific objective?	
4. What do you intend to purchase or accomplish with this request?	
5. Will all deliverables be met for all projects involved with this request?	
* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

Approved by Grantee's Program Manager:	
Program Manager Name (Typed)	Program Manager Signature
Approved by NMTD Tourism Development Division Director:	
Date:	

BAR Form

How To

MOVED FROM & MOVED TO

Total Amounts Moved From & Moved To

- ▶ **The *Total Amount Moved FROM***
 - ▶ This amount will be a *negative number*. The form will automatically calculate this amount for you.
- ▶ **The *Total Amount Moved TO***
 - ▶ This amount will be a *positive number*. The form will automatically calculate this amount for you.

*** Please note both totals should mirror one another.**

KEEP NEW MEXICO TRUE

FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

▶ **Instructions:** Please complete both 'MOVE TO' and 'MOVE FROM' sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

▶▶ **Definitions**

- **Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current line item/project.
- **Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain line item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX

Date: 9/11/25

MOVE FROM						MOVE TO					
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved	
1	1.2 Community Clean-up Event	\$6,000.00	\$5,000.00	\$5,000.00	-\$1,000.00	1	1.3 Clean-up Activities	\$2,000.50	\$3,400.50	\$1,400.00	
2	2.5 Recycling Container	\$1,000.00	\$0.00	\$0.00	-\$1,000.00	1	1.2 Pet Waste Stations	\$0.00	\$2,200.00	\$2,200.00	
5	5.3 KAB Annual Conference	\$2,200.00	\$0.00	\$0.00	-\$2,200.00	3	3.2 Pollinator Garden	\$2,000.00	\$2,100.00	\$100.00	
					\$0.00	3	3.3 Community Mural Projects	\$1,000.00	\$1,500.00	\$500.00	
					\$0.00						
Total Amount Moved FROM:					-\$4,200.00	Total Amount Moved TO:					\$4,200.00

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

2. Why are you requesting to move funds from this specific funded objective?

3. Why are you requesting to move funds to another specific objective?

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.

Yes ☐ No ☐

Approved by Grantee's Program Manager:

Program Manager Name (Typed): _____ Program Manager Signature: _____

Approved by NMTD Tourism Development Division Director: _____ Date: _____

BAR Form

Narrative

KEEP NEW MEXICO  TRUE



BAR Form

How To

NARRATIVE

In this section of the BAR Form, Partners must justify why their request to move funds is necessary. This justification does not need to be lengthy, but your response must answer the questions.

BAR Form

How To

NARRATIVE

1. Why is this amendment being requested?

Last week, we were notified that our local waste management company will donate waste and recycling containers for our community clean-up events. We were also granted funding for the KAB Annual Conference, but our staff has a prior commitment that conflicts with the conference dates.

KEEP NEW MEXICO TRUE
FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

Instructions: Please complete both "MOVE TO" and "MOVE FROM" sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

Definitions

- Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- Amount Spent:** The amount you have already spent or intend to keep in the current line item project.
- Amount Moved:** The amount you intend to keep or are requesting be moved within a certain line item objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX Date: 9/11/26

MOVE FROM					MOVE TO				
Goal #	Objective	Current Allocation	Amount Spent	Amount Moved	Goal #	Objective	Current Allocation	Amount Moved	
1	1.2 Community Clean-up Event	\$6,000.00	\$0.00	\$1,000.00	1	1.3 Clean-up Activities	\$2,000.00	\$1,400.00	
2	2.3 Recycling Container	\$1,000.00	\$0.00	\$0.00	1	1.3 Fire Waste Stations	\$0.00	\$2,200.00	
5	5.3 KAB Annual Conference	\$2,200.00	\$0.00	\$0.00	3	3.2 Pollinator Garden	\$2,000.00	\$100.00	
				\$0.00	3	3.3 Community Mural Projects	\$1,000.00	\$500.00	
				\$0.00				\$0.00	
Total Amount Moved FROM:				\$4,200.00	Total Amount Moved TO:				\$4,200.00

NARRATIVE QUESTIONS

1. Why is this amendment being requested?
Last week, we were notified that our local waste management company will donate waste and recycling containers for our community clean-up events. We were also granted funding for the KAB Annual Conference, but our staff has a prior commitment that conflicts with the conference dates.

2. Why are you requesting to move funds from this specific funded objective?

3. Why are you requesting to move funds to another specific objective?

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes ☐ No ☐

Approved by Grantor's Program Manager:

Program Manager Name (Print)

Approved by NMTD Tourism Development Division Director:

Date

BAR Form

How To

NARRATIVE

2. Why are you requesting to move funds from this specific funded objective?

1.2 Community Clean-up Event: Our local waste management company was kind to donate waste containers and we have some amount of funding leftover.

2.5 Recycling Container: Our local waste management company was also kind to donate a recycling container, and we did not need the funding we were allocated for.

5.3 KAB Annual Conference: Our staff has commitments that unfortunately have taken precedent during the time of the conference. We are not able to attend this year.

KEEP NEW MEXICO TRUE
FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

Instructions: Please complete both "MOVE TO" and "MOVE FROM" sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMFD for review via your Survey Monkey Apply account.

Definitions:

- Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- Amount Requested:** The amount you have already spent or intend to begin in the competitive item project.
- Amount Moved:** The amount you intend to keep or are requesting be moved within a certain line item objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX Date: 9/11/25

MOVE FROM						MOVE TO					
Goal #	Objective	Current Amount	Amount Spent	Requested Amount	Amount Moved	Goal #	Objective	Current Amount	Requested Amount	Amount Moved	
1	1.2 Community Clean-up Event	\$6,000.00	\$0.00	\$1,000.00	\$1,000.00	1	1.2 Clean-up Activities	\$2,000.00	\$1,400.00	\$1,400.00	
2	2.5 Recycling Container	\$1,000.00	\$0.00	\$0.00	\$1,000.00	1	1.2 Pet Waste Stations	\$0.00	\$2,200.00	\$2,200.00	
5	5.3 KAB Annual Conference	\$2,200.00	\$0.00	\$0.00	\$2,200.00	3	3.2 Follivator Garden	\$2,000.00	\$2,100.00	\$100.00	
					\$0.00	3	3.3 Community Rural Projects	\$1,000.00	\$1,000.00	\$0.00	
					\$0.00						
Total Amount Moved FROM: \$4,200.00						Total Amount Moved TO: \$4,200.00					

NARRATIVE QUESTIONS

1. Why is this amendment being requested?
I am asking for funding to be moved from my current objective to my new objective because I have some amount of funding leftover.

2. Why are you requesting to move funds from this specific funded objective?
I am requesting to move funds from my current objective because I have some amount of funding leftover.

3. Why are you requesting to move funds to another specific objective?
I am requesting to move funds to another specific objective because I have some amount of funding leftover.

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?
* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.

Approved by Grantee's Program Manager: _____
Program Manager Name (Print): _____ Program Manager Signature: _____
Approved by NMFD Tourism Development Division Director: _____ Date: _____

BAR Form

How To

NARRATIVE

3. Why are you requesting to move funds to another specific objective?

1.2 Pet Waste Stations: Our community has seen a need for additional pet waste stations in our parks and walking trails.

1.3 Clean-up Activities: There has been a growing popularity in our clean-up events within the community, and we have seen additional need for more supplies.

