



## **Baltimore Summer Funding Collaborative**

### **RFP Question & Answers (Q&A) Document**

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#### **Summer Funding Collaborative (SFC) Information**

- Q. Does the SFC consider funding programs that run both during the school year and the summer?
  - A. Currently the SFC funding is allocated only for summer programming.
  
- Q. What is the maximum amount of funding an applicant can request through SFC.
  - A. There is no maximum amount applicants can request through the SFC.
  
- Q. What was the average grant award in 2019?
  - A. Last year's average award was \$38,000.
  
- Q. What was the range of SFC awards in 2019?
  - A. Last year's range of awards from \$165,000 - \$5,000.
  
- Q. If we already have a grant from a funder in the SFC, does that mean we won't receive a summer grant from that funder or the SFC?
  - A. No.
  
- Q. How many applications did you receive last year?
  - A. We received 205 applications and fully or partially funded 89 of those proposals.

#### **Eligibility**

- Q. We are a 501(c)(3), but the IRS does not require a Form 990. Do we still need to include a Form 990 with our application to be considered for funding?
  - A. You should upload some sort of form from the IRS confirming whether that documentation is required, even if it's an exemption or a Form 990 EZ
  
- Q. Is this opportunity only for 501(c)(3)s?
  - A. No. Some funders do not require proof of 501(c)(3) status to consider your application. Many community organizations work with a fiscal agent and are eligible to use their 501(c)(3) status.
  
- Q. Is there a minimum or maximum number of youth served that the funders require?
  - A. No.
  
- Q. Do we need to have been operating for two consecutive years to be eligible?
  - A. No, the SFC did not specify it needed to be consecutive; however, if there is a large gap between the years you operated, you may want to explain that in your narrative to give funders additional context.



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#### **Eligibility (continued)**

- Q. Can we apply without any committed funds at this time?
  - A. Yes.
  
- Q. If my program operates in Baltimore County but serves young people from Baltimore City, can I apply?
  - A. Yes.
  
- Q. In terms of eligibility, does it count that we operated a youth program for a year if we operated a program but paid students through YouthWorks?
  - A. Yes.
  
- Q. My program provides teachers to other summer programs around the city. Are we eligible for funding?
  - A. No, but the operators of the summer programs could apply for SFC if they are serving youth ages 24 and under. You could then work with your program partners to ensure your teacher program is reflected in their budgets and requests.
  
- Q. We started a program for senior citizens, but we employ YouthWorks participants. Could we apply under a specialized summer program?
  - A. It depends on the structure of your program and whether there is intent to serve the young people. If the youth are functioning solely as YouthWorkers and do not have their own dedicated programming, then you would not be eligible for SFC funding.
  
- Q. If you are awarded funding, does that impact your ability to be funded next year? Or if you were funded last year, will that impact your ability to be funded this year?
  - A. Your funding status in prior years does not make you more or less likely to receive funding this year.

#### **Planning Your Application**

- Q. My organization previously submitted an application to the Summer Funding Collaborative in 2018 to request support for our summer internship programs, and unfortunately were not selected as a grantee. We are considering applying again for the upcoming funding cycle, and were hoping to be able to connect with someone from the Collaborative for feedback on our 2018 application.
  - A. The SFC doesn't currently have a centralized way to collect funder comments on application decisions, so we encourage you to reach out to funders directly if you'd like to learn more about their decisions from last year.



