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**Transform Youth Justice
Community-Based Organization (CBO)
Capacity Building Initiative (CBI):
Expanding Community-Based Service for
Youth Involved in the Criminal Legal System
*Proposer's Webinar will begin soon***

- If you have audio issues using computer speakers, join the audio by phone:
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 2. Meeting ID: 858 8969 5302
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- All participants are muted.
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Welcome to The Center's Transform Youth Justice

**Community-Based Organization (CBO)
Capacity Building Initiative (CBI):
Expanding Community-Based Service for
Youth Involved in the Criminal Legal System
Proposer's Webinar**

***Funded by Office of Youth and
Community Restoration (OYCR)***

August 1, 2024



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MEET OUR TEAM

The Center at Sierra Health Foundation



Kaying Hang
President of
The Center



Matt Cervantes
Associate Vice
President of Programs
*Healthy Youth
Development*



Abraham Medina
Senior Program Officer
Transform Youth Justice



Antonia Gonzalez
Program Associate
*Transform Youth Justice
and Elevate Youth
California*



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Samantha Garcia
Interim Associate
Director
Communications



Lisa Weir
Senior Communications
Officer
Communications



Dr. Maurice Samuels
Managing Director
Evaluation



Dr. Antony Maikuri
Evaluation Officer
Evaluation



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Scott Sent
Controller
*Finance and
Administration*



Lucas Cole
Associate Controller
*Finance and
Administration*



Joan Kassis
Managing Director
*Contracts, Risk and
Compliance*



Karissa Rogers
Contract
Administrator II
*Contracts, Risk and
Compliance*



Sierra Health Foundation: Center for Health Program Management (The Center) Background

- Brings people, a range of capacities and team, ideas and infrastructure together to create positive change in California
- Dedicated to health and racial equity
- Example: Managing entity of the Elevate Youth California program funded through Prop 64 in partnership with California Department of Health Care Services

Capacity Building Initiative Partnership

MEET OUR TEAM National Center for Youth Law (NCYL)



Frankie Guzman
Senior Director
Youth Justice



Jasmine Amons
Senior Program and
Policy Manager
Youth Justice



Darya Larizadeh
Senior Policy
Attorney
Youth Justice



**Reymundo Juan
Armendariz**
Senior Community
Policy Associate
Youth Justice



Alejandra Gutierrez
Policy Attorney
Youth Justice

Capacity Building Initiative Partnership

MEET OUR TEAM Public Works Alliance



Dr. Macheo Payne
Director of Justice System
Involved Youth
Systems Change



Kaia Stern
Director of Justice
Initiatives



Azmera Hammouri-Davis
Co-Director of Juvenile
Systems Involved Youth



Kofi Taha
Director
of Equity Design



Alex Briscoe
Principal

Agenda

- Program Background
- The Funding Opportunity
- How to Apply
- How to be Competitive



**Purpose of the 2024 – 2026
Transform Youth Justice (TYJ)
Community-Based Organization (CBO)
Capacity Building Initiative (CBI)**

To improve intergenerational life course outcomes of youth involved in the criminal legal system by providing funding to support CBO's expand their capacity to meet the social determinants of health needs of this group of youth ages 12 - 26.

Awarded organizations will also be encouraged to develop or strengthen diversion programs to advance health and racial equity.





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CBO Capacity Building Initiative Offerings

The awarded organizations will receive technical assistance (TA) provided by National Center for Youth Law (NCYL), Public Works Alliance (PWA) and The Center at Sierra Health Foundation (The Center) and will also take part in at-least three learning community opportunities.



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CBO Capacity Building Initiative 1-2 Year Goals

- Improve skills and knowledge of staff in the capacity-building areas (e.g., programming financials, organization, and data infrastructure) identified by them.
- Improve knowledge about decision-makers and key stakeholders in their County's juvenile justice system.
- Increase coordination (e.g., sharing of information) and collaboration (e.g., working together on joint activities) among funded partners to advance youth justice transformation efforts.
- Improve organizations' infrastructure to apply for, receive, and manage funding from different sources (i.e., county, state, federal, and philanthropic).

Funding Program Overview

2024 - 2026

TRANSFORM YOUTH JUSTICE (TYJ)

COMMUNITY-BASED ORG (CBO)

CAPACITY BUILDING INITIATIVE (CBI):

EXPANDING COMMUNITY-BASED SERVICE FOR
JUSTICE-INVOLVED YOUTH

REQUEST FOR APPLICATIONS (RFA)

JULY 2024





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Funding Opportunity

Over a period of approximately 26 months, up to eight community-based organizations will each receive \$500,000 to expand organizational capacity for services, inclusive of diversion programs, for youth involved in the criminal legal system, ages 12 to 26, in four regions in California.

Awarded funds will prioritize expanding the organizational capacity of emerging grassroots community-based organizations and Tribal organizations, including federally designated 638 Indian Health Services (IHS) providers (CBO's and urban clinics).

Up to 20% of direct costs may be requested as indirect costs.

Award Period: September 1, 2024, to October 31, 2026.



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Organizational Focus

The OYCR CBO Capacity Building Initiative will focus on two types of organizations and is open to CBOs that may have a contract with a county or city agency in their area to provide some of these services:

- 1. CBOs Already Serving Youth:** Grassroots, community-based organizations engaged in social justice advocacy or direct service organizations serving youth ages 12 to 18, looking for funding and working to access and/or establish relationships with juvenile justice system stakeholders in these regions.
- 2. CBOs Not Yet Serving Youth:** Grassroots, community-based organizations engaged in social justice advocacy or direct services organizations that are not yet serving youth under 18 but have experience serving transition age youth (TAY) up to age 26.



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Communities of Focus Reflective of Regional Equity

- **Northern California (North of the Bay Area, East Bay Area and Sacramento):** Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Mendocino, Napa, Siskiyou, Shasta, Sonoma, Sutter, Tehama, Trinity, Yolo and Yuba counties
- **Sierra Nevada:** Alpine, Amador, Calaveras, El Dorado, Inyo, Lassen, Mariposa, Modoc, Mono, Nevada, Placer, Plumas, Sierra and Tuolumne counties
- **Inland Empire (I.E.) - Imperial Valley:** Imperial, Riverside and San Bernardino counties
- **San Joaquin Valley:** Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare counties



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Guiding Principles

This initiative is rooted in the guiding principles that services, inclusive of diversion programs, provided by community-based organizations to youth involved in the criminal legal system must be:

- **Healing-Based**
- **Trauma-Informed**
- **Gender-Responsive**
- **Culturally and Linguistically Appropriate**
- **Developmentally Appropriate**



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Rooting Framework

This initiative is rooted in social justice youth development and positive youth justice (PYJ) approaches to meeting the needs of youth involved in the criminal legal system. Both social justice youth development and PYJ as frameworks, expand on the scientific literature of positive youth development. However, PYJ applies positive youth development approaches in the juvenile justice system context, and social justice youth development expands positive youth development to address social and systemic factors including racism, xenophobia and other racial inequities that youth face as they develop into adulthood (Ginwright & Cammarota, 2002).



