

2026-2027
Broome County Youth Bureau
EZ 5K Form for Request for Proposals

The Broome County Youth Bureau is inviting proposals from not-for-profit organizations to provide services, opportunities and supports for youth under the age of 21 within our community. Successful applicants will be those that meet one or more of the priorities identified below.

This form is used for the \$500-\$5,000 funding requests.

All organizations funded by the Youth Bureau are required to include the Youth Bureau Logo on all their public relations materials.

Eligibility

Eligible applicants will be not-for-profit incorporated organizations able to deliver successful programming that meets the needs of youth as identified in this request for proposal.

Contract Process

Local agencies apply to Broome County for funds. The County subsequently enters into a contract with the local agency. The County then applies to the NYS Office of Children and Family Services on behalf of agencies whose programs and requests have been recommended by the Youth Bureau and approved by the County Legislature.

Contractor Qualifications

- We strongly encourage the use of criminal background checks and child abuse clearances on any staff or volunteers having direct contact with program clients.
- Agency must be legally authorized to operate in NYS and have established administrative and program resources in Broome County.
- Does not discriminate against nor deny services to any person on the grounds of race, color, religion, sex, sexual orientation, national origin, age, disability, citizenship, political affiliation, or belief.
- Complies with the 1990 Americans with Disabilities Act (ADA) where applicable.
- Agrees to submit program data as required by the Youth Bureau on time.
- Demonstrates the ability to collect outcome data, which measures and evaluates program performance and success with clients.

Reimbursement

Agencies submit claims to the Youth Bureau for program expenses incurred. All claims need to be submitted by 10/31/2026.

Allowable Use of Funds

These funds are to be used for programs serving youth between the ages of 0 – 21 years for you Youth Development Funding and between the ages of 6-17 years for Youth Sports and Education Funding and Youth Team Sports.

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Continuation of Funding

Continued funding at any percentage or dollar amount shall not be automatic.

Youth Bureau Advisory Board Action

The Youth Bureau Advisory Board may take the following action regarding proposals: recommend, not recommend, or recommend as modified. In addition, Youth Bureau staff reserves the right to request that applicants revise program budgets based on available funding.

The Application Process

Step #1 The completed application, both electronically and mailed or hand delivered portions, must be received by the Youth Bureau no later than 3:00 pm on Monday, July 13, 2026.

All applicants must submit ONE hard copy and ONE electronic copy.

Step #2 The Youth Bureau Advisory Board Program Committee reviews proposals and makes recommendations to the full advisory board.

Step #3 The County Legislature reviews and votes on the funding recommendations.

Application Deadline

All proposals must be submitted to the Youth Bureau no later than 3:00 pm on Monday, July 13, 2026. This refers to both electronic copies and mailed or hand delivered portions of the application package.

There will be no exceptions.

- Incomplete applications will not be considered
- Page Numbers are required
- Electronic copy required for review including OCFS forms

Inquiries

Additional inquiries concerning, this RFP should be made in writing to:

Jennifer Pettey
Youth Bureau Director
Broome County Youth Bureau
60 Hawley Street
P.O. BOX 1766
Binghamton, NY 13902

E-mail: jennifer.petteys@broomecountyny.gov
Phone: 607-778-2190

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Applicant Instructions: Please complete the following application. For information on objectives visit <https://www.gobroomecounty.com/bcyb>

Individual Program Application

Please check all the goal(s) and objective(s) that your program intends to address below using box at left of statement.

- Goal 1: All young people will have the awareness of and opportunities to become active members of their communities.
 - Objective 1.1: 100% of Broome County High Schools offer their students the opportunity for civic engagement.
 - Objective 1.2: Increase the number of non-school sponsored opportunities for civic engagement.
 - Objective 1.3: All young people are aware of the civic engagement opportunities through school and non-school sponsors.

- Goal 2: Our community will provide children, youth and families with healthy, safe and thriving environments to help them meet their needs.
 - Objective 2.1: Organizations within Broome County will have the resources and support they need to provide a healthy and thriving environment.

- Goal 3: Children and youth will have the opportunity to participate in programs that support a healthy lifestyle.
 - Objective 3.1: Organizations in Broome County will have the resources and support they need to provide programming that promotes a healthy lifestyle.

- Goal 4: Families will have the awareness of and access to resources to provide children with safe, stable and nurturing environments.
 - Objective 4.1: All families will be aware of the resources available to provide children with safe, stable and nurturing environments.

- Goal 5: Youth will be prepared for their eventual self-sufficiency.
 - Objective 5.1: All youth in Broome County will be either participating in higher education or be employed by the age of 21.

Please check each month/days & time your program is operating:

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Times: _____

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Need or priority you are addressing
Additional Notes:

Outcomes (FOR REFERENCE PURPOSES)

Goal #1	Engage youth in program
Measured Outcome	Attendance in program
Goal #2	Youth learns positive behaviors
Measured Outcome	Staff observe shift in attitude of youth

Client Satisfaction (FOR REFERENCE PURPOSES)

Youth engage in program, learn positive behaviors, satisfied with program
Survey Results (90%)

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Monitoring and Evaluation

Monitoring: Submit the above outcome information along with case vignettes and other program success at the end of the program to Broome County Youth Bureau Director, Jennifer Petteys. Recipients who receive funding agree to host an on-site visit to share program goals and outcomes from YB Advisory Board Committee Members if requested.

Evaluation: Submit the Satisfaction results from survey supplied at the end of the program to the Broome County Youth Bureau Director, Jennifer Petteys

Application Deadline and Submittal Instructions

The deadline for this application is Monday, July 13, 2026, 3:00 p.m. No exceptions will be made.
Mailing Address: Broome County Youth Bureau 60 Hawley Street. Binghamton, NY 13902.

Please submit the forms below with your application (ONE Hard Copy and ONE Electronic):

- *Program Budget Summary*
- *Universal Application for Youth Funding (only if applying for YTS or YSEF)*
- *OCFS 5001*
- *OCFS 5002*
- *OCFS 5003*
- *New Applicants- W9 Form & Proof of 501c3 Status*

Please keep each response to 350 words unless otherwise noted. I certify that all the information above is correct and not misleading.

Sign _____ Title _____ Date _____