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#### Planning Your Application (continued)

- Q. In questions 33-35, what differentiates program operation and program session? How should we answer this question if we run multiple program sessions over several weeks?
- A. Please list the total number of program days for all sessions combined.
- Q. Could you please explain what you mean by question 49? Do you mean day by day?
- A. Question 49 is about retention and how programs plan to keep youth engaged for the duration of the program.
- Q. I am a for profit entity looking for organizations with which to partner on program development and possibly an application. How can I find out which organizations need or are interested in the types of services have to offer?
- A. The SFC has a partnership directory where organizations interested in partnering have indicated their needs and offerings. To view the partnership directory, please click visit [bit.ly/SFCpartners](http://bit.ly/SFCpartners). To sign up and include your organization on the partnership directory, please visit [bit.ly/SFCdirectory](http://bit.ly/SFCdirectory).
- Q. Is there a specific time the application is due?
- A. The application closes at 5:00 PM ET on Friday, November 22, 2019. Please note that even if you click the submit button before 5:00 PM, the application closes promptly at 5:00 PM, so if it is not fully submitted at that time, we will not receive your application and you will not receive a confirmation of submission. We encourage you to submit well in advance in case you encounter any issues.
- Q. What kind of program type would a program serving middle school be?
- A. It depends on other factors, including but not limited to how long and how frequently the program runs. Please refer to the [Program Guidance](#) document to see the specific program type components.
- Q. Where can I find the PDF version of the application?
- A. You can find it on the SFC website at [bmoresfc.org](http://bmoresfc.org). You can also [click here](#) to download it.
- Q. What are SMART Goals?
- A. Funders are interested in understanding how individual programs measure their own success (performance measures), so the application asks programs to describe this in question # 45. SMART Goals are one way of developing performance measures for your program. It is a framework that helps people and organizations identify specific, measurable, attainable, realistic, and time-bound goals that they can set for their program. Please see the [SMART goals tip sheet](#) for additional guidance.



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#### **Planning Your Application (continued)**

- Q. Define high dosage.
  - A. " Dosage" refers to the amount of program hours participants experience over the course of the program's duration., listed in this application as five hours or more a day.
  
- Q. Would a "high dosage" program be a Comprehensive program?
  - A. If the program meets all of the operating requirements of a Comprehensive Program (as shown in the [Program Guidance Document](#)), then yes.
  
- Q. My organization has consisted of volunteers to date, but this summer we would like to pay our volunteers and have them serve as staff. How do I go about setting up a system to pay individuals working for us?
  - A. We recommend exploring the possibility of working with a fiscal agent. Fiscal agents can perform the administrative and payroll functions for you for a percentage of your grant. In the past, larger non-profits that do not traditionally serve in a fiscal agent role (e.g. churches) are at times willing to do so for a summer program and have summer program employees on their payroll. There are other options such as Paychex that will help you set up a payroll system internally if you do not want a fiscal agent.
  
- Q. How many weeks will YouthWorks be this year? And just one session again?
  - A. This year YouthWorks will be one, five-week session. For more information on YouthWorks, please visit the [MOED website](#).



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#### Planning Your Application (continued)

Q. What is the average cost per student for a comprehensive program?

A: The SFC uses the [Wallace Foundation Out-Of-School-Time Cost Calculator](#) to determine a reasonable cost-per-student range for summer programs. The median cost-per-student for 2019 grantees is listed below:

Comprehensive Pre-K to 8: \$444.07

This is the median estimate, with the range being \$444.07 to \$444.10 and that number assumes the following: Baltimore, MD cost of living, minimum requirements for comprehensive dosage which is 20 hours for 4 weeks, 30 slots, community-based setting, and academic program focus.

Comprehensive Older Youth: \$954.48

This is the median estimate, with the range being \$624.43 to \$2,309.73 and that this number assumes the following: Baltimore, MD cost of living, minimum requirements for comprehensive dosage which is 20 hours for 4 weeks, 30 slots, community-based setting, and academic program focus.

Specialized (all ages): \$375.19

This is the median estimate, with the range being \$218.07 to \$579.34 and that this number assumes the following: Baltimore, MD cost of living, program operates 20 hours for 3 weeks, 30 slots, community-based setting, and multiple program foci.

Q. Is there a recommended program quality tool that SFC funders prefer applicants use?

A. The SFC relies on quality and best practices information from the [National Summer Learning Association](#) and [The Wallace Foundation](#); however, there is no specific tool or set of standards the SFC requires or recommend.

