

**JustReinvest**  
**Maricopa County Justice Reinvestment Grant RFP 2023**

**APPLICATION WORKSHEET**

The final application must be submitted via the Google Forms via <https://justreinvest.org>. However, we encourage applicants to use this Worksheet to prepare their responses, then simply cut and paste into the required fields on the application form.

**NOTE:** Google Forms has a total character limit of 32,000 for the entire application (including the questions themselves). Please keep your responses concise. We offer guidance on how long each response should be.

**Section 1: Contact Information**

**Contact Person:**

**Organization and Program Name:**

**EIN Number** (if you do not have a 501 c 3, you may still be eligible for funding. Just mark this as n/a.

**Business Address:**

**Telephone Number:**

**Website:**

**Section 2: Funding request amount & Priority Area**

**Total Amount of Funds Requested:**

**# of Anticipated Participants Served:**

**Select one Priority Area of focus:**

1. Reduce or prevent violence affecting the most vulnerable people in the community.
2. Increase social cohesion in neighborhoods.
3. Increase safety, usability, and accessibility of common outdoor spaces.
4. Improve health and wellness of low-income residents and marginalized populations by reducing stigma and increasing access to care.

**Section 3: Your Organization**

**Eligible Organization Type:**

1. Nonprofit Community Based: Grassroots
2. Nonprofit Community Based: 501(c)(3)
3. Fiscal Sponsor

**Year Established:**

**Annual operating budget:**

**Organization Mission:**

**Describe your organizations development level:**

Novice: Loosely-defined organization structure with few written policies

Moderate: Defined organizational structure with basic written policies

High: Clearly-defined organizational structure with comprehensive written policies

#### **Section 4: Applicant screening**

**Is your organization willing to participate in technical assistance, capacity building, and training activities provided by Just Communities Arizona (JCA)?**

Yes

No

**Is your organization willing to collect and report on participant information, financial accounting, and performance outcomes?**

Yes

No

**Have you ever had any grants or contracts revoked, not renewed, or otherwise terminated for lack of performance or mismanagement?**

If yes, please explain. If no, clearly state so.

#### **Section 5: Your history serving the community (30 Points)**

Share your experience providing services to the community and how your organization is representative of the population served. Share the accessibility of your program and your experience working with your population focus.

- 1. Describe your history working in the community and with the population you propose to serve. 2-3 paragraphs**
  
- 2. Describe in detail how your organization's staff, leadership, and governance (Board) reflects the community you intend to serve. 2-3 paragraphs**

**3. Describe in detail how accessible the services are to the population you are proposing to serve (i.e. locations, transportation, hours, in-person/online, special arrangements for accessibility, etc.). 2-3 paragraphs**

## **Section 6: Program design (40 points)**

Clearly, thoroughly, and persuasively explain how your program design focuses on your Priority Area. Describe how your services, activities, and strategies help engage your focus population and achieve desired results with respect to outcome measures.

Overall, your program design should speak to:

- The program reach, where services are delivered and accessed
- The population of focus, who you specifically serve
- The outputs, activity, and services you provide and exactly how the program design produces performance outcomes.

**Describe the reasons you chose the Priority Area you seek to address. 2-3 paragraphs**

Why is it needed in your community? Why are you specifically interested in addressing this issue?

**Describe in detail the services, activities, events, and strategies you propose for this program.**

Include a **basic timeline** of what activities will take place during which months of the year. **1-2 pages**

*Important:* Describe your program design **flow** and how program elements work together to promote desired changes. Paint a picture so application reviewers clearly understand how your program works.

**Describe in detail how the activities and services you provide result in the outcome measures required for the chosen Priority Area. 1-2 pages**

Clearly tie together how what you do **directly contributes** to these outcomes.

## Section 7: Data collection & Performance Management

This category will evaluate your strategy for collecting basic client data (i.e. name, address, demographics, assessments), recording of outputs/activities/services, and tracking of achievements and outcome(s). If the Proposer has an existing data system, please describe it and share what updates may or may not be needed to capture such basic information. If the Proposer does not have a data system, respond to the questions as if you were designing a system needed for this project. Overall, provide specifics and clarity regarding how you will effectively document the needs, status, progress and results of the activities and services being provided to participants enrolled in the program.

