



BALTIMORE
**SUMMER
FUNDING**
COLLABORATIVE

**SFC 2024 RFP
Application Tutorial**



Getting to Fundseeker Portal

- Can be located from SFC website.
 - Click on “[online portal](#)” hyperlinks.

- **Direct Fundseeker Portal Link:**

<https://baltimorespromise.my.site.com/fundseekerportal/s/login/?ec=302&startURL=%2Ffundseekerportal%2Fs%2F>

Request for Proposals (RFP)

The Baltimore Summer Funding Collaborative consists of over 10 organizations that fund high-quality summer programs serving children and young adults from low-income families in Baltimore City. While funders make grant awards in response to their foundation’s specific funding priorities, SFC funders share a commitment to expanding access to high-quality summer opportunities and streamlining the process by which providers can access private grant dollars. The SFC uses an online application that allows providers to apply for grants from SFC funders with one submission. You can read the full RFP [here](#).

Your application for SFC 2024 funding must be completed via the [online portal](#). Live trainings for the online portal will be provided at our online and in-person information sessions on October 19 and October 23. In addition, we will upload a training video for anyone who is unable to attend an information session and will provide technical assistance for any applicants who have questions about completing the portal and online application. In advance of next week's information sessions, we encourage you to read through the full [SFC 2024 Request for Proposals](#). The RFP contains all the information you need to learn how to apply for SFC 2024 funding. It also contains a list of the application questions that will be asked in the online portal.



BALTIMORE'S PROMISE



Username



Password

Log in

[Forgot your password?](#)

[Click to Register](#)



Register-1

1

Register

1

- If error message saying user already exists, it means you already have an account.
- Use the “*Forgot Password*” function to reset password for existing account.

2

- Confirmation email sent to inbox
 - *Or Spam folder*
- Ensure these email addresses are not flagged in your inbox.
 - summer@baltimorespromise.org
 - info@baltimorespromise.org

BALTIMORE'S PROMISE

Contact Information

First Name *

Michael

Last Name *

Scofield

Phone *

2404695388

Email Address *

ofosu.scott.1020@gmail.com

Organization Information

Organization Name *

Prison Architecture Education

Street *

111 Panama St.

City *

Baltimore

State *

Maryland

Zip Code *

21230

Sign Up

[Back to login page](#)

2

NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator.

[Back to login](#)




Register-2

- **Username:** Email + “.funding”
 - Example: *adjoa@baltimorespromise.org.funding*
- Click “Create Password Link” and create password.

1

Complete Your Baltimore's Promise Fundseeker Portal Sign-Up Process Inbox x

 **Summer Funding Collaborative** summer@baltimorespromise.org via 23vf9nbi4k2d.f2-168x8eai.usa422.bnc.salesforce.com to me ▾
Hello Michael Scofield ,

Thank you for creating an account in the Baltimore's Promise Fundseeker Portal. We are excited to review your application(s).

Your Fundseeker Portal username is: **ofosu.scott.1020@gmail.com.funding**

To finish creating your account, please use the link below to access the Fundseeker Portal and create a password. Create only one account for one organization. You will have to share this account with various individuals in your organization. Ensure that the password can appropriately be shared with your peers.

Create Password Link: https://baltimorespromise.my.site.com/fundseekerportal/login?c=HLMpXV_yJq_rNos1fbFfswtVhHQP7D5KD_aMYQETif0IDH3gZL56h_aMpWjcopMzdTWy_XpE9BTu9IKvrpYptFIZfVjp4ohbcJ5IZCksurig3pTaqwlsT_YXzY9r7VHRrUcuLhahACs2At5ME19jCK04UnGSLCeq0czmmhbOI.PXPBdVe.bH6uqiEaCPMFIQI7NcThNp_ysFvo11UR2yhJwD0jjsfA%3D%3D

If you have any questions, please reach out to Baltimore's Promise at summer@baltimorespromise.org.

Thank you,
SFC Team

← Reply → Forward

BALTIMORE'S
PROMISE

Change Your Password

2

Enter a new password for
ofosu.scott.1020@gmail.com.funding. Make sure to include at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number

* New Password

..... Good

* Confirm New Password

..... Match

Change Password

Password was last changed on 10/24/2023 12:14 PM.



