

Appendix A: Application for Summer 2023 SFC Funding

You must complete the online application. Please use this PDF application for reference only. This year, online applications will be submitted through our new funding portal. The online application portal will be released on December 7, 2022. Training for the online application portal will be provided through recorded videos and live at the SFC 2023 Application Information Sessions.

Use this common application to apply for grants from all the SFC funders. Please carefully read the full RFP before applying. If you have questions about the application, please email summer@baltimorespromise.org

You must answer all questions with an asterisk (*). If you do not answer all the required questions, our online system will not allow you to submit your application.

Notes: Indented Questions will only appear if you respond a certain way on a previous question. Also, the statements in *italics* give you guidance about how to answer questions.

DEADLINE: You must submit your application by Friday, January 13, 2023, at 5:00 p.m.

The SFC will *not* accept late applications or applications by email or postal mail. Submit your application a few days early in case you have problems or need help.

Page 1 – Organization Contact Information & Background

Please provide the following information about your organization:

- *1. Did you apply for funding from the Summer Funding Collaborative last year? Yes/No
- *2. Organization Name:
- *3. Program Name:
- 4. Address of Organization:
 - *a. Street Number and Street Name (*not building name*)
 - *b. Suite Number (*if applicable*)
 - *c. City
 - *d. State
 - *e. Zip Code
- *5. Organizational Leader First & Last Name (*Executive Director, CEO, President, etc.*):
- *6. Organizational Leader's Title (*Executive Director, CEO, President, etc.*):
- *7. Organizational Leader's Email Address
- *8. Select the racial and/or ethnic identity of the organizational leader. *Mark all that apply.*
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Hispanic/Latinx
 - Native Hawaiian or other Pacific Islander
 - White
 - Prefer not to say
 - Other
- *9. Select the gender identity of the organizational leader
 - Man
 - Woman
 - Non-binary
 - Prefer not to say
 - Other

*10. Select the age range of the organizational leader:

- 18-24 years old
- 24-30 years old
- 31-40 years old
- 41-50 years old
- Older than 50 years old

*11. Proposal Contact First & Last Name (person the SFC should contact about the application):

*12. Proposal Contact's Email Address:

*13. Proposal Contact's Phone Number:

Enter the number without any formatting (ex. "41012345567")

*14. Total operating budget for the organization:

Provide the budget for the entire organization, not just the summer program.

*15. Mission of the Organization *Character limit: 500 (including spaces)*

Page 2 – Funding Request

*16. What is the total cost of your summer program?

*17. How much funding are you requesting from the SFC?

Page 3 – Program Information

*18. How many years has your organization operated this program?

*18a. Please describe the organization's experience running youth programs or working with youth. *Character limit: 500 (including spaces)*

*19. Which structure best describes your program?

Please refer to the RFP document. If your program enrolls younger children but employs older youth (for example, YouthWorks participants) as staff, please only consider the younger children as the group you serve through your program.

- Comprehensive program serving children from Pre-K to Grade 8
- Comprehensive program serving grades 9-12 and/or ages 14-24
- Specialized program (no age range required)

*19a. IF specialized program-What percentage of your participants will be youth between the ages of 14-24?

- 50%
- More than 50%
- Less than 50%

*20. Please estimate the total number of the following grade/age groups among the students in your program. *The number entered should add up to the total number indicated in question 19.*

- *a. Number of youth served: Ages 0 - 5 (includes Pre-K)
- *b. Number of youth served: Elementary
- *c. Number of youth served: Middle School
- *d. Number of youth served: High School
- *e. Number of youth served: Older youth not in school up to age 24

*21. How many youth will your program serve this summer if fully funded?

*22. Will your program hire YouthWorks participants? Yes/No

IF YES:

- a. How many YouthWorks participants will you hire?

*23. Which format best describes your program for Summer 2023? *Please select the option that represents your ideal program format for summer 2023. If your program has a virtual component, please make sure to share the benefit of the virtual component in the program description (Question 30). Please note that some SFC funders will no longer consider applications for fully virtual or hybrid programs. Please check the 2023 Funding Requirements and Priorities table to learn more.*

- In-person
- Virtual Structured Program - program has a formal enrollment process and scheduled online programs.
- Virtual/In-person hybrid - program will blend online and in-person activities.
- Other

*24. What is your program's start date?

*25. What is your program's end date?

*26. How many **days per week** will you run your program this summer?

*27. How many **hours per day** will you run your program this summer?

