



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

*All questions asked about the RFP at the info sessions or submitted via e-mail before 12:00 PM November 9, 2023 are answered on this document. Questions added since October 26 are **written in red.***

### **Eligibility**

Q: We were awarded funding in 2022 & 2023. Are we eligible to apply this round as well?

A: Yes

Q: What ages can be served by SFC-funded programs?

A: Youth and young adults ages 0-24

Q: My program serves some youth older than 24. Is my program eligible for funding?

A: Your program is eligible to apply for funding to support participants that are 24 and under.

**Q: My program operates starting in the spring and going into summer, and then starting in summer and going into fall. Is my program eligible for funding?**

**A: SFC funding is for programs that operate during the summer months.**

### **Planning your application**

Q: Did the amount of available funding go down from last year?

A: Yes, last year, the SFC granted \$5 million. This year, the SFC will grant approximately \$4 million.

Q: What is a management letter? Is it a requirement?

A: A management letter is a standard part of a financial audit. It is a letter prepared by the auditor that discusses findings and recommendations from the audit. Frequently, this letter is included at the beginning of your audit report. However, if your management letter is separate from the audit, you can upload it separately. You are not required to submit a management letter with your SFC application.

Q: Can the Certificate of Good Standing be a screenshot?

A: No, you need to submit an actual copy of the certificate from the Maryland Department of Assessments and Taxation.

Q: We are hoping to expand our program this summer. For the past few years, we have applied for the same amount. Is it possible to apply for more?

A: Yes, you can apply for the amount of funding you need to run a high-quality summer program.

Q: Do you recommend reaching more youth or making a deeper impact with a smaller number of youth?

A: The SFC does not provide a recommendation about the number of youth that summer programs should serve. Your program should plan to serve the number of youth that



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your program can provide high- quality programming for given your ideal program model and budget.

Q: What is the average expense per camper of funded programs?

A: The average cost per participant varies based on the ages of participants being served and the types of activities being provided during the program.

Q: Can an organization submit two applications for two different programs at two different sites?

A: If the programs are separate from one another (i.e. serve a different age group, offer completely different activities, etc), you should submit two separate applications. If the program at each site is the same, just in a different location, complete one application and indicate that you have multiple program sites.

Q: If your organizational budget is greater than \$300,000 and you submit more than one program application, will you be able to receive more than \$75,000 in funding for all programs?

A: Grantees that have organizational budgets greater than \$300,000 will be capped at receiving \$75,000 PER PROGRAM. If you submit multiple applications for multiple different programs, each PROGRAM will be eligible to receive up to \$75,000 if selected for funding.

Q: If you have a fiscal sponsor, will your organizational budget size be evaluated based on your organization's budget, or the fiscal sponsor's budget?

A: Your organization's budget size, not the fiscal sponsor's budget

Q: How does the SFC view collaboration between programs/organizations?

A: The SFC encourages programs and organizations to collaborate with one another.

Q: If our program is a collaboration across different organizations, how should we apply for funding?

A: You should apply with one organization as the lead applicant (the organization that will receive the grant funding) and describe your partnership, as well as your plan for paying your partners, in your application.

Q: If our program is a collaboration across different organizations, how will our organizational budget size be evaluated?

A: We will evaluate the organizational budget size of the lead applicant.

Q: If you have a fiscal sponsor, do you just fill the application out as their agency?



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A: If you have a fiscal sponsor, you should fill out the application with your own organization and program information. Only the financial documents that you upload need to be from your fiscal sponsor, as well as current proof of fiscal sponsorship.

Q: In the [SFC 2024 RFP PDF](#), there is not a list of the 10 funders with a breakdown by the funding areas they support (e.g., STEM, sports, etc.) Is this summary included somewhere else on your website?

A: The SFC's decision-making process has shifted this year, and so these resources are no longer relevant for this funding cycle.

Q: My organization doesn't have a 501c3 status. Where can I find a fiscal sponsor?

A: The following organizations offer/have offered fiscal partnership opportunities to local organizations. We recommend doing some research to understand more about their process for accepting new clients and getting connected if there is one that seems like a good fit.

- Fund for Educational Excellence
- Fusion Partnership
- Maryland Philanthropy Network
- Bmore Empowered

[This article](#) (pg 18) also provides a comprehensive list of organizations involved in fiscal sponsorship in Baltimore.

