

Appendix I: SFC 2023 Application Checklist

Use this document as a guide to help you make sure you are prepared and ready to submit the application on time.

Before starting the online application...

- We read the **RFP** document carefully to understand the SFC's funding priorities.
- We reviewed the **SFC 2023 Community Review Rubric** to understand how our Program Description in our application will be evaluated if reviewed by community reviewers.
- We reviewed the **Online Application as a PDF** to consider all the questions and plan our answers before working on the Online Application.
- We attended one of the optional info sessions and asked clarification questions (if we had them), or we emailed questions to summer@baltimorespromise.org by January 10, 2023, at 12:00 Noon.
- We checked the Questions and Answers document in the Resources section after December 16, 2022, and January 11, 2023, at www.bmoresfc.org.

When completing the online application...

- We have answered **all** the questions on the **Online Application**.
- We uploaded any **supplemental documents** required by particular funders (see **Funder-Specific Requirements** document) during our final work session with the online application.
- We made sure to submit our completed application (with uploaded documents) **ONLINE** by **January 13, 2023, at 5:00 p.m.**