

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.

2021 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 (SFC) is made of over 10 organizations in that fund high-quality summer programs for Baltimore City children and youth from low-income families. SFC funders are working to help more young people attend high-quality summer programs. To do this, the SFC has streamlined the process for program providers to access private grant dollars.

With the SFC's [common application](#), you can apply for grants from SFC funders with one submission. For any SFC funding consideration, your program should:

- Mainly serve children and youth from low-income families living in Baltimore City.
- Provide healthy meals to students at summer programs that run in person for four or more hours each day.
- Help children and youth grow academically, socially, and emotionally.
- Strive to actively welcome and include students of all abilities.

In addition to these basic requirements, each SFC funder has their own requirements. For some funders, you must include certain documents to be considered for funding. Find out more by downloading the [Funder-Specific Requirements](#).

Visit bmoresfc.org to find the full RFP with more information.

Application Instructions

SFC funders understand that COVID-19 is causing uncertainty with in-person programming, funding streams for the out-of-school time provider network, and public health considerations. The concerns have made this year more stressful than ever for program providers. With this in mind, please propose the **ideal model** your program wishes to provide in Summer 2021. Base your proposal on what you know now about the ongoing pandemic.

We understand that different programs will need to use different formats. We will consider:

- In-person program models which meet COVID-19 safety requirements
- Fully virtual models
- Hybrid models

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Use this common application to apply for grants from all the SFC funders. Please carefully read the [Program Guidance](#) before applying. If you have questions about the application, please email [rfps\(at\)baltimorespromise.org](mailto:rfps@baltimorespromise.org).

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

Formstack will let you move from page to page without filling in every required question. However, Formstack will not allow you to submit an incomplete application. If you would like to view the full application at once, check the PDF version of the Online Application.

This application asks about previous SFC applications. If you applied for Summer 2020 funding from the SFC and need a copy of your application, please contact Shoshana Davidoff-Gore at [shoshana\(at\)baltimorespromise.org](mailto:shoshana@baltimorespromise.org) by November 20, 2020 at 5 PM.

Saving and Resuming Your Work

Formstack lets you save your application and return later to finish it. To save your work, you must provide your email address to Formstack. They will email you a unique link. The Formstack link will take you to your saved application. Do not lose this link, as it is the only way you can return to your saved application. **Note: Each time you save your application, you will receive a new unique link. If you lose this link, you will have to start your application all over again.**

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

Please note: When you save your application, your attachments will not be saved. You will need to upload your attachments when you submit your application!

DEADLINE: You must submit your application by Friday, December 11, 2020 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.

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Page 1 – Organization Contact Information & Background

Please provide the following information about your organization:

*1. Organization Name:

*2. Program Name:

*3. Did your program apply for SFC funding to support Summer 2020 programming?

*3a. If YES – Has the name of your summer program changed since Summer 2020? *If you do not have a copy of your previous application, please contact Shoshana Davidoff-Gore at shoshana(at)baltimorespromise.org to receive a link to your Summer 2020 application materials by November 20, 2020.*

*3b. If YES – What name did your summer program use in Summer 2020?

Address of Organization:

*4a. Street Number and Street Name (*not building name*)

*4b. Building Name (*if applicable*)

*4c. Suite Number (*if applicable*)

*4d. City

*4e. State

*4f. 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. Check all that apply:

- The organizational leader is a person of color
- The organizational leader self-identifies as a woman
- The organizational leader self-identifies as non-binary or gender non-conforming
- None of the above descriptions apply to the organizational leader

*9. 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

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

*11. Proposal Contact's Email Address:

*12. Proposal Contact's Phone Number:

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

*13. Total operating budget for the organization:

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

*14. Mission of the Organization: *Character Limit: 1500 (including spaces)*

Page 2 – Funding Request

*15. 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. Download the [budget template](#).

*16. How much funding are you requesting from the SFC? *Based on the budget template, the SFC assumes that the budget gap is what you are requesting. However, if for any reason you would like to request a different amount, please write that here.*

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

*17a. If YES – Please explain: *Character Limit: 200 (including spaces)*

Page 3 – Program Information

*18. Please provide a brief overview of your summer program and what students will experience. *Character Limit: 500 (including spaces)*

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*19. Have you confirmed your program location? Yes/No/ We do not need a physical location for our program this summer as we plan to operate virtually

If YES - Address where you will run your program this summer:

*19a. Street Number and Street Name (*not building name*)

*19b. Building Name (*if applicable*)

*19c. Suite Number (*if applicable*)