*28. Will you offer multiple program sessions? Yes/No

*a. If YES – How many program sessions will your program offer?

*b. If YES –How many hours total is each program session? *Please use round number characters to answer this question. For example, "Each program session is 20 hours."*

*29. How many program sites will you have this summer?

*29a. IF 1- In which neighborhood do you plan to host your program? *Please select "I don't know yet" if you have not yet determined where you will host your program.*

*29b. IF >1- In which [neighborhood\(s\)](#) do you plan to host your program? *Select all that apply. For example, if you will have two program sites, please select the two neighborhoods where the program will take place. If you have two program sites in the same neighborhood, please select one neighborhood. Please select "I don't know yet" if you have not yet determined where you will host your program.*

- | | |
|--|---|
| <input type="checkbox"/> Allendale/Irvington/S. Hilton | <input type="checkbox"/> Greater Govans |
| <input type="checkbox"/> Beechfield/Ten Hills/West Hills | <input type="checkbox"/> Greater Mondawmin |
| <input type="checkbox"/> Belair-Edison | <input type="checkbox"/> Greater Roland Park/Poplar Hill |
| <input type="checkbox"/> Brooklyn/Curtis Bay/Hawkins Point | <input type="checkbox"/> Greater Rosemont |
| <input type="checkbox"/> Canton | <input type="checkbox"/> Greenmount East |
| <input type="checkbox"/> Cedonia/Frankford | <input type="checkbox"/> Hamilton |
| <input type="checkbox"/> Cherry Hill | <input type="checkbox"/> Harbor East/Little Italy |
| <input type="checkbox"/> Chinquapin Park/Belvedere | <input type="checkbox"/> Harford/Echodale |
| <input type="checkbox"/> Claremont/Armistead | <input type="checkbox"/> Highlandtown |
| <input type="checkbox"/> Clifton-Berea | <input type="checkbox"/> Howard Park/West Arlington |
| <input type="checkbox"/> Cross-Country/Cheswolde | <input type="checkbox"/> Inner Harbor/Federal Hill |
| <input type="checkbox"/> Dickeyville/Franklintown | <input type="checkbox"/> Lauraville |
| <input type="checkbox"/> Dorchester/Ashburton | <input type="checkbox"/> Loch Raven |
| <input type="checkbox"/> Downtown/Seton Hill | <input type="checkbox"/> Madison/East End |
| <input type="checkbox"/> Edmondson Village | <input type="checkbox"/> Medfield/Hampden/Woodberry/Remington |
| <input type="checkbox"/> Fells Point | <input type="checkbox"/> Midtown |
| <input type="checkbox"/> Forest Park/Walbrook | <input type="checkbox"/> Midway/Coldstream |
| <input type="checkbox"/> Glen-Fallstaff | <input type="checkbox"/> Morrell Park/Violetville |
| <input type="checkbox"/> Greater Charles Village/Barclay | <input type="checkbox"/> Mount Washington/Coldspring |

- | | |
|--|---|
| <input type="checkbox"/> North Baltimore/Guilford/Homeland | <input type="checkbox"/> South Baltimore |
| <input type="checkbox"/> Northwood | <input type="checkbox"/> Southeastern |
| <input type="checkbox"/> Oldtown/Middle East | <input type="checkbox"/> Southern Park Heights |
| <input type="checkbox"/> Orangeville/East Highlandtown | <input type="checkbox"/> Southwest Baltimore |
| <input type="checkbox"/> Patterson Park North & East | <input type="checkbox"/> The Waverlies |
| <input type="checkbox"/> Penn North/Reservoir Hill | <input type="checkbox"/> Upton/Druid Heights |
| <input type="checkbox"/> Pimlico/Arlington/Hilltop | <input type="checkbox"/> Washington Village/Pigtown |
| <input type="checkbox"/> Poppleton/The Terraces/Hollins Market | <input type="checkbox"/> Westport/Mount Winans/Lakeland |
| <input type="checkbox"/> Sandtown-Winchester/Harlem Park | <input type="checkbox"/> We plan to operate virtually |
| | <input type="checkbox"/> I don't know yet |

*30. From which [neighborhood\(s\)](#) do you plan to recruit participants for your program? *Select all that apply. Please select "I don't know yet" if you have not yet determined from where you will recruit participants.*

