

JustReinvest
Maricopa County Justice Reinvestment Grant RFP 2026

APPLICATION WORKSHEET

Section 1: Application Information

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 2: 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 3: Funding request amount & Priority Area

Total Amount of Funds Requested:

of Anticipated Participants Served:

Select one Priority Area of focus:

1. Community-Based Direct Services: Programs that reduce or prevent violence; decrease rates of recidivism, arrest or incarceration; and/or increase community safety.
2. Programs/projects that strengthen communities through small-scale economic development, increasing access to housing, workforce development, bridging social capital, increasing involvement in community activities, and developing local leaders
3. Increase safety, usability, and accessibility of common outdoor spaces through neighborhood beautification, traffic mitigation, creating or enhancing green spaces, reclaiming vacant or blighted areas, planting gardens, and other improvements.
4. Improve health and wellness of low-income and marginalized populations by reducing stigma and increasing access to medical and behavioral health care and other wellness activities or services

Section 4: 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 organization's 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

Does your non-profit have an organizational chart outlining your org structure?

If so please email to khalil@justcomaz.org

Section 5: 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 6: Community Connection (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.

Is this a new program?

If yes, Please describe your history working in the community and with the population you propose to serve. If No, please describe how your program benefits the population to intend to serve. 2-3 paragraphs.

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

Do you have staff or intend to employ staff that are reflective of your targeted community?

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

Describe in detail how you conduct outreach and make people aware of your program/services.

Section 7: Program design (40 points)

Clearly, thoroughly, and persuasively explain 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:

- What outcomes your project will achieve (what will be different or better as a result of your work?).
- How the activities you are proposing (the specific things your program does day-to-day) will result in those outcomes.
- How you will demonstrate (measure) that your activities resulted in these outcomes--METRICS.

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?

Fictional Example: 'Puppies for Peace'

This program will improve mental health and wellbeing by giving away free puppies to 100 low-income residents of Barrio Ejemplo.

Our organization will collect demographic information from all program participants (age, race/ethnicity, annual income), as well as verify that they live within zip code 00000 (Barrio Ejemplo). Participants will complete a survey at the beginning and ending of the program to measure participant's levels of stress, happiness, social connectedness, and overall wellbeing.

Metrics:

*100 residents of Barrio Ejemplo received a free puppy
100% of program participants live in the 00000 zip code (Barrio Ejemplo)
85% of program participants report an annual combined family income of under \$50,000.
75% of program participants report improved feelings of happiness and overall well-being*

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 8: 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 9: Budget Part I: Complete Budget Spreadsheet

Steps:

1. Download this required [Budget worksheet](#).
2. Make a copy and personalize before filling in the cells
3. Complete the worksheet and save as PDF.
4. Attach PDF to email and return to: Khalil@justcomaz.org by March 29th, 2026 at 11:59 MST

*If you have trouble accessing the budget template, contact Khalil Rushdan at khalil@justcomaz.org

Section 10: 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 2025: 67 cents per mile. 2,340 miles X 67 cents/mi = \$1,567.80."

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