



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

*All questions asked at the info sessions or submitted via e-mail before December 4<sup>th</sup> will be answered in this document. It will be uploaded to the SFC website and updated twice: November 20, 2020 and December 4, 2020 by 5:00 PM.*

### **Summer Funding Collaborative (SFC) Information**

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. What was the average grant award in 2020?

A. Last year's average award was \$47,952.

Q. What was the range of SFC awards in 2020?

A. Last year's range of awards from \$190,000 - \$9,000.

Q. Is it possible to receive less than the full amount of funding we requested instead of being flat-out denied? Do organizations need to flag that they would prefer to accept less money than none at all?

A. 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.

Q. How many applications did you receive last year?

A. We received 169 applications and fully or partially funded 74 of those proposals.

### **Eligibility**

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

A. Yes.

Q. About 30-50% of the youth our summer program serves are from low income backgrounds in Baltimore City. Are we eligible to apply for SFC funding?

A. 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.

Q. Are there any fiscal sponsors that SFC Funders do not work with?

A. We are waiting on additional information to answer this question. Please check back on December 4<sup>th</sup>, 2020 at 5:00pm.



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### **Eligibility (Continued)**

- Q. What are the range of ages of youth that this funding can serve?  
A. SFC funding serves youth ages 0-24.
- Q. Will partnerships between community-based organizations/providers be eligible this year?  
A. Partnerships will still be eligible and are encouraged.
- Q. Is there a limit on how many comprehensive and specialized programs will be funded? Do funders have a strong preference for one type over the other?  
A. There is no centralized goal for the percentage of funding that goes to certain types of programs or age bands.

### **Planning your application**

- Q. Is there a deadline for submitting questions?  
A. The deadline for submitting substantive questions is December 4<sup>th</sup> at 12:00pm. The deadline for submitting technical questions is December 11<sup>th</sup> at 12:00 pm.
- Q. May the same organization submit more than one application for funding if the requests come from different departments?  
A. The same organization may submit more than one application for funding if the requests are for two distinct programs.
- Q. Is it possible for applicants to hear what youth and families look for in summer programs?  
A. Baltimore's Promise will provide funders with a comprehensive guide that captures the perspectives and priorities of youth ages 11-24 and caregivers of youth ages 4-10 collected in engagement sessions over the past year. While this information will be made accessible to the community in 2021, the guide will not be complete until after the SFC 2021 Application is due.
- Q. I just signed up for technical assistance with Maryland Out of School Time (MOST) but I haven't received a confirmation email. Where is the link for my session?  
A. MOST will send you a calendar invite with a link to your session once your reviewer has been assigned.



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### **Planning your application (continued)**

Q. We plan to work with YouthWorks this summer, but they haven't released their dates for summer 2021 yet. Should we indicate that some components of our program are based on their timeline in our narrative?

A. Yes. Question # 32 asks you to indicate that you are planning to work with YouthWorks. You will want to include as complete of a program proposal as possible and mention that you would like to work with YouthWorks but are awaiting confirmation of their schedule.

Q. If our program start-date and end-date changes once YouthWorks announces its session dates, can we change our program dates later?

A. Yes. If your program receives a grant you will have an opportunity to share whether your program dates have changed in Spring 2021.

Q. Where can we find the requirements for comprehensive and specialized programs?

A. You can find these requirements in the [Program Guidance](#) document.

Q. Questions #30 and #31 indicate that you must describe how your program will work on the selected program focus areas, but I don't see where this is specifically asked. Which questions require applicants to share more detail about their program focus areas?

A. You should describe how and why your program will work on the selected program focus areas throughout the Program Narrative section. There is no specific question that asks about this. We encourage you to address this in questions #34, #35, and #36 by discussing how the selected program areas meet the needs of the youth you plan to serve, how your program focus areas relate to your program goals, and how the focus areas build 21<sup>st</sup> Century Skills, respectively.

Q. We are a school that is working in conjunction with a partner organization. Will the SFC grant be awarded to them or to us?

