

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.

2019 Baltimore Summer Funding Collaborative Application

You **must** complete the **online** application. Please use this PDF application for reference only.

Request for Proposal (RFP) Summary

The Baltimore Summer Funding Collaborative consists of 13 organizations that fund high-quality summer programs serving children and young adults from low-income families in Baltimore City. The SFC provides a common application that allows providers to apply for grants from SFC funders with one submission. To be considered for funding, your program should meet the following requirements:

- Primarily serve children and youth from low-income families living in Baltimore City.
- Plan to serve healthy meals to students attending summer programs that operate four or more hours each day.
- Have operated for at least two years. However, if you have not operated a summer program for two years, you can still apply, but you will need to describe your or your organization's experience running other youth programs such as after-school programs, in-school remediation, etc.).
- Promote academic and social-emotional growth in children and youth.
- Actively welcome and include students of all abilities.

In addition to the general eligibility requirements listed above, each SFC funder has their own requirements and preferences. For some funders, you must include certain documentation in your submission if you would like to receive their funding. Find out more by downloading the [Funder-Specific Requirements](#).

To see the full RFP and related materials and resources, visit bmoresfc.org.

Application Instructions

This common application allows programs to apply for grants from all the SFC funders at once. Please carefully review the [Program Guidance](#) before applying. If you have questions about completing this online application, please e-mail [rfps\(at\)baltimorespromise.org](mailto:rfps(at)baltimorespromise.org).

All questions with an asterisk (*) next to them must be answered to submit the application. If you do not answer these required questions, our online system, Formstack, will not allow you to submit the application.

Saving and Resuming Your Work

You must complete all required questions in each section before moving onto the next section. To view the full application at once, check the PDF version of the Online Application.

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This online application allows you to save your application and return later to finish it. If you choose to save your work, you will provide your email address to Formstack and receive a unique link from Formstack. The link that Formstack sends to you will take you to your saved application. Keep the link in a safe place, so you do not lose it. You will need to use this link to return to your saved application. This process ensures that the information you enter is saved to the same application record. **Note: Each time you save your application, you will receive a new unique link. If you lose the link to your application, you will have to start over from the beginning.**

Do not misplace your unique links. The SFC cannot help you recover your application if you lose your link.

Please note that when you save your application, your attachments will not be saved, and you will need to upload them again before submission.

DEADLINE: You must submit your application by Friday, February 1, 2019 at 5:00 p.m.

The SFC will *not* accept late applications or applications by email or postal mail. Plan to submit your application a few days ahead of time in case you need help or have problems submitting your application.

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Section 1 – Organization Contact Information & Background

Please provide the following information about your organization:

*1. Organization Name:

*2. Program Name:

*3. Address of Organization:

Street Number and Street Name (*not building name*)

Building Name (*if applicable*)

Suite Number (*if applicable*)

City

State

Zip Code

*4a. Organizational Leader First & Last Name (*Executive Director, CEO, President, etc.*):

*4b. Organizational Leader's Title (*Executive Director, CEO, President, etc.*):

*4c. Organizational Leader's Email Address

*5a. Proposal Contact First & Last Name (person the SFC should contact about the application):

*5b. Proposal Contact's Email Address:

*5c. Proposal Contact's Phone Number:

Enter the number without any formatting (e.g. "41012345567")

*6a. Program Contact First & Last Name (primary person in charge of program, may also be the proposal contact):

*6b. Program Contact's Title:

*6c. Program Contact's Email Address:

*6d. Program Contact's Phone Number:

Enter the number without any formatting (e.g. "41012345567")

*7. Total operating budget for the organization:

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

*8. Mission of the Organization

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*9. Will you be using a Fiscal Agent, another organization who will handle financial details for your organization? Yes/No

If YES – Please provide the following information about your fiscal agent:

9a. Name of Fiscal Agent Organization

9b. Fiscal Contact First & Last Name

9c. Fiscal Contact Email

9d. Fiscal Contact Phone

If NO – Please provide the following information about your organization’s fiscal contact:

9a. Fiscal Contact First & Last Name

9b. Fiscal Contact Email

9c. Fiscal Contact Phone

Page 2 – Funding Request

*10. How many youth will your program serve this summer?

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

This number should be the same as what will auto-calculate on cell C21 of the required budget template. To download the [budget template](#), go to [bmoresfc.org](#).

*12. How much funding are you requesting from the Summer Funding Collaborative?

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

If YES – 13a. Please explain:

Page 3 – Participant Information

*14. Please estimate the percentage of the following grade/age groups among the students you will serve in your program. *Please write your percentages as numbers. For example: 30% should be entered as “30.” The numbers entered for questions 7a through 7e should add up to 100.*

14a. Percentage of students served: Ages 0 - 5 (includes Pre-K)

14b. Percentage of students served: Elementary

14c. Percentage of students served: Middle School

14d. Percentage of students served: High School

14e. Percentage of students served: Older youth not in school up to age 24

*15. Which special groups will your program serve? Select all that apply.

