



Baltimore Summer Funding Collaborative RFP Question & Answers (Q&A) Document

All questions asked at the pre-proposal conferences or submitted via e-mail before January 25, 2019 will be answered in this document. It will be uploaded to the SFC website and updated twice: January 18, 2019 and January 25, 2019 by 5:30 PM.

Summer Funding Collaborative (SFC) Information

- Q. Is Family League's SFC funding public dollars?
A. Yes
- Q. Is The Harry & Jeanette Weinberg Foundation funding early childhood?
A. In alignment with education portfolio strategy, the Weinberg Foundation has removed early childhood education as a priority. It will, however, still consider applications from early childhood providers. For more information on the Weinberg Foundation's education strategy and goals, please visit the [foundation's website](#).
- 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 2018?
A. Last year's average award was \$41,600.
- Q. What was the range of SFC awards in 2018?
A. Last year's range of awards from \$150,000 - \$5,000.
- Q. If we already have a grant from a funder in the SFC, does that mean we won't get a grant from that funder or the SFC?
A. No.
- Q. How many applications did you receive last year?
A. We received 192 applications and fully or partially funded 84 of those proposals.
- Q. Who is running the free meals program this summer?
A. Baltimore City Housing is coordinating the summer meals program for community-based sites. You can find more information here: <http://www.baltimorehousing.org/food/> Please note that while Family League has served in this role in the past, they will not be serving in this role this year.
- 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.

Planning Your Application

- 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. To sign up and include your organization on the partnership directory, please visit bit.ly/SFCdirectory.
- Q. Will the Partnership Directory be updated soon?
- A. Yes. The Partnership Directory will be updated monthly beginning February 2019.
- 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 application reviewers and funders additional context.
- Q. Is there a specific time the application is due?
- A. The application closes at 5:00 PM ET. 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 is the date of the Performance Measures Small Group TA Session?
- A. Monday, January 28, 2019. Please visit summerfundingsession.eventbrite.com to sign up.
- Q. How many people per organization can attend a one-hour TA session?
- A. One organization is welcome to bring along 1-3 staff members who are working on their application together to one TA session. However, 1-2 would be preferable.
- Q. Can we apply without any committed funds at this time?
- A. Yes.
- Q. Can you apply for multiple program models?
- A. Yes, if they are distinct program models.
- 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. You can also click [here](#) to download it.
- 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.

Planning Your Application (continued)

- 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 # 28. 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.
- Q. Is Summer Reads running this year?
- A. SummerReads is running this year! Inquiries about SummerReads should be directed to Leisel Harry at lharry@hjweinberg.org.
- Q. Does Maryland State Department of Education (MSDE) funding disqualify us for SFC?
- A. No.
- 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. If my program operates in Baltimore County but serves young people from Baltimore City, can I apply?
- A. 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 would recommend exploring the possibility of working with a fiscal agent like Strong City Baltimore or Fusion Partnerships. 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. 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.

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 2018 grantees is listed below:

Comprehensive Pre-K to 8: \$444.08

Wallace does not present a range for this program type. This calculation 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: \$878.36

This is the median estimate, with the range being \$567.88 to \$1662.80 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): \$375.18

This is the median estimate, with the range being \$218.07 to \$579.33 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. Where can we find technical assistance to better understand what types of insurance are needed for summer programs and what and how much insurance plans will cover?

A. The SFC does not offer technical assistance in this area. However, the [Maryland Out of School Time Network](#) and [Family League of Baltimore](#) may be able to assist with these kinds of questions.

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.

SFC Online Application

Q. If you are running the same program model at multiple sites, do I 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. How can we explain that we are serving young people from low income families?

A. In Question #27 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.

SFC Online Application (continued)

- 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. What does it mean to be a specialized program?
- A. Please refer to the [Program Guidance Document](#).
- 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.
- Q. Are we submitting a whole program budget or a budget just for the requested amount?
- A. Please submit the whole program budget.
- 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 and budget?
- A. In the application, Question #40 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. Your program budget that you submit with the SFC application
- Q. I run an existing out-of-school time program with funding that allows the program to run until June 30th but would like to apply for funding from the SFC to continue the program into August. Can I do this?
- A. Yes. Include the existing funding that will support the program in the second half of June in the committed funding section of your program budget.
- 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 with a Comprehensive Program, are you required to do the Summer Meals program?
- 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 # 37.

SFC Online Application (continued)

- 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.

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 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.

Application Review

- Q. If we are applying for this opportunity, can we also be a community reviewer?
- A. Yes. Reviewers will need to disclose whether they are applying for funding through the Summer Funding Collaborative to avoid conflicts of interest. We encourage interested individuals to submit their interest by e-mailing fundedpartnerships@familyleague.org and please circulate this paid opportunity with other individuals who may be interested, adult and youth, ages 14 and up. For more information, please click here <http://www.bmoresfc.org/community-review.html>.
- Q. Regarding the Community Review Process, are youth reviewers paid through YouthWorks?
- A. No, this is a separate paid opportunity.
- Q. Is there a deadline to sign up for the Community Review?
- A. The original deadline was 1/18/19; however, Family League will accept reviewer applications up until 1/29/19.
- Q. How do funders use the community review information?
- A. Funders use the community review in different ways. Most commonly, due to the high volume of applicants, funders sort applications that meet their funding criteria by the community 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 community review results and factor both the scores and the reviewer feedback into their decision making. All funders receive the community review information as a part of their review process.

Application Review (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 84 programs funded in 2018, 63 received between 75% to 100% 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. Will funders fund a 10-week program?
- A. It is possible – no funder has indicated that they are unable to do so.
- Q. I am nervous about making a specific kind of request because I am not sure if funders will be receptive to my proposal. What should I do?
- A. Request the resources you need to run the program model you intend to run for the number of young people you intend to serve.
- 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.

Data Collection

- Q. I have year-round funding from the Family League that covers some of my summer programming. I will be using charm to input attendance data. If I receive SFC summer funding, do I also have to submit an excel version of my attendance?
- A. As of Thursday, January 17, 2019, all Family League grantees will use the Excel attendance tracker provided by the SFC.
- Q. Can you please share the Excel attendance tracking format so we can review it?
- A. A. The 2019 version will be released to grantees in May 2019, though if you are not funded by the SFC but would still like to use this template, you are welcome to reach out to rfps@baltimorespromise.org to receive the template for your use at that time. In the meantime, please find a similar Excel template used in 2016 linked [here](#). This is a sample copy and the fields could change for 2019 grantees.

Awards, Contracting, and Reporting

- 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.

- Q. Is there an end-of-summer 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.