

**Association of New York State Youth Bureaus  
2008 Regional Training**

**Request for Proposals**

**Purpose:** The Association of New York State Youth Bureaus is committed to making quality training available to member Youth Bureaus and, when possible, the community based agencies working with the Youth Bureaus. The Board of Directors will provide funds, through a New York State Office of Children and Family Services SDPP Training Grant. These funds can be awarded to each Region for various training purposes. **Regional collaborations are encouraged.**

**Statement of Intent:** The intent of the training grant is to bring professional development and training experiences into Regions. Funds are typically used to pay trainers, speakers, or other providers of these services. Funds can also be utilized to cover facility, meal costs, and general supplies for a specified training event. The intent is NOT to use the funds for travel or lodging costs, with the exception of covering costs of speakers and/or assuring attendance at New York State Association of Youth Bureaus' sponsored events. In addition, these funds are not intended to support an individual's attendance at outside trainings/conferences. However, if that is a designated need by the Region and/or locally, a separate request could be submitted directly to the Board of Directors for a possible scholarship.

**Eligibility:**

- Each of the nine regions of the Association of New York State Youth Bureaus is eligible.
- Regions are encouraged to apply in partnership with other regions and combine funds if it would achieve the desired outcome in a more cost effective manner. (I.e., 2 regions collaborate = eligible for up to \$2,000, 4 regions = up to \$4,000, etc.)
- Each Region is responsible for the decision as to whether their individual Youth Bureaus will receive grants or if the Region itself will be applying. This decision must be documented clearly in the proposal.
- Final Reports, Registration Lists, Newsletter Articles as well as all claiming materials for all previously received regional mini-grants MUST have been completed and submitted prior to January 15<sup>th</sup>, 2008 in order to be eligible to apply for 2008 funding.

**Guidelines:**

- All proposals must address “grass roots” regional or local needs. It is recommended that the proposals address one or more of the *top priorities for 2008* identified through the training survey of Youth Bureaus. These priorities are:
  - Youth Bureau Needs Assessments/Surveys
  - Youth Boards
  - Outcome Based Funding
  - Program Sustainability
  - Youth Empowerment/Youth Engagement/Leadership

- Preference will be given to proposals that show evidence of collaboration and leveraging of other funding sources.
- Regional proposals will not be considered without sufficient detail and documentation. Please be as specific as possible in accordance with the narrative questions and budget to allow the committee to make an informed decision when considering approval of funds.
- Any materials generated to promote the training specified should be printed on regional letterhead and/or the lead Youth Bureau on the proposal. Association of New York State Youth Bureau letterhead should not be used to publicize these regional trainings.
- All efforts must be made to select a date for the training that does not conflict with any of the previously scheduled ANYSYB training events (i.e. Leadership Forum, Director's Training, Annual Conference, etc.). This will allow us to maximize our membership attendance at all scheduled events statewide.
- **There is no guarantee of funding for each region.**

**Funding Level:** Each Region is eligible for funds up to \$1,000.00.

**Timeline:** **Proposals must be submitted electronically via email no later than May 30, 2008.**

Submission Requirements:

Please attach your proposal as a Word Document. Proposals will not be considered if they are not in compliance with the deadline. ***All trainings must be completed and costs must be incurred by November 30, 2008. All financial claims must be submitted by December 15, 2008.*** A final report is also required from all award recipients along with a newsletter article, and an attendance/registration list showing the participants involved.

**Funding Priorities:**

- This funding, along with other initiatives of the Training Committee, seeks to fulfill the outcomes, performance targets and milestones of the ANYSYB SDPP Grant. These documents are available on the Association's Website ([www.anysyb.net](http://www.anysyb.net)) or if you would like a copy of them sent to you, contact either Jen Petteys at 518-853-4355 (email: [jpetteys@co.montgomery.ny.us](mailto:jpetteys@co.montgomery.ny.us)) or Beth Saxton at 607-778-2085 (email: [bsaxton@co.broome.ny.us](mailto:bsaxton@co.broome.ny.us))
- Priority will be given to new and innovative projects. These funds are not intended to supplant existing funding streams. Preferred trainings/events are those that assist the Training Committee in achieving the Milestones identified in the ANYSYB SDPP Grant.

**EVALUATION:** In keeping with the expectations of the SDPP Outcome Based Training Grant, each Region will be required to return a completed final report to the Training Committee **no later than thirty (30) days** after the training occurs or December 15, 2008, whichever is earlier.

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY**  
**(Please email your completed application and attach it as a Word Document)**

**APPLICATION PROCESS:** Submit a complete narrative answering ALL of the questions outlined below, along with a detailed budget to the Association of New York State Youth Bureaus at the address on Page 4, no later than May 30, 2008. The Regional President/Representative needs to sign the completed application packet. Award letters will be emailed upon board approval.

**NARRATIVE DIRECTIONS:** Please answer all of the following:

1. State the name of the Region(s) applying.
2. Who is the contact person for this training grant? Name, address, phone number, fax number, email.
3. Who is the “fiscal contact person” (i.e., person responsible for submitting claims, etc.), if different from #2 above. Please provide the same information as requested in #2.
4. List the specific date(s), location, hours, etc. of the training/event. **Please be specific.** If these decisions have not been completely finalized, please provide as much information as possible and submit the final plans when completed.
5. Explain how your Region(s) identified this as a training need (i.e., Regional discussion, survey regional training needs, previous program evaluations, etc.) Please include a detailed outline of the training/event. A brochure/flyer that has been developed for the training/event will be acceptable.
6. Who is the target population? (Clarify whether it will be Youth Bureau Directors, Youth Bureau staff and/or contract agency staff, etc.) Please include the number of people anticipated to be served by this initiative. List each County and municipality that is expected to attend.
7. If you have identified trainer(s)/facilitator(s), please list the names, addresses, phone numbers and fax numbers. If funding is sought to cover trainer/facilitator related costs, please specify and outline in the budget narrative as well. (Complete and attach the Consultant Agreement).

\*If you would like the Training Committee to assist you in locating or negotiating with a trainer and/or facilitator for the topic you have selected, please call the Association Office, 518-869-4930.

8. What are your anticipated outcomes? How will the participant’s conditions and/or behaviors advance as a result of attending the training/event? (If you require

technical assistance in preparing the outcome statement, please contact the Training Committee).

9. Submit a detailed budget as well as a budget narrative/justification – Explain any ambiguous figures. Show evidence of other funds leveraged, if applicable.

#### QUESTIONS?

Contact:

Jennifer W. Petteys  
Montgomery County Youth Bureau  
(518) 853-4355  
(518) 853-8299 (Fax)  
[jpetteys@co.montgomery.ny.us](mailto:jpetteys@co.montgomery.ny.us)

Or

Beth Saxton  
Broome County Youth Bureau  
(607) 778-2085  
(607) 778-3788 (Fax)  
[bsaxton@co.broome.ny.us](mailto:bsaxton@co.broome.ny.us)

## **E-MAIL COMPLETED PROPOSALS TO THE ASSOCIATION OF NYS YOUTH BUREAUS AS WELL AS A COPY TO JEN AND BETH:**

E-mail: [nassocia@nycap.rr.com](mailto:nassocia@nycap.rr.com)