Newcomers, immigrants, and/or refugees

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- Boys and young men of color
- Youth involved in the child welfare system
- Youth involved in the juvenile justice system
- Youth experiencing homelessness or housing instability
- Youth with special needs

*16. The SFC uses Community Statistical Area (CSA) boundaries from the Baltimore Neighborhood Indicators Alliance to identify Baltimore City neighborhoods. CSAs are based on the U.S. Census. If you cannot find your neighborhood on the list below, visit https://bniajfi.org/vital_signs/cprofiles/ and use the Address Lookup function.

Based on the list below, where do your youth live? *Select all that apply. Please select "I don't know" if you have not yet determined youth home addresses but plan to do so. Select "Citywide" if your program recruits citywide or your program does not track youth home addresses.*

- | | |
|--|---|
| <input type="checkbox"/> Allendale/Irvington/South Hilton | <input type="checkbox"/> Greater Govans |
| <input type="checkbox"/> Beechfield/Ten Hills/West Hills | <input type="checkbox"/> Greater Mondawin |
| <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-Falstaff | <input type="checkbox"/> Morrell Park/Violetville |
| <input type="checkbox"/> Greater Charles Village/Barclay | |

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

*17a. Address where you will run your program this summer:

Street Number and Street Name (*not building name*)

Building Name (*if applicable*)

Suite Number (*if applicable*)

City

State

Zip

*18. Do you plan to run your program in multiple sites? Yes/No

If YES – 18a. Do you have additional locations confirmed?

If YES – *Will allow applicant to insert up to 15 site addresses*

Site 2 Address - Street Number and Street Name (*not building name*)

Building Name (*if applicable*)

Suite Number (*if applicable*)

City

State

Zip

If NO –18b. Please list cross streets in the neighborhoods where you plan to operate your program. For example, W. North Ave & N. Fulton Ave.

*19a. What is your program's start date?

*19b. What is your program's end date?

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*20a. What is your program's daily start time?

*20b. What is your program's daily end time?

*21a. How many **days in total** will your program operate this summer?

*21b. How many **hours in total** will your program operate this summer?

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

If YES – 22a. How many program sessions will your program operate?

If YES – 22b. Please list the start and end dates of each of your program sessions.

If YES – 22c. How many hours total is each of your program sessions? *Please use round number characters to answer this question. For example, "Each program session is 20 hours."*

*23. Please select which structure best describes your program.

Please refer to the [Program Guidance](#) document. If your program enrolls younger children but employs older youth (for example, YouthWorks students) as staff, please only consider the younger children as the population you are serving through your program model.

- 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)

*24. What are the top focus areas of your program? Please choose **no more than three**. In the Program Narrative section, you must describe how your program will work on these focus areas.

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.

- | | |
|---|---|
| <input type="checkbox"/> Athletics and recreation | <input type="checkbox"/> STEM (Science, Technology, Engineering and Math) |
| <input type="checkbox"/> College and career readiness | <input type="checkbox"/> Workforce development or employment experience |
| <input type="checkbox"/> Enrichment (art, sports, etc.) | <input type="checkbox"/> Youth engagement |
| <input type="checkbox"/> Environmental education | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Health and overcoming stress/trauma | |
| <input type="checkbox"/> Literacy (Building reading and writing skills) | |

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

YouthWorkers' responsibilities can be included in the youth voice and leadership question under Program Quality.

Page 5 – Program Narrative

Please write answers to these questions below. This is where you will give details and describe your program. Both adult and youth reviewers will read and score these questions. Reviewers will be community members, summer program participants, and education partners and will have a wide range of experiences. Each question indicates whether it will be scored by adults, youth, or both.

*26. Is the first time your organization has operated a summer children or youth program?

Yes/No

If NO - 26a. How many years of experience do you have operating youth program outside of the summer months?

If NO - 26b. Describe the history or track record of your summer program. Include information on past successes and how your program has grown and adapted over the years. *Character Limit: 2500*

If YES - 26a. How many years of experience do you have operating a school year youth program?

If YES - 26b. Describe the evidence base (how you know that your type of program works) you used to design your summer program and why it will be successful in its first year. Reviewed by adults and youth. *Character Limit: 2500*

*27. Describe the youth that your program will serve and the needs that your program will address. Please include information on how you identified these needs. Reviewed by adults and youth. *Character Limit: 1500*

*28. Describe the goals of your program and how you will measure your progress in meeting those goals. Download the [SMART Goals Tip Sheet](#) for sample performance measures. Reviewed by adults and youth. *Character Limit: 2500*

*29. Describe your program activities, including opportunities for critical thinking, collaboration, communication, and creativity. Reviewed by adults and youth. *Character Limit: 1500*

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*30. Describe how you are designing your program to offer a high-quality experience to youth. Include information on the following: *Reviewed by adults and youth.*

30a. Best practices/proven strategies in youth development. *Character Limit: 875*

