2021 Agency Partner Grant Program: Summer Youth Programming Initiative Application Instructions & Guidance

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 by taking into consideration conditions that limits individuals from achieving their fullest social, economic, or health related potential, with input from members of nonprofit organizations in Dutchess County and other community stakeholders. The needs have evolved since the inception of the grant program and are reviewed annually, with input from stakeholders.

Through the 2021 budget process, additional money was allocated to further support summer programming targeting at-risk youth to reduce the occurrence of summer learning loss. While the county has provided funding to support critical programming for at-risk youth, it has been identified that additional funds were needed to enhance programming in this area.

Eligible Applicants

Any non-profit organization with an IRS 501 (c)(3) designation, who has an existing Agency Partner Grant Program contract with the County of Dutchess.

Priority

Below is the priority for which we will be accepting applications. Only one application per organization will be accepted.

*Priority will be given to applications that create a new program or expand or add to an existing program that includes an in-person component designed to prevent summer learning loss for at-risk youth. Activities that also include a programming component for special needs populations will be given higher priority.

Summer Programs for At-Risk Youth: In-person, high-quality programs, for K-12 students. Programs should offer broad educational and recreational enrichment activities that incorporate science, technology, engineering, art, and math exploration components designed to reinforce or complement the student’s regular academic program. Programs should encourage prosocial behaviors, promote behavioral health outcomes, and the overall well-being of program participants.
Eligibility Guidelines

Participants must be Dutchess County residents and should meet one of the below low- and moderate-income eligibility guidelines.

<table>
<thead>
<tr>
<th>Household Size</th>
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<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2021 Area Medium Income (AMI)</td>
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<tr>
<td>80% AMI Adjusted for Household Size</td>
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Family sizes more than 8 persons are calculated by adding 8% of the four-person income limit for each additional family member. That is, a 9-person limit should be 140% of the 4-person limit, the 10-person limit should be 148%, the 11-person limit should be 156% of the 4-person limit, and so on.

Self-attestation is an acceptable means of determining eligibility for applicants seeking admittance to the program using the low- and moderate-income eligibility guidelines outlined above.

Funding

The estimated availability of funding allocated for this initiative is $97,000. Applicants may apply for grants in amounts ranging from a minimum of $10,000 to a maximum of $50,000. It is the County’s intent to fund multiple projects.

Program Year

The grant term will be July 1, 2021 - August 31, 2021. There will be no contract extensions.

Policies and Procedures

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>April 8, 2021</td>
<td>Application released</td>
</tr>
<tr>
<td>April 23, 2021</td>
<td>Written questions and inquiries concerning this grant proposal can be submitted via email by 5:00 p.m. to <a href="mailto:communitygrants@dutchessny.gov">communitygrants@dutchessny.gov</a>.</td>
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<tr>
<td>April 27, 2021</td>
<td>All answers to the submitted questions will be posted on the Agency Partner Grant webpage and within the grant portal.</td>
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<tr>
<td>May 7, 2021</td>
<td>Applications due by 3:00 p.m.</td>
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<tr>
<td>May 2021</td>
<td>Application review</td>
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<tr>
<td>June 2021</td>
<td>County Executive announcement of awards</td>
</tr>
<tr>
<td>July 1 – August 31, 2021</td>
<td>Program Term</td>
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Application Review

All applications will be reviewed for completion. If an application lacks required items or contains a technical error, the applicant will be notified by email to correct the error. If the applicant fails to submit the missing material by the deadline, the application will be determined ineligible.

The Community Development Advisory Committee (CDAC) will review applications and make preliminary award recommendations to the County Executive for final review and approval. Funding recommendations will be based on the quality of the application, the organization’s ability to fulfill the need(s), prior performance (if applicable), the cost benefit, the quality of the outcomes, and the CDBG Public Service Review Criteria available on the website.

Application & Forms

The application must be submitted through the Dutchess County Grant Portal along with each of the below listed forms, which will be available for download within the grant portal, where applicable.

- **Activity Budget**: Be sure to include all program expenses and revenues. Review the Contracted Services Policies and Procedures to ensure your direct and indirect expenses are acceptable.
- **Organization Budget**
- **Outcome Report**
- **Organizational Chart**
- **Board List**
- **Memorandums of Understanding (MOU)**, if applicable
Additional Information

- Application submissions may come from someone within your organization other than the authorized certifying official, but you will be asked to certify that the Executive Director/Chief Operating Official has authorized the grant submission. **Do not apply unless you received authorization from the Executive Director/Chief Operating Official.**

Grant Portal Instructions:

1. **Use this link to navigate to the Dutchess County Grant Portal webpage where you will create an account.**
2. **Please only create one account per organization; therefore, you should consider using your organization’s general email and a shared password to be used by anyone within your organization who might work on an application within the grant portal, now or in the future.**
3. Once on the Logon Page, select “Create New Account” and complete all required* fields marked with an asterisk* symbol.
4. After successfully creating an account, you’ll be brought to the Apply page where you can click on the blue “Apply” button that will bring you to the grant applications.
5. 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.

For more information, contact:

Dutchess County Department of Planning & Development
85 Civic Center Plaza, Suite 107
Poughkeepsie, NY 12601
Phone: 845-486-3600
Fax: 845-486-3610
Email: communitygrants@dutchessny.gov
Website: dutchessny.gov/planning
Addendum 1
Questions and Answers (Q & A)
2021 Agency Partner Grant Program: Summer Youth Programming Initiative

DATED: April 26, 2021

Q1: Would the in-person requirement allow for collaboration with outside agencies to conduct programming? Our organization is not equipped for indoor programs, given the current pandemic.

A1: Yes, you can collaborate with outside agencies so long as the programming is organized and administered by your organization.

Q2: Current TRI programming serves students with disabilities, empowering them to become self-advocates within their school districts and in their personal lives. Would this grant allow funding support to expand our existing Independent Living Skills program, or is funding limited only for the development of new programming that must include science, technology, art and engineering, per the examples listed in the application overview?

A2: Priority for grant funding will be given to applications that create a new program or expand an existing program.

Q3: “How many unduplicated participants will be served by this grant”: Does this refer to only new participants that we do not currently serve, or is allowable to designate as “new” participants those we currently serve receiving services under this particular program initiative?

A3: Unduplicated participants refers to new participants in a program as well as existing participants in that same program.

Q4: Please clarify “Activity Cost” v “Participant Cost.”

A4: Activity Cost is the total cost to administer/implement your program. Participant Cost is the expense/total cost for one participant to take part in your program.

Q5: Is the submission of an MOU applicable for this grant application?

A5: It is only applicable if you have entered into or will enter into a formal agreement with another agency to deliver services for the program for which you are requesting grant funding.