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Rooting Framework and Social Determinants of Health

The scientific literature also establishes that the needs of youth involved in the criminal legal system overlap with social determinants of health needs, and these in turn are often rooted in systemic inequities exacerbated by systemic racism. Social justice youth development acknowledges these systemic forces such as systemic racism and supports young people in developing the skills and knowledge necessary to transform the systems that influence their health outcomes, along with their lives, neighborhoods and broader communities.

Social justice youth development expands the traditional asset-based youth development approach by supporting civic engagement and leadership development, as well as working to dismantle structural inequities and harmful narratives, while promoting the building of community-based infrastructures of care necessary for positive youth development and improved health outcomes.

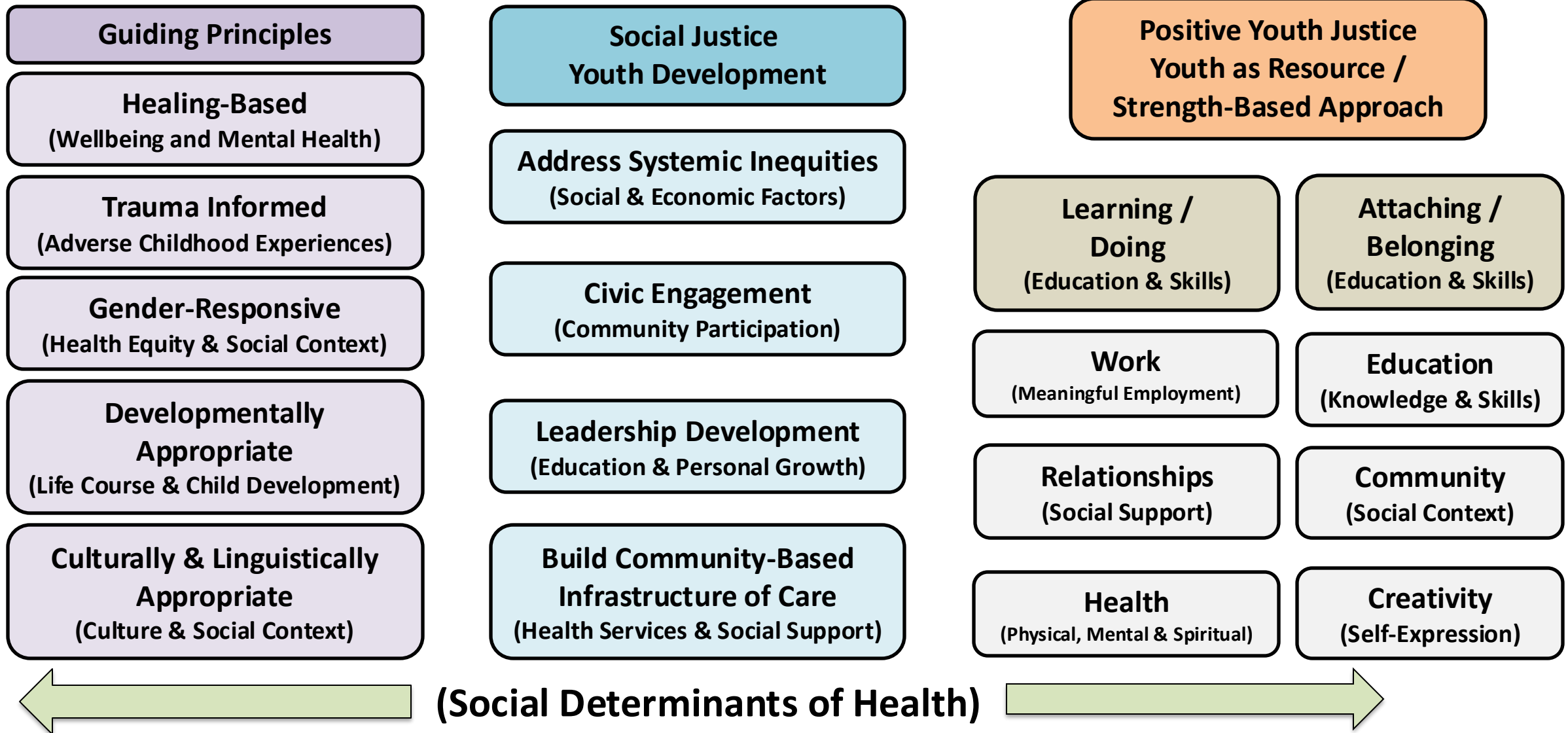


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Rooting Framework Challenging Inequities

The inequities that youth involved in the criminal legal system face include the criminalization of youth of color, the school-to-prison-to-deportation pipeline, housing insecurity/homelessness, inequitable education and inequitable economic opportunities, to name a few.

TYJ CBO CBI Rooting Framework Visual





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Glossary (RFA Document Page 5 - 6)

- Adverse Childhood Experiences
- Capacity Building
- Community Based Organization
- Gender Responsive
- Gender Transformative
- Harm Reduction
- Healing-Based Practices
- Intersectionality



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Glossary (RFA Document Page 6 - 7)

- Organizational Sustainability
- Prevention
- Social Justice Youth Development
- Somatic Practices
- Technical Assistance
- Thriving
- Trauma-informed
- Youth Justice System Involved Youth and Transition Age Youth (TAY)



Healing-Based Practices

- Healing involves a basic logic of transformation or transmutation from sickness to wellness enacted through culturally salient actions.
- Common healing practices include:
 - The use of medicines
 - Methods of getting things out to heal the body
 - Manipulations of the body through touch and gestures or with specific materials
 - Diagnostic or other practices that establish the nature of the affliction in terms of its causes, consequences, or some other classification scheme
 - Use of rituals and ceremonies
 - Interaction between patient and healer and/or whole group or community.



