1. **Description of current youth services (two pages maximum). Do not mention the capacity-building project in this section.**

**Describe current youth services, including participation in the programming: What does a participant experience on a day-to-day basis? How often do youth attend and for how long do they stay with the services? How many youth participate in an average session?**

Click or tap here to enter text.

**Which and how many staff are involved with the services? What is the training and experience of staff, including frontline staff who are involved with youth services?**

Click or tap here to enter text.

**If you have existing services for Mexican-descent or LGBTQ youth, please state that and provide an in-depth description of those services. Describe how programming is designed and implemented to meet the particular needs of that group**

Click or tap here to enter text.

**Describe the degree to which you have fulfilled your organization’s goals. Please give examples and, if available, data.**

Click or tap here to enter text.

1. **Rationale for Organizational Capacity-Building (two pages maximum)**

**Clearly identify and explain the organizational problem that you are seeking to address.**

Click or tap here to enter text.

**Describe how this organizational problem has adversely impacted your organization and your ability to serve youth.**

Click or tap here to enter text.

**Discuss how you identified the problem. What information derived from your informal or formal assessment (e.g., data, surveys, observations, or discussions with youth, staff, or Board) brought this issue to your attention? How long has this issue existed? What are the underlying causes?**

Click or tap here to enter text.

**Given your understanding of the problem and your investigation of its causes, explain why addressing the problem is necessary to strengthen your organization and youth services.**

Click or tap here to enter text.

1. **Organizational Capacity-Building Plan (two pages maximum)**

**Describe the capacity-building goal(s) and plan (include proposed activities) for effectively addressing the organizational problem and its cause(s) over the 3-year term of the grant. If you are proposing a strategic plan, please clearly explain how it relates to your capacity-building goals.**

Click or tap here to enter text.

**Clearly detail how the proposed plan will change your organizational capacity and services.**

Click or tap here to enter text.

**Identify a staff member to manage the capacity-building project and describe how this person will track the project’s progress. Also, identify staff members and/or consultants who will implement the proposed project and discuss how they will be involved in implementation.**

Click or tap here to enter text.

**Describe how the organization will determine whether the project is addressing the problem: What information will be collected to assess short-term results?**

Click or tap here to enter text.

**Describe how the capacity that the grant develops will be sustained financially and operationally, accounting for challenges such as ongoing costs, training needs, or staff turnover.**

Click or tap here to enter text.