3.2 Pollinator Garden: We have seen a need for more flowers to populate our pollinator garden.

3.3 Community Mural Projects: Our mural project has grown in size and popularity with community involvement, and we will need additional supplies.

KEEP NEW MEXICO TRUE
FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

Instructions: Please complete both "MOVE TO" and "MOVE FROM" sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

Definitions:

- Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- Amount Requested:** The amount you have already spent or intend to keep in the current time development.
- Requested Allocation:** The amount you intend to keep or are requesting be moved within a certain time frame objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX Date: 9/11/25

MOVE FROM					MOVE TO				
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Goal #	Objective	Current Allocation	Requested Allocation	
1	1.2 Community Clean-up Event	\$6,000.00	\$5,000.00	\$5,000.00	1	1.3 Clean-up Activities	\$2,000.00	\$1,400.00	
2	2.3 Recycling Container	\$1,000.00	\$0.00	\$0.00	1	1.2 Pet Waste Stations	\$0.00	\$2,200.00	
3	3.3.6.6 Annual Conference	\$2,000.00	\$0.00	\$0.00	3	3.2 Pollinator Garden	\$2,000.00	\$100.00	
				\$0.00	3	3.3 Community Mural Projects	\$1,000.00	\$1,000.00	
				\$0.00				\$0.00	
Total Amount Moved FROM:				\$4,200.00	Total Amount Moved TO:				\$4,200.00

NARRATIVE QUESTIONS

1. Why is this amendment being requested?
and we, we are not that our local waste management company will do waste and recycling containers for our community clean-up events. We have also requested funding for the KAS Annual Conference, but our staff has a prior commitment that conflicts with the conference dates.

2. Why are you requesting to move funds from this specific funded objective?
3.2 Community Clean-up Event: Our local waste management company wanted to do waste and recycling containers and we have some amount of funding left over. We are requesting to move funds from this objective to other objectives, and we did not need the funding we were allocated for.

3. Why are you requesting to move funds to another specific objective?
1.2 Pet Waste Stations: Our community has seen a need for additional pet waste stations in our parks and walking trails.
1.3 Clean-up Activities: There has been a growing popularity in our clean-up events within the community and we have seen additional need for more supplies.
3.2 Pollinator Garden: We have seen a need for more flowers to populate our pollinator garden.
3.3 Community Mural Projects: Our mural project has grown in size and popularity with community involvement and we will need additional supplies.

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.

Yes ☐ No ☐

Approved by Grantor's Program Manager: _____
Signature/Date/Name/Title: _____ Program Manager Signature: _____

Approved by NMTD Tourism Development Division Director: _____ Date: _____

NARRATIVE

3.3 Community Mural Projects: We intend to purchase more paint and rollers for the mural.

KEEP NEW MEXICO TRUE

FY26 NEW MEXICO CLEAN & BEAUTIFUL BUDGET IMPLEMENTATION REQUEST FORM

► **Instructions:** Please complete both "MOVE TO" and "MOVE FROM" sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

►► Definitions

- **Disburse:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Used:** The amount you have already spent or intend to spend in the current line item/project.
- **Amounts Available:** The amount you intend to keep or are requesting moved within a certain line item/project.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXXX

Date: 9/11/25

MOVE FROM					MOVE TO					
Line #	Disburse	Current Allocation	Amount Spent	Requested Amount	Line #	Disburse	Current Allocation	Requested Amount	Amount	
1	2.2 Community Clean-up Event	\$6,000.00	\$0.00	\$5,000.00	\$1,000.00	1	1.3 Clean-up Activities	\$2,000.00	\$1,400.00	\$1,400.00
2	2.5 Recycling Container	\$1,000.00	\$0.00	\$0.00	\$1,000.00	1	1.2 Pet Waste Stations	\$0.00	\$2,300.00	\$2,300.00
5	5.3 KAB Annual Conference	\$2,200.00	\$0.00	\$0.00	\$2,200.00	3	3.2 Pollinator Garden	\$2,000.00	\$2,100.00	\$1,000.00
				\$0.00		2	3.3 Community Plant Projects	\$1,000.00	\$1,000.00	\$0.00
Total Amount Moved FROM:				\$4,200.00	Total Amount Moved TO:				\$4,200.00	

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

Answer: We were notified that our local waste management company will be unable to waste and recycle containers for our community clean-up events. We were designated funding for the KAB Annual Conference, so our staff had to go overboard to make sure we had the conference date.

2. Why are you requesting to move funds from this specific funded allocation?

1. Community Clean-up Event: Our local waste management company was told to donate waste containers and we were close on funding for this.
2. Recycling Container: Our local waste management company was unable to donate recycling containers, and we did not want the funding we were allocated for.
3. KAB Annual Conference: Our staff has confirmed that unfortunately we have moved it along the final of the conference. We are not confident that we can.

3. Why are you requesting to move funds to another specific allocation?

1. Pet Waste Stations: The community has been used for additional pet waste stations and we are still waiting for the.
2. Pollinator Garden: There has been a growing need for pet waste stations in the community and we have received a lot of need for more signs.
3. Pet Waste Stations: There has been a growing need for pet waste stations in the community and we have received a lot of need for more signs.
4. Community Plant Projects: Our staff has confirmed that unfortunately we have moved it along the final of the conference. We are not confident that we can.

4. What do you intend to purchase or accomplish with this request?

1. Pet Waste Stations: We intend to purchase more pet waste stations and we are still waiting for the.
2. Pollinator Garden: We intend to purchase more pet waste stations and we are still waiting for the.
3. Community Plant Projects: We intend to purchase more pet waste stations and we are still waiting for the.

5. Will all deliverables be met for all projects involved with this request?

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.

Yes

☐

No

☐

Approved by Grantee's Program Manager:

Program Manager Name (Print)

Program Manager Signature

Approved by NMTD Tourism Development Division Director:

Date

BAR Form

How To

NARRATIVE

5. Will all deliverables be met for all projects involved with this request?

Yes, all deliverables will be met as outlined in Exhibit A of our grant agreement. This includes all objectives from which funding was moved from as well all objectives to which funding was moved to.



KEEP NEW MEXICO TRUE
FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

Instructions: Please complete both "MOVE TO" and "MOVE FROM" sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTO for review via your Survey Monkey Apply account.

Definitions:

- Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- Amount Spent:** The amount you have already spent or intend to keep in the current line item/objective.
- Requested Allocation:** The amount you intend to keep or are requesting moved within a certain line item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXXX Date: 9/11/25

MOVE FROM					MOVE TO					
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Spent	Goal #	Objective	Current Allocation	Requested Allocation	Amount Spent
1	1.2 Community Clean-up Event	\$6,000.00	\$5,000.00	\$5,000.00	\$1,000.00	1	1.3 Clean-up Activities	\$2,000.00	\$3,400.00	\$1,400.00
2	2.6 Recycling Container	\$1,000.00	\$0.00	\$0.00	\$1,000.00	1	1.2 Pet Waste Stations	\$0.00	\$2,250.00	\$2,250.00
5	5.3 ARB Annual Conference	\$2,000.00	\$0.00	\$0.00	\$2,000.00	3	3.2 Pollinator Garden	\$2,000.00	\$2,100.00	\$100.00
					\$0.00	3	3.3 Community Mural Projects	\$1,000.00	\$1,500.00	\$500.00
					\$0.00					
Total Amount Moved FROM: \$4,200.00						Total Amount Moved TO: \$4,250.00				

NARRATIVE QUESTIONS

1. Why is this amendment being requested?
Last week, we were notified that our local waste management company will donate waste and recycling containers for our community clean-up events. We have allocated funding for the ARB Annual Conference, but our staff has a prior commitment that conflicts with the conference dates.