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Social Justice Youth Development

- Social justice youth development recognizes systemic forces, such as systemic racism, and supports young people in developing the skills and knowledge necessary to transform the systems that influence their lives, neighborhoods and broader community.
- Examples: Youth-led organizing, student activism, campaign to address a school or community concern, efforts to change a social condition through public policy.
- **AGENCY, EMPOWERMENT, HEALING, SELF-DETERMINATION, BELONGING, CONNECTIVITY/CONNECTEDNESS, CIVIC ENGAGEMENT**



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Eligibility Criteria

- Have an office located in California.
- Provide services in California.
- Are a 501(c)(3) community-based organization or Tribal organization with established and trusted community relationships. Fiscal sponsorships are eligible. This funding opportunity is also open to coalitions of organizations and collaboratives, as long as the lead organization is an eligible applicant. For-profit entities are not eligible to apply with a fiscal sponsor.



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Eligibility Criteria continued

- Have demonstrated experience partnering with young people of color and other marginalized communities.
- Awarded organizations should have a history of working with impacted communities, including representation on its board, staff and organizational leadership.
- Must have demonstrated evidence of inclusivity and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status in any of its activities or operations.



Eligibility Criteria continued

- Must not have an annual budget in 2023 that exceeds \$3 million. Pass-through, non-reoccurring funding for COVID-19 immediate relief (e.g., food, shelter, utility assistance, etc.) can be excluded from the 2023 budget requirement.
 - For Tribal organizations that have a department leading this work, the \$3 million budget is applicable to the department's budget and not the Tribal organization's budget.
- Must demonstrate a need for capacity building within the organization and be able to provide a workplan to address those needs.
- Take community-driven approaches to program development and implementation.



Eligibility Criteria continued

- At least two full-time staff or the equivalent staff hours available to provide direct services to the community. Formerly incarcerated and/or justice impacted staff is a plus.
- A track record of working with at least 10 community members continuously and over time in a caseload or case management capacity.
- An ability and interest in expanding organizational capacity and practice to serve youth involved in the criminal legal system.

Already Serving Youth

- Provide programming, services and care to youth and their families.

Not Yet Serving Youth

- Experience, expertise and track record in working in the mental health, behavioral health and/or justice sector.



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Determining the Technical Assistance (TA) and Regional-County Needs

Organizational TA Questionnaire

and

Regional-County Needs Questionnaire



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CBO and Tribal Organization Technical Assistance (TA) Needs Questionnaire

- A total of 10 questions aimed at understanding the technical assistance needs of community-based organizations, particularly focused on expanding organizational capacity and programmatic activities for youth involved in the criminal legal system.
- Question topics include:
 - Organizational Administration TA Needs
 - Juvenile Justice Law and Policy TA Needs
 - Stakeholder Connections and Engagement TA Needs
 - Financial Stability



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Regional-County Needs and Other Questions

- A total of six questions aimed at understanding the landscape of youth-serving organizations and programs within the communities of focus, particularly those serving youth involved in the criminal legal system.
- Question topics include:
 - Existing Youth-Serving Organizations
 - Services Provided to Youth Involved in The Criminal Legal System
 - Interest and Limitations in Working with Youth Involved in The Criminal Legal System
 - Challenges in Increasing Organizational Capacity
 - Opportunities for Restructuring and Enhancing Existing Work



If Awarded: Determining Technical Assistance (TA)

- Awarded organizations must also complete The Conservation Company (TCC) Group's Core Capacity Assessment Report (CCAT) Survey
 - The CCAT is an organizational assessment tool used to help nonprofits become resilient and sustainable and to determine how to deliver programs and services most effectively.
 - The assessment identifies strengths, challenges and capacity building priorities of the organizations.
- The data collected through the CCAT is one input to help determine funded partners' TA needs.



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Examples of Provided Technical Assistance

Public Works Alliance (PWA) TA:

- Working with youth involved in the criminal legal system: Transformative Mentorship & Credible Messenger Approach
- Medi-Cal 101: Understanding How Medi-Cal Works and What it Will Pay For
- Navigating an Unprecedented Reform Landscape: California Youth Behavioral Health Initiative (CYBHI) and CalAIM
- Medi-Cal's New Provider Classes and What it Means for CBOs Who Work with youth involved in the criminal legal system
- Schools at the Center: How to Work with Schools and Take Advantage of the New All-Payer Schedule

National Center for Youth Law (NCYL) TA:

- Research and Data Analysis
- Strategic Communications
- Policy Advocacy
- Policy Implementation
- Strategic Partnerships
- Developmental Science Trainings
- Evidence-Informed Best Practices
- Strategic Planning
- Youth Leadership Development
- Legal Support



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Financial Documents and Payment Schedules



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Requested Financial Documents and Information

- Applicants will be asked to submit at least one of the following financial forms and information:
 - Most recent 990 Form
 - Most recent Financial Audit
 - A document listing Accounting Software or detailing the Organization's Financial Infrastructure (staffing and controls)
 - A document demonstrating General Ledger (GL) Reporting Capacity/Capability
 - The Organization's Annual Budget (approved by Board or Fiscal Sponsor or Advisory Board)

If Awarded: Responsive Payment Schedule

Payments will be issued to awarded organizations based on the achievement of a set of agreed-upon deliverables as defined in the agreement.

- Each agreement will be divided into a minimum of three payments:
 - 40% upon execution of award agreement and fulfilling of insurance requirements,
 - 40% after demonstrating progress on the workplan and on the capacity-building goal(s) and completion of Progress Report 3 due June 30, 2025, and
 - 20% after demonstrating progress on the workplan and capacity-building goal(s) and completion of Progress Report 5 due December 12, 2025.



Examples of Potential Funded Activities

Programmatic Activities:

- Establish a pre-arrest diversion program
- Develop an intensive community-based behavioral health program for youth accused of serious and violent offenses
- Increase housing and employment services for youth involved in the criminal legal system

Organizational Capacity Building Activities:

- Partnership development
- Increase organizational capacity to receive Medi-Cal funds for youth services provided
- Staff training on related content (e.g., healing-based practice, trauma-informed organizational policies, secondary/vicarious trauma)



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What We Will Not Fund

- Debt retirement
- Operational deficits
- Politically partisan activities
- Explicitly religious activities
- Activities that exclusively benefit the members of sectarian or religious organizations
- Purchase of vehicles
- Purchase, construction, or permanent improvement (other than minor remodeling) of any building, other facility, or land.



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Awarded Partner Requirements



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If Awarded: Requirements Upon Announcement

- Awarded organizations will be required to submit:
 - Detailed cost budget
 - A budget narrative linked to the proposed activities submitted in the application,
 - A workplan to advance the initiative goals throughout the agreement term.



