



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

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Eligibility

Q. If my program operates outside of Baltimore City but serves young people from Baltimore City, can I apply?

A. Yes.

Q. Do you need to be a 501(c)(3) organization to apply for SFC funding?

A. There are four funders who do not require proof of 501 (c)(3) or 501(c)(9) status as part of their required documentation to be considered for funding. Baltimore's Promise cannot speak to how different funders evaluate organizations that do not have nonprofit status.

Q. Can you apply for SFC funding if you have a fiscal sponsor?

A. Yes.

Q. Is a fiscal sponsor required to apply for SFC funding?

A. A fiscal sponsor is not required to apply for funding; however, some funders do require proof of 501(c)(3) or 509(a) status to be eligible for funding.

Q. Would a scholarship program that would allow students to attend an already established summer program free of charge, with included lunch, be able to be funded through this collaborative or would it need to be a stand-a-lone program fully funded by the Summer Funding Collaborative?

A. Your program does not need to be fully funded by the SFC and may be eligible for funding as long as the program (and/or funding received from the SFC) primarily serves youth who come from families with low-incomes in Baltimore City. While serving youth from low-income families in Baltimore City is a general priority among SFC funders, each funder has their own specific priorities, and it is ultimately up to funders to determine which grants they think are good fits for their priorities. Baltimore's Promise cannot advise organizations on the likelihood of receiving funding through the SFC process, but you will have a chance to explain in the application which populations your organization serves and why.

Planning your application

Q. What is the difference between the orange and yellow colors in the [Funder Requirements & Priorities Document](#)?

A. There is no substantive difference. We alternated the colors for each row so the table is easier to read.



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Q. My nonprofit has changed its name with Maryland, but we are waiting for confirmation from the IRS that they have logged the change. Should we apply under the old name or the new name?

A. We would recommend applying under the name that is reflected on most or all of your required documentation. For any document that reflects the other name, please attach the proof of name change as an additional page and upload as one document for that required upload field.

Q. What if we have the capacity to run a large program which would require more funding than a smaller program. Will funders look at the amount requested and choose not to fund us?

A. There is no stated preference of the SFC or its funders as it relates to program size preference. SFC funders do their best to fund whole program budgets. If funders cannot fund an entire program budget but are enthusiastic about the program, they may reach out to see how the program model would change based on a different level of funding and/or may partially fund the budget.

Q. How is the SFC coordinating with City Schools' efforts around summer programming?

A. Previously, SFC decisions have been released in advance of information about what City Schools has planned for in their budget. This may also be the case in 2022. In 2021, Baltimore's Promise (the administrative backbone of the SFC) partnered actively with City Schools to share information about the landscape of summer opportunities, including those provided by SFC grantees. We hope to continue this partnership in summer 2022.

Q. Will schools be considered differently by the SFC if there is available funding from City Schools?

A. In general, leveraged funding is not seen as a negative. SFC funders typically desire to complement other sources of funding that may be awarded to programs.

Q. Are the SFC funders aware of the BTU and City Schools bump in teachers OST pay to \$50/hour and the impacts of that on SFC staffing budgets?

A. Yes.

Q. What is the maximum amount of funding an applicant can request through the SFC?

A. There is no maximum amount applicants can request through the SFC.

Q. Can we submit two applications if we have two different programs?

A. Yes.

Q. Do we have to submit separate applications if we have two different programs, or can we apply with one application?

A. You must submit a separate application for each program.



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Q. My summer program operates at two different locations. Each offers different programming. Should I indicate that my program has multiple sessions?

A. This program has two program locations, rather than two sessions. There is space to indicate two program locations on the application. However, if the two program locations offer significantly different programming, it may make sense to complete two applications, one for each program.

Q. Are we allowed to add links in the narrative that the readers will be able to access, i.e., a story in the Sun Paper that features the organization or a television interview that provides insight about the organization?

A. You are welcome to include links in the narrative section, but we cannot speak to whether funders will consider the links in their decision-making processes. Community reviewers will not have access to those links, so we would advise that you put any essential information directly into the program narrative itself.

Q. Is there a specific document we need to upload in order to demonstrate our organizational budget?

A. No. We ask about organizational budget size in the application, and there is no additional documentation that you need to submit.

Q. In the requirements for a Comprehensive Program, “enrichment (daily)” is listed as a separate bullet point from “academic enrichment (weekly or daily).” If a program provides daily academic enrichment, would that also satisfy the daily enrichment requirement (assuming the programming also provided weekly physical activity)?

A. Yes.

Q. Can a comprehensive program be open only to rising 12th graders, or would it be expected to be open to the whole age range (9th through 12th)?

A. Yes, a comprehensive program can be open only to 12th graders as long as it meets all other requirements of a comprehensive program.

Q. For question 13, which asks about our organizational budget, should we include the current budget for FY 22 or upcoming budget for FY 23.

A. You should include your current organizational budget.

Q. What do you mean by “build-on and expand day to day experiences” in question 39?

A. Question 39 on the SFC application is related to the theme of Exposure and Diverse Experiences. “Young people want programs that allow them to experience new and interesting things, including travel outside of the city and career exploration.” This question is asking how your program exposes participants to experiences beyond what they might have access to in their everyday life.