2. Why are you requesting to move funds from this specific funded objective?
2. Community Clean-up Event: Our local waste management company was kind to donate waste containers and we have some amount of funding leftover.
2. Recycling Container: Our local waste management company was kind to donate recycling containers, and we still need the funding to purchase the rest.
5. ARB Annual Conference: Our staff has commitments that unfortunately have been postponed during the time of the conference. We are not able to attend this year.

3. Why are you requesting to move funds to another specific objective?
3. Pet Waste Station: The community has been used for additional pet waste stations in the walking trail and water park.
3.2 Pollinator Garden: The community has been used for additional pet waste stations in the walking trail and water park.
3.3 Community Mural Projects: The community has been used for additional pet waste stations in the walking trail and water park.
3. Community Mural Projects: The community has been used for additional pet waste stations in the walking trail and water park.
3. Community Mural Projects: The community has been used for additional pet waste stations in the walking trail and water park.
3. Community Mural Projects: The community has been used for additional pet waste stations in the walking trail and water park.

4. What do you intend to purchase or accomplish with this request?
3. Pet Waste Station: We intend to purchase three pet waste stations at the walking trail and water park.
3.2 Pollinator Garden: We intend to purchase three pollinator gardens.
3.3 Community Mural Projects: We intend to purchase three murals and other for the mural.

5. Will all deliverables be met for all projects involved with this request?
Yes, all deliverables will be met as outlined in Exhibit A of our grant agreement. This includes all objectives from which funding was moved from as well all objectives to which funding was moved to.

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.

Yes ☐ No ☐

Approved by Grant's Program Manager: _____
Program Manager Name/Sign: _____ Program Manager Signature: _____
Approved by NMTO Tourism Development Division Director: _____ Date: _____

BAR Form

Scope of Work

KEEP NEW MEXICO  TRUE

BAR Form

How To

SCOPE OF WORK

- Were new projects proposed due to a change in the original project's feasibility?
- If yes, please submit a Scope of Work (SOW) for all new projects.

KEEP NEW MEXICO TRUE

FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

Instructions: Please complete both "MOVE TO" and "MOVE FROM" sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMTD for review via your Survey Monkey Apply account.

Definitions

- Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- Amount Spent:** The amount you have already spent or intend to keep in the current time item/project.
- Requested Allocation:** The amount you intend to keep or are requesting moved within a certain time item/objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX Date: 9/11/25

MOVE FROM					MOVE TO				
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Goal #	Objective	Current Allocation	Requested Allocation	Amount Spent
1	1.2 Community Clean-up Event	\$6,000.00	\$5,000.00	\$5,000.00	1	1.3 Clean-up Activities	\$2,000.00	\$3,400.00	\$1,400.00
2	2.4 Recycling Conference	\$1,000.00	\$0.00	\$0.00	1	1.2 Pet Waste Stations	\$0.00	\$2,200.00	\$2,200.00
5	5.3 KAB Annual Conference	\$2,200.00	\$0.00	\$2,200.00	5	5.2 Pollinator Gardens	\$2,000.00	\$2,100.00	\$100.00
				\$0.00	5	5.3 Community Mural Projects	\$1,000.00	\$1,500.00	\$500.00
				\$0.00					\$0.00
Total Amount Moved FROM:				\$4,200.00	Total Amount Moved TO:				\$4,200.00

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

2. Why are you requesting to move funds from this specific funded objective?

3. Why are you requesting to move funds to another specific objective?

4. What do you intend to purchase or accomplish with this request?

5. Will all deliverables be met for all projects involved with this request?

*** Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.** Yes ☐ No ☐

Approved by Grantor's Program Manager: _____

Approved by NMTD Tourism Development Division Director: _____

BAR Form

Review, Sign, & Date

KEEP NEW MEXICO  TRUE

REVIEW & SIGN

- 

KEEP NEW MEXICO TRUE

FY26 NEW MEXICO CLEAN & BEAUTIFUL
BUDGET AMENDMENT REQUEST FORM

► **Instructions:** Please complete both 'MOVE TO' and 'MOVE FROM' sides of this form, respond to narrative questions, sign, and date the form. Submit the completed form to NMFD for review via your Survey Monkey Apply account.

▶▶ Definitions

- **Objective:** The project listed on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Current Allocation:** The amount awarded on your Project Award Schedule, Exhibit A of your Grant Agreement.
- **Amount Spent:** The amount you have already spent or intend to keep in the current line-item project.
- **Requested Allocation:** The amount you intend to keep or are requesting to be moved within a certain line-item objective.

Name of Awarded Entity: City, County, Pueblo, School, Town, Village of XXX

Date: 9/11/25[illegible]

NARRATIVE QUESTIONS

1. Why is this amendment being requested?

Last week, we were notified that our local waste management company will donate waste and recycling containers for our community clean-up events. We were also granted funding for the KAS Annual Conference, but our staff has a prior commitment that conflicts with the conference dates.

2. Why are you requesting to move funds from this specific funded objective?

6.2 Community Clean-up Event: Our local waste management company was kind to donate waste containers and we have some amount of funding leftover.

© 2018 Annual Conference: Our staff has current tickets that unfortunately have been processed out during the time of the conference. We are not able to attend this year.

3. Why are you requesting to move funds to another specific objective?

3. **2nd Pet Waste Stations:** Our community has voted to add 2 additional pet waste stations in our parks and walking trails.

0.2 Pollinator Garden: We have seen a need for more flow we top up state our pollinator garden.

4. What do you intend to purchase or accomplish with this request?

3.2 Pet Waste Stations: We intend to purchase three pet waste stations- 2 at the walking trail entrance and exit and 1 in the riding park.

1.3 Clean-up Activities: We intend to purchase gloves and bags.
1.2 Pollinator Garden: We intend to purchase more flora for the pollinator garden.

3.2-Community Moral Projects: We intend to purchase every pint and gallon for the moral.

5. Will all deliverables be met for all projects involved with this request?

*Yes, all deliverables will be met as outlined in EBHS IIA of our grant agreement. This includes all objectives from which funding was removed from as well as all

* Were new projects proposed due to a change in the original project's feasibility? If yes, please submit

Approved by Grantee's Program Manager:

[illegible]

Jane Doe

Source: Ministry of Health (2009).

Approved by NMTD Tourism Development Division Director:

KEEP NEW MEXICO  TRUE

Scope of Work Form (SOW)

What is a Scope of Work?

KEEP NEW MEXICO  TRUE

A Scope of Work is necessary:

WHEN CREATING A NEW PROJECT

- If a project is no longer feasible, Partners have the opportunity to create a new line item.
 - New line items require a [Scope of Work](#) be submitted to NMTD for approval.
 - New line items should have \$0.00 provided under this column.
 - If you are unsure what goal and objective is appropriate for your new project, please contact NMTD Staff.
 - Please note that if a request from your grant application was not initially approved, you are not able to substitute funds from onmse item to another.

