



## County of Erie

**CHRIS COLLINS**  
COUNTY EXECUTIVE

**ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES**

**ERIE COUNTY YOUTH BUREAU  
2010 SUMMER PRIMETIME GRANT APPLICATION  
RFP #10148BC**

**THIS PACKAGE INCLUDES:**

- 2010 Primetime Funding Guidelines & Eligibility
- 2010 Primetime Review & Notification Process
- 2010 Primetime Application Deadline
- 2010 Primetime Proposal Checklist
- Primetime Proposal Cover Page
- Primetime Program Narrative Outline
- Primetime Program Budget

\*An electronic version of this application is available by emailing\*

[david.rust@erie.gov](mailto:david.rust@erie.gov)  
[nadia.moore@erie.gov](mailto:nadia.moore@erie.gov)

# **Erie County Youth Bureau 2010 Summer Primetime Grant Funding Guidelines**

## **Introduction**

The purpose of this Request for Proposals (RFP) is to solicit applications to the Erie County Youth Bureau for “Summer Primetime” Programs. Summer Primetime grants are designed to promote positive youth development programs to address long-term juvenile delinquency prevention within Erie County. The concept for the Summer Primetime is a ten (10) week summer session focused on exposing youth to positive activities in a healthy and safe setting with caring adults, and diverting them from the streets during high delinquency hours.

All Summer Primetime grants appropriated by the Erie County Youth Bureau and awarded to local Erie County agencies must target ‘at risk’ youth 6 -18 years of age.

Erie County Youth Services will utilize the Request for Proposal process to determine eligibility for participation in the Summer Primetime Program based on a review of applications received and dependent on the availability of funds.

## **Eligible Applicants**

Eligible applicants are current 501 (c)(3) not-for-profit organizations (as determined by the IRS) located in Erie County providing services to at-risk youth in the targeted age group. Organizations must have their own 501 (c)(3) status; use of another organizations 501 (c)(3) status as a “pass through” is not permitted.

If an agency was funded in 2009, they must have turned in the required 2009 Program Narrative and Fiscal Recap in order to apply in 2010.

## **Summer Primetime Model**

Agencies are strongly encouraged to utilize the Summer Primetime model. **Due to the limited amount of Primetime dollars this year, agencies using this model will be highly prioritized:**

- Services provided June 28, 2010 through September 3, 2010 – Monday thru Saturday, 12:00 PM to 7:00 PM. Programs can operate additional/extended hours as well.

## **Review Process & Notification of Funding**

1. All proposals will be reviewed and evaluated by the Erie County Youth Board (a 21 member citizen advisory board) and the Youth Bureau staff for cost effectiveness, impact/outcomes and completed checklist. Requests and programs that address the specified service areas (section three of the narrative) will be given preference. If time permits, agency interviews may be utilized.
2. The Erie County Youth Bureau will only accept one program proposal from applicants.

**Note:** Agencies applying to a run a summer program in the Erie County Secure Youth Detention Facility may submit two distinct proposals; one for the

- traditional Primetime program, and one for the detention facility. Please see the detention portion of the RFP for more details.
3. Only agencies that have fully completed the enclosed 2010 narrative, program calendar, budget, and required forms will be considered for an award.
  4. Recommendations and appropriations of the Erie County Youth Bureau and Board are subject to final approval by the County Executive and the Erie County Legislature.
  5. Award notifications will be issued to all agencies awarded 2010 funding on or around May 24, 2010, or earlier if possible.

### **Maximum Funding Request**

Due to the limited and tenuous nature of the number of dollars available, the maximum funding request for 2010 is \$10,000 for all agencies, regardless of number of sites to be serviced. The exact funding levels are unknown at this time and will not be available until after there is an approved State budget.

### **Targeted Youth**

“At-Risk Youth” shall be described as any Erie County youth between the ages of 6 and 18 and described as one of the following:

- School dropouts;
- Homeless youth or youth who have run away from home;
- Exhibiting self-destructive behavior;
- Lack of parental support or positive role model;
- At risk of becoming Persons In Need of Supervision (PINS), juvenile delinquents or charged with committing a crime;
- Youth in need of safe places, caring adults & structured activities
- Victims of child abuse, domestic violence, maltreatment and/or neglect
- Living within a family below 200% of poverty
- Considered for placement outside the home
- Youth with 3 or more hours of idle time per day

### **Erie County Secure Youth Detention Facility**

The Erie County Youth Bureau will also be accepting proposals for programs in the Secure Youth Detention Facility. Prioritized areas include but are not limited to, science, art, and music. As funding for the detention facility is extremely limited, agencies are not expected to follow the traditional Primetime model. Instead, programs running for two to three hours, two or three days per week, will be acceptable. When planning programming, the following items are not allowed in the detention facility: sharp items, metal objects, small art pieces, food, notebooks with metal binding, chemicals that may be used for art, etc. With questions on programming and/or additional items allowed in the detention facility, please contact LaDell Young, Social Work Supervisor, at 923-4071, or [youngl2@erie.gov](mailto:youngl2@erie.gov). All teachers, staff, and volunteers must provide a copy of his or her New York State Child Abuse Clearance as well. If choosing to apply for a detention program, please note on the appropriate line of the cover page.