Q. Can a fiscal agent or fiscal sponsor serve in that role for multiple summer programs?

A. As long as the fiscal organization is in good standing, there are no restrictions barring that.

Q. My organization is a fiscal sponsor/agent applying on behalf of two different programs using the same EIN – should I submit only one application?

A. No. Please submit one application per program model.

Q. Can we use youth stipends to support college-aged students?

A. Yes, as long as those students are from ages 0-24.



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#### **Planning Your Application (continued)**

- Q. Do the age bands for the comprehensive program criteria refer to rising grades or the grades that students previously completed?
- A. The criteria refer to rising grades – for example, a comprehensive program serving grades 9 – 12 would include students who will be entering the 9<sup>th</sup> grade in Fall 2020.
- Q. Will the application info session presentation be up on the website?
- A. Yes – you can access the presentation from the info sessions by [clicking here](#).
- Q. If we are a high dosage STEM program, which program category should we apply under: comprehensive or specialized? Would we be excluded from certain funders based on our categorization?
- A. You could apply for either depending on your program design. Funders have access to all applications whether you fit their profile or not.
- Q. How does the SFC differentiate between academics and enrichment?
- A. For the SFC, enrichment programs are not explicitly focused on improving academic skills.
- Q. Our program meets the criteria for a comprehensive program in terms of duration and dosage, but we operate in sessions and students would not attend for the entire four weeks. Should we still apply as a comprehensive program?
- A. No – The Comprehensive Program designation is determined by the student experience, so if students will not be in your program continuously for four weeks and at least five hours a day, then you would be running a specialized program that operates cohorts or sessions. Question #35 on the application that allows you to indicate if you operate in sessions or cohorts.
- Q. What does it mean to be a specialized program?
- A. Please refer to the [Program Guidance Document](#).



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#### **Completing Your Online Application**

- Q. How can we explain that we are serving young people from low income families?
- A. In Question #44 on the application, there is an opportunity to describe the youth you are serving and the needs you are addressing through your program model. One way of showing that you intend to serve young people from low-income families through recruitment. You can look online at [Baltimore Neighborhood Indicators Alliance](#) to read about the median income or concentrations of poverty where your youth live.
- Q. We applied for Family League OST funding but won't know if we received that at the time of application submission. How should we reflect this in our application?
- A. In the application, Question #56 allows you to indicate that you have applied for this funding and explain how SFC funding would supplement, not supplant, funding you may receive from Family League.
- Q. Do we submit applications to a particular funder? Can we?
- A. No. All funders have access to all applications, but each funder will only review applications that meet their eligibility criteria. If there is a high volume of applications that meet their eligibility criteria, then funders will prioritize applications for review that meet their funding priorities as well other factors like the community review results. If you would like to be considered by a particular funder, we encourage you to refer to the [Funder-Specific Priorities document](#) to make sure you submit the documentation required by that particular funder.
- Q. If you are applying as a comprehensive program, are you required to use the Summer Meals program to feed youth?
- A. Any program that operates for more than four hours per day (comprehensive or specialized) is required to ensure their participants are fed during the program day. One way to do this is through the Summer Meals program. If your program has another method of ensuring participants have access to a healthy meal during your program, then you may explain it after answering "No" to question #53.
- Q. Should we indicate in our application if we want specific funders to review our application?
- A. There is no question that allows you to indicate this, and funders will only review applications that meet their eligibility criteria. However, it is possible that you could include this information in the program narrative section if you so choose.



