

2021 NYS OCFS Grant Application Checklist for Youth Services

Below is the list of documents that need to be completed and submitted to the Division of Youth Services for 2021 funding consideration. **All grants are due to the Division of Youth Services on or before Monday, November 30, 2020 by 5:00 pm.** Applicants should allow for adequate mail delivery time for grants to arrive before the due date or should plan to hand deliver the grant applications. Anything received later will not be considered for funding. If mailing the grant paperwork, allow sufficient time for it to arrive and mail it to:

**Karmen Smallwood, Assistant Commissioner of Youth Services
Dutchess Co Dept. of Community & Family Services
60 Market Street
Poughkeepsie, NY 12601**

If hand delivering your grant application, you will need to drop it off at the above address with staff in **Reception**. Allow enough time to find parking and drop off. **Emailed grants will not be accepted.**

Here are a few items to know before you get started:

- Grants must be typed. Please check for accurate spelling, grammar, and punctuation.
- Grants ranging from \$5,000 to \$25,000 will be awarded to programs that provide free direct services designed to improve youth and community outcomes as outlined in the NYS Office of Children and Family Services six Life Areas: Economic Security, Physical and Emotional Health, Education, Citizenship/Civic Engagement, Family, and Community. Programs must serve Dutchess County residents, up to 21 years of age for calendar year 2021. Eligible applicants should be either a county municipality or 501(c)(3) nonprofit community-based organization with a federal identification number and charity registration, operating in Dutchess County, ability to meet the county's insurance requirements, and have reliable access to electronic mail.
- Programs must meet the funding priorities as listed on *the 2021 YBCC Funding Priorities for NYS OCFS Grant Application* sheet which are based on NYS OCFS Goals, Objectives, Services, Opportunities and Supports (SOS's) and Performance Measures. **Only ONE SOS should be listed in the program application.**
- Agencies must state **in their cover letter** how the proposed program aligns with the County's Path to Promise (P2P) Initiative. The P2P framework and initiative can be accessed at: <https://www.dutchessny.gov/Departments/Youth-Services/Youth-Services-Path-to-Promise.htm>.
- Budgets are best if they are kept simple...personnel costs, admin staff and fringe less than 25%, Maintenance and Operation, apportioned rent/space costs. **The amount of money being requested must be in whole dollar amounts** (minimum is \$5,000, max is \$25,000) **with two zeros at the end**...for example \$6,500, \$8,000, \$15,500). **Program costs must directly be related to the funded program.**

- If there are Contracted Services on the budget, then the agency will be required to submit the MOU or Contract outlining those services including but not limited to the beginning and end date of the service; name and contact info of contractor; description of service; number of youth to be served; fee to be paid and when; and possibly the contractor's resume. The County's insurance requirements also apply to contracted service providers.
- If the program is funded, agencies will need to submit certificates of insurance as required by the County (see attached insurance document).
- If the program is funded, program staff will be required to show evidence of training in **Positive Youth Development**. **One resource you can use is http://actforyouth.net/youth_development/professionals/.**
- NYS OCFS will not have the county's actual allocation of funding until after the State budget is passed in April 2021. Depending on the county's final allocation, programs that are funded could see a dollar amount change.
- There is no appeal process for agencies that do not receive funding.

Checklist and Instructions for Grant Application Documents – Documents can all be found on our website <https://www.dutchessny.gov/Departments/Youth-Services/Division-of-Youth-Services.htm>, along with helpful Technical Assistance Documents. **The original and eight copies of the grant application are due on or before Monday, November 30, 2020 by 5:00 pm.**

1. Cover Letter – The Cover Letter should be on the agency letterhead and signed by the Executive Director or Board Chairperson. The Cover Letter is an opportunity to provide a summary of the program and highlight the need for the program. The agency needs to include a brief paragraph how the program aligns with the County's Path to Promise Initiative. **Original and eight copies.**
2. OCFS Form 5001 (Individual Program Application – Program Information). Please make sure that original signatures of the agency's Executive Director or Municipal Supervisor/Mayor are included. **Original and eight copies.**
3. OCFS Form 5002 (Agency Program Profile). Please make sure that the programs demographic data is complete and adds up in each category to equal the Projected Total Program Enrollment (# of youth to be served). Be mindful that there is a 100-word limit in each of the Features of Positive Youth Development. There is a helpful hints list provided to assist in completing the features of youth development sections. **Original and eight copies.**
4. OCFS Form 5003 (Program Summary-Program Components). This section pertains to the Touchstone Life Areas, Goals, Objectives, and Service Opportunities & Supports (SOS). **Choose only ONE SOS.** The YBCC's 2021 Funding Priorities, SOS's and related Performance Measures are provided. Make sure to write the codes exactly as they appear on the provided document.

Original and eight copies.

5. 2021 Division of Youth Services Grant Application. The grant application includes the Logic Model (Attachment I), Outcome Form (Attachment II), Board List (Attachment III), and the Budget Form (Attachment H - program only budget). Be sure to complete the budget form for the entire program (not the agency). **Original and eight copies.**
6. Memorandums of Understanding or Letters of Agreement - If the 2021 program is held offsite at a school, another agency or location, please provide one copy of each MOU or Letter of Agreement indicating the relationship and outline what the host site agrees to provide for 2021. If the program engages with another agency to provide services to youth on a regular basis, then an MOU is needed. MOU's are not needed for the referrals. **One copy only.**
7. **Submit One copy** of the most recent agency audit or the most recent IRS Form 990 (Return of Organization Exempt from Income Tax)
8. **For New Agencies (that were not funded in 2020)**- Please submit proof of the agency's 501c3 non-profit account verification. The agency may be required to submit other supporting documents if the program is funded. **One copy only.**
9. Please submit the **original and 8 copies** of all the grant documents (except # 6-8 above) to Karmen Smallwood, DCFS-Division of Youth Services, 60 Market St., Poughkeepsie, NY 12601 **on or before Monday, November 30, 2020 by 5:00 pm.** **The ORIGINAL should be single sided, but the copies can be double-sided to save paper.** Agencies should allow for adequate mail delivery time for grants to arrive before the due date or should plan to hand deliver the grant applications. **Any grants arriving late will not be considered for funding.**

No grants will be reviewed prior to the due date of **Monday, November 30, 2020 by 5:00 pm.** We encourage the applicant to make sure all documents are included in the original and 8 copies of the grant. The Youth Board and Coordinating Council's (YBCC) Proposals Committee will review all grant applications and make funding recommendations to the full YBCC on or before February 16, 2021. YBCC members that work or sit on Boards of Directors of organizations applying for grants must recuse themselves from voting. The County Executive's Office makes final funding decisions. Agencies will be notified in writing (in March) if they were funded or not. There is no appeal process for denied applications. Written questions and inquiries concerning this grant proposal can be submitted via email to Karmen.Smallwood@dfa.state.ny.us by 5 p.m. on November 23, 2020. Youth Services staff cannot assist in developing your program design or in drafting your grant application.

Thank you for your interest in the 2021 NYS OCFS/DCFS Youth Services Grant Application Process.