*19d. City

*19e. State

*19f. Zip

*19g. If NO – In which neighborhood(s) would you prefer to host your program? *Select all that apply. 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 Mondawmin |
| <input type="checkbox"/> Beechfield/Ten Hills/West Hills | <input type="checkbox"/> Greater Roland Park/Poplar Hill |
| <input type="checkbox"/> Belair-Edison | <input type="checkbox"/> Greater Rosemont |
| <input type="checkbox"/> Brooklyn/Curtis Bay/Hawkins Point | <input type="checkbox"/> Greenmount East |
| <input type="checkbox"/> Canton | <input type="checkbox"/> Hamilton |
| <input type="checkbox"/> Cedonia/Frankford | <input type="checkbox"/> Harbor East/Little Italy |
| <input type="checkbox"/> Cherry Hill | <input type="checkbox"/> Harford/Echodale |
| <input type="checkbox"/> Chinquapin Park/Belvedere | <input type="checkbox"/> Highlandtown |
| <input type="checkbox"/> Claremont/Armistead | <input type="checkbox"/> Howard Park/West Arlington |
| <input type="checkbox"/> Clifton-Berea | <input type="checkbox"/> Inner Harbor/Federal Hill |
| <input type="checkbox"/> Cross-Country/Cheswolde | <input type="checkbox"/> Lauraville |
| <input type="checkbox"/> Dickeyville/Franklintown | <input type="checkbox"/> Loch Raven |
| <input type="checkbox"/> Dorchester/Ashburton | <input type="checkbox"/> Madison/East End |
| <input type="checkbox"/> Downtown/Seton Hill | <input type="checkbox"/> Medfield/Hampden/Woodberry/Remington |
| <input type="checkbox"/> Edmondson Village | <input type="checkbox"/> Midtown |
| <input type="checkbox"/> Fells Point | <input type="checkbox"/> Midway/Coldstream |
| <input type="checkbox"/> Forest Park/Walbrook | <input type="checkbox"/> Morrell Park/Violetville |
| <input type="checkbox"/> Glen-Fallstaff | <input type="checkbox"/> Mount Washington/Coldspring |
| <input type="checkbox"/> Greater Charles Village/Barclay | <input type="checkbox"/> North Baltimore/Guilford/Homeland |
| <input type="checkbox"/> Greater Govans | |

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

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

If YES – 20a. Do you have additional locations confirmed?

If YES – *You may 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

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

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

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

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

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

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

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

*27a. If YES – How many program sessions will your program offer?

*27b. If YES – Please list the start and end dates of each program session.

*27c. 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."*

*28. 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 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)

*29. Which format best describes your program for Summer 2021?

- In-person
- Virtual Structured Program - program has a formal enrollment process and scheduled online programs.
- Virtual Drop-In Program - program keeps a schedule for online participation but enrollment or attendance may not stay the same since youth drop in as they wish.
- Virtual Hybrid - part structured and part drop-in online program.
- Virtual/In-person hybrid - program will blend online and in-person activities.
- Youth/Family Support - program provides essential services such as food, personal protective equipment, etc.
- Other (please describe)

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*30. What is the top focus area of your program? In the Program Narrative section, you must describe how your program will work on this focus area. Choose one.

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

*31. What is the second most important focus area of your program? In the Program Narrative section, you must describe how your program will work on this focus area.

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. Please select "Not applicable" if your program does not have a secondary focus area.

- Athletics and recreation
- College and career readiness
- Visual arts, performing arts, 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
- Not applicable
- Other

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

Page 4 – Program Narrative

*33. Describe the history or track record of your summer program. Include how many years your program has operated, information on past successes, and how your program has grown and adapted over the years. If you have never operated a summer program before, please

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describe your experience operating youth programming or working with youth. *Character Limit: 2,500 (including spaces)*

*34. Describe the youth that your program will serve. Explain the needs that your program will address. Please describe how you identified these needs. *Character Limit: 1,500 (including spaces)*

*35. Please list your program's three (3) goals for this summer and describe overall outcomes (evidence of meeting gains or goals) for each. Download the [SMART Goals Tip Sheet](#) for sample performance measures. *Character Limit: 2,500 (including spaces)*

35a. *Goal & Outcome 1:

35b. *Goal & Outcome 2:

35c. *Goal & Outcome 3:

*36. Tell us about your program and what students will experience in greater detail here. The SFC is especially interested in how the program will build the following 21st century skills of participants: creativity, communication, collaboration, and critical thinking (4 Cs). As you describe your program and the student experience, please provide examples that show how your program enriches the lives of participants and advances their 4 C skills. Click [here](#) to learn more about 21st century skills and the 4 Cs. *Character Limit: 2,500 (including spaces)*

*37. Please describe the way you use feedback from participants to plan your program. *Character Limit: 875 (including spaces)*

*38. How will your program recruit and train staff? *Character Limit: 875 (including spaces)*

*39. How will you keep youth attending your program throughout the summer? *Character Limit: 1,500 (including spaces)*

*40. Describe youth leadership opportunities your program offers and how your program involves youth in program planning. *Character Limit: 1,500 (including spaces)*

*41. How does your program build relationships with caring adults/peers who support youth in your program? *Character Limit: 1,500 (including spaces)*

42. The SFC would like to know how you work with local partners to support your program. Please describe the community partnerships that you have or plan to build. *Character Limit: 1,500 (including spaces)*

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Page 5 – Participant Information

*43. Please estimate the total number of the following grade/age groups among the students in your program. *The numbers entered for questions 43a through 43e should add up to the total number of youth listed in Question 44.*

*43a. Number of youth served: Ages 0 - 5 (includes Pre-K)

*43b. Number of youth served: Elementary

*43c. Number of youth served: Middle School

*43d. Number of youth served: High School

*43e. Number of youth served: Older youth not in school up to age 24

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

*45. What is the most important special population that your program prioritizes in your recruitment and enrollment process? Select one.

