

BALTIMORE SUMMER FUNDING COLLABORATIVE

2021 Program Guidance

Use this document to help you understand how the SFC categorizes summer programs and reviews them for funding.

Proposals submitted through the online application are grouped into three categories: ***Comprehensive (Prekindergarten to 8th grade)***, ***Comprehensive (Grades 9 – 12 / Ages 14 – 24)*** or ***Specialized*** (see table on page 2).

When making funding recommendations, community reviewers carefully review your program's history and performance, program staff, program content, family and community engagement, evaluation plan and proposed budget. Final decisions will also be informed by individual foundations' funding priorities.

Additional Guidance:

- If your program enrolls younger children but employs older youth as staff, please only consider the *younger children as the population you're serving*.
- If your program meets the Comprehensive Program criteria but enrolls a broad age range (such as K – 12), we recommend you complete **two** separate applications; one for the K-8 youth and one for the older youth, based on the programming provided to each population.
- If your program has multiple sites but the same program structure at each site, please apply **once** but list all site addresses. Your program budget must include all sites' projected expenses.

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In the online application, applicants will be asked to select which of the following program types best fits their program model.

Program Type	Age Ranges	Description
Comprehensive Program	<ul style="list-style-type: none"> • Prekindergarten to Grade 8 <li style="text-align: center;">or • Grades 9 – 12 / Ages 14 – 24 	<p>To be classified as a Comprehensive Program, a program must meet all of the following criteria:</p> <ul style="list-style-type: none"> • Operates five or more hours per day, at least four days a week • Operates for at least four weeks • Has a formal enrollment process for students, such as enrollment forms • includes the following elements on a daily or weekly basis: <ul style="list-style-type: none"> ○ food (daily); ○ enrichment (daily); ○ academic enrichment (weekly or daily); and ○ physical activity (weekly or daily).
Specialized Program	<ul style="list-style-type: none"> • Any 	<p>To be classified as a Specialized Program, a program must meet some or all of the following criteria:</p> <ul style="list-style-type: none"> • Operates less than five hours per day and/or less than four days per week • Operates for less than four weeks • Has a drop-in structure where participants choose when to attend and may not be required to complete an enrollment form • Has a single focus or specialized focus (such as mentoring, STEM, arts, workforce training) • Operates outside of typical summer enrichment hours (such as on weekends, in the evenings)

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In addition, due to adjustments imposed by the COVID-19 pandemic, applicants will be asked which of the following program formats best fits their program model:

- 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.

If your program format does not fit any of the above descriptions, you will have space to explain on the application.