BALTIMORE'S PROMISE



Username



Password

Log in

[Forgot your password?](#)

[Click to Register](#)



1

BALTIMORE'S
PROMISE

Forgot Your Password

To reset your password, enter your username.

Username

Cancel Continue

- ONE-TIME LINK To Reset Your Fundseeker Portal Password. THIS IS A ONE-TIME LINK.

Summer Funding Collaborative summer@baltimorepromise.org @salforce.com
to me

Helo Michael Scofield.

THE LINK BELOW ONLY WORKS ONE TIME. IT WILL NOT WORK IF CLICKED AGAIN.

IF YOU CLICK THIS LINK AGAIN, YOU WILL BE LOOPED BACK INTO RE-ENTERING YOUR USERNAME TO RECEIVE A PASSWORD RESET EMAIL.

THE LINK BELOW ONLY WORKS ONE TIME. IT WILL NOT WORK IF CLICKED AGAIN:

Your username: [stuart.1335@gmail.com](#) finding
ONE-TIME Password Reset Link: https://baltimorepromise.my.site.com/fundseekerportal__external?identityUrl=https://my.fundspasswordreset&id=Cc=9f02C00000156X3Q000001AQCQwK3mVnEMDREZvWMD5uMDFCFyEgYgdIdRmAMUADMDuMfJGG3o3a2o3uNfVMD5uMD5uSRBBBIO1TOWRESENO1UBAHMVVtO2G9yHdCKSN7OfG1zbaHfCl5eCv45L_Ryq7F8MjyUABthvrcrPteRYNDkL7ZmY3Sy4BYCvMDGLQUPHvAc6f2zsuTE_VXk4d4eylcsagge&url=https://2000-13fe-591fs-53hd9977a2bd189ed159af42e-41ae-a993-8d76d6186

Thank you,
Baltimore's Promise

Reply Forward

- Confirmation of Email
 - *Check spam folder as well*
- Click hyperlink and change password

3

BALTIMORE'S
PROMISE

Change Your Password

Enter a new password for
ofosu.scott.1020@gmail.com.funding. Make sure to
include at least:

- ☐ 8 characters
- ☐ 1 letter
- ☐ 1 number

* New Password

* Confirm New Password


Change Password


Password was last changed on 10/24/2023 12:40 PM.



Fundseeker Portal Site-Log In

BALTIMORE'S
PROMISE

 ofosu.scott.1020@gmail.com.funding



Log in

[Forgot your password?](#)

[Click to Register](#)



Navigation Bar – Application Information

[Home](#)[My Application\(s\)](#)[Application Information](#)[Complete 2023 EOS Report](#)

- **Navigation Bar**

- Application Information.
- *All programmatic questions will be answered here.*



2024 SFC Grantee Information

The Baltimore Summer Funding Collaborative consists of over 10 organizations that fund high-quality summer programs serving children and young adults from low-income families in Baltimore City. While funders make grant awards in response to their foundation's specific funding priorities, SFC funders share a commitment to expanding access to high-quality summer opportunities and streamlining the process by which providers can access private grant dollars.

The SFC uses an online application that allows providers to apply for grants from SFC funders with one submission. You can read the full RFP [here](#).

Your application for SFC 2024 funding must be completed via the [online portal](#). Live trainings for the online portal will be provided at our online and in-person information sessions on October 19 and October 23. In addition, we will upload a training video for anyone who is unable to attend an information session and will provide technical assistance for any applicants who have questions about completing the portal and online application. In advance of next week's information sessions, we encourage you to read through the full [SFC 2024 Request for Proposals](#). The RFP contains all the information you need to learn how to apply for SFC 2024 funding. It also contains a list of the application questions that will be asked in the online portal.

