

October 1, 2024–September 30, 2025

NYS OCFS Grant Application Checklist for Dutchess County Youth Services

****Our submission process remains online. The 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 grant applications are due to the Division of Youth Services on or before April 11th, 2024, by 5:00 p.m.

Here are a few things 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 youth, for program year October 1, 2024—September 30, 2025.
- Eligible applicants should either be a municipality or a 501(c)(3) nonprofit, 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.
- Programs must meet the funding priorities as outlined in the OCFS-5003 Program Components-Coding Document, Rev. 3/2018. This document lists the 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 their proposed program aligns with at least one domain of the county’s Path to Promise Initiative. The Path to Promise framework and initiative can be accessed at: <https://www.pathtopromise.net/>.
- If your program is funded, anyone working with youth will be required to show evidence of training in **Positive Youth Development**. **One valuable resource you can use is www.actforyouth.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](https://www.dfa.state.ny.us/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. **Choose only ONE SOS.** The OCFS-5003 Program Components-Coding Document, Rev. 3/2018 is provided. Make sure to write the codes exactly as they appear on the provided document. ****Funding priorities for Dutchess County are highlighted. Agencies that use one of these priorities will be given higher consideration during the review process.**
4. Division of Youth Services 2024–2025 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 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.
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 for October 1, 2023--September 30, 2024): 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.

No grants will be reviewed by the committee prior to the due date of **Thursday, April 11, 2024, at 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 around May 21, 2024. YBCC members who work or sit on boards of directors of organizations applying for grants must recuse themselves from voting. The County Executive makes final funding decisions. Agencies will be notified in writing (in July) 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 and Juliana.Corbett@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 2024–2025 NYS OCFS/DCFS Youth Services Grant Application Process.