A. If the school has a non-profit entity to apply through, you could apply through this entity and list the partner organization in your application. If your school does not have a non-profit entity and your partner organization is community based/has a (501)(c)(3), we recommend that they become the lead applicant. Either way, we encourage you and your partner organization to develop the application together.



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### **Accounting for COVID-19 in your application**

Q. What if we don't know what program model we want to run in summer 2021 yet?

A. You should submit the program model is ideal for your organization to run with the information you have about COVID-19 at this time. If your program receives a grant, you will have an opportunity to update this information should it change closer to the start of Summer 2021.

Q. If your program model changes between now and the start of summer 2021, who would you contact to approve these changes?

A. If your organization receives a grant, you will have an opportunity to note changes to your program model through a survey that will be administered closer the start of summer 2021. Baltimore's Promise will administer the survey and share the results with funders, who will then get in touch with any questions.

Q. If we plan to provide virtual programming, but can transition to in-person if COVID-19 dissipates, then where is it best to include that and how much information do you want about how the structures would differ?

A. Given the information we have about COVID-19 and the state of the pandemic **at this time**, you should submit a proposal for the ideal program that you would like to run in summer 2021. Virtual, hybrid, and in-person models following COVID-19 safety protocols are welcome. You will have the opportunity to update your program model closer to the start of summer 2021 if your program receives a grant.

Q. Will virtual, hybrid, and in-person program models be weighted differently?

A. No.

Q. Should we include a budget for a transition to in-person (if the opportunity arises), or just focus on main budget for virtual?

A. You should provide the budget for your ideal summer program given the current information you have about the COVID-19 pandemic. The budget should match the program narrative submitted with your application.



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### Completing your application

Q. If a funder requires a document and we do not submit it, will that funder still consider our application and ask us to send the document later if they are interested in our program?

A. Funders **may** ask you to supply additional documents if they are interested in your program. However, you run the risk that your application **will not** be reviewed by a funder that requires that form of documentation. We recommend that you submit all documents required by the funders you are interested in having review your application.

Q. If we have multiple people working on our application, can they both work in Formstack and share the unique sign-in links with one another?

A. This is possible, but not recommended, as you run the risk of information being lost or changed accidentally. We suggest completing all components of the application together off-line before transferring your responses into Formstack.

Q. For foundations that have specified that they require financial audits, would financial statement reviews suffice?

A. In the past, some funders have accepted financial reviews instead of financial audits depending on the size of the organization. This year, those funders are asking for your most recent financial audit (or proof of fiscal sponsorship), regardless of the size of the organization.

### 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.

### Formstack Application Platform

Q. For questions #8 and #9, who do you mean by organizational leader?

A. The organizational leader is the person listed as the Executive Director, CEO, Principal, etc. of the organization applying. The organizational leader is NOT the Board Chair or Fiscal Sponsor.

Q. What is the character limit for #36?

A. 2500 characters, including spaces.



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### **Formstack Application Platform (continued)**

Q. Why isn't there an option to indicate that a program recruits from across Baltimore City in question #48?

A. This option was removed to enable programs to indicate specific neighborhoods from which they plan to recruit participants.

Q. In questions #45 and #46, can we select "other" and combine more than one special population that our program prioritizes? For example, our program serves both girls and boys of color. Can we write this in the "other" section?

A. It is possible to do this, but we recommend indicating each special population separately. In this case, you would indicate "boys and young men of color" in #45, and select "other" and write "girls and young women of color" for #46.

### **Application Review**

Q. How much is youth feedback weighted in decisions? Are there standardized evaluation criteria between funders and youth?

A. Youth feedback is not weighted in a central way by SFC funders. Each funder will use this information differently depending on their funding priorities and internal decision-making processes. You should emphasize how youth voices are represented in your program in the Program Narrative section of the application (Questions #33-#42).

### **Awards, Contracting, and Reporting**

Q. Are programs ever funded by more than one funder?

A. This happens frequently. If you are funded by more than one funder, each funder will be in touch with you regarding their specific contracting processes. However, the notification letter listing each funder making a grant to your program and a contact person at their organization will come from Baltimore's Promise.

Q. When will you find out if your program did not receive SFC funding?

A. You will find out on the same day that funding awards are announced in early March 2021.