WHO MAY APPLY

The SFC funds summer programs that:

1. Are operated by organizations with 501(c)(3) or 509(a) status, or a current fiscal sponsor.

2. Serve children and youth (ages 0-24) from families with low-incomes living in Baltimore City.

- Programs may take place outside of Baltimore City as long as SFC funding supports program participants that are Baltimore City residents
- Programs may include participants that are not Baltimore City residents and/or do not come from families with low-incomes, as long as SFC funding is used to support program participants that are Baltimore City residents and who come from families with low-incomes

3. Are accessible to participants:

- The SFC funds programs that primarily serve youth from families with low incomes in Baltimore City to increase access to quality summer opportunities for all young people. Most SFC programs do not charge any fees to participants. If your program charges a fee, you **MUST** provide an accommodation for participants who cannot pay the fee.
- Programs should provide healthy meals and snacks to participants. Programs that run in-person for four or more hours each day must serve meals. The SFC encourages all programs to provide participants with healthy meals and snacks throughout the summer.
- Programs must have a plan in place to ensure that participants are able to arrive and leave from the program safely.
- Where applicable, programs should welcome and include students of all abilities.

4. Embody the six priority areas identified by youth and families as essential for quality summer programs:

- Relevant knowledge and skill-building
- Accessibility
- Youth Centered
- Exposure and Diverse Experiences
- Engaged and Professional Staff
- Safe Mental and Physical Spaces



Start A New Application-1

Resources

Full RFP PDF (also contains full application questions starting on Page 23. We suggest reviewing all application questions before hand) **click [HERE](#)**

Fundseeker Portal Office Hours (these Zoom Calls are held by BP staff to assist in technological issues with the Fundseeker Portal)
Every Mondays, Wednesdays and Thursdays 11am to 12pm. Click [HERE](#) to join Zoom Call.

Professional Development Sessions (these sessions are held by consultants to aid in delivering robust and strong grant applications)
Click [HERE](#) for a list of all PD Sessions scheduled for the SFC 2024 RFP Cycle.

One-on-One Technical Assistance Sessions (similar to PD Sessions above but for individual one-on-one assistance)
Click [HERE](#) for a list of all TA Consultants and register for a one-on-one meeting.

- **To Start:**
 - “Click Here To Apply”

Current/Open Grants:

To apply, scroll down and click "Click Here to Apply"

Summer Funding Collaborative Application (Deadline: November 15, 2023 5pm)

The Baltimore Summer Funding Collaborative (SFC) funds high-quality summer programs for Baltimore City children and youth from families with low incomes. The SFC aims to help more young people attend high-quality summer programs. To do this, the SFC has streamlined the application for funding from more than 10 public, private, and nonprofit organizations. The SFC has a common application. You can apply for grants from all SFC funders with just ONE submission. To learn more about the SFC click [HERE](#).

Full RFP PDF (also contains full application questions. We suggest reviewing all application questions before hand) **click [HERE](#)**

- **Fundseeker Portal Office Hours** (these Zoom Calls are held by BP staff to assist in technological issues with the Fundseeker Portal)
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 - Click [HERE](#) for a list of all TA Consultants and register for a one-on-one meeting.

To start a new application, select "**Click Here To Apply**". To resume application(s) you already started, select "**Resume My Application(s)**".

Submit the online application AND all required documents by 5:00 PM on Wednesday, November 15, 2023.

To ensure that your application is submitted on time, we suggest submitting at least a week prior to the due date. There are no exceptions for late applications due to technical issues or unanswered questions. Please take advantage of several technical assistance opportunities and support materials to ensure your on-time submission.

Click Here To Apply

Resume My Application(s)



Start A New Application-2

- Click “Start New Application”



2024 Summer Funding Collaborative Application

Full RFP PDF (also contains full application questions. We suggest reviewing all application questions before hand) [click HERE](#)

- **Fundseeker Portal Office Hours** (these Zoom Calls are held by BP staff to assist in technological issues with the Fundseeker Portal)
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 - [Click HERE](#) for a list of all TA Consultants and register for a one-on-one meeting.

To start a new application, select **[Click Here To Apply](#)**. To resume application(s) you already started, select **[Resume My Application\(s\)](#)**.

[Resume My Application\(s\)](#)

DEADLINE: You must submit your application by Wednesday, November 15, at 5pm.

To ensure that your application is submitted on time, we suggest submitting at least a week prior to the due date. There are no exceptions for late applications due to technical issues or unanswered questions. Please take advantage of several technical assistance opportunities and support materials to ensure your on-time submission.

To apply for funding, click Start New Application.

[Start New Application](#)



Start A New Application-3

- Application
 - **7 pages**
- Click “Save & Next” to move forward.

FYI: Only prior page information saved.