- | | |
|--|---|
| <input type="checkbox"/> Allendale/Irvington/S. Hilton | <input type="checkbox"/> Greater Govans |
| <input type="checkbox"/> Beechfield/Ten Hills/West Hills | <input type="checkbox"/> Greater Mondawmin |
| <input type="checkbox"/> Belair-Edison | <input type="checkbox"/> Greater Roland Park/Poplar Hill |
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| <input type="checkbox"/> Dorchester/Ashburton | <input type="checkbox"/> Loch Raven |
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| <input type="checkbox"/> Forest Park/Walbrook | <input type="checkbox"/> Midway/Coldstream |
| <input type="checkbox"/> Glen-Fallstaff | <input type="checkbox"/> Morrell Park/Violetville |
| <input type="checkbox"/> Greater Charles Village/Barclay | |

- Mount Washington/Coldspring
- North Baltimore/Guilford/Homeland
- Northwood
- Oldtown/Middle East
- Orangeville/East Highlandtown
- Patterson Park North & East
- Penn North/Reservoir Hill
- Pimlico/Arlington/Hilltop
- Poppleton/The Terraces/Hollins Market
- Sandtown-Winchester/Harlem Park
- South Baltimore
- Southeastern
- Southern Park Heights
- Southwest Baltimore
- The Waverlies
- Upton/Druid Heights
- Washington Village/Pigtown
- Westport/Mount Winans/Lakeland
- I don't know yet

Page 4 – Program Description

This section will be read by community reviewers, including youth ages 14-24, as part of this year’s community review process.

*31. Please describe your summer program and what participants will experience on a daily/weekly basis. *Character limit: 1500 (including spaces)* Your response to this question will be shared with community reviewers to provide them with an overview of your program.

*32. Please describe the ways that you think your participants will be better off as a result of participating in your program. How will you know that this has happened? *Character limit: 1500 (including spaces)*. Your response to this question will be shared with community reviewers to provide them with an overview of your program.

Questions 33-44 will be reviewed by community reviewers and rated using the SFC 2023 Community Review Rubric. These questions relate directly to the priorities and preferences expressed by Baltimore’s youth, parents, and caregivers in [the Baltimore City Youth Opportunities Landscape \(BCYOL\)](#). Please read the rubric carefully to understand the criteria that reviewers will use to evaluate your responses.

Knowledge and Skill Building

*33. What is the most important focus area of your program? Choose one.

A program focus area means that your program plans to provide enrichment activities and projects for that focus area. You will have the chance to select other focus areas in question 34.

- Athletics and recreation
- College and career readiness
- Visual arts, performing arts, and/or music enrichment
- Environmental education
- Social-emotional wellness (mental health and overcoming stress/trauma)
- Literacy (building reading and writing skills)
- STEM (Science, Technology, Engineering and Math)
- Workforce development or employment experience (includes entrepreneurship)

*33a. Describe the skills and knowledge that participants will develop in this primary focus area. *Character limit: 1500 (including spaces)*

In your answer, consider sharing:

- The activities that will support the development of skills and knowledge

- How you selected the skills and knowledge that will be conveyed through the program
- How do the skills and knowledge conveyed through the program relate to the following 21st century skills of participants: creativity, communication, collaboration, and critical thinking (4 Cs) *Click [here](#) to learn more about 21st century skills and the 4 Cs*
- How the skills and knowledge conveyed in your summer program can be used by participants after the summer

*34. Do you have any additional areas of focus in your program? Mark all that apply.

A program focus area means that your program plans to provide enrichment activities and projects for that focus area. If you choose "Other," please explain your response.

- Athletics and recreation
- College and career readiness
- Visual arts, performing arts, and/or music enrichment
- Environmental education
- Social-emotional wellness (mental health and overcoming stress/trauma)
- Literacy (building reading and writing skills)
- STEM (Science, Technology, Engineering and Math)
- Workforce development or employment experience
- Other

*35a. Describe the skills and knowledge that participants will develop in at least one of these secondary focus areas. *Character limit: 1500 (including spaces)*

In your answer, consider sharing:

- The activities that will support the development of skills and knowledge
- How you selected the skills and knowledge that will be conveyed through the program
- How do the skills and knowledge conveyed through the program relate to the following 21st century skills of participants: creativity, communication, collaboration, and critical thinking (4 Cs) *Click [here](#) to learn more about 21st century skills and the 4 Cs*
- How the skills and knowledge conveyed in your summer program can be used by participants after the summer

Accessibility

*36. The SFC funds programs that primarily serve youth from families with low incomes in Baltimore City to increase access to quality summer opportunities for all young people.

