

Agency Partner Grant (APG) Program 2020 Application Instructions



Program Overview

The Agency Partner Grant (APG) Program awards funding to non-profit agencies based on their ability to demonstrate they are able to fill a gap where an existing community need exists. The needs for this grant program were established, with input from community stakeholders, by taking into consideration conditions that limits individuals from achieving their fullest social, economic or health related potential. The needs have evolved since the inception of the grant program and are reviewed annually, with key community stakeholders. Grant requests should be aligned with Dutchess County initiatives, when applicable, including alignment with the [Path to Promise](#) framework.

Applicants may also want to consider applying to the County's Community Development Block Grant program using the same grant application.

Eligible Applicants

Any non-profit organization with an IRS 501 (c)(3) designation seeking funding for program implementation.

Eligible Activities

Proposed activities must demonstrate the ability to fulfill one of the below needs. For organizations who implement programs that address multiple needs, please choose the primary need addressed by the program. Secondary needs can be discussed throughout the application in the project description.

Ineligible Activities

Planning grants are not eligible for funding, as this is a very competitive grant program and is intended for programs that will address an immediate community need.

Funding

We estimated availability of \$1,000,000, pending approval of the 2020 county budget.

2020 APG Program Needs

- **Anti-Bullying Awareness & Education** – services in schools and youth centers that prevent or reduce bullying
- **At-Risk Children & Youth Programs** – services for low income and at-risk children and youth that improve academic, behavior, health and vocational outcomes
- **Drug Addiction & Mental Health Prevention & Education** – services designed to prevent and decrease drug addiction and mental health conditions
- **Elder Abuse Awareness & Education** – community awareness and education services on the detection and prevention of elder abuse
- **Financial Education** – services on how residents can make better personal financial decisions
- **Home-Based Intervention Programs** – home based services that supports the development of healthy, nurturing, protective relationships among at-risk families
- **Literacy Assistance Support** – services that provide children, youth, and adults with basic English reading and writing support and education to better prepare them for educational and employment opportunities
- **Nutrition Assistance & Physical Health Education** – services that increase access to healthy food, healthy meal preparation education, and encourages physical activity, as to promote a healthy lifestyle and reduce obesity rates
- **Parent Support** – services that give parents and caregivers the skills and resources to support their child and young adult’s healthy development and transition into adulthood
- **Poverty & Homeless Assistance** – services that engage individuals and families helping them to transition out of poverty and homelessness, with priority for services that focus on long term solutions and comprehensive case management for individuals who are homeless or in emergency or transitional housing
- **Senior Transportation** – non-emergency medical transportation services for the elderly not currently served by existing transportation services or where insufficient services exist
- **Workforce Development (Adults)** – services to develop or enhance the skills needed to locate or sustain employment, with priority for those serving adults not eligible for Temporary Assistance for Needy Families (TANF)
- **Workforce Development (Youth & Young Adults)** – services that link youth and young adults, up to the age of 24, with paid work opportunities to prepare them for higher education and employment opportunities, with priority given to those serving mental health populations

Funding requests for youth programs should be aligned with the [Path to Promise framework](#).

Timeline

August 30, 2019	Request for applications and associated guidance is released
September 12, 2019	Fundamentals of Grant Writing: Tips to Strengthen Your Proposal at 8:45 a.m. to 1 p.m. at the Dept. of Behavioral & Community Health Training Room, 230 North Road., Poughkeepsie, NY 12601. Participation is voluntary.
September 26, 2019	Written questions and inquiries concerning this grant proposal can be submitted via email to communitygrants@dutchessny.gov , by 5 p.m.
September 30, 2019	Responses to written questions and inquiries will be posted as an addendum to this document.
October 16, 2019	Applications due by 5 p.m.
October - November 2019	Application Review
December 2019	County Executive Announcement of Awards
January 1, 2020	Start of the 2020 APG Program Year

Program Year

This grant program is on a two-year cycle. If awarded, contracts will be for one-year (January 1, 2020 - December 31, 2020), plus a one-year extension (January 1, 2021 - December 31, 2021), contingent upon an annual review of performance and funding availability, subject to county budget negotiations. The Community Development Advisory Committee (CDAC) will make extension recommendations to the Commissioner of Planning and Development by October 1, 2020. In the event additional funds are available in year two, via failure to extend an existing project or additional appropriations, these funds will be made available through a small grant cycle.

Policies and Procedures

All expenditures are subject to the Dutchess County Contracted Services Policies and Procedures. Please review this prior to submitting your application to ensure the proposed activity is able to meet the requirements.

Homeless Management Information System

Activities which prevent homelessness or assist homeless persons will be required to enter information about the persons they assist into the Dutchess County Homeless Management Information System (HMIS).

General Application Instructions

- The **2020 Renewal Activity Application (APG and/or CDBG)** or the **2020 New Activity Application (APG and/or CDBG)** application must be submitted electronically within the [Dutchess County Grant Portal](#) **by 5:00 p.m. on Wednesday, October 16, 2019.**
- Multiple renewal and/or new activity applications can be submitted.
- The minimum grant request is \$10,000.
- There is no maximum grant request; however, the current APG median grant award is \$40,000.
- Application should be submitted by the Executive Director (ED) or someone authorized to submit on behalf of the ED. **Do not apply unless you received authorization from the ED.**
- Written questions and inquiries concerning this grant proposal can be submitted via email to communitygrants@dutchessny.gov, by 5 p.m. on September 26, 2019. Staff cannot assist in developing your program design or in drafting your grant application.