30b. Best practices/proven strategies for your focus area(s). *Character Limit: 875*

30c. The curriculum used (if applicable) and the reason why you've chosen this curriculum (e.g., its evidence base, past success or satisfaction with local students, recommended by local school, etc.). *Character Limit: 875*

30d. The way you use feedback from participants to plan your program. *Character Limit: 875*

*31. Describe how your organization will make sure your staff provide high-quality programming. Include information on the following: *Reviewed by adults*

31a. How will you recruit staff? *Character Limit: 875*

31b. How will you train staff? *Character Limit: 875*

31c. Describe your staff supervision plan. *Character Limit: 875*

*32. How will you recruit youth to participate in your program? *Reviewed by adults and youth.* *Character Limit: 1500*

*33. How will your program keep them coming back this summer (not from one summer to another)? *Reviewed by adults and youth.* *Character Limit: 1500*

*34. Describe youth leadership opportunities your program offers and how your program involves youth in program planning. *Reviewed by youth.* *Character Limit: 1500*

*35. How does your program build relationships with family members or other adults/peers who support youth in your program? *Reviewed by adults and youth.* *Character Limit: 1500*

36. Describe any partnerships that you have to support your program. *Character Limit: 1500*

Page 6 – Building Stronger Summer Systems

The SFC would like to track consistent, system-wide data and make sure that funded summer programs meet minimum quality standards in their work with children and youth. Please answer these questions with your program's structure, staff, and existing resources in mind.

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*37. If funded and your program runs for more than four hours a day, will your program commit to enrolling in Baltimore City's free summer meals program to provide healthy meals to program participants?

- Yes
- No
- N/A. My program does not operate more than four hours a day.

If NO - 37a. Please explain your plan to feed program participants and note your source for healthy food and/or snacks. *Character Limit: 500*

*38. The SFC is committed to supporting summer programs that welcome and include students of all abilities. If funded, will your program commit to asking parents or guardians during the enrollment or intake process whether their child has special needs or an individualized learning plan? Yes/No

If NO - 38a. Please explain why you cannot commit to asking parents or guardians during the enrollment or intake process whether their child has special needs or an individualized learning plan. *Character Limit: 500*

*39. If funded, can your program use a method of tracking attendance supplied by the SFC that requires collecting certain data, including student ID number or, date of birth, school attended in SY 17-18, address, and last grade completed? Yes/No

If NO - 39a. Please explain why your program cannot use the SFC's method of tracking attendance. *Character Limit: 500*

*40. Did you apply for the Family League of Baltimore's Expanded Youth Programs RFA? Yes/No

If YES - 40a. If awarded, do you plan to use any of that funding to support summer programming?

IF YES - 40b. Please explain how you would use SFC funds to supplement existing funds you may receive from the Family League of Baltimore's Expanded Youth Programs RFA.

The SFC will analyze the information collected through the attendance tracker and the end-of-summer reporting survey to understand better the impact of summer programming on young people during the school year and over the long term. While the SFC will only use data in aggregate (grouped so people cannot tell who the individual students are), summer programs will be able to review their program's participant and program information to understand better the students they serve.

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*41. If funded, will your program commit to providing the SFC information about the program and its participants to help all the SFC programs keep getting better? Will your organization commit to letting your participants know about our opt-out consent policy for sharing information? Yes/No

If NO - 41a. Please explain why your program cannot commit to providing participant and program data. *Character Limit: 500*

Page 7 – Detailed Program Budget

Please use the [budget template](#) from the SFC to provide the subtotals of summer program expenses for which you seek funding. Download the budget template by [clicking here](#).

*42. Completed [Budget Template](#). *Please do not submit alternate budget templates.*

43. Budget Narrative: Use the space below to give any additional information about the budget you have uploaded, including a description of in-kind resources, materials you plan to purchase, and other planned or pending sources of funding. *Character Limit: 1500*

Page 8 – Supplemental Application Materials

Some funders require you to submit certain documents in order to consider funding your program. Find out what documents you need in the [Funder-Specific Requirements](#) document.

Upload supplemental materials here as MS Word documents or PDFs (we recommend PDF).

Only attach a document if you want to be considered by funders who require it. Make sure the file name indicates the document type (for example, "Organization Name 501c3 tax status.pdf").

- 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 draft of your Summer 2019 calendar or program schedule. Please use a file name, such as "Organization Name, Activities Calendar.doc.*
- Confirmation of 501(c)(3) or 509(a) tax status
- Most recent financial audit
- Form 990
- Financial Review

Please note that if you save this form and return to it, none of your uploaded documents will be saved, and you will need to upload all of them again before final submission.

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Before Pushing that Final Submission Button

You may want to use the Application Submission Checklist to double check that you have done the following:

- Completed all the questions
- Uploaded the required [budget template](#) (Question 42)
- 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. The Proposal Contact listed on this application will receive a confirmation email with a copy of your application within the next 15 minutes.

Thank you for your interest in the Summer Funding Collaborative!