- Boys and young men of color
- Girls and young women of color
- English language learners (ESL, ESOL, etc.)
- LGBTQ+ youth
- Newcomers, immigrants, and/or refugees
- Youth involved in the child welfare system
- Youth involved in the juvenile justice system
- Youth experiencing homelessness or housing instability
- Youth with special needs
- We do not prioritize any of the populations listed in our recruitment and enrollment process
- Other

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*46. What is the second most important special population that your program prioritizes in your recruitment and enrollment process? Select one.

- Boys and young men of color
- Girls and young women of color
- English language learners (ESL, ESOL, etc.)
- LGBTQ+ youth
- Newcomers, immigrants, and/or refugees
- Youth involved in the child welfare system
- Youth involved in the juvenile justice system
- Youth experiencing homelessness or housing instability
- Youth with special needs
- We do not prioritize any of the populations listed in our recruitment and enrollment process.
- Other

*47. Please share how you will recruit youth to participate in your program. If you selected special populations in Questions 45 and/or 46, be sure to indicate how you intend to recruit those populations in this response. *Character Limit: 1,500 (including spaces)*

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.

*48. Based on the list below, in which neighborhoods do you plan to recruit? *Select all that apply.*

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

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Page 6 – Building Stronger Summer Systems

The SFC would like to track consistent, system-wide data to understand the local summer system 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.

*49. If funded, and your program runs in person for more than four hours a day, will your program commit to providing free, healthy summer meals to participants?

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

*49a. If YES - Please explain your plan to feed program participants and note your source for healthy food and/or snacks. *Character Limit: 500 (including spaces)*

*49b. If NO - Please explain why your program cannot feed program participants healthy food and/or snacks. *Character Limit: 500 (including spaces)*

*50. 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

*50a. If NO - 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 (including spaces)*

*51. 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 20-21, address, and last grade completed? Yes/No

*51a. If NO - Please explain why your program cannot use the SFC's method of tracking attendance. *Character Limit: 500 (including spaces)*

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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.

*52. 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

*52a. If NO - Please explain why your program cannot commit to providing participant and program data. *Character Limit: 500 (including spaces)*

Page 7 – Required Attachments

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

*53. Completed [Budget Template](#). *You can only submit your budget template as an Excel file. Please do not submit alternate budget templates or create your own. If you have questions about using the budget template provided by the SFC, please contact Shoshana Davidoff-Gore.*

54. 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)*

*55. 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 2021 calendar or program schedule. Please note that if you save this form and return to it, this upload will not be saved and you will need to re-upload it prior to submission.

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Page 8 –Fiscal Contact Information and Supplemental Application Materials

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

*56a. If YES –Is your Fiscal Agent one of the following organizations?

- Maryland Philanthropy Network
- The Fund for Educational Excellence
- Fusion Partnerships
- The St. Paul’s Schools
- Strong City Baltimore
- Sweet Potato Kids Tree House Charities
- Other

*56b. IF YOUR FISCAL AGENT IS LISTED – You must provide proof of fiscal sponsorship, 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, at the end of this section. The SFC has obtained all other necessary materials from these organizations prior to the launch of the RFP.

*56c. IF YOUR FISCAL AGENT IS NOT LISTED – The SFC was not able to obtain the necessary materials from your fiscal agent prior to the launch of the RFP. You will need to provide proof of fiscal sponsorship, 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. You must also upload documents required by specific funders for consideration at the end of this section. In addition, please provide the following information:

*56d. Name of Fiscal Agent Organization

*56e. Fiscal Contact First & Last Name

* 56f. Fiscal Contact Email

*56g. Fiscal Contact Phone

*56h. If NO – Please provide the following information about your organization’s fiscal contact:

*56i. Fiscal Contact First & Last Name

*56j. Fiscal Contact Email

*56k. Fiscal Contact Phone

If your organization does not use one of the fiscal agents listed above, you may need to submit certain documents in order for funders to consider funding your program. Find out what

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documents you need in the [Funder-Specific Requirements](#) document. Only attach a document if you want it to be considered by funders who require it.

Upload supplemental materials on this page as MS Word documents or PDFs. We recommend PDF files when possible.

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

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.

- 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)

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

Please use the [Application Submission Checklist](#) to double check that you have done the following:

- Answered **all** questions
- Uploaded the required [budget template](#) (Question 53)
- 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. 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!