



Guidance for Municipal Youth Bureaus on Administering Youth Sports Funding

Funding streams supporting youth sports Youth Sports Education and Opportunities Funds (YSEF) and the Youth Team Sports allocation (YTS) are intended to make physical recreation opportunities accessible to under-resourced youth under age 18. Municipal youth bureaus are important partners in supporting this work.

Funding Distinctions

YSEF and YTS are similar allocations, however there are several important distinctions:

Table with 3 columns: Eligibility Category, YSEF\*, YTS\*. Rows include Entities eligible for funding and Activities eligible for funding.

\*For more detail, please refer to 23-OCFS-LCM-21 and 23-OCFS-LCM-22.

Advertising Funding

Municipal youth bureaus are required to advertise youth sports funding opportunities widely, with an emphasis on efforts to inform organizations supporting under-resourced communities. Youth bureaus are also responsible for clearly communicating local application processes, including deadlines to the public. Examples of best practice include:

- Informing all current youth bureau partners about sports funding
Advertising sports funding opportunities on social media, including on pages operated by the county and localities within the county, such as local departments of parks and recreation
Sharing application information, including form OCFS-5011 and relevant deadlines, with local and state elected officials representing communities within the county
Hosting information session(s) open to the public to discuss sports funding opportunities

Universal Application

Beginning program year 2024 (October 1, 2023 – September 30, 2024) municipal youth bureaus must use form OCFS-5011, Universal Application for Youth Sports Funding to determine which program(s) will receive YTS funding. Beginning program year 2025 this form must also be used to determine which program(s) will receive YSEF funding. This form was developed by OCFS with input from a steering committee of Youth Bureau Directors. Municipal youth bureaus are also required to provide information and technical assistance to interested applicants on how to complete the form by request.

- While YSEF and YTS are similar allocations there are several important distinctions. Youth bureaus will be required to evaluate which of the funding stream(s) applicants are eligible for, based on the criteria outlined in 23-OCFS-LCM-21 and 23-OCFS-LCM-22.



## Office of Children and Family Services

- Municipal youth bureaus may require additional documentation from applicants in addition to the OCFS-5011.
- Individual awards maybe made in amounts up to \$50,000. Multiple awards may be made from a single application.
  - When a program is granted more than one award *from a single funding stream*, one application may be entered in the county's Resource Allocation Plan (RAP)
  - When a program is granted awards *from multiple funding streams* one application per funding stream must be entered in the RAP.

### **Funding Determinations**

Youth Bureaus should establish a standardized process for assessing applications to ensure equitable considerations is given to all applicants. Funded activities must support traditionally underserved or disadvantaged youth population(s).

### **Which types of activities should Youth Bureaus prioritize funding?**

If there are more eligible applications than can be awarded with available funds, consider how funds can be used to support a broad range of:

- Physical activities/sports/teams
- Organizations/entities
- programs across the geography of your county
- under-resourced populations as described in [23-OCFS-LCM-21](#) and [23-OCFS-LCM-22](#) such as trans or gender-nonconforming youth, girls in sports, youth with disabilities and adaptive needs, etc.

When in doubt, priority should be given to smaller, grass-roots organizations that are traditionally excluded from other funding sources, including private funds.

### **Questions?**

Please contact OCFS at [YouthBureau@ocfs.ny.gov](mailto:YouthBureau@ocfs.ny.gov)