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#### **Multiple Applications**

- Q. We are a charter school that plans to run a comprehensive program. We are considering operating a specialized second program for a specific subpopulation, ELL students, that operates at a different time than the other program. There may be a chance that some of the ELL students participating in the specialized students may also participate in the comprehensive program. Should we apply as once or submit two separate applications?
- A. If the program is not considered one program model (e.g. students must participate in both programs) and both programs are not serving the same exact students, then you would submit two applications. We understand that families may want to enroll their young people into multiple opportunities over the summer.
- Q. If we are running the same program model at multiple sites, do we need to submit one application or one per site?
- A. If you are delivering the same program at each site (e.g. the program model is the same) You may submit one application. There will be an opportunity in your application to indicate that you will be serving multiple sites. If you are running different programs at different sites, you must submit one application per program model.
- Q. If we are applying for multiple program sites, but the enrichment activities are different by site, should we complete separate applications?
- A. If the program sites are not differentiated by age but have very similar programming, you do not need to complete separate applications.
- Q. I represent three organizations working together to put together a summer program at a shared site with the same students, though we each offer distinctly different programming at different times of day. How would you recommend we apply – together or separately?
- A. If you are all serving the same students at the same site, and it is communicated to students that they will be in one summer program with three different components and they are not enrolling into three separate programs, you should choose a lead applicant among the three organizations and apply as one program. You can incorporate the partners as subcontractors in the budget.
- Q. Our programs operate at the same site but serve different age groups. Should we complete one application?
- A. No, you must do two applications since your programs are serving a different age groups.
- Q. If my program serves K-12 and fits the comprehensive category for both Pre-K to 8<sup>th</sup> grade and 9<sup>th</sup> -12<sup>th</sup> grade, should we submit one application for the whole program or two applications?
- A. SFC funder would not expect that the same program model would be used for the younger age group and the older age group, so you should submit separate applications for both.



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#### **Multiple Applications (continued)**

- Q. If my program has multiple locations that one group of students will travel to over the course of the program (e.g. we have a facility that serves as our home base but we may spend some days in other locations doing projects or going on field trips), do we have to apply for each site?
- A. No.
- Q. We have a youth employment program that runs at the same time as a program serving younger youth. Some of the older youth in the youth employment program work as staff in the program serving younger youth. Outside of this, there is separate programming for the older youth and the younger youth. Should we submit one application or two?
- A. What is described here is two distinct program models, so you should submit two applications.
- Q. Can you apply for multiple program models?
- A. Yes, if they are distinct program models.
- Q. I have a program that operates in a similar structure to a comprehensive program, but we work with vendors and program partners who offer specific services and programming on different days. Do I have them all apply?
- A. No. Include program partners and vendors in your budget as a subcontractor or "Other" line item and explain in your budget narrative that you contract or partner with organizations that push into your program and deliver services and/or programming.
- Q. I work with a few different community centers that would like to submit summer funding applications for programs they would like to run. Can we submit one application together?
- A. If they are all running the same program model at different sites, then yes. However, if they plan to have different program models running at different sites, then you must submit one application per program model.
- Q. We serve middle school and high school students at the same site and meet the comprehensive program requirements, but we are not sure if we should submit two applications (Comprehensive K-8 and Comprehensive Older Youth) or one application. Please advise.
- A. If your program is one program model—both the middle and high school students are receiving the same programming—then submit one application, and you can indicate that the program type is a Comprehensive Older Youth but explain in the narrative that you also serve 6 - 8. However, if your program is different for the middle school students and the high school aged students, but they happen to be running concurrently at one site, you must submit two applications, one for the middle school-serving program and one for the older youth-serving program.



