

NYS OCFS Grant
Frequently Asked Questions
for Dutchess County Youth Services
Youth Team Sports (YTS) Grant

(Q) If awarded, when is funding received for this program?

(A) This is a reimbursement grant. Claims for reimbursement can be filed after a fully executed contract.

(Q) Is my program eligible for Youth Team Sports funding if we charge a fee for the program?

(A) No. Your program would not be eligible because programs must be free for all youth.

(Q) Can this funding be for scholarships?

(A) No. Scholarships would not be eligible for this funding.

(Q) What if we have an existing account on the grant portal, but are having trouble accessing it or would like to have a previous employee removed?

(A) Contact Youth Services and we can work with you to access or update information

(Q) Is Dutchess County Youth Services allowed to review our grant application prior to submission?

(A) No, we are unable to review your grant application prior to submission. We do recommend you have at least one other person besides yourself review it prior to submission.

(Q) Who is eligible to apply for this grant?

(A) This grant is open to not-for-profit agencies and community-based-organizations.

(Q) Do I need to have a charities registration number to apply?

(A) No. You do not need a charities registration number to apply.

(Q) What do I put as the “implementing agency?”

(A) The implementing agency would be the agency providing the program to the youth.

(Q) The person who typically signs off on the grant application will be on vacation at the time the grant application is due. Is it possible for the treasurer or the board president/acting president to sign the application?

(A) As long as they have the legal authority for their organization.

(Q) Are you allowed to partner with another organization for this grant?

(A) Yes. The grant application must indicate which organization will be the lead contact and the program must serve Dutchess County youth.

(Q) Can an organization from another county apply for the grant?

(A) Yes. The program must take place in Dutchess County and serve only Dutchess County youth.

Q) Can I use this grant to serve youth residing outside of Dutchess County?

A) No, the grant is specifically for youth residing within Dutchess County.

Q) If my organization is part of a larger/national umbrella agency, who should apply?

A) The agency with not-for-profit status should be the lead listed applicant. The most local agency in Dutchess County should be listed as the applicant.

Q) If my organization serves both youth and adults, how do I document this on the application?

A) All funding requests must be for a program that provides free, direct services to youth.

Q) If I applied for YDP (Youth Development Programming) or YSEF (Youth Sports and Education Opportunity Funding) for 2024-2025, am I eligible to apply?

*(A) If you applied **and were granted an award** for 2024-2025 Youth Development Programming (YDP) or Youth Sports and Education Opportunity Funding (YSEF), you are not eligible to apply for the same program for 2025 YTS funding.*

(Q) What is the age range of youth allowed for this funding?

A) The youth age range for Youth Team Sports funding is from 0-18.

(Q) Do the required forms have to be submitted in PDF format.

(A) No, the forms are fillable Word documents, they can be uploaded as such.

(Q) Is there a minimum number of youth required for this grant?

(A) No, there is no minimum. However, the review committee does consider maximization of dollars and cost per youth for a program.

(Q) Are indirect costs covered?

(A) Yes. While Dutchess County allows up to 18% in indirect costs (indirect costs are the expenses of doing business including administrative expense and overhead necessary for the general operation of the organization) of the total direct cost. We highly recommend your budget request costs are directly benefitting youth. Since this is a competitive grant, it is favorable for you to minimize your indirect cost request and use another funding source for indirect costs.

(Q) Can travel expenses be used to bring youth to the program?

(A) If your agency has its own transportation (i.e., an agency van) you can ask for funds to cover salary of driver and fuel. If your agency does not own its own transportation, we will not provide funding to subcontract out for transportation.

Q) How do I fill out demographics of participants in my current and projected programming if I don't collect that information from my participants on their registration forms?

A) Registration data and demographic data is a requirement of NYS OCFS. Please complete OCFS forms to the best of your ability, do not leave any demographic categories blank.

Q) Can I apply for funds to rent facilities with a multi-year contract?

A) No. Although awarded funding can be used for facility fees, every approved expense must be incurred before September 30, 2025.

(Q) Can water safety instruction be included as a training to staff cost on the budget?

(A) Yes, WSI is a covered allowable expense.

(Q) Can I submit my own budget form?

(A) No. You must use the county budget form provided in the application.

(Q) On the “proposed budget” form it says to list supplies. I have more than will fit; what should I do?

(A) You can list supplies at the bottom of the budget sheet with a notation or you can fill out an additional blank page, scan it along with your proposed budget, and upload the file to the portal.

(Q) I am volunteering my time. Should I put it under “personnel” and put my salary based on number of hours and going rate in the “in-kind contribution” category?

(A) Put yourself/position on the far left under personnel but put zero in the dollar amount and make a notation that you are volunteering your time.

(Q) The project we are proposing will be implemented by staff members who will not be paid with grant funds and all of whom have more specialized training specific to our population of students than required and may include the principal who has a Master’s degree. What evidence would you need of positive youth development training?

(A) The expectation is you are holding your program staff accountable for having the credentials/background that is required. We may inquire about what training/credentials. The minimum needed is Positive Youth Development training.

(Q) The grant application deadline is approaching, and I do not have an MOU for the next program year. Is it suitable to use the MOU that is in place until December 31 and then provide an updated one for the remainder of the program year (January—September) if we awarded funding?

(A) Yes. Include any current MOU covered by the grant cycle you are applying for. You can also provide a letter of commitment or a letter of intent. Make a notation in the application you have confirmation from the outside agency that you will be moving forward with this program for the next year (program year, school year, etc.) to include in your application.

(Q) Do we have to complete Act for Youth Positive Youth Development (PYD) training to be eligible apply?

(A) No. However, if your agency is awarded funding it is required of all staff working with youth.