Example: If you answered all Page 1 questions, moved on to Page 2 but exited the website,

- All information in Page 1 will be saved.
- Any information in Page 2 will **NOT** be saved.

2024 Summer Funding Collaborative Application

Full RFP PDF (also contains full application questions. We suggest reviewing all application questions before hand) [click HERE](#)

- **Fundseeker Portal Office Hours** (these Zoom Calls are held by BP staff to assist in technological issues with the Fundseeker Portal)
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- **One-on-One Technical Assistance Sessions** (similar to PD Sessions above but for individual one-on-one assistance)
 - Click [HERE](#) for a list of all TA Consultants and register for a one-on-one meeting.

To start a new application, select **"Click Here To Apply"**. To resume application(s) you already started, select **"Resume My Application(s)"**.

Resume My Application(s)

Page 1 - Organization Contact Information & Background

Please provide the following information about your organization.

*1. Did you apply for funding from the Summer Funding Collaborative in a previous year?

* Required

- ☒ Yes
☐ No

*2. Organization Name:

Prison Architecture Education

*3. Program Name:

* Required

* 4. Address of Organization:

111 Panama St., Baltimore, Maryland 21230

☐ Use a different address

*5. Organizational Leader First & Last Name: (Executive Director, CEO, President, etc)

*6. Organizational Leader's Title: (Executive Director, CEO, President, etc)

\$6

*14. Mission of the Organization. (500 character limit including spaces)

* Required

.fhdnedf

Previous

Save & Next



Questions to Highlight

General

- All email addresses need to be a valid input. *(error message if incorrect)*
- **ONLY** numbers for Phone. *No (), - or spaces*
- Currency. **ONLY** number. *Do not put "\$"*
- Character Count. *Very strict. Use Word Document.*

Page 1 – Organization Contact Information & Background

- Question 8 = Organization Leader *(one person)*; Question 9 = Senior Leadership Staff *(will be multiple people)*

Page 2 – Program Information

- Individual Youth Served Questions (Q17a-e) = Q18. Total Youth Served

Page 3 – Program Description

- If program charge fees and give no accommodations for fees, application will stop.

Page 4 – Budget

- Each of the 19 Budget Line Items need a number and a description
 - *0, N/A if budget is not used.*
- Total of ALL 19 Budget Line Items = Question 45

Page 5 – Fiscal Sponsor Information

- You may enter your own information again if you do not have a fiscal sponsor

Page 6

- **ONLY** considered for BCYF or WBRF funding if program qualifies.

Page 7 *(Not required)*



After Answering Application Questions

- After Page 7...

APPLICATION HAVE NOT BEEN SUBMITTED

- Need to upload Required Documents
- Click “Go to My Application(s)”

Thank you for completing the initial application questions.
THIS IS NOT RECIEPT OF APPLICATION SUBMISSION

Next Steps After Completing Full Application:

- Do not forget to upload supplemental materials to the [Requirements](#) section for your program application.
 - To get to this section, click the “Go to My Application(s)” button below or click the “Resume My Applications(s)” button above.
 - On the right hand side of that page, you will see the list of requirements.
- You may upload documents as MS Word documents or PDFs. *We recommend PDF files when possible.*
 - Make sure the file name indicates your organization and the document type (e.g., “Organization Name 501c3 Tax Status.pdf”).
 - You will need to upload as many documents listed below as necessary. *Read the RFP to understand which documents your program is required to upload. Minimum document upload = 1*

List of Requirement Documents:

- Certificate of Good Standing
- Confirmation of 501(c)(3) or 509(a) tax status
- Proof of fiscal sponsorship, if applicable, such as a copy of a current contract or MOU with your fiscal or a current letter from your fiscal confirming the partnership and its duration (please see Funder Requirements document for more information)
- Financial Review, if applicable (please see RFP document for more information)
- Form 990
- W9
- Most recent financial audit, if applicable (please see RFP document for more information)
- Management letter, if applicable
- Optional: Upload a sample weekly or monthly activities calendar that you give out to students and families/caregivers. *You may use an actual calendar or program schedule from a past year or provide a mock-up of your Summer 2023-2024 calendar or program schedule.*

