



RENSSELAER COUNTY
DEPARTMENT FOR YOUTH
County Executive Steven F. McLaughlin

2025-2026 Youth Team Sports Funding
Application Instructions

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

Youth Team Sports (YTS) Competitive

Total Funding Available: \$75,628

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.

Youth Team Sports definition- 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 local community-based organizations and non-profits that provide a wide variety of physical activities.

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.

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.

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.

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.

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- 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
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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 or 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 Sports Education:

To be eligible for consideration, the application must include the six (6) 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: Use key words like: competitive, team, competition, teamwork, collaboration, learning to handle both victory and defeat, educational instruction to prepare youth for a team sport or for a competitive team or competition Ensure the targeted population (age) is accurately reflected in the summary. Submit all pages of the application.

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

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:

Program Component:	Text required to be entered by applicant:	Explanation:
LIFE AREA:	<i>2PEH*</i>	Physical and Emotional Health
GOAL:	<i>2I*</i>	Children and youth will have optimal physical and emotional health
OBJECTIVE:	<i>2I1, or 2I2,</i>	Your choice

SOS:	<i>0232*</i>	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 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

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.

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)
- Purchase of equipment or uniforms
- Educational programming costs
- Facility/field space cost

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

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

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*, 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 (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 the application packet:

Certificate of Insurance (3) – See the 2025-2026 Insurance and Exemption Guidelines Rensselaer

See the 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

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>

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:

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, trainings	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

- **A maximum of 15% of the total YTS allocation (grant) 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.

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>