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If Awarded: Requirements Upon Announcement

Budget, Budget Narrative and Workplan must:

- Be consistent with the proposed project plan (includes youth stipends or incentives, appropriate staffing levels, other likely costs)
- Include travel costs for at minimum three in-person Community of Practice Convenings throughout the term of the agreement (Locations are TBD)
- Have an indirect cost of no more than 20% of the direct costs
- Detail engagement with each initiative TA provider
- Align, complement, be responsive to the TA needs assessments
- Be responsive to the TCC organization report



Quarterly Reporting Requirements

Awarded organizations will be required to submit regular quarterly progress reports responding to the performance measures identified in their agreement, workplan, financial reports and detailed expenditures

- Quarterly Reporting Questions:
 - Progress made towards organization defined capacity building goals.
 - Challenges that the organization is experiencing towards achieving the capacity building goals.
 - How can TA providers better support organizational needs?
 - How can The Center better support the organization's administration, facilitation, coordination, payment, etc. needs?
 - Anything else you would like to share?



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If Awarded: Reporting & Data Requirements

Partners will be required to submit quarterly reports responding to the performance measures identified in their grants and workplan, including financial reports and detailed expenditure listings.

Report	Period	Due Date to The Center
Workplan, Budget and Budget Narrative Progress Report 1	September 1, 2024 – December 13, 2024	December 13, 2024
Progress Report 2 and Annual Financial Report 1	December 14, 2025 – March 31, 2025	March 31, 2025
Progress Report 3	April 1, 2025 – June 30, 2025	June 30, 2025
Progress Report 4	July 1, 2025 – September 30, 2025	September 30, 2025
Progress Report 5	October 1, 2025 – December 12, 2025	December 12, 2025
Progress Report 6 and Annual Financial Report 2	December 13, 2025 – March 31, 2026	March 31, 2026
Progress Report 7	April 1, 2026 – June 30, 2026	June 30, 2026
Progress Report 8	July 1, 2026 – September 30, 2026	September 30, 2026
Cumulative Report and Cumulative Financial Report	July 1, 2024 – October 31, 2026	October 30, 2026



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If Awarded: Evaluating the Center's Capacity Building & TA efforts

- The Center will hire an external consultant to evaluate and improve our capacity building initiative.
- This aims to share insights on strengthening organizations, lessons learned, and recommendations for future efforts.
- Awardees must participate in evaluation activities to help assess our capacity building endeavors.



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If Awarded: Community of Practice Convenings

- Must attend at least three in-person Community of Practice Convenings
- The purpose of the in-person convenings is to foster cross-site learning, build collaboration, and establish a network to adopt best practices.
- Convening Timeline:
 - Kickoff: Fall 2024 (tentative)
 - Mid Initiative: Q2 2025
 - End of Initiative: Q3 2026



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If Awarded: Insurance Requirements

- Insurance compliance documents must be submitted to The Center within 30 days of executing your agreement.
- Insurance must be maintained through the duration of the project and renewed if necessary.
- **Important: Additional insureds must be written exactly as stated in your contract agreement AND payments will not be released until accurate and complete insurance requirements are received.**
- Resource: [CalNonprofits Insurance Services – CalNonprofits](#)



If Awarded: Insurance Evidence Requirements

- **Commercial General Liability**
 - Each occurrence must be greater or equal to \$1,000,000
 - Coverage Trigger: Occurrence must be present
 - General Aggregate must be greater or equal to \$2,000,000
 - Products/Completed Operations Aggregate must be greater or equal to \$2,000,000
 - Primary and Non-Contributory Endorsement must be present
- **Professional Liability**
 - Each Claim must be greater or equal to \$1,000,000
 - Aggregate must be greater or equal to \$2,000,000



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If Awarded: Insurance Evidence Requirements

- **Improper Sexual Conduct & Abuse**
 - Each Occurrence must be greater or equal to \$1,000,000
 - Aggregate must be greater or equal to \$2,000,000
- **Automobile Liability**
 - Combined Single Limit (each accident) must be greater or equal to \$1,000,000
 - Coverage applies to Owned, Hired, and Non-owned Autos
 - Additional Insured Endorsement must be present naming The Center, Sierra Health Foundation and The State of California



If Awarded: Insurance Evidence Requirements

- **Worker's Compensation and Employer's Liability**
 - Statutory Limits must be present
 - Employer's Liability Each Accident must be greater or equal to \$1,000,000
 - Employer's Liability Disease – each employee must be greater or equal to \$1,000,000
 - Employer's Liability Disease – policy limit must be greater or equal to \$1,000,000
 - Waiver of Subrogation Endorsement must be present



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If Awarded: Insurance Evidence Requirements

- **Additional Requirements**
 - Certificate Holder must read: Sierra Health Foundation 1321 Garden Highway Sacramento, CA 95833
 - A.M. Best rating of at least A-:VI
 - Description of Operations must read: The Center, Sierra Health Foundation, The State of California, their respective officers, directors, agents, representatives, constituent entities, affiliates, volunteers, officials, parents, subsidiaries, and employees shall be added as Insureds (“additional Insureds”) under each commercial general liability and automobile insurance policy. Agreement #23-30138 must be present.



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Review of Applications and Timeline

Review of Applications and Recommendation of Awardees

- The Center, PWA and NCYL will serve as the Review and Recommendation Committee and will recommend eight applications to OYCR to review and approve.
- Committee recommendations will be based on:
 - applicants that present the most complete and responsive applications,
 - show the most favorable mix of credentials, capacity, potential and cost,
 - and the overall strength of the implementation team and proposal.
- An application appeal process is not available for this funding opportunity.

Applications Will be Reviewed with Attention to the Following Guiding Principles

- The guiding principles below should serve as guidance/inform responses to the narrative, technical assistance (TA) and regional/county needs questions.
 - Principles of equity recognizing the need to strive for health and racial equity in program activities and outcomes
 - Programs and services are culturally responsive, trauma-informed, healing-based and linguistically appropriate
 - Programs and organizational priorities are informed by and with youth involved in the criminal legal system
 - Principles of shifting power and agency to those who are closest to the problems and solutions



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Review Criteria for Application

Applications will be reviewed using the following criteria:

- Organizational Experience and Track Record.
- Need and Intended Participants.
- Capacity Building Workplans/Use of Funds (Inclusive of Application Narrative)
- Organizational Capacity and Technical Assistance.

Factors that inform the final slate of awarded organizations include:

- Demographic diversity, underserved youth population, geographic coverage and programmatic approaches. OYCR holds final decision-making authority in selecting the funded projects.