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Q. Should we include transportation provided during programming to offsite trips, under question 36? Or is this question only asking about transportation to our site at the beginning and end of programming?

A. This question is asking about how participants are transported to and from your program.

Q. This is the first year that our target sample includes recent high school graduates and high school students. For question 28, would those 10-15 students go under the category, 'Number of youth served: Older youth not in school up to age 24' and the rest go under high school?

A. Yes.

Budget and Budget Template

Q. Can you make sure that all cells in the description column of the budget template will text wrap and expand for the full text?

A. This is not possible because the budget template is locked to make sure that all budget submissions are consistent. However, at the top of the spreadsheet, there is a formula box that will show the entire contents of the cell you have clicked. You can click the border of this formula box to widen it so that you can see the full text in any cell.

Q. Is there a limit on indirect costs in the budget?

A. Funders have not indicated a limit on indirect costs.

Q. In the budget template, how do we reflect general operating dollars that we are using to support our summer program, in addition to what we are raising specifically for summer?

A. You can reflect that funding in Column D of the budget template, Committed Funding, if those dollars are committed when you complete the application.

Q. Should we include in-kind donations in the budget template?

A. You should not include in-kind donations in the budget template, but you should describe them in the budget narrative.

Q. If our organization is part of a larger national or international organization, which budget should we list as the organizational budget?

A. You should list the budget for the local branch of the organization.

Eligibility for Baltimore Children and Youth Fund (BCYF) Funding

Q. What are BCYF's funding priorities?



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A. BCYF will prioritize programs from Black, Indigenous, or Person of Color (BIPOC)-led organizations and programs that primarily serve older youth (51% or more of participants will be youth ages 14-24.) A program is eligible for BCYF funding if they are BIPOC-led but serve younger youth, or if they are white-led and primarily serve older youth. A program is also eligible if they are BIPOC-led AND primarily serve older youth.

Q. Why did BCYF choose these funding priorities?

A. BCYF selected these funding priorities based on data published in the [Baltimore City Youth Opportunities Landscape](#) and data analyses from previous SFC funding cycles indicating the need for more funds to be directed towards BIPOC-led and older youth serving organizations to enhance the equitable distribution of funding for summer programs in Baltimore.

Q. Do we need to submit a financial audit to be considered for BCYF funding?

A. If your organization has an annual income of over \$750,000, you will need to submit a financial audit from no earlier than FY 19 to be considered for BCYF funding. If your organization has an annual income between \$300,000 and \$750,000, you will need to submit a financial review. If your organization has an annual income of less than \$300,000, you do not need to submit a financial audit or review to be considered for BCYF funding.

Q. Does “annual income” refer to our total organizational budget, or the amount we are requesting for our summer program?

A. “Annual income” refers to your total organizational budget.

Q. What level of liability does my program’s insurance need to cover to meet BCYF’s requirements?

A. The level of liability depends on the size of the grant received from BCYF. Please review the levels of insurance requirements listed in [Appendix E of the RFP](#). You can include the cost of the required insurance in your budget template and overall funding request to the SFC.

Q. Is it worthwhile for a smaller organization to apply for BCYF funding given the additional reporting requirements?

A. New funds from BCYF present an amazing opportunity for youth serving organizations and a potential burden in meeting the reporting requirements. For that reason, Baltimore’s Promise will be increasing our staff capacity next summer to be able to provide technical assistance and support specifically to BCYF grantees as they navigate these requirements. We are unable to speak to how the requirements impact the day-to-day of grantees, as this will be different for each



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organization. However, you are also always welcome to budget for additional capacity in your program budget to meet any anticipated needs.

Q. Will we be eligible for BCYF funding if we do not submit an audit and our organizational budget is greater than \$750,000?

A. No.

Community Review Process

Q. Can organizations applying for SFC 2022 funding also be partners in the community review process?

A. Yes. Reviewers recruited by partner organizations who are applying for SFC funding will not review the application(s) from that partner organization.

Q. How will you prioritize which applications are reviewed in the community review process?

A. Ideally, all SFC 2022 applications will undergo the community review process. However, if the SFC receives more than 200 applications, we will prioritize applications that meet BCYF's funding priorities, as BCYF will align 100% of their funding decisions with feedback from the community review process.

Q. What about if you receive more than 200 applications overall, but less than 200 are eligible for BCYF funding. Will other applications be included in the community review process?

A. In this scenario, other SFC applications will be randomly selected for inclusion in the community review process. Feedback from the community review process will be shared with individual funders and may be incorporated into their decision-making processes.

Miscellaneous

Q. What happens if your program provides kits or other services, so you don't have a site that funders can visit during the summer site visits?

A. If your program receives SFC funding and does not have a physical location for a site visit, funders may request an alternate form summer check-in, such as an in-person or virtual conversation with the program leader.

Q. What is a management letter?

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.



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However, if your management letter is separate from the audit, you can upload it separately.

- Q. Will you offer technical assistance in securing healthy meals for in-person programs?
A. Yes, we will offer technical assistance around this topic in spring 2022.
- Q. What is the difference between a financial review and an audit?
A. A financial review is a CPA-performed examination of a company's financial records that reports on the plausibility of its financial statements, providing limited assurance. An audit is more rigorous than a financial review, so if you include your most recent audit with your SFC application, you do not also need to include a financial review.