Q: Our organization provides several youth programs. When we apply, do we A.) apply multiple times, under each individual program we offer, or B.) apply once as our organization, but listing every youth program we offer including the proposed funding for each one?

A: You should submit a separate application for each distinct program that you provide.

Q: How many kids can get funded for YouthWorks?

A: The SFC is not able to provide guidance about the number of YouthWorks participants your program can support. However, 1 supervisor is required for every group of 15 YouthWorks participants. If you plan to have more than 15 YouthWorks participants, make sure to budget for the appropriate number of supervisors.

Q: What are the beginning and end dates of "summer" for the SFC?

A: The SFC does not have set beginning and end date for summer programs; however, most programs run between June-August.

**Q: My program operates year-round, but begins with a summer training. How should I represent the cost of my program in the application?**



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*A: Since this funding opportunity is for summer funding, you should complete your SFC application as though the summer programming is separate from the whole year program. You can mention that the summer program is part of a larger year-round program in the narrative description of the program, but for budgeting purposes, you should only request what you need for the summer training.*

*Q: Can I use SFC funding to pay stipends to participants during the rest of the year?*

*A: No, SFC funding can only be use to support summer programming.*

*Q: My program spans two age groups (K-8 and 9-12). The RFP stipulates that two separate applications are required. Given that the programs are sharing resources (personnel and non-personnel), how should applicants format their budget proposals for the two applications?*

*A: You should allocate the cost of materials and personnel according to how they will be used across the age groups. For example, if there is one program Director who oversees everything, then 50% FTE might be billed to the younger youth program and 50% to the older youth program. If the number of older youth is significantly larger than the number of younger youth served, then that split might be skewed if the Director is spending more time on the older youth component. More cleanly, you might just prefer to create two budgets as though there are two separate programs for each age grouping. Lastly, you should use the narrative space to describe their budget narrative, especially if you are using resources across two programs and need to clarify/explain anything.*

### **Eligibility for Baltimore Children and Youth Fund (BCYF) Funding**

*Q: If we receive funding from BCYF, will it be disbursed using a reimbursement model?*

*A: Yes. Recipients of BCYF funding will be funded through a partial reimbursement model; they will provide some funding before the start of your program, and reimburse the remainder after you provide services, spend money, and complete the program.*

### **Capacity Building**

*Q: How can I sign up for a session for application technical assistance?*

*A: [Click here](#) to sign up for 1:1 Application TA.*

### **Community Review Process & SFC Decision Making**

*Q: Where should we direct our families to apply for the community reviewer opportunities?*

*A: Registration information will be available by November 1 at [bmoresfc.org](http://bmoresfc.org) and on our social media platforms.*

*Q: Do funders still make decisions based on their individual priorities?*



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A: For the FY '24 funding cycle, SFC funders will complete a standardized review process using a rubric based on shared funding priorities. Funder evaluations will be combined with community review feedback to produce a funding recommendation for each application. In addition to funder and community review feedback, the final slate of SFC 2024 grantees will be determined based on the SFC's eligibility requirements and shared funding priority areas, including ages served and programs from BIPOC-led organizations.

### **Online Portal**

Q: Where do I go to get to the application?

A. <https://baltimorespromise.my.site.com/fundseekerportal/s/login/>

Q: When are office hours for application portal technical assistance?

A. BP Fundseeker Portal Office Hours are Mondays, Wednesdays, Thursdays, 11am-12pm until November 13. Click [HERE](#) to access the Zoom link.

### **Miscellaneous**

Q: Does BP provide consent forms? Are consent forms required for all participants?

A: As part of the attendance tracking process, grantees will administer and collect an Opt-In consent form, provided by Baltimore's Promise, to parents/caregivers of participants to make sure that families agree to share student attendance and participation information as part of a study to better understand the impact of summer programs.

Q: We already have consent forms. Can we just use ours?

A: No, you will still need to administer the consent form provided by Baltimore's Promise.

**Q: My organization has annual budget of approximately \$120,000 dollars. Are we required to have a financial review?**

**A: No.**

**Q: Where should we list fiscal sponsorship fees?**

**A: Category 14 in the SFC budget is Project Partner/Fiscal Sponsor Fees. That is where fiscal sponsor fees should go.**

**Q: Can SFC funding be used to pay program staff?**

**A: SFC funding can be used to support the salaries of any staff who are working to support the summer program being funded.**

**Q: If we are submitting an audit, when does it need to be from?**

**A: The audit must be from 2020, 2021, or 2022.**