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Application Timeline

**At The Center's discretion, the timeline below is subject to change to best meet programmatic needs and funder requirements.*

- APPLICATION DEADLINE: **Thursday, August 15, 2024**, at 1 p.m. (Pacific Time)
- REVIEW OF APPLICATIONS: **August 19 – August 30, 2024**
- APPROXIMATE AWARD ANNOUNCEMENT: **Week of September 23, 2024**
- APPROXIMATE DATE SUBCONTRACTS ISSUED: **November 1, 2024**

NOTE: All funding will be backdated to **September 1, 2024**, even if subcontracts are signed after **September 1, 2024**,



Application Checklist

- Please upload as many of the following financial documents to help gauge current organizational financial infrastructure and capacity.
 - Most recent 990 Form
 - Most recent Financial Audit
 - A document listing Accounting Software or detailing the Organization's Financial Infrastructure (staffing and controls)
 - A document demonstrating General Ledger (GL) Reporting Capacity/Capability
 - The Organization's Annual Budget (approved by Board or Fiscal Sponsor or Advisory Board)
 - Applicant organization's signed W-9 (required)



Application Checklist

- A signed document by the Executive Director (ED). The signed Word or PDF document must include the ED's signature at the bottom as a commitment and affirmation of the below:
 - Have executive support for the proposed project, as evidenced by a signed letter of support from the senior administrator, demonstrating willingness to commit staff time and resources to add new activities.
 - Affirm the applicant's ability to submit data and financial progress reports on a specific set of measures.
 - Affirm participation in activities of the external capacity building and TA efforts for the TYJ CBO CBI program.



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Application Checklist

- Completed Technical Assistance Questions Document – 10 Questions
- Completed Regional-Needs Assessment Questions Document – Six Questions



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If you are unable to submit your application online or need help, please contact us at tyj@sierrahealth.org with the subject line:

TYJ CBO CBI Application Online Help



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Upcoming Office Hours



Tuesday, August 6, 2024, from 3 p.m. to 4 p.m.

Please register at: <https://bit.ly/TYJOfficeHoursAugust6>



Thursday, August 8, 2024, from 6 p.m. to 7 p.m.

Please register at: <https://bit.ly/TYJOfficeHoursAugust8>



Tuesday, August 13, 2024, from 1 p.m. to 2 p.m.

Please register at: <https://bit.ly/TYJOfficeHoursAugust13>



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Questions?

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Transform Youth Justice (TYJ) Community-Based Org (CBO) Capacity Building Initiative (CBI):

Expanding Community-based Service for Youth Involved in the Criminal Legal System

Application Process



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The Application: *Application Information*



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Transform Youth Justice of the Healthy Youth Development Program - Community-Based Organization (CBO) Capacity Building Initiative (CBI): Expanding Community-Based Service for Justice Involved Youth

Be sure to read the **Community-Based Organization Capacity Building Initiative** guidelines and instructions in the Request for Applications (RFA) carefully before beginning your application. Required fields and attachment uploads are marked with a red * (asterisk).

If you have questions, send an email to the **Transform Youth Justice Team** at tj@sierrahealth.org with the subject line: **TYJ CBO CBI Application Online Help**.

Use Tab key or mouse click to move from field to field. Clicking Enter will attempt to Submit an incomplete application.

After submission you will receive an email confirmation along with a printable PDF copy of your application.

Is the project sponsored by the applicant organization?

A fiscal sponsor is an organization that applies on behalf of an entity or group that does not have legal standing with the IRS.

Yes

No

Next



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The Application: *Application Information*

Please note: if your application has a fiscal sponsor, please mark yes.



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Transform Youth Justice of the Healthy Youth Development Program - Community-Based Organization (CBO) Capacity Building Initiative (CBI): Expanding Community-Based Service for Justice Involved Youth

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Yes

No

Next



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The Application: *Application Information*



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Community-Based Organization (CBO) Capacity Building Initiative (CBI): Expanding Community-Based Service for Justice Involved Youth

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The Application: *Application Information*

ORGANIZATION AND CONTACT INFORMATION

Organization Information

Organization Name

Street Address

City

State/Province

Provide the two letter state or territory abbreviation.

Zip/Postal Code

County (choose other if not in CA)

Phone

Website/URL (optional)

Facebook

Twitter

LinkedIn



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The Application: *Application Information*

Organization Financial Information

What is your annual budget amount?

\$

Organization Tax ID #

Legal entity: Please select the closest option for legal entity from the options below. This should match what the organization wrote in question 3 on the W-9:

Please select...



Does the applicant organization have an annual financial audit?

Yes No



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The Application: *CEO/ Director Contact Information*

CEO/Director of the Organization	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text" value="CEO / Director"/>
Email	<input type="text"/>
Office Phone	<input type="text"/>
Phone Extension	<input type="text"/>



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The Application: *Application Contact Information*

Application Contact Information

Choose one of the previously entered contacts to be the Primary Application Contact. Or enter an additional contact. This person will be contacted if there are questions or updates regarding the application. *

Enter An Additional Contact ▼

First Name *

Last Name *

Title *

Email *

Office Phone *

Phone Extension



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The Application: *Financial and Contract Lead Contact Information*

Would you like to provide contact information for a financial officer?

Yes No

Financial Officer of the Organization

The Financial Officer should be associated with the qualifying organization from the section directly above.

First Name

Last Name

Title

Email

Office Phone

Phone Extension

Would you like to provide contact information for a Contract Administrator?

Yes No

Contract Administrator of the Organization

First Name

Last Name

Title

Email

Office Phone

Phone Extension



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The Application: *Sponsored Entity Information and Contact from Sponsored Entity*

SPONSORED ENTITY INFORMATION

If applying for funds through a sponsoring entity, the sponsoring entity should be the applicant organization above. Provide information about the sponsored entity or project in the fields below and upload a signed MOU for Sponsored Projects in the project documents section.

Sponsored Entity Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
	<small>Provide the two letter state or territory abbreviation.</small>
Zip/Postal Code	<input type="text"/>
County (choose other if not in CA)	<input type="text" value="Please select..."/>
Phone	<input type="text"/>
Website/URL (optional)	<input type="text"/>
Facebook	<input type="text"/>
Twitter	<input type="text"/>
LinkedIn	<input type="text"/>
What is your annual budget amount?	\$ <input type="text"/>

Contact from Sponsored Entity

Please provide a contact from the sponsored entity who can answer questions about the project.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
Email	<input type="text"/>
Office Phone	<input type="text"/>
Phone Extension	<input type="text"/>



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The Application: *Project Description*

Project Overview

Name of Project (20 words or less)

Brief Purpose of Project Briefly describe the proposed services and who will be served. The description must start with "To." (100 words or less)

Project Start Date

9/1/2024

Project End Date

10/31/2024

Amount Requested

\$ 500,000

Awards for this opportunity will be set at \$500,000.



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The Application: *Project Geography*

Project Geography

For the county or counties that the organization benefits, indicate your best estimate of the percentage of the project work that would take place there (best estimate). (Total must add up to 100.)

