



**RENSELAER COUNTY
DEPARTMENT FOR YOUTH**

99 Troy Road, Suite 402
East Greenbush, NY 12061
518-266-7501

Steven F. McLaughlin
County Executive

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Deputy Commissioner

**2024-2025 Youth Team Sports Funding
Application Instructions**

The Rensselaer County Department for Youth will be accepting applications from **NON-PROFITS** organizations for the 2024-2025 funding year from October 1, 2024 through September 30, 2025.

Youth Team Sports (YTS)

Total available: \$75,445

Target Population: Underserved youth under the age of 18.

Please Note: This funding requires the additional application *OCFS 5011*

Purpose: This program is grounded in the principles of positive youth development. The sole focus of Youth Team Sports is on team sports. The **Youth Team Sports program defines "team sports" as an organized physical activity in which groups of two or more individuals compete with two or more opposing individuals.** Sporting activities, where individuals engage in competition on behalf of an organized group, including, but not limited to, team tennis, team golf, or racing sports such as swimming or skiing are included in this definition.

Eligible Organizations: Eligible applicants are community-based organizations and non-profits.

All funded programs must aim to foster the following:

1. Physical health and well-being - Increasing physical activity and positive relationships with one's body.
2. Mental health and well-being - Improving outcomes related to youth mental health, social and emotional skills development, and connectedness.
3. Employment - Increasing qualifications and skills, such as collective problem-solving, teamwork, and dispute resolution, which help prepare youth for suitable employment.
4. Community cohesion - Breaking down barriers to reduce discrimination, crime, and violence in communities, and help young leaders emerge.

Programs eligible for funding must meet the criteria below:

- Provide team sports activities for youth under age 18 in under-resourced communities.
- Serve youth in New York State.
- 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 a manner that allows for accurate reporting of anonymized aggregate data.

Line-item budgets should focus on programming costs, including, but not limited to, the following:

- Coaches/instructors/direct service staff/mentors (including training/professional development) necessary to support youth's ability to participate in team sports.
- Referee fees.
- Purchase of equipment or uniforms.
- Capital investment (e.g., swimming facilities, fields, fences, storage, lighting).
- Facility/field space cost.
- Purchase of Automated External Defibrillators (AEDs) by local nonprofit or community-based organizations to support the requirements of Chapter 681 of the Laws of 2023, as amended by Chapter 9 of the Laws of 2024.

Organizations, expenditures, and activities not eligible for funding are the following:

- 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.
- 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.

Ineligible Organizations:

Organizations and activities not eligible for any of the three funding opportunities include:

- 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
- Pass-through organization proposals.

A. FUNDING PRIORITIES

All sports funding awards are guided by the following principles:

- Sports are effective tools in positive youth development and family engagement
- Sports improve the lives of young people by promoting positive social, emotional, health, and educational outcomes, and have important lifelong effects
- Sports enable opportunities for young people to thrive through leadership roles; and
- Coaching education greatly improves young people's sports experience and development outcomes.

To ensure that funding is going to the intended population, the distribution of funds will be based on local needs, considering factors including, but not limited to, the following:

- Historically under-resourced communities
- Public housing
- High rates of family homelessness
- Opportunity Zones or neighborhoods/cities/areas deemed "low-income" via externally available tools like the New York State Council on Children and Families' *Kids' Well-Being Indicator Clearinghouse*, etc.
- Marginalized communities or groups with higher barriers to participation in sports (e.g., youth with disabilities, girls, transgender/gender non-binary youth, lesbian, gay, bisexual, and questioning-identified youth)
- Federally and/or New York State-recognized tribes and tribal organizations
- Neighborhoods that experience higher rates of crime and violence and poorer-performing schools
- Additionally, priority consideration will be given to programs that serve youth identifying as Black, Indigenous persons, and people of color and/or providers of adaptive sports for youth with physical disabilities.

B. ELIGIBLE USE OF SPORTS FUNDS

The eligibility of specific costs/expenses will differ for the three funding opportunities included in this RFP. The table below provides a general summary of sample activities that may be eligible under each opportunity, but some restrictions may apply. An example would be facility/field improvements under YTS. Such costs may be eligible but must be associated with increasing youth access to *team* sports.

Expense/Activity	YSEF	YTS
Coaches, instructors, direct service staff, mentors	Eligible	Eligible
Sports Equipment	Eligible	Eligible
Educational programming costs	Eligible	Eligible
Facility/Field use costs	Eligible	Eligible
Facility/Field improvement or development costs	Not Eligible	Eligible
Uniforms	Not Eligible	Eligible

C. REIMBURSEMENT PROCESS

Funding will be provided through a reimbursement model. Funded entities will submit claims on forms provided by the Office and Children’s Family Services and submit to the Rensselaer County Department for Youth no more than biannually for eligible expenses incurred during the identified quarter(s). All claims shall be received by the Rensselaer County Department for Youth Office no later than October 31, 2025. The agency’s fiscal contact may not be the same person authorized to sign the claim. [Download the OCFS Claims Workbook.](#)