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#### **Budget and Budget Template**

- Q. Since our program participants will report to their job sites Monday through Thursday, providing meals during those days presents a challenge for us. However, we would be willing to provide vouchers/gift cards so that they can purchase lunch while at their job sites. Is this allowable under SFC's program guidelines?
- A. If youth are at their job sites for longer than four hours each day, vouchers could be an allowable expense.
- Q. Does the SFC require we feed youth from a central location (if meal vouchers are not permitted)?
- A. Your program is not required to feed youth from a central location, as vouchers are allowable.
- Q. Are costs related to providing meals for youth allowable expenses in the grant budget?
- A. Meals are an allowable expense, though funders have historically expressed a desire to limit the amount of funding they allocate for meals when free sources of food are available locally.
- Q. Can you confirm that transportation is an allowable expense in the grant budget?
- A. Transportation is an allowable expense.
- Q. Is there a limit on how much of the budget applicants can allocate for overhead and administrative costs?
- A. There are no hard and fast requirements in terms of eligibility; however, we typically do not see these costs exceeding 10% of a submitted budget.
- Q. How is YouthWorks reflected on the program budget?
- A. Do not list YouthWorks as committed funding in your budget template. Question #40 on the application asks whether your organization plans to work with YouthWorks. If you plan to supplement the YouthWorks stipend with other funding, either to extend their work day or to provide a higher wage, you can add that in one of the "Other" line items on the [budget template](#) and change it to read "Youth Stipend Supplement."



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#### **Budget and Budget Template (continued)**

- Q. What happens if your program budget is partially filled?
- A. A goal of the SFC is to fund whole programs by filling the entire budget gap. This is not possible in all circumstances, but when funders' priorities align and resources are available, they will work together as much as possible to do this. Please note that this is not a guarantee that all applicants receiving funding will have their entire program budget gap filled by the SFC. Of the 89 programs funded in 2019, 59 received at least 75% of their budget gap from the SFC.

In the past, there have been times when funders who are interested in funding a program but recognize their funding would only fill a portion of the budget gap have asked Baltimore's Promise to reach out to an organization to find out how the proposed program model would shift if the program is unable to fundraise the remaining budget gap. This does not occur in every instance.

- Q. Should we submit a whole program budget or a budget just for the requested amount?
- A. Please submit the whole program budget.
- Q. The budget template does not allow applicant to list out personnel by full-time or part-time status. How should we share the budget for program staff?
- A. The personnel line item on the budget template should include the total budget for staff, not individual people. Use the description column to share any staff designations necessary.
- Q. Should we count things that are not directly related to summer but that you use in summer like overhead and rent?
- A. Yes, all costs related to summer should be included in the budget.
- Q. Last summer the dates and requirements for YouthWorks changed, and we completed our SFC budget template based on the hours required from YouthWorks. How should we approach the budget for this year's application?
- A. You can base your program budget on last year's dates and requirements for now. If the YouthWorks process changes drastically, the SFC will reach out to potential grantees for any necessary updates.



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#### **Formstack Application Platform**

- Q. Can we print the draft application in Formstack?
- A. You can, but the formatting may be challenging. We recommend you refer to the PDF of the application and type your answers in Word or Google Docs if you'd like a draft copy of your responses in advance of submission. This is also a good practice so you have a backup copy of your responses in the event you have a technical issue or lose your link to your saved application data. However, all submitted applications must be submitted through Formstack, so if you do this, you must copy and paste your responses into the online application.
- Q. Are there character limits on the narrative sections of the grant? Do the character limits include spaces?
- A. Both the [online application as a pdf](#) and the [online application](#) list character limits where applicable. All character limits include spaces.
- Q. Are there any issues with Chrome or Firefox compatibility with Formstack?
- A. Not that we are aware of; however, Microsoft Internet Explorer is no longer a supported or updated software of Microsoft, so that platform may experience issues.

#### **Application Review**

- Q. If we are applying for this opportunity, can youth in our program also participate in youth review?
- A. Yes. Reviewers will need to disclose whether they are participating in your program to avoid conflicts of interest. We encourage interested young people ages 16-24 to submit their interest on the SFC website and please circulate this paid opportunity with other youth who may be interested. For more information, please visit the SFC website <https://www.bmoresfc.org/youthreview.html>
- Q. Regarding the Youth Review Process, are youth reviewers paid through YouthWorks?
- A. No, this is a separate paid opportunity.
- Q. Will applicants get feedback on their applications regardless of whether they receive funding?
- A. Older youth-serving comprehensive programs will receive their scores and comments from youth review. The SFC is currently developing a feedback process that will let applicants know which funders reviewed their applications, at minimum.
- Q. Is there a deadline to sign up for Youth Review?
- A. The deadline is November 29, 2019.
- Q. Are there resources for transportation for older youth reviewers?
- A. Yes, more information on transportation for youth review will be available in late November 2019.