KEEP NEW MEXICO  TRUE

Survey Monkey Apply



Log in to Survey Monkey Apply

New Mexico Tourism Department x +

https://nmtdtourism.smapply.io

Cooperative Marketing Resources Clean and Beautiful Resources Destination Forward Resources Tourism Event Growth & Sustainability Program Resources

Log In Register

NEW MEXICO TRUE

New Mexico Tourism Department

Welcome to the New Mexico Tourism Department's online application portal!

Find the grant program that works best for you! New Mexico True offers four programs to assist partners with marketing their destinations and visitor experiences, building and maintaining attractive communities, and developing profitable and sustainable tourism products. Click on the links below to learn more; check eligibility requirements; and access application forms, deadlines, and criteria. Thank you for your interest and all you do for New Mexico. We look forward to working together!

Cooperative Marketing and Advertising: With a 2-to-1 dollar match* (*Awards pending funding outcomes of 2024 Legislative Session) and access to preferred media rates, "CoOp" supports your efforts to attract visitors to the destination and its visitor experiences. Award recipients leverage the power of New Mexico True and its marketing muscle, building on millions of cumulative brand impressions and underscoring our position as the primary destination for venturesome travelers. Learn more about the Cooperative Marketing & Advertising grant program [HERE](#).

New Mexico Clean & Beautiful: The purpose of the New Mexico "Litter Control and Beautification Act," NMSA 1978, § 67-16-1 et seq., is to control litter by authorizing the New Mexico Tourism Department (NMTD) to eliminate litter from New Mexico to the maximum practical extent through a state-coordinated plan of education, control, prevention, and elimination. Therefore, NMTD distributes funds throughout the state to fulfill program goals and objectives that promote citizen engagement, reduce blight, and further beautification and waste diversion efforts, keeping New Mexico a clean and beautiful place to live, work, and play. Learn more about the New Mexico Clean and Beautiful program [HERE](#).

Destination Forward Grant Program: The Destination Forward Grant Program is composed of two complementary tiers: **Tier I: Planning, Design and Programming** and the **Tier II: Construct, Equip, Modernize and Renovate**. The purpose of the Destination Forward Program is to support tourism infrastructure projects within New Mexico by helping New Mexican communities become and sustain viable tourism destinations. The program provides matching funding to tourism stakeholders within New Mexico to support the implementation of viable tourism infrastructure projects. Learn more about the Destination Forward Grant Program [HERE](#).

Tourism Event Growth & Sustainability Program (TEGS): This program provides technical assistance (Event Accelerator), sponsorship (Event Sponsorship), and marketing and advertising (CoOp Events Marketing Program) to tourism events within New Mexico to support their growth and improvement. Learn more about the Tourism Event Growth & Sustainability Program [HERE](#).

If you are a first-time applicant, please click on "Register" the turquoise box in the upper right corner of the page to create an account and see current program options.

[Sign Up for Tourism Talk](#) to receive announcements about the next grant cycle, when it opens, and where to complete the online application.

POWERED BY Apply

Copyright © SurveyMonkey | Privacy | Terms | Do not sell or share my personal information



