

2022 Broome County Youth Bureau Grant Application Form

NYS OFFICE OF CHILDREN & FAMILY SERVICES YOUTH BUREAU FUNDING APPLICATION

Name of Program _____ Start Date of Program _____ End Date of Program _____

Sponsoring Agency _____ Agency Address _____

EIN _____ Contact Person/ Title _____

Telephone Number _____ Email Address _____

Executive Officer/ Board Chairperson /Title _____

Telephone Number _____ Email Address _____

of Participants _____ Requested / Participant Amount \$ _____ Program / Participant Amount \$ _____

Requested Amount \$ _____ Program Budget \$ _____ Will you accept less? Y / N

Explain why or why not:

Application Instructions

Please fill out the following questions in the application. Additionally, please include a 1-2-page executive summary of your proposed program; your program goals, objectives, success measures, and appropriate OCFS (Office of Children & Family Services) 5001, 5002, and 5003 forms.

Program Core Features

What kinds of services, opportunities, and/or supports will you be providing? (350 Words)

Your Answer:

What will the duration and the frequency of this program be? (350 Words)

Your Answer:

What are the program's essential elements? (350 Words)

Your Answer:

What marketing delivery strategies will be used to spread awareness of your program? (350 Words)

Your Answer:

What are your program's comparative advantages to that of other program models? (350 Words)

Your Answer:

NEED STATEMENT

What community needs will be addressed through your program's services, opportunities and/or supports? Please include relevant data and research to document these community needs. (350 Words)

Your Answer:

What are your expected outcomes and proposed success measures? (350 Words)

Your Answer:

If other programs like yours currently exist, why is your program necessary? (350 Words)

Your Answer:

Service Coordination

Please identify your formal service linkages to other community groups, agencies, institutions, etc. that are integral components of the program service design. In addition, please explain how these linkages will support your outcomes. (For example, provision of specific services, off-hour coverage, joint programming, case coordination, etc. Attach provision of service agreements if applicable.) (700 Words)

Your Answer:

Project Workplan

Please detail the steps necessary for the development and implementation of the program and for achieving your program goals and objectives. (350 Words)

Your Answer:

Youth Involvement

How will young people be involved in program planning, service design and decision-making? (350 Words)

Your Answer:

Discharges/ Termination

Please describe the process used to discharge or terminate young people from the program. (350 Words)

Your Answer:

Other Special Attributes

Conditions & Behaviors of target population that the program seeks to change, eliminate, or enhance. (350 words)

Your Answer:

Describe a typical individual/family for your program's target population and what factors would indicate success. (350 Words)

Your Answer:

Provide evidence that the proposed program, if funded, would attract the expected number of participants projected. (350 words)

Your Answer:

How did you arrive at your number of young people projected to be served for the program year? (350 words)

Your Answer:

ORGANIZATIONAL QUALIFICATIONS

What are the qualifications of your agency and staff to address these programs? (350 words)

Your Answer:

What other programs does your staff operate? (350 words)

Your Answer:

VOLUNTEERS/INTERNS

Please describe how volunteers and/or interns will fit into the proposed program. (350 words)

Your Answer:

Briefly cite the evidence for community support of this program. (350 words)

Your Answer:

SELF MONITORING

Describe your agency's internal oversight/accountability mechanisms (e.g., operations procedures, periodic program evaluations, quality control, management oversight, roles, and responsibilities. (350 words)

Your Answer:

EFFORTS TO OBTAIN FUNDS FROM ALTERNATIVE SOURCES

Please document your efforts, successes, and failures to secure other funding sources for this program. (350 words)

Your Answer:

How will this program be sustained on a long-term basis if government funds are reduced or eliminated? (350 words)

Your Answer:

If COVID-19 affects program operations in 2022, will your program still be able to operate with restrictions in place?

Your Answer:

Application Deadline and Submittal Instructions

The deadline for this application is Friday, October 1, 2021, 4:00 p.m. No exceptions will be made.

Please submit the forms & narrative below with your application (TWO Hard Copies and ONE Electronic):

- *Executive Summary*
- *Program Budget Summary*
- *OCFS 5001*
- *OCFS 5002*
- *OCFS 5003*

All these forms and application may be submitted via email. Please keep each response to 350 words unless otherwise noted. I certify that all the information above is correct and not misleading.

Sign _____ Title _____ Date _____