### **Award Requirements**

Please note that a contract will bind a contracted agency to submit a specified program narrative and financial report (include backup expenditure information) to the Erie County Youth Bureau upon completion of the Primetime program. This report should include any evaluation and/or measurement tools used. Measurement tools, while not required for Primetime, will be looked favorably upon. These reports will be due on or before October 8, 2010. Any contracted agency who fails to follow the contract or submit the required reports will be ineligible to apply for Primetime in 2011. Agencies must also agree not to charge fees to program participants. Funded agencies will be monitored unannounced during the course of the Primetime program to ensure safety and programmatic/fiscal accountability.

Funded agencies will also agree to procure and maintain in force, for the duration of any contract, such insurance as is deemed appropriate by the Erie County Department of Social Services in types and in such amounts as are specified in the Erie County Standard Insurance Certificate which shall be completed and signed by the Contractor's insurance company prior to contract execution. Said certificate need not be submitted with the RFP but will be required prior to contract execution and payment for program services.

## **Erie County Youth Bureau Checklist**

**In order to be considered for funding by the Erie County Youth Bureau/Board your package must include the following in this order:**

- Program Proposal Cover Page
- Program Narrative
- Daily Calendar of Events
- Program Budget and Budget Narrative
- 6 copies, plus original, of entire package

**Please submit one (1) copy of the following if you are NOT currently funded by Erie County Youth Bureau, or have not supplied this information in the past 12 months:**

- Most recent IRS 990 Form or Equivalent
- Current 501 (c)(3) Status
- Board of Directors Roster

**- Deadline:** Six copies and the original must be submitted to the Erie County Youth Bureau by **4:00 PM on Monday, May 3rd**. Please contact either David Rust at 923-4041 ([david.rust@erie.gov](mailto:david.rust@erie.gov)) or Nadia Moore at 923-4051 ([nadia.moore@erie.gov](mailto:nadia.moore@erie.gov)) with questions.

**Erie County Youth Bureau  
Attn: Primetime  
810 East Ferry  
Buffalo, NY 14211**

**Erie County Youth Bureau  
2010 Summer Primetime Program Proposal**

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Total Program Budget: \$ \_\_\_\_\_

Total Amount Requesting From ECYB: \$ \_\_\_\_\_

Please Check if Detention Proposal: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Administrator/Executive Director)*

**Office Use Only**-----

Received by: \_\_\_\_\_ Initials: \_\_\_\_\_

Are there six copies plus the original? Yes \_\_\_\_\_ No \_\_\_\_\_

Are the following forms either on-file or enclosed?

- Most recent IRS 990 Form or Equivalent
- Current 501 (c)(3) Status
- Board of Directors Roster

**Erie County Youth Bureau**  
**\*Primetime Program Narrative Instructions\***

1. **Organization Mission:** Please provide a brief description of your organization's mission.

2. **Target Population:** Please provide a summary of the characteristics below.

Please Include:

- Number of young people to be served.
- Number of unduplicated young people.
- Ages.
- Sex.
- Race/ethnicity.
- Geographic location.
- Zip Code(s) Served.
  
- Describe what strategies the proposed program will use to attract and retain the expected number of participants.

3. **Service Category:** Please note which of the following prioritized service category(s) your agency will target. *Please note:* Supervised Recreation, while it can be a component of a program, cannot be a program of itself. One of the other service categories **must** be targeted.

- Academic Enrichment.
- Career Enrichment (Communication Skills, Life Skills, Job Skills).
- Cultural Enrichment, including, but not limited to, Arts, Music, & Science.
- Gang and Violence Prevention Programs.
- Youth Leadership, Engagement, & Community Service Programs.
- Supervised Recreation.

4. **Program Description & Details:** Please provide a detailed description of your proposed summer program, keeping in mind the service category(s) chosen. This description should include the details below. Please list them in the order requested.

Please Include:

- Program location/address.
- Exact days and hours of operation.
- Exact length of time (months and/or weeks) youth will participate.
- Detailed narrative program description.
- Daily calendar of events, including specific activities youth will engage in.
- Please note if your agency will be taking program participants on any enriching field trips. These can include nature preserves, museums, college tours, architectural tours, sporting events, and more.
- Please note if this is a pilot program.

- Please note if you will be collaborating with any other agencies and/or partners on this project. If so, please describe what they will be providing. This can include agencies and/or partners sharing resources, program sites, or providing a specific service.
- Please note your staff to program participant ratio.
- Please note your staff's qualifications including name, education background (highest level obtained), and number of year's working with young people.

