

BALTIMORE SUMMER FUNDING COLLABORATIVE

2019 Program Guidance

Use this document to help you understand how the SFC categorizes summer programs and reviews them for funding.

Proposals submitted through the online application are grouped into three categories: *Comprehensive (Prekindergarten to 8th grade)*, *Comprehensive (Grades 9 – 12 / Ages 14 – 24)* or *Specialized* (see table on page 2).

When making funding recommendations, community reviewers carefully review your program's history and performance, program staff, program content, family and community engagement, evaluation plan and proposed budget. Final decisions will also be informed by individual foundations' funding priorities.

Additional Guidance:

- If your program enrolls younger children but employs older youth as staff, please only consider the *younger children as the population you're serving*.
- If your program meets the Comprehensive Program criteria but enrolls a broad age range (such as K – 12), we recommend you complete **two** separate applications; one for the K-8 youth and one for the older youth, based on the programming provided to each population.
- If your program has multiple sites but the same program structure at each site, please apply **once** but list all site addresses. Your program budget must include all sites' projected expenses.
- If your program is seeking funding to provide services or program enhancements at little or no charge to another summer program that may or may not be applying to this RFP, you should classify your program as a Specialized Program when you complete the online application.

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In the online application, applicants will be asked to select which of the following program types best fits their program model.

Program Type	Age Ranges	Description
Comprehensive Program	<ul style="list-style-type: none"> • Prekindergarten to Grade 8 <li style="text-align: center;">or • Grades 9 – 12 / Ages 14 – 24 	<p>To be classified as a Comprehensive Program, a program must meet all of the following criteria:</p> <ul style="list-style-type: none"> • Operates five or more hours per day, at least four days a week • Operates for at least four weeks • Has a formal enrollment process for students, such as enrollment forms • includes the following elements on a daily or weekly basis: <ul style="list-style-type: none"> ○ food (daily); ○ enrichment (daily); ○ academic enrichment (weekly or daily); and ○ physical activity (weekly or daily).
Specialized Program	<ul style="list-style-type: none"> • Any 	<p>To be classified as a Specialized Program, a program must meet some or all of the following criteria:</p> <ul style="list-style-type: none"> • Operates less than five hours per day and/or less than four days per week • Operates for less than four weeks • Has a drop-in structure where participants choose when to attend and may not be required to complete an enrollment form • Has a single focus or specialized focus (such as mentoring, STEM, arts, workforce training) • Operates outside of typical summer enrichment hours (such as on weekends, in the evenings)