

Lewis County Youth Bureau  
Request for Proposal Application

Narrative

FOR

PROGRAM YEAR: October 1, 2023- September 30,2024

NYS OFFICE OF CHILDREN & FAMILY SERVICES

**YOUTH DEVELOPMENT PROGRAM FUNDS**

**\$23,399**

## **PROGRAM APPLICATION for programs operating October 1, 2023- September 30, 2024**

Proposals will be read and evaluated by the youth and adult community members of the Lewis County Youth Board, so please make them as clear and concise as possible.

Submit this application, Appendix C budget, form OCFS -5001 and OCFS-5002 to [Deanna.Edick@dfa.state.ny.us](mailto:Deanna.Edick@dfa.state.ny.us) by **November 3, 2023**.

\*\*\*This application and form OCFS- 5002 needs to be completed and submitted as a Microsoft Word Document so that information can be transferred (cut and pasted) to the Quality Youth Development System.

Agency Name:

Agency Address:

Program Name:

### **1. Need Statement**

Describe the specific local youth need(s) or problem(s) that the proposed program is intended to address.

### **2. Target Population**

Describe the characteristics of the youth to be served by this program.

Include:

- number of youth to be served
- demographics of the target population (age, gender, ethnicity, etc.)
- geographic area from which youth will be recruited

### **3. Program Design**

Indicate which Services, Opportunities and Supports (maximum of 2) your program is providing: see Appendix A. (choose a Services, Opportunities and Supports from #0119- #0634)

Also, include:

- Location of the program. Where will participant activities take place?
- Days and hours of operation (per activity)
- Months during which the program will operate (year-round, school calendar, summer, etc.)

- Length of time youth will participate. Is it open ended or do participants leave program once the desired participant outcome has been attained?
- Whether the program coordinates or collaborates with other community-based services to accomplish its mission.
- How this program differs from other similar programs/services available to the target population?

#### 4. Participant Outcomes

Participant outcomes are the expected change in knowledge, skills, attributes or behaviors a participant will experience as a result of participating in your program.

- Identify one or more participant outcomes that youth will experience as a result of participating in the program that can be accomplished and measured at the end of the funding period. (choose the correlating Touchstone Goal and Objective of how much, how well, better off from Appendix A.)
- List the specific activities that youth will participate in that will help them achieve the participant outcomes listed above (Examples: community service activities, skill building sessions, etc.) and who will be responsible for conducting these activities.
- Project the number and percentage of program participants who will achieve expected outcomes. (Example: 15 youth or 75% of youth will increase leadership skills. 45 youth or 80% of youth will learn to swim.)
- Describe the instruments) that will be used to measure your outcomes. These tools collect information and may include behavior checklists, satisfaction surveys, attitude questionnaires, pre-/post-tests, etc. \*Please note that use of a satisfaction survey alone cannot be used to document outcome attainment. It must be coupled with another instrument that measures actual achievement of the expected outcome(s).
  - > Indicate the source of these tools (validated instruments, self-developed, etc.).
  - > How often will these tools be used to track participant progress (beginning and end of program, every 3 months, 6 months, etc.)?
  - > Who will be responsible for making sure that participant progress is tracked and documented as described?
  - > Submit a copy of all tools used to track outcome measures with your proposal.

5. **Features of Positive Developmental Settings-Complete form OCFS-5002** - Describe how the 8 Features of Positive Developmental Settings, which according to research conducted by the National Research Council are essential elements of quality Youth Development programs, are integrated into your program design (see Appendix B for a description of each of the 8 features).

6. **Monitoring**

Describe your process to be used to monitor on a regular basis that proposed program activities have been implemented as described and adequate program records are being maintained.

Include:

- Who will be responsible for monitoring?
- How often monitoring will take place?
- How monitoring activities will be documented

7. **Personnel/Volunteers**

- List qualifications or attach job descriptions for positions being funded through this proposal, as well as other key positions that have an effect on program design. Have funded positions received training in youth development topics such as: conflict resolution, social/emotional development, focus on youth strengths, resiliency, etc.?
- Indicate which staff is being paid with OCFS funds, and the amount of time assigned to the program.
- If applicable, provide information on any volunteers who will be directly involved in the program.

Include:

- How they will be screened and trained?
- What duties they will perform
- How their work will be supervised
- Any child protection policy you have in place

**8. Budget Narrative**

Provide a budget narrative detailing the various line items contained in the proposed Program Total Budget (Appendix C). All items should be described in sufficient detail to enable the proposal raters to determine if the costs are reasonable and allowable. If the Total Funds Requested column is less than 100% of the Total Program Amount column, please describe what methodology was used to determine costs for inclusion in the Total Funds Requested column.

**9. Board of Directors**

- Provide a list of your Board of Directors including Name, Board Position, Home Address, Employer's Name, any relevant Professional or Community Affiliations.
- Identify any Youth Members (under age 21).

**10. Agency Mission, Qualifications and Past Accomplishments**

- Briefly describe the agency's mission and past accomplishments in providing services to the target population or a similar program to another population.
- Discuss the agency's unique organizational strengths (fiscal, administrative, staffing, networking, collaborative efforts, etc.) that qualify it to deliver the services described and to achieve the desired participant and program outcomes.
- Describe the source and amount of any additional funding used to support this program and the agency's attempts at securing other sources of funding.