

REQUEST FOR PROPOSAL APPLICATION

GUIDELINES

2025

Broome County



Youth Bureau

NYS OFFICE OF CHILDREN AND FAMILY SERVICES (OCFS)

YOUTH SPORTS AND EDUCATION OPPORTUNITY FUNDING

&

YOUTH TEAM SPORTS FUNDING

BROOME COUNTY YOUTH BUREAU
2025 REQUEST FOR PROPOSALS

The purpose of this Request for Proposals (RFP) or EZ 5K Form is to solicit applications to the Broome County Youth Bureau for 2025 Youth Sports and Education funding and Youth Team Sports funding. These awards are designed to promote positive youth development for sports and education within Broome County. All grants are appropriated by the Broome County Youth Bureau and awarded to local agencies targeting at youth, aged 6-17.

Sports and Education Opportunity Funding awards are guided by the following principles:

- Sports can be effective tools in positive youth development and family engagement when programs are well-delivered and meet quality measures.
- Sports can improve the lives of young people by promoting positive social, emotional, health and educational outcomes and have important life-long impacts.
- Sports enable opportunities for young people to succeed economically through leadership roles.
- Coaching education greatly improves the sports experience and the development of young people.

Priority will be given to programs that serve youth identifying as black, indigenous, people of color and/or providers of color and/or providers of adaptive sports for youth with physical disabilities.

All funded programs must aim to foster the following:

- Educational connection and achievement – More youth attending and completing school with increased attainment, including programs that have collegiate placement success
- Physical health and well-being – Increasing physical activity and positive relationships to one's body and physical activity
- Mental health and well-being – Improving outcomes related to youth mental health and social and emotional skills development and connectedness
- Employment – Increasing qualifications and skills, such as collective problem solving, teamwork, and dispute resolution, that help prepare youth for suitable employment
- Community cohesion – Breaking down barriers to reduce discrimination, crime, and violence in communities and help young leaders emerge.

Mission

The mission of the Broome County Youth Bureau is to work together to promote and encourage the development of a comprehensive system of services for children and youth through planning, funding, coordination, evaluation, and advocacy. We strive to work, as a community, to provide the best possible services to all Broome County children and youth, aged 0-21.

Review Process

1. All proposals will be reviewed and evaluated by the Broome County Youth Board (a 21-member citizen advisory board) and the Youth Bureau staff for cost effectiveness, impact, measurable outcomes and completed applications. Requests that address the prioritized life areas based on New York State Touchstones will be given preference.
2. By applying, your organization asserts that the Request for Proposals or EZ 5K Form document has been reviewed in its entirety and all information is correct. Incorrect or incomplete information in a submission is not the responsibility of the Youth Bureau to correct or amend.
3. This is a competitive process, and the Broome County Youth Bureau will not be able to fund all applications. There is no appeal process for agencies that do not receive funding.
4. Recommendations and appropriations of the Broome County Youth Bureau and Board are subject to final approval by the County Executive and the Broome County Legislature.
5. NYS OCFS will not have the county's actual allocation of funding until after the New York State budget is passed in 2025. Depending on the county's final allocation, programs that are funded could see a dollar amount change.

Available Funding

New York State Office of Children and Family Services Youth Sports and Education Funding Grant (YSEF)

New York State Office of Children and Family Services Youth Team Sports Funding (YTS)

Key Dates & Notification of Funding

June 3, 2024: RFP/EZ 5K Form release date

July 15, 2024: Proposals due to the Broome County Youth Bureau by 4:00 PM

Broome County Youth Bureau, 60 Hawley St. P.O. 1766 Binghamton, NY 13902

September 15, 2024: Notification of funding, pending Broome County Legislative approval.

I. ELIGIBILITY

Programs eligible to apply for funding must meet the criteria below:

- Provide structured sports activities for youth ages 6-17.
- Serve youth in New York State.
- Demonstrate basic competency in the areas of governance, monitoring and evaluation, partnership, and financial stewardship.
- Have a child protection policy in place that includes adherence to local city, agency, school district, and state child protection guidelines.
- Collect registration data, including participant demographic information as required by OCFS in such a fashion as to be able to accurately report anonymized aggregate data.