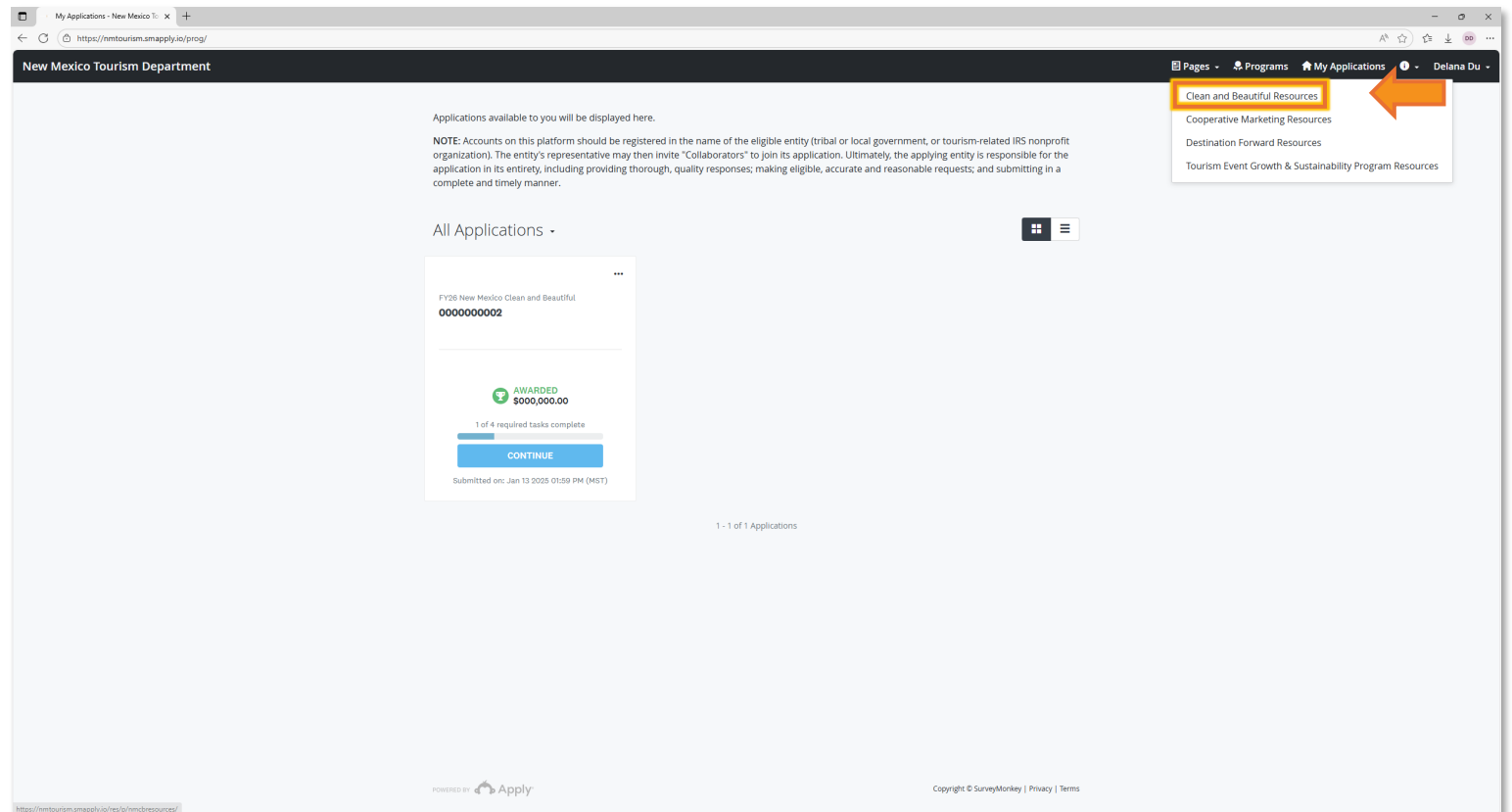
Download Scope of Work Form

KEEP NEW MEXICO  TRUE



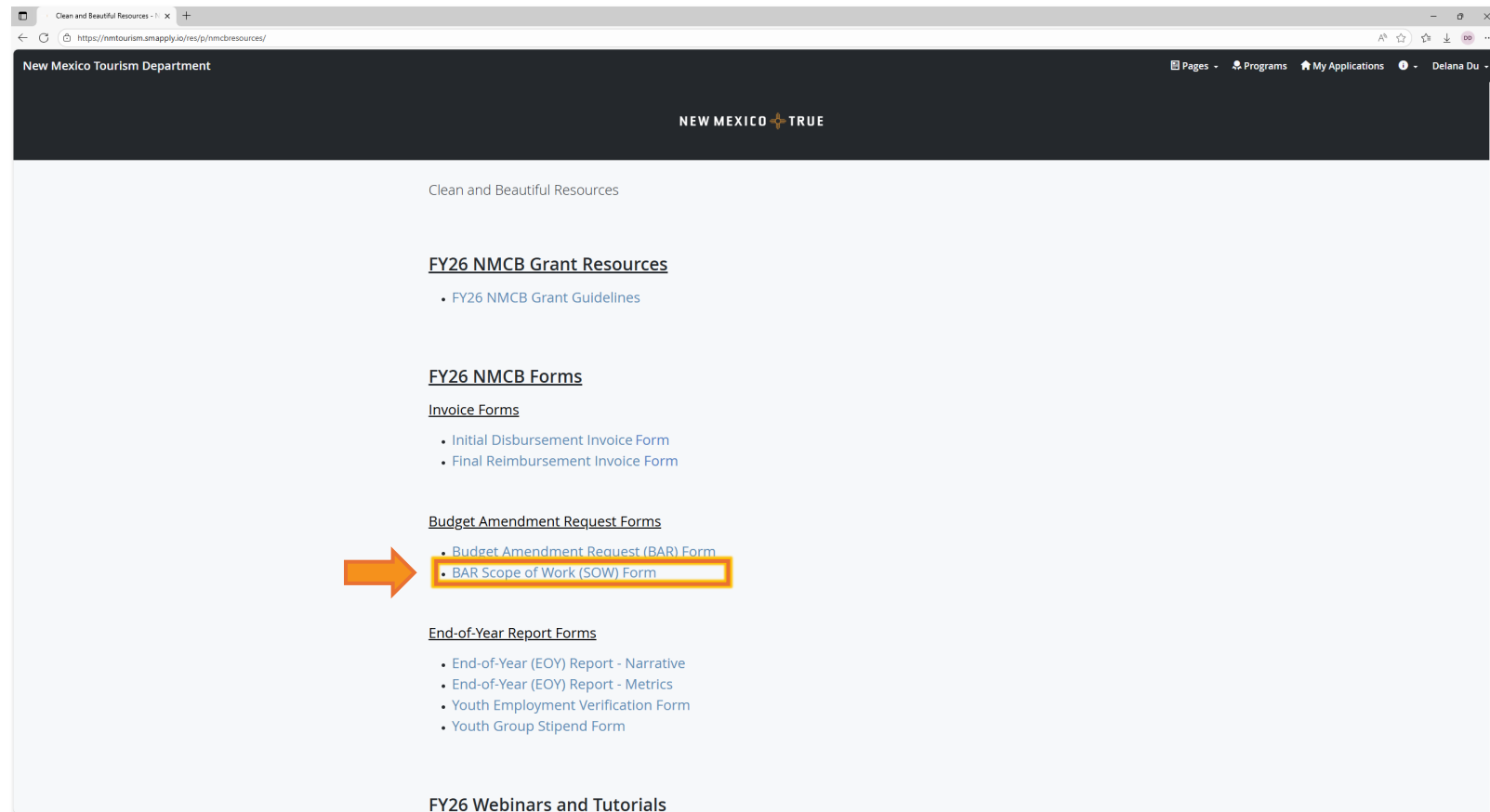
Clean and Beautiful Resources Page

On the top right-hand corner, select pages and click on [Clean and Beautiful Resources](#).



Download the Scope of Work Form

Under the Clean and Beautiful Resources Page, download the BAR Form



Scope of Work Form

KEEP NEW MEXICO  TRUE

Scope of Work Form

Partners are responsible to complete the fields below on Scope of Work Form (SOW).

Name of Awarded Entity

Project Summary

Statement of Need

Anticipated Outcomes

Promotional Strategy

Quarterly Milestones

Budget Schedule

Scope of Work Form

How To

NAME OF AWARDED ENTITY



FY26 NEW MEXICO CLEAN & BEAUTIFUL SCOPE OF WORK FOR BUDGET AMENDMENT REQUESTS FORM

► Instructions: Please complete the following to propose a new project due to a change in an existing project's feasibility.

Name of Awarded Entity

City, County, Pueblo, School, Town, Village of
XXX

Scope of Work Form

How To

PROJECT SUMMARY

Detail all project efforts:

- The community has seen a need for more pet waste stations, especially in our public spaces like our walking trails and park. We do not want members of our community or guests to accidentally step on pet waste.

Project Summary

► *Detail all project efforts.*

The community has seen a need for more pet waste stations, especially in our public spaces like our walking trails and park. We do not want members of our community or guests to accidentally step on pet waste.

Scope of Work Form

How To

STATEMENT OF NEED

Detail how you determined the need for these project efforts:

- We currently have one in our park, but we have noticed that a lot of people walk their pets on the trails and there is currently not one either at the entrance or the exit.

Statement of Need

► *Detail how you determined the need for these project efforts.*

We currently have one in our park, but we have noticed that a lot of people walk their pets on the trails and there is currently not one either at the entrance or the exit.

Scope of Work Form

How To

ANTICIPATED OUTCOMES

Detail the anticipated outcomes for these project efforts and how you plan to measure success:

- We hope that folks will use the pet waste station to pick up their pet's waste and dispose of it properly. We plan to measure success by taking walks on our walking trail and around our parks to see if there is less pet waste left on the ground.

Anticipated Outcomes

► *Detail the anticipated outcomes for these project efforts and how you plan to measure success.*

We hope that folks will use the pet waste station to pick up their pet's waste and dispose of it properly. We plan to measure success by taking walks on our walking trail and around our parks to see if there is less pet waste left on the ground.

Scope of Work Form

How To

PROMOTIONAL STRATEGY

Detail any outreach strategies aimed to increase awareness of these project efforts:

- We will be working closely with our Parks and Recreation Department to design signs to indicate where the pet waste stations are located. We also plan to put it on our digital community bulletin board on our website and advertise it on Facebook.

Promotional Strategy

► *Detail any outreach strategies aimed to increase awareness of these project efforts.*

We will be working closely with our Parks and Recreation Department to design signs to indicate where the pet waste stations are located. We also plan to put it on our digital community bulletin board on our website and advertise it on Facebook.

Scope of Work Form

How To

QUARTERLY MILESTONES

Complete the anticipated quarterly milestones:

Quarterly Milestones			
▶ <i>Complete the anticipated quarterly milestones.</i>			
Q1:	Q1 Complete	Q2:	Work with Parks and Recreation Department to figure out the best place for the stations. Work on designing signs with them as well.
Q3:		Q4:	Measure early outcomes and submit all financial documentation to NMTD.

