

*Dutchess County Department of Community and Family Services
Division of Youth Services*

Youth Team Sports (YTS) Grant Application Checklist

Funding period: January 1, 2024 – September 30, 2024

The online grant application process is located on the Dutchess County Grant Portal (<https://www.grantinterface.com/Home/Logon?urlkey=dc>). This link will bring you to the DutchessNY.Gov “Logon Page.” Once at the Logon Page, follow instructions to log on or create a new account. After successfully creating an account, you will be brought to the “Apply” page where you can click on the “Apply” button which will bring you to the grant application.

You will find all the documents listed below (with instructions) within the application process on the grant portal. **Fill out and upload all documents directly to the portal.**

All grants must be submitted through the online grant portal on or before December 5, 2023, by 5:00 p.m.

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

- The email you list in the grant portal must be for an individual directly related to YTS grant communication or who can easily forward along communication. It is your responsibility to ensure you receive vital information affecting your grant opportunity.
- Please check for accurate spelling, grammar, and punctuation.
- Grants from \$5,000 up to \$50,000 will be awarded to programs that provide team sports programs for underserved youth as outlined in the NYS Office of Children and Family Services’ (OCFS) Life Area: Physical and Emotional Health.
- Programs must serve Dutchess County youth, under 18 years of age, for program year January 1, 2024—September 30, 2024.
- Eligible applicants should either be a 501(c)(3) nonprofit or other community-based organization that operates in Dutchess County and has a federal identification number and a charity registration number. The agency must be able to meet the county’s insurance requirements.
- 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 <https://www.pyd101.net/>
- There is no appeal process for agencies that do not receive funding.

Checklist and Instructions for Grant Application Documents

All documents can be found on our website, under “grant funding,” at <https://www.dutchessny.gov/Departments/Youth-Services/NYS-Office-of-Children-and-Family-Services-Grant-Funding.htm>, along with other helpful information to assist you in the process.

1. OCFS Form 5001 (Individual Program Application – Program Information): Please make sure signatures of the agency’s executive director or municipal supervisor/mayor are included.

2. OCFS Form 5002 (Agency-Program Profile): Please make sure the program’s 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 settings.” There is a “helpful hints” list provided to assist in completing the features of youth development settings sections.

3. OCFS Form 5003 (Individual Program Application/Program Summary-Program Components): This section pertains to the Touchstone Life Areas; Goals; Objectives; Services, Opportunities, and Supports (SOS); and Performance Measures. **The selections that will be required for this grant should be listed EXACTLY as follows:**
 - **Life Area:** 2PEH Physical and Emotional Health
 - **SOS:** 0232 Year-Round/Seasonal Activities
 - **Performance Measures:**
 - o How Much: 0232A.1 # of youth participating (unduplicated)
 - o How Well: 0232B.4 % of youth completing the program
 - o Better Off: 0232C.1 #/% reporting they have improved their ability to socialize/interact with peers/family/other members of the community

4. OCFS Form 5011 (Universal Application for Youth Sports Funding): Please make sure that you are uploading the *OCFS Form 5011* itself **AND** the requested documents from the *OCFS Form 5011* checklist (which are also listed below).

5. Division of Youth Services 2023–2024 Budget Forms: You must include a copy of your own program’s budget **AND** the DCFS Program Budget Form (to serve as the two required forms listed on the *OCFS Form 5011* checklist. One will be a view of the current budget and one will be a projected budget outlook if funds are received. **Be sure to complete the budget forms for the entire program** (not the agency).

6. Non-Profit 501(c)(3) account status: Please submit proof of the agency’s 501(c)(3) nonprofit account verification. The agency may be required to submit other supporting documents if the program is funded.

7. Memorandums of Understanding or Letters of Agreement: If the 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 outlining what the host site agrees to provide for the program year. If the program engages with another agency to provide services to youth on a regular basis, then an MOU is needed. MOUs are not needed for referrals.

8. Agency Audit or IRS Form 990: Please provide a copy of the most recent agency audit **OR** the most recent IRS Form 990 (Return of Organization Exempt from Income Tax).
9. Child Protection Policies: A copy of your program's child protection policy/procedure must be submitted as an attachment.

No grants will be reviewed prior to the due date of **Tuesday, December 5, 2023, at 5:00 p.m.** The Youth Board and Coordinating Council's (YBCC) proposals committee will review all grant applications. Funding recommendations to the full YBCC will occur on or around February 2023. YBCC members who 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 about the status of their funding decision. Notifications will be sent via the grant portal if there is a delay. There is no appeal process for denied applications. Written questions and inquiries concerning this grant proposal can be submitted via email to Jessica.Dickinson@dfa.state.ny.us. Youth Services staff cannot assist in developing your program design or in drafting your grant application.

**Thank you for your interest in the 2024
NYS OCFS/DCFS Youth Services Grant Application Process.**