D. SOLICITATION PROCESS

Key Dates:

- Request for Application for 2024-2025 OCFS Funding is released on August 29, 2024
- Applications are Due on September 20, 2024

Questions or Inquiries:

All inquiries concerning this solicitation should be addressed to Debbie Fleming, Youth Service Worker, Rensselaer County Department for Youth, 99 Troy Road, Suite 402, East Greenbush, NY 12061 dfleming@rensco.com or 518-266-7501

E. APPLICATION PROCESS/REQUIREMENTS

To be eligible for consideration, applicants must submit one copy of the application for **each funding opportunity** they are applying for. All applications must be received by mail in a sealed envelope by Friday, September 20, 2024, no later than 5:00 P.M.

Rensselaer County is not responsible for delays in the United States Postal Services, UPS, FedEx, or any other delivery service. Thus, the applicant should ensure the application is received by the above deadline.

Required Application Forms For all Funding Categories:

The application must include the six (6) fillable forms listed below.

Links to the forms below, are listed in blue. Depending on your browser configuration, Word documents may need to be downloaded to your local computer. A printed copy of each completed form must be sent in your application. Email each completed Word document to dfleming@renesco.com

I. Form OCFS-5001–Individual Program Application–Program Information (DOC)

On form OCFS-5001, the applicant will indicate the funding opportunity being requested, the amount requested, and the organization type, as well as identify basic agency and program contacts, and basic contact information. This form requires the original signature of the lead executive of the organization.

II. Form OCFS-5002 – Agency-Program Profile (DOC)

On Form OCFS-5002, the applicant will identify the program location(s), summary of the proposed program, total enrollment anticipated, and demographic information of anticipated participants. The applicant will also provide brief descriptions (less than 100 words each) of how the program will address [Positive Features of Youth Development](#) within their program, as well as strategies for Monitoring and Evaluation. Refer to the Helpful Hints of Positive Youth Development document. **Be sure to address the need and the targeted population you will serve in the summary.**

III. Form OCFS-5003–Individual Program Application–Program Summary-Program Components** (DOC)

On Form OCFS-5003, the applicant will complete the goals and objectives information as required by OCFS for all programs receiving sports funding. All programs are instructed to complete this form with the information noted in the following table:

OCFS 5003 Coding Document

Program Component:	Text required to be entered by applicant:	Explanation:
LIFE AREA:	2PEH*	Physical and Emotional Health
GOAL:	2I*	Children and youth will have optimal physical and emotional health
OBJECTIVE:	211, or 212,	Your choice
SOS:	0232*	Year-Round/Seasonal Activities

Performance Measures: How Much:	<i>0232A.1*</i>	# of Youth Participating
Performance Measures: How Well:	<i>0232B.4*</i>	% of Youth completing the program
Performance Measures: Better Off:	<i>0232C.2*</i>	# of youth reporting they have improved their ability to socialize/interact with peers/family/other members of the community.

Items noted on the table above in bold italics and with an asterisk () have been pre-selected by OCFS for this form. OCFS requires these entries of all programs receiving sports funding.

For the OBJECTIVE component, the applicant should select one of the following, whichever is most applicable to their program (enter only the three-digit code):

- “211” (Children and youth will be physically fit.)
- “212” (Children and youth will be emotionally healthy)

The applicant does not need to enter the demographic information of anticipated participants, which may be the same as provided on Form OCFS-5002. Only the top section of Form OCFS-5003 must be completed and submitted.

IV. Form OCFS-5005 – Program Budget (DOC)

On Form OCFS–5005, the applicant will complete the program budget Personnel Services – These people are employees of your agency AND/OR contracted services and stipends that are withholding tax. (coaching, educators of youth, overhead/admin, etc.). Be sure to note other proposed funding sources.

V. Form OCFS-5011 – Universal Application for Youth Sports Funding (DOC)

On Form OCFS-5011, the applicant will identify the sport/recreation activities to be provided and describe how the requested funds would be used. The applicant will also answer other questions that describe the impact of the program, as well as measures being taken to ensure the safety of all participants.

Note, that this form also requests some information provided on the previous forms and thus seems duplicative. This form should be completed in its entirety, including information that was provided on another form.

This form also requires an original signature.

VI. Application Cover Letter (DOC)

Complete the three pages

Required Supporting Materials:

As noted on Form OCFS-5011, the applicant must include the following documents with their application materials:

a) A copy of the agency/program’s child protection policy/procedure*

If the applying program does not have a policy in place at the time of application, please note so on Form OCFS-5011 in the narrative response addressing youth safety. All programs will be required to have a policy in place before a funding agreement is finalized.)

b) A copy of the program’s budget

c) A proposed line-item budget for the requested funds

d) Proof of non-profit status, as applicable.

Additional Application Requirements:

Eligible applicants may apply for one or more of the funding opportunities described in this Request for Proposals. Entities applying for more than one funding opportunity must submit a separate application for each opportunity.