Scope of Work Form

BUDGET SCHEDULES

Complete the budget schedule form:

- List the following for each expenditure:
 - *Goal & Objective*
 - *Expenditures*
 - *Cost Breakdown*
 - *Funding Request*

Budget Schedule			
▶ Complete the budget schedule template. List the objective, cost breakdown, and funding request for each expenditure.			
Goal & Objective	Expenditure <small>(Intended items you wish to purchase)</small>	Cost Breakdown <small>(cost per item)</small>	Funding Request <small>(Total Amount Requested)</small>
1.2 Pet Waste Stations	3 Pet Waste Stations	\$700 per station plus \$100 shipping	\$2,200.00

SOW Deadline

April 24, 2026

KEEP NEW MEXICO  TRUE

Upload Submission to Survey Monkey Apply

KEEP NEW MEXICO  TRUE

Survey Monkey Apply

UPLOAD COMPLETED BAR & SOW

The screenshot displays the SurveyMonkey application interface for the New Mexico Tourism Department. The interface is divided into a sidebar and a main content area.

Sidebar:

- AWARDED \$1000,000.00**
- Awarded on:** Jul 28 2025 03:42 PM (MDT)
- 1 of 4 required tasks complete**
- Last edited:** Aug 28 2025 03:17 PM (MDT)
- REVIEW** and **SUBMIT** buttons
- Delana Du (Owner)** with email delana.du@tcd.nm.gov
- Add collaborator** button

Main Content Area:

- FY26 New Mexico Clean and Be...** (Application ID: 0000000002)
- APPLICATION** (selected), **ACTIVITY**, **DECISION DETAILS**
- Your tasks:**
 - ☒ **Personalized Project Expense Worksheet (optional)**
Completed on: Aug 28 2025 01:25 PM (MDT)
 - ☐ **Initial Disbursement Invoice (optional)**
 - ☒ **Q1 Milestone Report**
Completed on: Aug 28 2025 03:17 PM (MDT)
 - ☐ **Q2 Milestone Report**
Deadline: Dec 30 2025 05:00 PM (MST)
 - ☐ **Mid-Point Meeting**
Deadline: Dec 30 2025 05:00 PM (MST)
 - ☐ **Q3 Milestone Report**
Deadline: Apr 15 2026 05:00 PM (MDT)
 - ☐ **Budget Amendment Requests (optional)**
Deadline: Apr 24 2026 05:00 PM (MDT)
- Previous tasks:**
 - ☒ **Applicant Contact Information**
Completed on: Jan 13 2025 01:53 PM (MST)
 - ☒ **Goal 1: End Littering**
Completed on: Jan 13 2025 01:54 PM (MST)
 - ☒ **Goal 4: Empower Youth**
Completed on: Jan 13 2025 01:55 PM (MST)
 - ☒ **Proof of Match Requirements**
Completed on: Jan 13 2025 01:59 PM (MST)
 - ☒ **Grant Award Letter**
Completed on: Aug 14 2025 02:47 PM (MDT)
 - ☒ **Grant Agreement**
Completed on: Jul 31 2025 11:52 AM (MDT)
 - ☒ **Purchase Order**
Completed on: Jul 31 2025 11:52 AM (MDT)

An orange arrow points to the **Budget Amendment Requests (optional)** task, which is highlighted with an orange box.

Survey Monkey Apply

UPLOAD COMPLETED BAR & SOW

- *Attach File(s)*

The screenshot shows the SurveyMonkey Apply interface for a "Budget Amendment Request" within the "New Mexico Tourism Department". The interface is divided into two main sections. On the left, a sidebar lists various tasks: "Personalized Project Expense Worksheet (optional)", "Initial Disbursement Invoice (optional)", "Q1 Milestone Report", "Q2 Milestone Report", and "Mid-Point Meeting". Below these is a progress bar indicating "1 of 4 required tasks complete" and a "Last edited" timestamp. On the right, the main content area displays the "Budget Amendment Requests" form, which includes a "Task Instructions" section, a "Link to Video" button, and a "Mark as Complete" button. An orange arrow points from the "Q1 Milestone Report" task in the sidebar to the "ATTACH FILE" button in the main content area, indicating the next step in the process.

Budget Amendment Requests FY x

https://nmtourism.smapply.io/tsk/32548296/#up/281044830/e/

New Mexico Tourism Department

Pages Programs My Applications Delana Du

Back to application

FY26 New Mexico Clean and Beautiful
0000000002
ID: 0000000002

Personalized Project
Expense Worksheet (optional)

Initial Disbursement
Invoice (optional)

Q1 Milestone Report

Q2 Milestone Report

Mid-Point Meeting

Awarded
1 of 4 required tasks complete
Last edited: Aug 28 2025 03:17 PM (MDT)

REVIEW SUBMIT

Budget Amendment Requests
Deadline: Apr 24 2026 05:00 PM (MDT)

Task Instructions Hide

Upload no more than one Budget Amendment Request per quarter.