*36a. Do you charge your participants any fees? Yes/No

*36b. If YES – If your program charges participants any fees, please explain the fee structure used by your program and the reason for charging fees. How will you accommodate participants who cannot pay this fee? *Character limit: 500 (including spaces)*

*37. How will participants arrive and depart from your summer program? *Please answer based on how participants have typically arrived and departed from your program(s) in the past and based on transportation services that your program may provide next summer.*

- Walking
- Biking
- Car
- Taxi/Rideshare
- Public transportation
- Program provided transportation (for example, a private van or bus)
- Other:

*37a. What challenges, if any, do you anticipate that program participants may experience in getting to and from your program? What strategies will you use to address these challenges? *For example, you might have included a line item in your budget to help pay for bus passes. Character limit: 500 (including spaces)*

*38. What is the primary special population that your program will recruit and serve this summer? Choose One.

- Opportunity Youth (out-of-school and out-of-work youth aged 16-24)
- Newcomer and Refugee Youth
- Disabled Youth
- Homeless Youth
- Youth in the Criminal Justice System
- Youth in the Foster Care System
- LGBTQ+ Youth
- Youth who have experienced trauma
- Girls/female identifying participants
- Boys/male identifying participants
- BIPOC youth

*38a. How does your program plan to recruit this special population? How does your program plan to support and accommodate the specific needs of this population and their families/caregivers (activities, specialized staff, etc.) *Character limit: 1500 (including spaces)*

39. Are there any other special populations that your program will recruit and serve this summer? Mark all that apply.

- Opportunity Youth (out-of-school and out-of-work youth aged 16-24)
- Newcomer and Refugee Youth
- Disabled Youth
- Homeless Youth
- Youth in the Criminal Justice System
- Youth in the Foster Care System
- LGBTQ+ Youth
- Youth who have experienced trauma
- Girls/female identifying participants
- Boys/male identifying participants
- BIPOC youth
- Other:

39a. Please share any other ways that your program recruits participants and accommodates the diverse needs of participants and their families/caregivers, including the special populations selected above. Character limit: *1500 (including spaces)*

Exposure and Diverse Experiences

*40. Describe how your summer program exposes participants to opportunities that build on and expand participants' day-to-day experiences. *Character limit: 1500 (including spaces)*

Engaged and Professional Staff

*41. Describe how your program recruits and supports the development of engaged, professional, and knowledgeable staff. *Character limit: 1500 (including spaces)*

Youth-Centered

*42. Describe how your program incorporates youth voice into its design, implementation, and improvement. *Character limit: 1500 (including spaces)*

Safe Spaces: Mental & Physical

*43. Describe how your summer program fosters the physical safety of participants. *Character limit: 1000 (including spaces)*

*44. Describe how your summer program fosters the mental safety and overall well-being of participants. *Character limit: 1000 (including spaces)*

Page 5 – Budget

*45. What is the total cost of your summer program?

In the online application portal, you will be asked to input the cost for each line item in your budget. We will provide training for how to input your budget line items when the portal is released on December 7.

Category 1: Salaries and Wage Benefits

- a. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- b. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 2: Fringe Benefits

- c. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- d. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 3: Out-of-State Travel Costs

- e. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- f. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 4: Training and Education Costs

- g. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- h. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 5: Rental Costs of Buildings and Equipment

- i. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- j. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 6: Utilities

- k. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- l. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 7: Printing and Copying

- m. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- n. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 8: Communications

- o. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- p. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 9: Participant Expenses

- q. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- r. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 10: Transportation/Freight Costs

- s. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- t. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 11: Materials and Supplies

- u. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- v. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 12: Equipment and other capital expenditures

- w. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- x. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 13: Consultant/Contractors

- y. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- z. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 14: Project Partner/Fiscal Sponsor Fees

- aa. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- bb. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 15: Marketing and Advertising

- cc. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- dd. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 16: Stipends

- ee. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- ff. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 17: Insurance and Indemnification

- gg. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- hh. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 18: Administrative/Indirect costs

- ii. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- jj. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

Category 19: Other

- kk. Please describe the costs included in this category. *Character limit: (500 including spaces)*
- ll. What is the cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

*46. How much funding are you requesting from the SFC?