Alameda *

%

Alpine *

%

Amador *

%

Butte *

%

Calaveras *

%

Colusa *

%

Contra Costa *

%

Del Norte *

%

El Dorado *

%

Fresno *

%

Glenn *

%

Humboldt *

%

Imperial *

%

Inyo *

%

Kern *

%

Total Geography Percentage:

Total must equal 100%. Please adjust accordingly.



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The Application: *Urban/ Rural*

Project Population

Estimate the total number of people affect/served by the project.

Indicate whether the proposed project serves an urban area, rural area, or both

- Urban
- Rural
- Both



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The Application: *Project Race and Ethnic Group*

Project Race and Ethnic Group

Estimate in percentages the race and ethnic groups that will be affected (Total must add up to 100).

American Indian and Alaska Native (e.g., Navajo Nation, Blackfeet Tribe, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.):

%

Asian-American (e.g., East Asian, South Asian, Southeast Asian, or Asian American, etc.):

%

Black or African American (e.g., African American, Nigerian, Ethiopian, Somali, Afro Caribbean or Afro Latinx, etc.):

%

Hispanic or Latino (e.g., Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, Columbian, another country of Latin America or Spanish origin, etc.):

%

Another race ethnicity, or origin not on the list:

%

Estimate the total number of people affect/served by the project.



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The Application: *Project Age Group*

Project Age Group

All selected activities must be related to transitional-age youth (TAY) ages 12 to 26 years old. For the age groups that will be affected, provide your best estimate of the percentage in each age group. (Total must add up to 100.)

Age Range	<input type="text" value="Under 5"/>	Percentage	<input type="text" value="0"/>	%
Age Range	<input type="text" value="5-9"/>	Percentage	<input type="text" value="0"/>	%
Age Range	<input type="text" value="10-14"/>	Percentage	<input type="text" value="0"/>	%
Age Range	<input type="text" value="15-19"/>	Percentage	<input type="text" value="0"/>	%
Age Range	<input type="text" value="20-24"/>	Percentage	<input type="text" value="0"/>	%
Age Range	<input type="text" value="25-54"/>	Percentage	<input type="text" value="0"/>	%

Total Percentage of Age

%



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The Application: *Additional Area of Focus*

Additional Areas of Focus

Select any of the following populations that are a primary focus of the project.

- Foster Youth
- 2S/LGBTQ+ Youth
- Youth with Disabilities
- Youth Experiencing homelessness/housing insecurity
- Immigrant Youth and Youth from mixed immigration status families
- Youth/Young Adult who are in county jail, state prison or juvenile detention, on state parole, on county probation, or under post release community supervision
- Youth with mental health disorder needs
- Youth with substance use disorder needs
- Youth with limited English proficiency
- Youth from low-wage families
- Uninsured and youth formerly enrolled in Medi-Cal
- Other:

If you selected "Other" area of focus (please specify).



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The Application: *Racial/ Ethnic Make Up of Board and Staff*

RACIAL/ ETHNIC MAKE-UP OF BOARD AND STAFF

For the racial and ethnic populations that make up the board and staff of the applying organization, provide your best estimate of the percentage of the total people of each population [able to choose multiple; Total must add up to 100]

American Indian and Alaska Native (e.g., Navajo Nation, Blackfeet Tribe, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.): *

%

Asian-American (e.g., East Asian, South Asian, Southeast Asian, or Asian American, etc.): *

%

Black or African American (e.g., African American, Nigerian, Ethiopian, Somali, Afro Caribbean or Afro Latinx, etc.): *

%

Hispanic or Latino (e.g., Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, Columbian, another country of Latin America or Spanish origin, etc.): *

%

Total Percentage of Race and Ethnicity

%

Total must equal 100%. Please adjust accordingly.



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The Application: *Racial/ Ethnic Make Up of Board and Staff*

RACIAL/ ETHNIC MAKE-UP OF BOARD AND STAFF

For the racial and ethnic populations that make up the board and staff of the applying organization, provide your best estimate of the percentage of the total people of each population [able to choose multiple; Total must add up to 100]

American Indian and Alaska Native (e.g., Navajo Nation, Blackfeet Tribe, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.): *

%

Asian-American (e.g., East Asian, South Asian, Southeast Asian, or Asian American, etc.): *

%

Black or African American (e.g., African American, Nigerian, Ethiopian, Somali, Afro Caribbean or Afro Latinx, etc.): *

%

Hispanic or Latino (e.g., Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, Columbian, another country of Latin America or Spanish origin, etc.): *

%

Total Percentage of Race and Ethnicity

%

Total must equal 100%. Please adjust accordingly.

The Application: *Narrative Questions*

- Organization Description
- Project Goal
- Project Activities
- Population Description
- Culturally and Linguistically Appropriate Services
- Monitoring and Evaluation
- Track Record with Proposed Project Activities
- Organizational Capacity and Sustainability
- Technical Assistance

The Application: *Attachments*

- Optional:
 - Financial Audit
 - Most Recent 990 Form
 - Accounting Software and Financial Infrastructure (Contractor, Internal Staff)
 - General Ledger (GL) Reporting Capacity/ Capability
 - Organization Annual Budget

- Required:
 - Applicant Organizations W-9
 - Letter of Support
 - Organizational Technical Assistance Needs Assessment
 - Regional County Needs and Other Questions



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The Application: *Required Attachments*

Page 2

Required Attachments

Please note: Grant applications may not be considered if requested attachments are not included or completed. Please upload your file **only** once for each requirement.

Only upload your files with the final version. Uploading the same file many times will cause errors. If you must upload a new version of the file change the file name.

Applicant organization's signed W-9 (required)

Upload the applicant organization's W-9 in PDF format. *

Choose File No file chosen

Letter of Support (required)

The signed document must include the following, which may be one Word or PDF document with the ED's signature at the bottom as a commitment and affirmation of the below:

1. Have executive support for the proposed project, as evidenced by a signed letter of support from the senior administrator, demonstrating willingness to commit staff time and resources to add new activities.
2. Affirm the applicant's ability to submit data and financial progress reports on a specific set of measures.
3. Affirm participation in activities of the external capacity building and TA efforts for the OYCR CBO CBI program.
4. Affirm participation to at least three in-person convenings. Travel costs to attend the convenings are the responsibility of the funded organization and may be included in the proposed budget. Organizations may bring teams of two to five staff and/or youth/young adults.