ATTACH FILE LINK TO VIDEO MARK AS COMPLETE

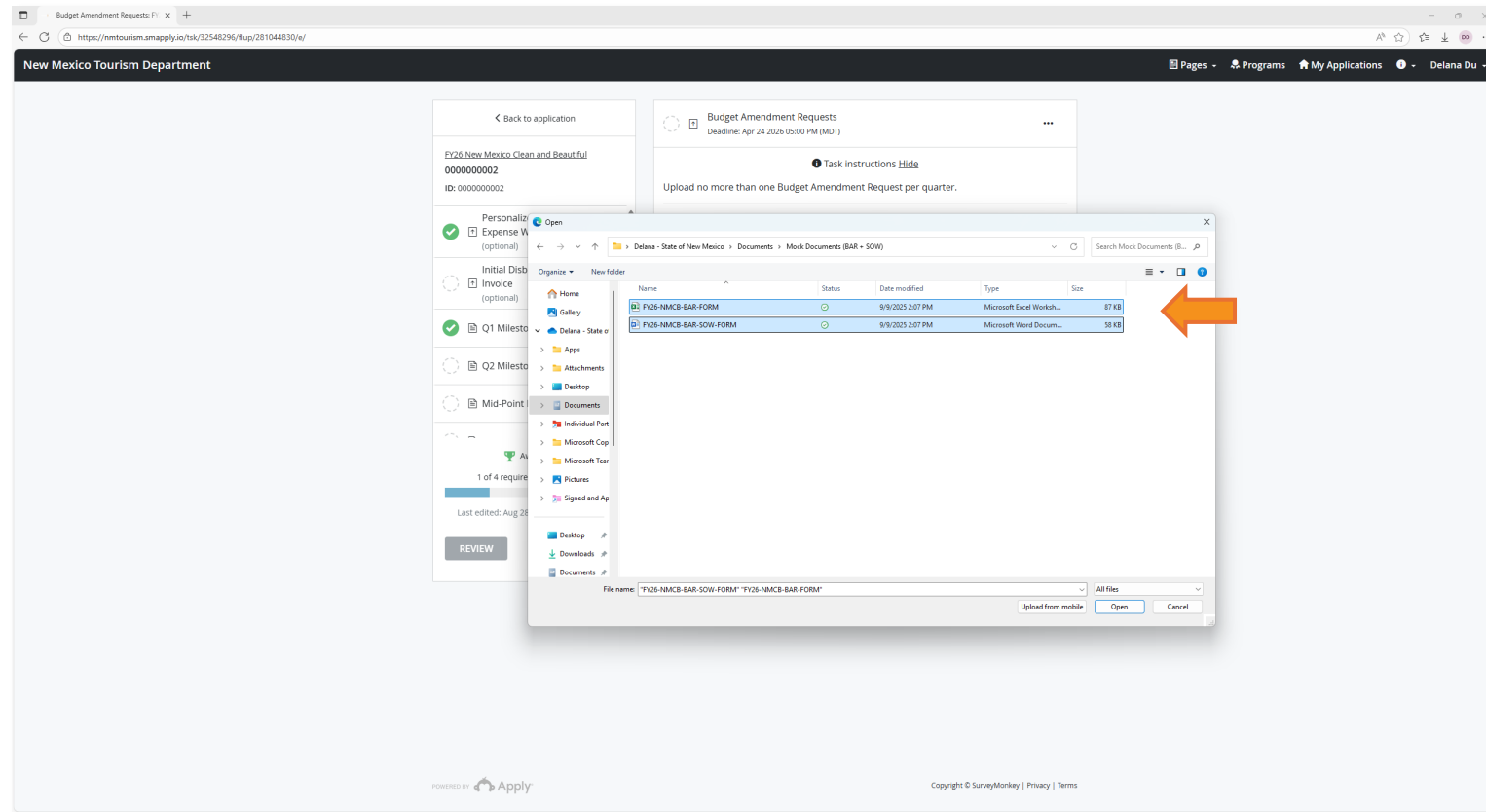
POWERED BY Apply

Copyright © SurveyMonkey | Privacy | Terms

Survey Monkey Apply

UPLOAD COMPLETED BAR & SOW

- *Select Files to Upload*



Survey Monkey Apply

UPLOAD COMPLETED BAR & SOW

- *Successful Upload*

The screenshot displays the SurveyMonkey Apply interface for a "Budget Amendment Request" (BAR) submission. The interface is divided into two main sections: a left sidebar with a checklist of required tasks and a main content area for the submission details.

Left Sidebar (Checklist):

- Back to application
- FY26 New Mexico Clean and Beautiful 0000000002 ID: 0000000002
- Personalized Project Expense Worksheet (optional) ☒
- Initial Disbursement Invoice (optional) ☐
- Q1 Milestone Report ☒
- Q2 Milestone Report ☐
- Mid-Point Meeting ☐
- Awarded ☒
- 1 of 4 required tasks complete
- Last edited: Aug 28 2025 03:17 PM (MDT)
- REVIEW SUBMIT

Main Content Area:

Budget Amendment Requests
Deadline: Apr 24 2026 05:00 PM (MDT)

Task instructions [Hide](#)

Upload no more than one Budget Amendment Request per quarter.

Attachments:

- FY26-NMCB-BAR-FORM**
Filename: ocb06b43cdac4152b133fe0ca3f7947.xlsx Added: Sep 9 2025
- FY26-NMCB-BAR-SOW-FORM**
Filename: c9f77b0ef47c45818565a6382bed26b8.docx Added: Sep 9 2025

Buttons: ATTACH FILE, LINK TO VIDEO, MARK AS COMPLETE

Footer: POWERED BY Apply, Copyright © SurveyMonkey | Privacy | Terms

Survey Monkey Apply

UPLOAD COMPLETED BAR & SOW

- *Mark Task as Complete*

The screenshot shows the SurveyMonkey Apply interface for a "Budget Amendment Request" within the "New Mexico Tourism Department". The interface is divided into a left sidebar and a main content area.

Left Sidebar:

- Back to application
- FY26 New Mexico Clean and Beautiful 000000002 ID: 000000002
- Personalized Project Expense Worksheet (optional) [checked]
- Initial Disbursement Invoice (optional) [unchecked]
- Q1 Milestone Report [checked]
- Q2 Milestone Report [unchecked]
- Mid-Point Meeting [unchecked]
- Awarded [checked]
- 1 of 4 required tasks complete
- Last edited: Aug 28 2025 03:17 PM (MDT)
- REVIEW SUBMIT

Main Content Area:

- Budget Amendment Requests Deadline: Apr 24 2026 09:00 PM (MDT)
- Task instructions Hide
- Upload no more than one Budget Amendment Request per quarter.
- ATTACH FILE LINK TO VIDEO
- FY26-NMCB-BAR-FORM Filename: 6cb0b643cdac4152b133fedc4a5f7947.xlsx Added: Sep 9 2025
- FY26-NMCB-BAR-SOW-FORM Filename: c9f77b0ef47c45818565a6382bed26b8.docx Added: Sep 9 2025
- MARK AS COMPLETE (highlighted with an orange box and arrow)

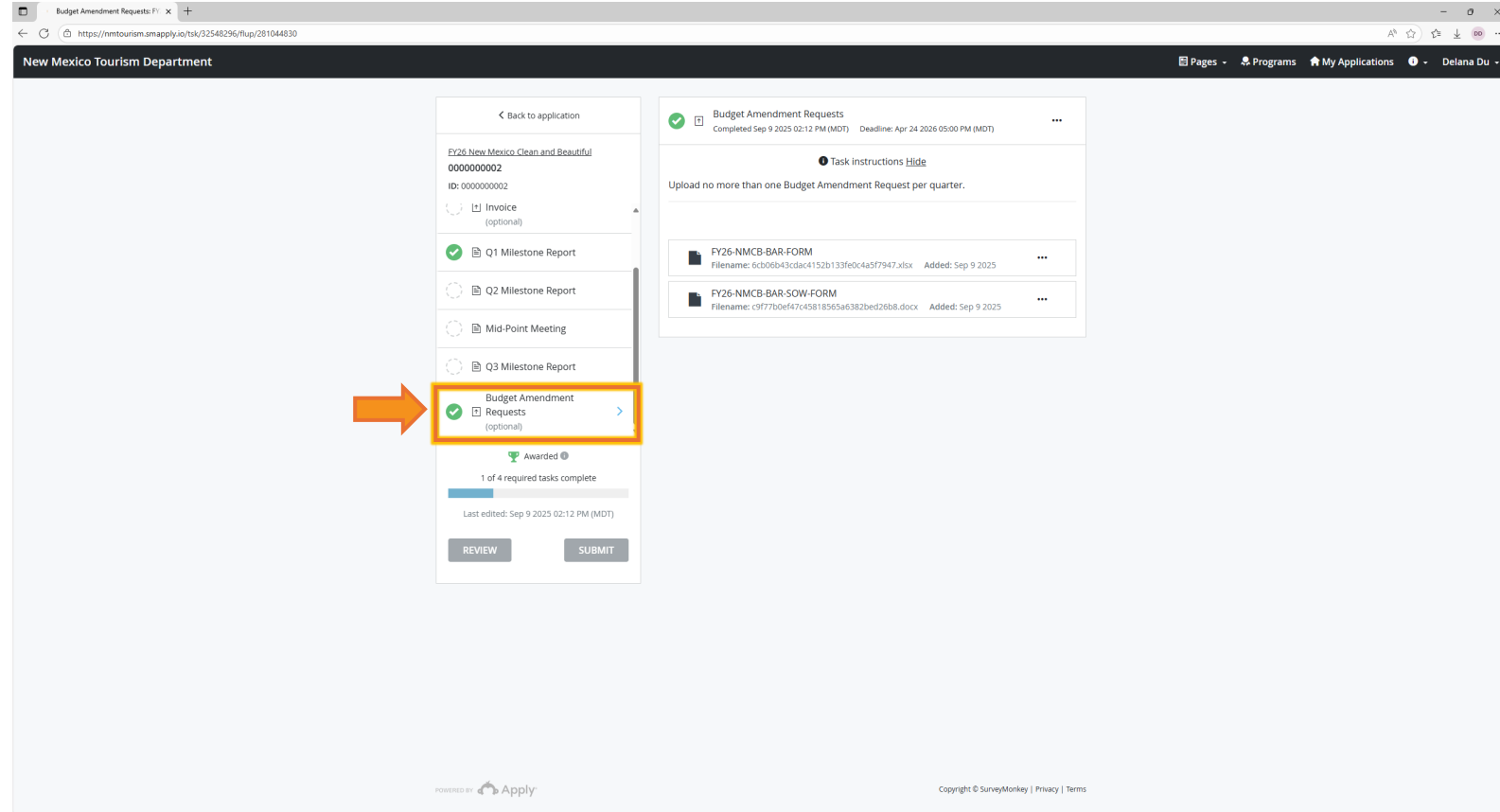
POWERED BY Apply Copyright © SurveyMonkey | Privacy | Terms

