



**RENSSELAER COUNTY
DEPARTMENT FOR YOUTH**

County Executive Steven F. McLaughlin

**2025-2026 Youth Development Funding
Application Instructions**

The Rensselaer County Department for Youth is accepting applications from **NON-PROFITS** organizations for the 2025-2026 funding year from October 1, 2025 through September 30, 2026.

Youth Development Programs (YDP)

Total Funding Available: \$169,895

Target Population: Underserved Youth under 19 years of age

Purpose: It is expected that the proposed programs will promote positive youth development by advancing the well-being of youth. Programs that provide a wide variety of organized activities will be funded including but not limited to:

- Citizenship and Civic Engagement (youth leadership, cultural competency, race equity, etc.)
- Community (youth activism, mentoring, community service, etc.)
- Economic security (career development, life skills, etc.)
- Physical and Emotional Health (seasonal activities like summer camp, opportunities for creative expression, etc.)
- Education ("out-of-school time" programming to support educational engagement like drop-out prevention services, etc.)
- Family (conflict resolution supports such as restorative practices, etc.)

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

Funding Eligibility

Programs eligible for funding must meet the criteria below:

- Serve youth under 21 years of age.
- Provide community-level services, opportunities, and supports designed to promote positive youth development.
- Have a non-discrimination policy and not deny youth services based on ethnicity/race, political affiliation, religion, sexual orientation, gender, gender identity, physical or other disability, national origin, or any protected characteristic under local, state, and federal law.
- Collect data, including participant demographic information, as required by OCFS in a manner that allows for accurate reporting of anonymized aggregate data.
- Demonstrate competency in the areas of governance, monitoring and evaluation, partnership, and financial stewardship.

All funded programs must embed the principles of positive youth development, and promote the well-being of youth by fostering the following:

- Physical and psychological safety.
- Appropriate structure.
- Supportive relationships.
- Opportunities to belong.
- Positive social norms.
- Support for efficacy.
- Opportunities for skill-building.
- Integration of family, school, and community efforts.

Programs eligible for funding must meet the criteria listed below:

- Serve youth under 21 years of age in New York State.
- Provide community-level services, opportunities, and support designed to promote positive youth development.
- Have a non-discrimination policy and not deny youth services based on 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.
- Collect registration data, including participant demographic information, as required by OCFS in a manner that allows for accurate reporting of anonymized aggregate data.
- Demonstrate competency in the areas of governance, monitoring and evaluation, partnership, and financial stewardship.

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.
- Endowments, memorials, budget deficits, or fundraising activities.
- Religious organizations whose programs do not have a secular and community focus.
- Lobbying, political, or fraternal activities.

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

- Expenses directly related to the operation of the program (operation, and/or maintenance)
- General operating dollars to give programs flexibility to efficiently allocate resources for quality programming
- Salary for staff that work directly with the program

- Supplies needed to effectively run the program
- Program contracted services

A. SOLICITATION PROCESS

Key Dates:

- Application for 2025-2026 Office of Children and Family Services “Youth Development” Funding was released on August 20, 2025
- **Applications are Due on September 30, 2025**

Eligible applicants may apply for one or more of the funding opportunities. Entities applying for more than one funding opportunity must submit a separate application package for each grant. Sports funding requires an additional form OCFS 5011.

Questions & Inquiries:

All inquiries concerning this solicitation should be addressed to Debbie Fleming, Youth Service Worker at dfleming@rensko.com or 518-266-7501

B. Application Process/Requirements

Completed application packages must be submitted both:

Please do not convert the forms to a PDF file

1. By email to: Debbie Fleming @ dfleming@rensko.com
Rensselaercountycoatsforkids@gmail.com if you are using Google Doc's
2. A hard copy (sealed envelope) by Friday, **September 30, 2025**, no later than 6:00 PM addressed to:

Rensselaer County Department for Youth
Attn: Debbie Fleming
99 Troy Road
East Greenbush, NY 12161

Please note: Rensselaer County is not responsible for delays with USPS, UPS, FedEx, or other delivery services. Applicants must ensure their materials are received by the deadline.

Required Application Forms for Youth Development Funding:

The application must also include the five (5) forms listed below. These are fillable forms and are available on the Youth Bureau's webpage at <https://www.rensco.com/683/Youth-Funding-Opportunities>

I. Form OCFS-5001–Individual Program Application–Program Information

This form requires the original signature of the lead executive of the organization.