Required Application Forms

While the grant program is on a two-year cycle, when completing forms (i.e., budget, timeline, etc.) use a one-year grant term only (January 1, 2020 – December 31, 2020). When downloading excel documents, do so using Internet Explorer as opposed to Firefox or another browser to ensure full functionality.

Renewal Activity Applications

- [APG & CDBG Outcome Report](#) (*excel format*)
- [Activity Budget & Budget Narrative](#) (*excel format*)
 - Complete white cells only, as all other fields are automatically calculated. Be sure to include a thorough description for each line item where funds are requested
 - Allocate all program expenses and revenues within the budget form
 - Personnel costs are calculated as a percent of time spent on the program, but reimbursement is based on actual hours and must have time records to support time billed to the program
 - **Insurance limits as outlined in the [Contracted Services Policies & Procedures](#) are required and should be accounted for in your budget, unless the organization was previously awarded a variance by the Dutchess County Department of Risk Management.**
 - For details pertaining to direct and indirect expenses, please review the [Contracted Services Policies & Procedures](#)
- [Organization Budget](#) (*excel format*)
 - Use either the above hyperlinked document or you may submit a comparable organization budget, if preferred
- [Timeline](#) (*excel format*)

New Activity Applications

- All forms listed in the **Renewal Activity Applications** section above and those listed below
- **Organizational Chart** (*pdf format*)
- **Board of Directors List** (*pdf format*) - Must include: board member name, employer and job title, address, phone number and term end date (*pdf format*)
- **Most recent financial statement** (IRS Form 990), audited if available (*pdf format*)
- **Annual Report**, if applicable (*pdf format*)

Application Review

The [Community Development Advisory Committee](#) (CDAC) will review applications and make preliminary funding recommendations to the County Executive for final approval. Funding recommendations will be based on the quality of the application, the organization's demonstrated ability to fulfill the need(s), prior performance (if applicable), the cost benefit, the quality of the outcomes, and a thorough activity and organization budget review.

Reporting Requirements

Organizations awarded funding will be required to submit quarterly payment requests and progress reports as outlined in the [Contracted Services Policies & Procedures](#).

Grant Portal Instructions:

1. Go to the [Dutchess County Grant Portal](#) webpage.
2. The ED or ED's authorized representative can "[Create New Account](#)", if one doesn't already exist. If a secondary account is needed, email communitygrants@dutchessny.gov to request a secondary logon, as all secondary accounts must be created by the Foundant administrator.
3. After successfully creating an account you'll be directed to the Apply page where you can click on the blue "Apply" button that will bring you to the grant applications.
4. Once you begin an application, it will be saved as a draft and you can re-enter any time prior to the submission deadline to complete the application.

Addendum 1
Questions and Answers (Q & A)
2020 Agency Partner Grant (APG) Application Cycle

DATED: September 30, 2019

Q1: How do I know whether to use the Renewal or New Activity application?

A1: The Renewal application can be used to request renewal funds for any program currently funded in 2019 under the APG or CDBG Public Service programs. This excludes APG Infrastructure, which has its own application, and is ineligible for renewal. New Activity application should be used by agency's applying for new APG or CDBG Public Service program funding.

Q2: We would like to request funding for two related programs that have been previously supported under one grant. Do you recommend submitting one application with two program components or two separate applications?

A2: If previously submitted and awarded under one grant, one grant application can be used.

Q3: Our program addresses two primary APG Needs (At-Risk Children & Youth and Youth Workforce Development). Can we choose two, or should we focus on just one?

A3: According to the application instructions, "for organizations who implement programs that address multiple needs, please choose the primary need addressed by the program. Secondary needs can be discussed throughout the application in the project description" or in other areas, as appropriate.

Q4: Can we apply for both an APG Infrastructure Capacity-Building grant and an APG Program support grant for 2020?

A4: Yes.

Q5: When submitting a CDBG/APG joint renewal application, is only one set of forms required, including the outcomes form? Should anything be submitted separately?

A5: It isn't necessary to submit separate forms. If there are outcomes that are specific to APG/CDBG, you can make a notation within the outcome statement to note the distinction.

Q6: In prior funding years, grant applications have been submitted as a whole on the same day. With the new electronic grant portal format, can grant components be submitted at various times (i.e., written narrative, budget, outcomes, etc.)?

A6: Yes. You can save your responses by scrolling to the bottom of the application form and clicking "Save Application". You can return to your organization's "Applicant Dashboard" at any time before 5 p.m. on October 16, 2019 to edit the application by clicking on the blue "Edit Application" link.

Q7: If within the grant portal, an applicant starts the incorrect application, is that an issue?

A7: No. The application will remain on the “Applicant Dashboard” for you to complete if you choose to and you can go to the “Apply” page (top blue ribbon within the Dutchess County Grant Portal) to begin another application.