

Broome County



Youth Bureau

2022

**REQUEST FOR PROPOSAL
APPLICATION
GUIDELINES**

Broome County Youth Bureau
2022 Grant Funding Guidelines

Introduction

The purpose of this Request for Proposals (RFP) is to solicit applications to the Broome County Youth Bureau for 2022 youth programs. These awards are designed to promote positive youth development and address long-term juvenile delinquency prevention within Broome County. All grants are appropriated by the Broome County Youth Bureau and awarded to local agencies targeting at risk youth 0-21 years of age.

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 submitting an application, your organization asserts that the Request for Proposals 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.
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.

Key Dates & Notification of Funding

- September 1, 2021** **RFP release date**
- October 1, 2021** **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
- December 1, 2021** **Notification of funding, pending Broome County Legislative approval and approved New York State budget.**

Available Funding

New York State Office of Children and Family Services Youth Development Program Grant (YDP)

New York State Office of Children and Family Services Runaway and Homeless Shelter Part 2 (RHYA)

Funding Categories

Due to the limited amount of funding available, programs providing services to at risk youth in the following categories will be prioritized for consideration:

1. School Based Positive Youth Development Programs
2. After School Community Based Positive Youth Development Programs; this includes programs run by a specific agency with programming offered at various sites
3. Mentoring Programs
4. Juvenile Diversion Programs
5. Runaway and Homeless Youth Programs
6. Youth Employment Programs

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 January 31, 2023.
- Submit required quarterly reports when program is in operation.
- Youth Bureau staff will conduct a site visit and complete site visit form.

Checklist

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

- Program Executive Summary
- Program Budget Summary
- 2021 Broome County Youth Bureau Grant Application Form (Over \$5,000) **OR**
EZ Fill Broome County Youth Bureau Grant Application (Under \$5,000)
- OCFS Forms-5001, 5002, 5003
- 2 Hard Copies and 1 Electronic copy **MUST BE SUBMITTED**

Deadline: TWO Hard Copies and ONE Electronic must be submitted to the Broome County Youth Bureau by 4:00 PM on Friday, October 1, 2021 to be considered.

For more information or questions, please contact either Elizabeth Woitd at (607) 778-2193 (elizabeth.woitd@broomecounty.us) or Amanda Florance at (607)778-2193 (amanda.florance@broomecounty.us)

Broome County Youth Bureau

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