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#### **Application Review (continued)**

- Q. Do you need documentation such as W-9s from young people interested in participating as a Youth Reviewer?
- A. No, reviewers will be paid with a gift card to keep the process as inclusive as possible.
- Q. What applications will the Youth Review cover?
- A. Youth Reviewers will only review the Comprehensive 9<sup>th</sup>-12<sup>th</sup>/14-24 programs.
- Q. Which questions will the Youth Reviewers be reviewing in the application?
- A. You can see which questions older youth will review on both the [online](#) and [PDF copy](#) of the application.
- Q. How do funders use the youth review information?
- A. Funders use the youth review in different ways. Most commonly, due to the high volume of applicants, funders sort applications that meet their funding criteria by the youth review scores from highest to lowest and determine a “cut score” that narrows down their review pool to those that meet or exceed the cut score. Other funders will read all applications and all youth review results and factor both the scores and the reviewer feedback into their decision making. All funders receive the youth review information as a part of their review process. To learn more about the SFC decision-making process, please [review this helpful infographic](#) on our website.
- Q. Will funders fund a 10-week program?
- A. It is possible – no funder has indicated that they are unable to do so.
- Q. We are in the midst of a financial audit right now. Would funders still consider our application?
- A. Yes. Please submit your most recently completed audit with an official statement from your auditing firm that your new audit is underway and the expected completion date.
- Q. We were funded two years ago, but we weren’t funded last year. Why?
- A. The SFC makes grants on an annual basis. A grant in one year is not a guarantee for a grant in a subsequent year, even if you have historically been funded by a particular SFC funder or funders.
- Q. Will funders still partially fund programs’ budget gaps, or will programs only be funded if their whole budget gap can be funded by the SFC?
- A. Funders can partially fund programs’ budget gaps, and this happens every year. However, funders do work together with the intention to fund full program budgets whenever possible.



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#### **Awards, Contracting, and Reporting**

- Q. If we are funded by multiple organizations, do the funders pool their grants together and send one check and contract?
- A. No – each funder has their own contracting process and will be in touch with you regarding their processes. However, the notification letter listing each funder making a grant to your program and a contact person at their organization will come from Baltimore’s Promise.
- Q. What happens if programmatic changes occur after grant awards are given, due to resource availability or other logistical issues?
- A. We will let grantees know the process to submit significant substantive changes that funders should be aware of, including but not limited to changes in numbers served, changes in program category (e.g. Comprehensive to Specialized), location, or program model/focus.
- Q. Is there an final reporting requirement for this grant?
- A. There is a shared End-of-Summer narrative reporting template that all grantees are required to fill out. This will serve as the narrative report for all participating SFC funders. You will also be required to submit an updated budget template. Some funders (such as The Annie E. Casey Foundation) may ask you to show you spent their dollars specifically in addition to submitting those two items.
- Q. Is there a start and end date to the grant award period at which we can start incurring expenses / must have spent down all of the grant funds by?
- A. The start and end dates for grants will vary by funder. Typically programs start after the last day of Baltimore City Public Schools and end before the first day of the 2020-2021 school year.
- Q. If the SFC announces grant decisions in early February, when will funders issue grant payments?
- A. The dates grant payments are issued will vary by funder, and that information will be outlined in grantee contracts, letters of agreement, etc. By moving the application earlier in the year, the SFC aims to ensure as much as possible that grantees have funds available before summer programming starts.