47. Budget Narrative: Use the space below to give any additional information about your budget, including in-kind resources, materials you plan to purchase, and other planned or pending sources of funding. *Character Limit: 1500 (including spaces)*

Page 6 –Fiscal Contact Information and Supplemental Application Materials

*48. Please provide the following information about your organization’s fiscal contact:

- a. Name of fiscal sponsor, if applicable
- *b. Fiscal Contact First & Last Name
- *c. Fiscal Contact Email
- *d. Fiscal Contact Phone

Upload supplemental materials to the online application portal as MS Word documents or PDFs. We recommend PDF files when possible. *We will provide training for how to upload your supplemental materials when the portal is released on December 7.*

Make sure the file name indicates your organization and the document type (e.g., "Organization Name 501c3 Tax Status.pdf").

- Certificate of Good Standing
 - Confirmation of 501(c)(3) or 509(a) tax status
 - Proof of fiscal sponsorship, if applicable, such as a copy of a current contract or MOU with your fiscal or a current letter from your fiscal confirming the partnership and its duration (please see Funder Requirements document for more information)
 - Financial Review, if applicable (please see Funder Requirements document for more information)
 - Form 990
 - Most recent financial audit, if applicable (please see Funder Requirements document for more information)
 - Management letter, if applicable
 - W-9
- Optional: Upload a sample weekly or monthly activities calendar that you give out to students and families/caregivers. *You may use an actual calendar or program schedule from a past year or provide a mock-up of your Summer 2023 calendar or program schedule.*

Page 7 – Additional Information

*49. Each year, after SFC awards have been announced, additional funding may become available from new funding sources. If additional funding becomes available from new funders, do you give permission to the SFC to share your program information submitted in your application (such as budget, number of youth served, location, etc.)?

- Yes, I do give permission to the SFC to share the program information submitted in my application with new funders.
- No, I do not give permission to the SFC to share the program information submitted in my application with new funders.

*50. What kinds of technical assistance or professional development would be most valuable for your summer program staff this year? Mark all that apply.

- Attendance tracking
- Evaluation/ performance measurement
- CPR/ first aid
- Racial equity and inclusion
- Family/ caregiver engagement
- Youth voice/ leadership
- Virtual/ hybrid learning
- Content specific trainings (e.g., STEM, literacy, social emotional learning, college readiness, workforce readiness)
- Mental health and trauma informed responsiveness
- Other:

*50a. What time of year would these capacity building opportunities be most useful for summer program staff? Mark all that apply.

- March
- April
- early May
- late May
- early June
- late June
- July
- Other:

IF ELIGIBLE FOR BCYF FUNDING

*51. This year, the Baltimore Children and Youth Fund (BCYF) is excited to invest \$2 million in funding for summer programs. BCYF prioritizes organizations led by Black, Brown, Indigenous, and Asian leaders and summer programs serving older youth. Based on your responses in this application, your program is eligible for consideration by BCYF. Please note that in addition to the SFC's requirements for all grantees, applicants funded by BCYF, a public funding source, will have some additional requirements. Recipients of BCYF funding will also be funded through a partial reimbursement model; **they will provide some funding before the start of your program, and reimburse the remainder after you provide services, spend money, and complete the program.**

After reading through BCYF's requirements (Appendix G of the RFP), please indicate whether you are interested or not interested in being considered for BCYF funding.

- We have read the relevant reporting requirements and wish to be considered for funding by the Baltimore Children and Youth Fund.
- We have read the relevant reporting requirements and do not wish to be considered for funding by the Baltimore Children and Youth Fund.

IF ELIGIBLE FOR WBRF FUNDING

*52. This year, the West Baltimore Renaissance Foundation (WBRF) is excited to invest \$200,000 in funding for summer programs located in West Baltimore and/or primarily serving youth and young adults from West Baltimore. Based on your responses in this application, your program is eligible for consideration by the WBRF. Please note that in addition to the SFC's requirements for all grantees, applicants funded by the WBRF will have some additional requirements. The WBRF will disburse 100% of the grant award to grantees before the start of your summer program

After reading through WBRF's requirements (Appendix H of the RFP), please indicate whether you are interested or not interested in being considered for WBRF funding.

- We have read the relevant reporting requirements and wish to be considered for funding by the West Baltimore Renaissance Foundation.
- We have read the relevant reporting requirements and do not wish to be considered for funding by the West Baltimore Renaissance Foundation.

Before Pushing that Final Submission Button

Please use the Application Submission Checklist to double check that you have done the following:

- Answered **all** questions
- Uploaded any supplemental documents required by funders that you want to consider your application

Once you push the final submission button, you will not be able to revise or change your application. You will be able to view your completed application by logging back into the online application portal.

Thank you for your interest in the Summer Funding Collaborative!