

2022 NYS OCFS Grant Application Checklist for Dutchess County Youth Services

****Our submission process has changed this year. The grant application process has been moved to the Dutchess County Grant Portal (<https://www.grantinterface.com/sl/8VLPYa>). This link will bring you to the DutchessNY.Gov “Logon Page.” Here, you will “Create New Account” You will find all the documents listed below (with instructions) within the application process on the grant portal. You will fill out and upload all documents directly to the portal.****

All grants are due to the Division of Youth Services on or before December 3, 2021 by 5:00 p.m.

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

- 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’ (OCFS) 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 2022.
- Eligible applicants should either be a county municipality or a 501(c)(3) nonprofit, community-based organization with a federal identification number and charity registration number and that operates in Dutchess County. You must have the ability to meet the county’s insurance requirements and have reliable access to email.
- Programs must meet the funding priorities as listed on *the 2022 Dutchess County Youth Board and Coordinating Council Funding Priorities for the 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 how the proposed program aligns with the County’s Path to Promise Initiative. The Path to Promise framework and initiative can be accessed at: <https://www.pathtopromise.net/>
- 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 New York State budget is passed in April 2022. 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—All documents can be found on our website <https://www.dutchessny.gov/Departments/Youth-Services/Division-of-Youth-Services.htm>, along with helpful technical assistance documents

1. OCFS Form 5001 (Individual Program Application – Program Information): Please make sure original 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. **Choose only ONE SOS.** The YBCC’s 2022 Funding Priorities, SOS’s, and related Performance Measures are provided. Make sure to write the codes exactly as they appear on the provided document.
4. Division of Youth Services 2022 Grant Application Attachments: The grant application includes the following attachments: Logic Model (Attachment I); Outcome Form (Attachment II); Board List (Attachment III), Projected Program Budget form (Attachment IV). Be sure to complete the budget form for the entire program (not the agency).
5. Memorandums of Understanding or Letters of Agreement: If the 2022 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 2022. 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 the referrals.
6. 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).
7. **For New Agencies (that were not funded in 2021)**: 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.
8. **funding.**

No grants will be reviewed prior to the due date of **Friday, December 3, 2021 by 5:00 p.m.** 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 15, 2022. 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 (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 Doreen.Clifford@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 2022 NYS OCFS/DCFS Youth Services Grant Application Process.