**NOTE: Please answer the following question.** If additional Primetime funds were to become available, how would your agency be able to expand your program? Please answer in bullet format, and include:

- Number of additional youth served
- Additional days and hours of operation
- Additional daily activities
- Contracted services
- Field trips
- Staff
- Any other pertinent information

**5. Program Objective/Goal:** It is important to set objectives and/or goals, and report upon the results of your program to review whether or not the program is being successful in achieving the objective(s) described.

Please Include:

- What is the primary objective/goal of your program for participants, keeping in mind the service category(s) chosen?
- Please list the expected change(s), benefit(s), or improvement(s) the target population will have accomplished by the end of the funding period.
- Evaluation process
  - When will it be done?
  - Who will evaluate the program?
  - How does the evaluation process work?
  - How will the results be used?
- Measurement tools you currently use (or plan to use this summer) to evaluate the success of your program.
  - Please note: Evaluation and/or measurement tools, while not required by Primetime, will be looked favorably upon.
- Please include the results/outcomes from any evaluation and/or measurement tools used in past summer programs.

**6. Additional Forms:** Please include the following forms. Only include these forms if you are NOT currently funded by the Erie County Youth Bureau, or have not submitted within the past twelve months.

- Board of Directors: Provide a list of your Board of Directors including Name, Board Position, Home Address and Phone Number, Employer's Name, Employer's Address and Phone Number, and any Professional or Community Affiliations. In addition, please identify any youth members (under age 21).
  - IRS 501 (c)(3) Letter of Determination: Must be current.
  - Form 990: From most recent year.
7. **Budget**: Please complete the following budget form with as much detail as possible. Only include information for the program you are requesting funding for. Please note: the Erie County Youth Bureau will not support major equipment purchases for the Primetime program such as televisions, video game systems, etc. In addition, please answer the following questions as part of your program budget narrative:
- Please list other confirmed funding sources for this program. This should include foundation grants, public/government agencies, corporations, individuals, earned income, and/or your organizations contributions.
  - Please list any other funding sources to whom you are applying for this program.
  - Please include your cost per student.
  - Are there **ANY** fee's charged to program participants? If so, please include under other revenue sources.
  - Please list the percentage of your grant request that will go towards direct programming.
  - Please list how much money and what form of award(s) (Primetime, YDDP, SDPP, etc.) the Erie County Youth Bureau has granted your agency over the past two years, from 2009-2010.
  - Please list your fiscal officer, including contact information.

**2010 OPERATION PRIME TIME PROJECT BUDGET**

Agency Name \_\_\_\_\_

**Project Duration: 6-28-10 to 9-3-10**

<b>BUDGET ITEMS:</b>	<b>ERIE COUNTY FUNDS REQUESTED:</b>	<b>OTHER COMMITTED SOURCES:</b>	<b>PROGRAM TOTAL:</b>
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**1. Salaries & Wages** - Please include job title, @ per month (or hourly) rate x % of time on project x number of months (weeks).

Example- Project Director, @ 3,000/month x 50 % x 12 months = \$18,000

Summer Program Aide, @ 10/hour x 20 hours/week x 8 weeks = \$1,600

<b>Sub-Total</b>			

**2. Fringe Benefits**- Please include percent of time on project x benefit dollars.

Example- Project Director: 19.2% (10 weeks out of 52) x \$12,600 (yearly fringe) = \$2,419

<b>Sub-Total</b>			

**3. Contracted Services**- Please include organization and job title; @ per hour/month rate x % of time on project x number of months (weeks)

Example- Literacy Company, Program Presenter, 2 @ \$50/day each x 20 days = \$2,000,

Tutoring Company, ESL Tutor, 1 @ \$25 hour x 50 hours = \$1,250

<b>Sub-Total</b>			

**4. Materials & Supplies-** Please include consumable items; printing, academic program supplies, recreational supplies, etc.

Example- 100 math journals @ \$5.00 each = \$5,000

<b>Sub-Total</b>			

**5. Field Trips/Travel-** Please include means of transportation, tickets, etc.

Example- 1 bus rental to Buffalo Museum of Science = \$250

Example- 25 entrance tickets to Buffalo Zoo = \$150

<b>Sub-Total</b>			

**6. Utilities -** Please include bill x percentage charged to program cost.

Example- National Grid; \$400 x 50% = \$200

Note- Estimates are appropriate for this budget, but sufficient backup will be required when submitting expenditure reports.


<b>Sub-Total</b>			

**7. Other Expenses-** Please itemize “other expenses” and provide enough information for a clear picture of how funds contribute to the project.

<b>Sub-Total</b>			

**BUDGET SUMMARY**

<b>TOTAL ERIE COUNTY FUNDS REQUESTED</b>	<b>TOTAL- OTHER COMMITTED SOURCES</b>	<b>TOTAL PROGRAM BUDGET</b>