Organizations and activities not eligible for funding:

- For-profit organizations or businesses.
- Private foundations, as defined in section 509(a) of the U.S. Internal Revenue Code.
- Organizations that discriminate based on age, ethnicity/race, political affiliation, religion, sexual orientation, gender, gender identity, physical or other disability, national origin, or any protected characteristic under local, state, and/or federal law.
- Research or project planning activities.
- Support for elite or private sports camps, programs, or teams.
- Endowments, memorials, budget deficits, or fundraising activities.
- Religious organizations whose sports programs do not have a secular and community focus.
- Lobbying, political, or fraternal activities.
- Capital projects, except eligible facility upgrades.

II. FUNDING

Funding may provide general operating dollars to give programs flexibility to efficiently allocate resources for quality programming. Line-item budgets should focus on programming costs, including but not limited to:

- Coaches/instructors/direct service staff/mentors (including training/professional development)
- Equipment
- Educational programming costs
- Facility/field and/or space cost
- Maximum of 15% of funds for administrative/overhead costs

Funded programs must provide a variety of sports for a broad range of youth in under-resourced communities. OCFS encourages a wide and flexible definition of sports that includes organized activities with movement, including physical fitness activities including but not limited to yoga, hiking, dance, and active outdoors pursuits.

III. FUNDING PERIOD

To be eligible to receive funds offered in this Request for Proposals, services must include programming delivered October 1, 2024, through September 30, 2025. Funding is not automatic or guaranteed.

IV. AVAILABLE FUNDING

In awarding funds, all 2025 program proposals are considered new and competitive. Matching funds are not required, though the strongest proposals will demonstrate support from other sources in addition to the Youth Bureau. Collaboration with other partners is encouraged. Broome County Youth Bureau reserves the right to cap the amount given to any program based on the total amount requested by all applicants and the amount of funds available.

V. REIMBURSEMENT PROCESS

Funding is reimbursement based. Agencies submit claims on forms provided by the Broome County Youth Bureau to the Youth Bureau Office for approved program expenses. All claims should be received in the Youth Bureau Office by quarter October 11, 2025.

VI. REPORTING REQUIREMENTS

Programs will be required to maintain adequate program records to report on program activities and participant outcomes attainment on a quarterly and annual basis using forms provided by the Broome County Youth Bureau. Failure to adequately document the provision of services and outcome attainment could result in the loss of funding. Programs will be monitored by the youth Bureau Advisory Board annually. You will be contacted for a site visit if you a receipt of Youth Bureau Funding.

The following measures are required:

- Life Area: 2PEH Physical and Emotional Health
- SOS: 0232 Year-Round/Seasonal Activities
- Performance Measures:
 - How Much: 0232A.1 # of youth participating (unduplicated)
 - How Well: 0232B.4 % of youth completing the program
 - Better Off: 0232C.1 #/% reporting they have improved their ability to socialize/interact with peers/family/other members of the community

VII. AWARD REQUIREMENTS

Please note that a contract from the Broome County Youth Bureau will bind a contracted agency to the program specified in the submitted proposal. The contract will also bind a contracted agency to:

- Submit a New York State Annual Assessment. This form will be required by October 31, 2025.
- Submit required quarterly reports when program is in operation.
- Youth Bureau staff will conduct a site visit and complete site visit form.
- 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/

VIII. APPLICATION DEADLINE/CHECKLIST

To be considered for funding by the Broome County Youth Bureau, your package must include the following in this order:

- Program Fillable Coversheet
- Program Budget Summary
- 2024 Broome County Youth Bureau Grant Application Form (Over \$5,000) **OR** EZ 5K Form
Broome County Youth Bureau Grant Application (Under \$5,000)
- OCFS Universal Application for Youth Sports Funding
- OCFS Forms-5001, 5002, 5003
- 1 Hard Copy and 1 Electronic copy **MUST BE SUBMITTED**

Deadline: One Hard Copy and ONE Electronic must be submitted to the Broome County Youth Bureau by 4:00 PM on Monday, July 15, 2024, to be considered. Please send electronic copy to amanda.florance@broomecountyny.gov and mail or drop off hard copy.

**Broome County Youth Bureau
Attn: Amanda Florance
60 Hawley Street
P.O. Box 1766
Binghamton, NY 13902**

For more information or questions, please contact Amanda Florance amanda.florance@broomecountyny.gov