Choose File No file chosen

Form 1: Organizational Technical Assistance Needs Assessment (required)

Upload a Word or PDF document. Access the template here. *

Choose File No file chosen

Form 2: Regional-County Needs and Other Questions (required)

Upload a Word or PDF document. Access the template here. *

Choose File No file chosen



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The Application: *Attachments*

Please upload as many of the following financial documents to help gauge current organizational financial infrastructure and capacity. These documents are not required but encouraged. Not having or submitting these documents won't disqualify you from this funding opportunity.

Most Recent Financial Audit

Upload in PDF format.

Choose File No file chosen

Most recent 990 Form

Upload in PDF format.

Choose File No file chosen

A document listing Accounting Software or detailing the Organization's Financial Infrastructure (staffing and controls)

Upload in PDF format.

Choose File No file chosen

A document demonstrating General Ledger (GL) Reporting Capacity/ Capability

Upload in PDF format.

Choose File No file chosen

The Organization's Annual Budget (approved by board or fiscal sponsor or advisory board)

Upload in PDF format.

Choose File No file chosen

Use **Tab** key or **mouse click** to move from field to field. Clicking **Enter** will attempt to **Submit** an incomplete application.

An email confirming the submission of your application will be sent to the project's primary contact. If you do not receive an email, please contact the **Transform Youth Justice Team** at tyj@sierrahealth.org.

Previous Page

Submit

Form 1: *Organizational Technical Assistance Needs Assessment*

- Technical Assistance Needs in:
 - Organizational Administration
 - Juvenile Justice Law and Policy
 - Adolescent Development and Best Practices for Youth
 - Stakeholder Connections and Engagement
 - Additional Input on Organizational Technical Assistance Needs and Challenges
- Settings Where Populations are Served
- Engagement Activities
- Core Programs and/ or Services Offered to the Community
- Primary Source of Funding



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Form 2: *Regional County Needs Assessment*

- Existing Youth-Serving Organizations, Programs, and Services
- Youth Involved in The Criminal Legal System
 - Current Service Providers
 - Motivation for Working with
 - Limitations in Working with
 - Restructuring, Enhancing, or Shifting Current Work to Serve
- Challenges to Reaching a Target Number of Youth Served
- Interest in Expanding to Serve Youth and Foreseen Challenges



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Financial Audit

An audit report contains the opinion of independent auditors about the company's financial statements such as Income Statement, Balance Sheet, Cashflows, and Shareholders' equity statement. Auditor reports can be found in companies' annual reports just before the financial page.



INDEPENDENT AUDITOR'S REPORT

Board of Directors
Sierra Health Foundation
Sacramento, California

Opinion

We have audited the accompanying combined financial statements of Sierra Health Foundation and Sierra Health Foundation: Center for Health Program Management (collectively, the Foundation) which comprise the combined statements of financial position as of December 31, 2022 and 2021, and the related combined statements of activities and of cash flows for the years then ended, and the related notes to the combined financial statements.

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of the Foundation as of December 31, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.



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Form 990

The Form 990 is designed to increase financial transparency and includes revenue, expenditure, and income data in addition to information used to assess whether a nonprofit aligns with federal requirements for tax-exempt status.

Form 990-PF		Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation		OMB No. 1545-0047
Department of the Treasury Internal Revenue Service		Do not enter social security numbers on this form as it may be made public. Go to www.irs.gov/Form990PF for instructions and the latest information.		2022 Open to Public Inspection
For calendar year 2022 or tax year beginning _____, and ending _____				
Name of foundation SIERRA HEALTH FOUNDATION			A Employer identification number 68-0050036	
Number and street (or P.O. box number if mail is not delivered to street address) 1321 GARDEN HIGHWAY		Room/suite	B Telephone number (916) 922-4755	
City or town, state or province, country, and ZIP or foreign postal code SACRAMENTO, CA 95833			C If exemption application is pending, check here ... <input type="checkbox"/>	
G Check all that apply: <input type="checkbox"/> Initial return <input type="checkbox"/> Final return <input type="checkbox"/> Address change <input type="checkbox"/> Initial return of a former public charity <input type="checkbox"/> Amended return <input type="checkbox"/> Name change			D 1. Foreign organizations, check here <input type="checkbox"/> 2. Foreign organizations meeting the 86% test, check here and attach computation <input type="checkbox"/>	
H Check type of organization: <input checked="" type="checkbox"/> Section 501(c)(3) exempt private foundation <input type="checkbox"/> Section 4947(a)(1) nonexempt charitable trust <input type="checkbox"/> Other taxable private foundation			E If private foundation status was terminated under section 507(b)(1)(A), check here ... <input type="checkbox"/>	



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Accounting Software and Financial Infrastructure

Accounting software and financial infrastructure can help organizations meet financial accounting standards.

Software can help to handle reporting requirements, tracking grants, make financial information available and create balance sheet reports.

Sample Company

My Experts Help

Jhoesem Dane 123456789 Report

Back to Chart of Accounts

Report period: Since 90 Days Ago 10/01/2021

Rows/columns: Group by Account Run report

COMPANY LOGO BUSINESS NAME

Filters: Distribution Account x

Sort with notes

Craig's Design and Landscaping Services

NAME Jhoesem Dane 123456789 Quicbooks checking routing/account (SAMPLE)

Since October 1, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT
Checking							
Beginning Balance							
10/15/2021	Check	4	Chin's Gas and Oil		Checking		-54.55
10/01/2021							

This can be just a word document with account software name, and if it is something an internal team member manages, or something contracted out or something that a fiscal sponsor does



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General Ledger Reporting Capacity & Capability

A general ledger (GL) is a detailed record of an organization's past transactions that is organized by category. These include things like depreciation, accounts payable, taxes, other liabilities, assets, membership dues, other revenues, expenses, and owner's equity.

Sample Larry's Landscaping & Garden Supply - QuickBooks Desktop Pro 2020 - [General Ledger]

File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Window Help

Customize Report Commit on Report Share Template Memorize Print E-mail Excel Hide Header Refresh