II. Form OCFS-5002 – Agency-Program Profile

For new applicants:

Complete the entire doc, provide brief program summary be sure to address the need and the targeted population you will serve (less than 100 words). Refer to page 2 of the Completing the 8 Features – Comparing Good and Poor Examples documents.

For the 8 Features of Youth Development section on pages 2-4 refer to the Positive Features of Youth Development document for topic ideas or create your own on how the program will address each feature within their program, as well as strategies for Monitoring and Evaluation.

For previously approved applicants:

If no program changes have been made and you will be using the same “Life Area” and “SOS”, update the data on the first page if there are any changes. Be sure to revise the projected program enrollment and projected daily attendance as needed.

The following categories must equal the projected total program enrollment.

- Sex
- Race/Ethnicity
- Primary Language
- Ages

In the Program Summary: give a brief overview of the services or activities you provide, the population you serve (age range, number of youth, or target group). Any key highlights or unique features of your program.

III. Form OCFS-5003–Individual Program Application–Program Summary-Program Components

On Form OCFS-5003, the applicant will complete the goals and objectives information required by OCFS. For the program components, you will use the **OCFS 5003 Coding Document** to choose the Life Area, Goals, Objective, SOS, and Performance Measures that best fit your program. This document can be found on the website with the application forms.

The demographic information of anticipated participants does not need to enter, this info is 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 AND a Proposed Line Item Budget for the requested funds

- Provide an itemized breakdown of the administrative and operating costs required to run the program
- Provide an itemized program budget and how the grants allocation will be spent.

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.

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

- Expenses directly related to the operation of the program (operation, and/or maintenance)
- General operating dollars to give programs flexibility to efficiently allocate resources for quality programming
- Personnel Services – These people are employees of your agency AND/OR contracted services and stipends that are withholding tax.
- Salary for staff that work directly with the program
- Supplies needed to effectively run the program
- Program contracted services (transportation/ pool use...)

V. Application Cover Letter

This captures the information the Department for Youth needs to request certificates of insurance (COI), claims, and the contact person that will sign the contract as well as the details about the program operation dates, days, and time you are open for us to make a site visit.

Required Supporting Materials:

As noted on Form OCFS-5011 for Youth Sports, the applicant must include the following documents with their application packet:

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 (OCFS-5005)

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

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

Additional Supporting Materials

The following documents with their application packet:

Certificate of Insurance (3) – See the 2025-2026 Insurance and Exemption Guidelines Rensselaer County Contracts with COI Examples document <https://www.rensco.com/683/Youth-Funding-Opportunities>

Reimbursement Process

Funding will be dispersed on a reimbursement basis, once purchases are made save the proof of purchase (invoice/receipt) and submit them as well as the proof of payment (credit card statement/bank statement) with the appropriate claim form provided by Office of Children and Family Service that best fits your purchase, no more than twice per year for eligible expenses incurred during the identified quarter(s).

All claims must be received by the Rensselaer County Department for Youth by the first week of October or sooner if you have everything needed to submit the claim. no later than October 9, 2026. Please note that an agency's fiscal contact may not be the same individual authorized to sign the claim. Claim forms are available on the Department for Youth website.

Claim Forms – That is an Excel workbook with tabs on the bottom with the claim forms and directions for most forms. The Workbook can be found at <https://www.rensco.com/683/Youth-Funding-Opportunities> under the funding stream you applied for and were awarded, see example below.

Please enter the details directly into the Excel Spreadsheet or Google Sheets. If you are using Google please email renselaercountycoatsforkids@gmail.com and allow access. This is not an email I check often so please email dfleming@rensco.com and let me know you sent it to the Gmail account.

Allowable Expenses:

- ***A maximum of 15% of the total YTS allocation may be used to support administration/overhead costs. (see the claiming workbook for more details)***
 - Unless your program does not charge a fee to participate.
- All claims must directly support the youth development program.
 - Supplies needed, bussing/transportation, pool contract, scholarships/stipends, equipment, educational programming
- Documentation that must be submitted for a claim to be processed includes:
 - Proof of purchase (invoice/receipt)
 - Proof of payment (credit card statement/bank statement)

Performance Report:

A detailed report of the agency's progress in achieving the goals and objectives outlined in OCFS 5003 form. It essentially provides a snapshot for OCFS on how the youth and your program benefited from the funding.

The Annual Performance Report is due the October 9, 2026 or sooner if your program ends prior to September 30th. The report can be found on the website <https://www.rensco.com/683/Youth-Funding-Opportunities>