Survey Monkey Apply

UPLOAD COMPLETED BAR & SOW

Task is Complete

- If you see a **full green** circle with a checkmark to the left of your Budget Amendment Requests task, this indicates your task been submitted to NMTD and no further action is needed.



Budget Amendment Request Approval Process

KEEP NEW MEXICO  TRUE

Budget Amendment Request Approval

APPROVAL PROCESS

- Partner submits completed Budget Amendment Request (BAR) and potential new Scope of Work (SOW) documents.
- NMTD Staff reviews BAR and SOW documents.
- Once your BAR and potential SOW have been approved, an Amended Grant Agreement will be routed via DocuSign to the Partner's Signatory Authority for signature and approval.
- NMTD will upload your amended Personalized Project Expense Worksheet to your Survey Monkey Apply account, as well as all other corresponding documents.

**** After the Partner and NMTD have signed the Amended Grant Agreement, it is fully executed and the changes made with the BAR and SOW can begin.***

Online Resources

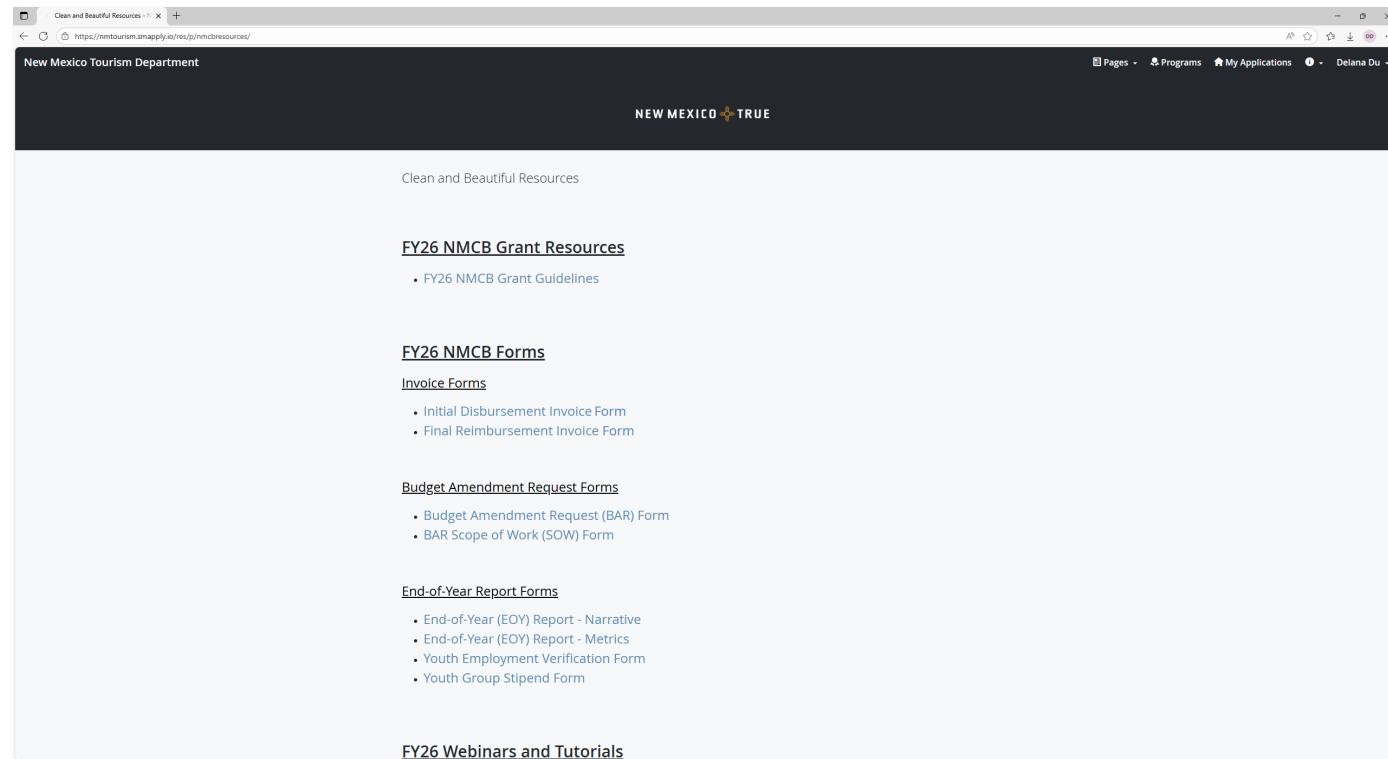
NEW MEXICO  TRUE 



Clean & Beautiful Resources Page

The [Clean & Beautiful Resources Page](#) is located on the [Survey Monkey Apply Portal](#).


- Grant Guidelines
- Program Forms
- Recorded Webinars & Tutorials
- Weekly Coffee Hours Meeting Info
- Past Coffee Hours Recordings



BAR Deadline

April 24, 2026

KEEP NEW MEXICO  TRUE



Frequently Asked Questions

KEEP NEW MEXICO  TRUE

Frequently Asked Questions

Q: Do we need to balance the BAR Form per line?

A: No, you do not need to balance the BAR Form per line. The totals on the move to and move from sides of the Form need to balance.

Q: We need to modify our approved expenditures that were outlined in our Personalized Project Expense worksheet by NMTD, do we need a BAR?

A: Yes, you will need to submit a BAR, all approved expenditures are outlined per objective/project by NMTD.

Q: We anticipate spending 10.0% or less of our allocated budget for a specific line item, do we need a BAR?

A: No, you will not need a BAR if you spend 10.0% or less than the amount on your project award schedule; you are allowed a 10.0% variance.

Q: Can we submit two BARs in one quarter?

A: No, only one BAR can be submitted per quarter, in Q1, Q2, and Q3. BARs are not accepted in Q4. Partners have until **April 24, 2026**, to submit their final BAR.

Q: Once we have submitted a BAR via Survey Monkey, can we start to make the proposed changes to our project plans?

A: No, you may begin to make proposed changes once your BAR has been approved by NMTD and an amended project award schedule has been issued.

KEEP NEW MEXICO TRUE



Chantal S. Sandoval

Clean and Beautiful Program Manager

Chantal.Sandoval@td.nm.gov

(505) 670-8059



Delana Du

Clean and Beautiful Program Management Analyst

Delana.Du@td.nm.gov

(505) 479-2564

**Clean & Beautiful
Resources Page**