Dates This Month-to-date From 12/01/2024 To 12/15/2024 Sort By Default

Report Basis: Accrual Cash Show Filters

11:33 AM
12/15/24
Accrual Basis

Larry's Landscaping & Garden Supply
General Ledger
As of December 15, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Checking							109,704.86
Check	12/01/2024	1118	Nye Properties		Rent	-800.00	108,904.86
Bill Pmt -Check	12/01/2024	1119	Great Statewide B...		Accounts Pa...	-899.12	108,205.74
Paycheck	12/01/2024		Duncan Fisher		-SPLIT-	-1,110.03	107,095.71
Paycheck	12/01/2024		Jenny Miller		-SPLIT-	-1,200.16	105,895.55
Paycheck	12/01/2024		Shane B. Hamby		-SPLIT-	-1,606.87	104,288.68
Deposit	12/02/2024			Deposit	-SPLIT-	900.00	105,188.68
Sales Tax Paym...	12/03/2024	1120	State Board of Equ...	ABCD 11-23...	-SPLIT-	-446.10	104,742.58
Payment	12/04/2024		Morearty, Brian		Accounts Re...	87.54	104,830.12
Check	12/05/2024	1125	Townley Insuranc...		-SPLIT-	-545.00	104,285.12
Check	12/05/2024	1124	Townley Insuranc...	VOID:	-SPLIT-	0.00	104,285.12
Transfer	12/05/2024			Funds Trans...	Savings	2,500.00	106,785.12
Deposit	12/05/2024			Deposit	-SPLIT-	1,854.22	108,639.34
Deposit	12/06/2024			Deposit	-SPLIT-	2,045.03	110,684.37
Payment	12/07/2024	3045	Lee, Laurel Lee Re...		Accounts Re...	1,000.00	111,684.37
Liability Check	12/07/2024		Employment Devel...	94-785421	-SPLIT-	-529.75	111,154.62
Liability Check	12/07/2024		Great Statewide B...	00-1111100	-SPLIT-	-2,698.42	108,456.20
Liability Check	12/07/2024		Townley Insuranc...	786-35-009...	Payroll Liabil...	-105.00	108,351.20
Payment	12/08/2024		Chapman, Natalie		Accounts Re...	208.85	108,560.05
Deposit	12/09/2024			Deposit	-SPLIT-	573.50	109,133.55
Payment	12/10/2024	3205	Goliday Sporting G...		Accounts Re...	518.52	109,652.07
Payment	12/10/2024		Balak, Mike Reside...		Accounts Re...	509.28	110,161.35
Bill Pmt -Check	12/12/2024	1126	Conner Garden Su...	R 594	Accounts Pa...	-685.00	109,476.35
Bill Pmt -Check	12/12/2024	1127	Gussman's Nursery	1V-2345-00	Accounts Pa...	-20.00	109,456.35
Bill Pmt -Check	12/12/2024	1128	Bayshore Water	370C-99336...	Accounts Pa...	-23.27	109,433.08
Bill Pmt -Check	12/12/2024	1129	Patio & Desk Desig...	DE-0918	Accounts Pa...	-182.50	109,250.58
Bill Pmt -Check	12/15/2024		Middlefield Nursery	09876	Accounts Pa...	-240.00	109,010.58
Bill Pmt -Check	12/15/2024		Patio & Desk Desig...	DE-0918	Accounts Pa...	-1,275.00	107,735.58
Bill Pmt -Check	12/15/2024		Sena Lumber & Bu...		Accounts Pa...	-1,725.00	106,010.58
Bill Pmt -Check	12/15/2024		Smalson & Assoc...	2907	Accounts Pa...	-375.00	105,635.58
Bill Pmt -Check	12/15/2024		Conner Garden Su...	R 594	Accounts Pa...	-2,835.00	102,800.58
Bill Pmt -Check	12/15/2024		Mike Scopelitte	1099-12385	Accounts Pa...	-800.00	102,000.58
Deposit	12/15/2024			Deposit	-SPLIT-	4,035.00	106,035.58
Paycheck	12/15/2024		Duncan Fisher		-SPLIT-	-1,110.02	104,925.56
Paycheck	12/15/2024		Jenny Miller		-SPLIT-	-1,200.17	103,725.39



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Organization Annual Budget

A nonprofit operating budget is a financial document that provides an overview of how a nonprofit organization is planning to spend its money. It breaks down the nonprofit's operating expenses and overall costs. The nonprofit operating budget is essentially the financial reflection of what the nonprofit business expects to achieve over a 12-month period (annual budget).

XYZ NONPROFIT

Budget: Organization Summary

Version 1



Revenue	FY (Current Year)	FY (Current Year)	FY (Previous Year)	FY (Previous Year)	Expenses	FY (Current Year)	FY (Current Year)	FY (Previous Year)	FY (Previous Year)
	Actual to Date	Budget	Actuals	Budget		Actual to Date	Budget	Actuals	Budget
Board					Staff Salary and Benefits				
Corporate Contributions					Occupancy (Rent and Utilities)				
Endowments					Insurance				
Foundation Grants & Contracts					Legal & Accounting				
Government Grants & Contracts					Equipment				
Events & Fundraisers					Supplies				



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Questions?



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How to be Competitive

Competitive Applications Will:

- Present a complete and responsive application
- Clearly explain why the organization is the appropriate organization to implement the project, including, but not limited to, track record of engaging with community
- Utilize an innovative culturally responsive approach

Competitive Applications Will:

- Demonstrate the use of an equity framework that recognizes the need to strive for health and racial equity in program activities and outcomes
- Demonstrate commitment to social justice youth development to youth engagement
- Use an intersectional approach to health equity

Proposal Writing Tips:

- Read and follow application guidelines and instructions
- Verify your organization is eligible
- Answer questions clearly and provide enough detail about the proposed activities so that the reviewers can fully understand your plan
- Clearly explain your proposed project and what change will result from funding

Proposal Writing Tips:

- Check for consistency in the project description, project activities and Technical Assistance assessments
- Have someone who is not involved in the project read your draft application and tell you what they think you are applying for
- Review the Attachments Checklist to ensure you have all required documents

Application Submission Tips

- Click the “Save my progress and resume later” button if you will not be active in the application (be sure to save the e-mail that is sent to your inbox and to write down or save the password somewhere that is secure)
- Submit the application before the deadline
- Write responses to the narrative questions outside of the grant portal, then copy and paste your responses into the appropriate fields
- As you write responses, track your word count

Application Checklist

- Review Application Instructions and Criteria
- Coalitions may apply, as long as one eligible organization is the applicant
- Complete the application in the online portal:
 - Application questions
 - Support letter from administrator/executive, or if you are applying as a coalition, support letter signed by each coalition member stating their role in the project and signed by that organization's executive



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Contacts

If you are unable to submit your application online or need help, please contact us at tyj@sierrahealth.org with the subject line:

OYCR CBO CBI Application Online Help

Upcoming Office Hours



Tuesday, August 6, 2024, from 3 p.m. to 4 p.m.

Please register at: <https://bit.ly/TYJOfficeHoursAugust6>



Thursday, August 8, 2024, from 6 p.m. to 7 p.m.

Please register at: <https://bit.ly/TYJOfficeHoursAugust8>



Tuesday, August 13, 2024, from 1 p.m. to 2 p.m.

Please register at: <https://bit.ly/TYJOfficeHoursAugust13>



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Thank You!