

Suffolk County Youth Bureau

2025 Youth Sports Grant FAQ

Who is eligible to apply?

Any non-profit organization with a 501(C)3 in good standing.

Will this be one-time funding?

Yes

Is there a cap on the funding level an organization can receive?

There is a cap of \$50,000 per program.

What is the contract period?

October 1st, 2024 to September 30, 2025

What expenses are allowed?

Youth Team Sports

Funding can only be used for the following:

- Coaches/instructors/direct service staff/mentors (including training/professional development) necessary to support youth's ability to participate in team sports.
- Referee fees.
- Purchase of sports equipment or uniforms.
- Facility/field space cost.
- Purchase of Automated External Defibrillators (AEDs) by local nonprofit organizations to support the requirements of Chapter 681 of the Laws of 2023, as amended by Chapter 9 of the Laws of 2024.

Please note that direct services to the youth must be provided. Subcontracting is not allowed.

What does the grant process entail of?

1. Once the application period is complete, all applications will be reviewed.
2. After review, all selected applicants will receive an award notice.
3. Awarded agencies must go through the contract application process with Suffolk County Youth Bureau with all required State and County forms.
4. Awarded agencies must submit claims in order to receive reimbursement for expenses.

This grant is a reimbursable model.

How does the reimbursement process work / what is the process for payments to be rendered?

When preparing claims, report forms must be included with the Suffolk County Payment Voucher. The reports used will depend on the categories on your approved program budget.

Backup documentation for claimed expenses include but are not limited to:

- timesheets signed by both the employee and the executive director or board member

- pay stub / cancelled checks
- agency bank account statement that lists the transaction
- invoice of the expense made out to the agency
- cancelled check, if applicable
- agency bank account statement that lists the transaction

All purchases must be made between 10/1/2024 - 9/30/2025. For any expenses on your approved program budget that is \$1,000 or more per unit, prior approval must be granted from our department. Prior approval can be requested by submitting three quotes from three different vendors for the same item and a justification of purchase letter.

Personal funds cannot be used to make purchases. All expenses must go through your agency's bank account.

What factors will be considered in the selection of awardees?

Suffolk County Youth Bureau is required to ensure that awards meet legislative, regulatory, and administrative requirements. This requires that the Suffolk County Youth Bureau review and assess each application to determine the following:

- Applicant's eligibility to receive this funding.
- The costs and activities in the application are for allowable, allocable, necessary, and reasonable costs.
- The applicant possesses the responsibility, financial management, fiscal integrity, and financial capability to administer grant funds adequately and appropriately.
- Assurance that funding is utilized for the intended population, New York State OCFS requires municipal youth bureaus to distribute funds based on local need, considering factors including, but not limited to the following:
 - Historically under-resourced communities [High poverty rate, youth living at or below the poverty line, attending Title I school districts, Black, Indigenous, Hispanic/Latino, other marginalized people of color].
 - High rates of public housing and/or family homelessness.
 - Neighborhoods/cities/areas deemed "low-income" via externally available tools like the New York State Council on Children and [Kids Well-being Indicators Clearinghouse \(KWIC\) :: NYS Council on Children and Families](#).
 - Marginalized communities or groups with higher barriers to participation in team sports (e.g., youth with disabilities; girls; transgender/gender non-binary youth; and youth who identify as lesbian, gay, bisexual, or questioning).
 - Federally and/or New York State-recognized tribes and tribal organizations.
 - Neighborhoods that experience higher rates of crime and violence and low-performing schools.

What forms are required? (All forms must be typed)

- 2025 Contract Application
- 2024 Agency bank statements (January to present)
- Form 990 from 2024 Tax Filing

- Copy of 501(C)3
- Concussion plan
- Current program budget
- Line-item breakdown of proposed program budget
- Summary of services that you will be providing to the youth on agency letterhead
- Certification of Insurance

If you win an award, all original forms will be required.