**Describe your process for collecting basic participant data and tracking activities, services, and inputs (i.e. supportive services, transportation assistance) for your program. 2-3 paragraphs**

**How does your organization currently track its budget, finances, and spending? (Excel, QuickBooks, etc.) 2-3 paragraphs**

**If you do not have a data system, describe how you think your organization would benefit from these data systems and your willingness to engage in the development and design of a data system for this specific program. 2-3 paragraphs**

**Describe the areas you think you would need most help from JCA when implementing the program you are proposing? 2-3 paragraphs** *Example: Technical assistance designing financial tracking software*

## Section 8: Budget Part I: Complete Budget Spreadsheet

**Steps:**

1. Download this required [Budget worksheet](#).
2. Complete the worksheet and save as PDF.
3. Attach PDF to email and return to: [deanna@justcomaz.org](mailto:deanna@justcomaz.org) by November 17, 2023 4:00pm MST.

\*If you have trouble accessing the budget template, contact DeAnna Ford at [deanna@justcomaz.org](mailto:deanna@justcomaz.org)

## Section 8: Budget Part II: Narrative Justification for Budget Items

In this section, justify your need to spend a given amount for each budget category. Describe how you calculated your expected costs.

### **1. Salary and Wages:**

(a) List *personnel* paid with Justice Reinvestment grant funds, (b) their *positions*, (c) briefly *describe their contribution* to the project, then add (d) the percentage of their *time* dedicated to this project, (e) their

total salary , and percentage of salary paid with Justice Reinvestment grant funds.

*Example: "Joe Porejemplo, Executive Director, coordinates and oversees project work, spending 50% of his staff time on activities related to this grant. Annual salary: \$100,000, 50%=\$50,000."*

**2. Professional Services:** Explanations for consultants or contractors hired, their rate of pay, and basic duties.

*Example: "Outreach worker, \$25/hr for 15hrs/wk. Weekly outreach to unhoused individuals living in Barrio Porejemplo to connect with harm reduction services"*

**3. Equipment:**

This includes things like vehicles, computers and printers, and cell phones that will be used continuously for over a year. Please describe each item and the anticipated price to buy or rent. Where appropriate, explain who will use it and how it will contribute to the success of the program.

*Example: "2 Dell XPS 13 laptop computers, \$1,099 each. Intake workers will use laptops at mobile outreach sites to collect participant data."*

**4. Materials and supplies:**

Only include supplies that will be used, distributed, or expended as a direct result of your program. This includes office supplies (copy paper, pens, etc) and program supplies (what you provide to participants or clients, what you need to have in order to do your work). Explain how the supplies are needed and how they will be used. Provide a basic accounting for how many of each item you will need and how much they cost.

*Example (Community Gardening Project): "Our program will spend roughly \$200 on office supplies each quarter (copy paper, toner, and pens). In order to plant two community gardens in the Barrio Porejemplo neighborhood, we will need 40 bags of gardening soil @ \$20/bag; 200 seed packets @ \$2.50 each; and 8 rolls of shade cloth at \$40/roll..."*

**5. Travel:**

If you will be paying for travel for either employees or program participants, please explain why it is necessary for the program. Include how many people are traveling, whether they are employees or participants, for how long, and the purpose of the travel destination.

**NOTE:** Travel reimbursement amounts must adhere to the current State of Arizona Accounting Manual's rate: <https://gao.az.gov/sites/default/files/2023->

[03/5095%20Reimbursement%20Rates%20%20230109a.pdf](#)

*Example: "Executive Director and Director of Operations will make a total of 10 trips between Tucson and Phoenix (234 mi each roundtrip, total of 2,340 mi), including 2 trips for outreach, 2 to conduct workshops, 2 for onboarding and trainings, and 3 for quarterly meetings. SAAM mileage rate for 2023: 65.2 cents per mile. 2,340 miles X 65.2 cents/mi = \$1,525.68."*

**6. Other Budget Explanation:** Please provide any additional explanation or details that support the items in your budget here.