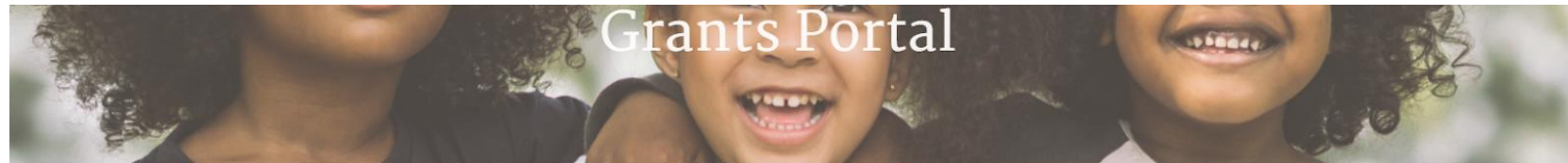
YOUR APPLICATION IS NOT CONSIDERED COMPLETE UNTIL YOU HAVE UPLOADED ALL THE APPROPRIATE DOCUMENTS IN THE REQUIREMENTS SECTION.

APPLICATIONS SUBMITTED BEFORE THE DEADLINE WILL BE REJECTED IF THE APPROPRIATE DOCUMENTS ARE NOT UPLOADED.

[Go to My Application\(s\)](#)



Application Full View-1



Funding Request
Michael Scofield: SFC

+ Follow Fill Out End-of-Summer Report Printable View Submit Application

Status	Ready to Submit	Atleast one file has been uploaded
In Progress	No	No files have been uploaded with application.

Full Application View

Instructions:

- Each section corresponds to the pages on the application when you initially started filling it out. Use the help icon (hover on "i" icon), for the question wording.
- You may edit specific fields by clicking the pencil icon next to the field. Make sure to save all changes after edits.
- The **Submit** button has validations and will ONLY work after satisfying the following issues:

Validation 1: Answering all questions on Page 1 to Page 6 (Page 7 is optional).

- Use the "**Page # Complete**" checkbox fields to confirm if the required questions are answered. If they are checked, it means you have answered all required fields for that page/section. If they are not checked, you have not answered the required questions on that page.

Validation 2: Uploaded atleast one Requirement document.

- You will have to upload atleast one document in the requirement section as well as any accompanying documents (revisit RFP to understand required documents).
- To upload documents, use the list view on the right hand side and upload documents under the appropriate requirement name.
- After uploading atleast one document, the "**Atleast one file has been uploaded**" field will change to a "Yes, atleast one file has been uploaded with application".

Validation 3: Ready to Submit Button has changed from No to Yes

- The "**Ready to Submit**" field will change from No to Yes after satisfying the two validations above.

THE SUBMIT BUTTON WILL ONLY WORK AFTER SATISFYING ALL THREE VALIDATIONS ABOVE. IF YOU ARE UNABLE TO SUBMIT, PLEASE LOOK UP THE STATUSES OF THE THREE OBLIGATIONS INDICATED AND UPDATE YOUR APPLICATION ACCORDINGLY.

- Application Full View
 - Submit Application Button
 - Printable View Button



Application Full View-2

Validation 2: Uploaded atleast one Requirement document.

- You will have to upload atleast one document in the requirement section as well as any accompanying documents (revisit RFP to understand required documents).
- To upload documents, use the list view on the right hand side and upload documents under the appropriate requirement name.
- After uploading atleast one document, the "Atleast one file has been uploaded" field will change to a "Yes, atleast one file has been uploaded with application".

Validation 3: Ready to Submit Button has changed from No to Yes

- The "Ready to Submit" field will change from No to Yes after satisfying the two validations above.

THE SUBMIT BUTTON WILL ONLY WORK AFTER SATISFYING ALL THREE VALIDATIONS ABOVE. IF YOU ARE UNABLE TO SUBMIT, PLEASE LOOK UP THE STATUSES OF THE THREE OBLIGATIONS INDICATED AND UPDATE YOUR APPLICATION ACCORDINGLY.

- Application Full view
- Edit **ALL** application questions using pencil icon
 - Make sure to click "Save" to save edits.
- Add Required Documents here

▼ SFC Application Status

*Funding Request Name Application Date
Michael Scofield:SFC 10/24/2023

▼ Page 1 – Organization Contact Information & Background

Page 1 Complete 1
☒

*Q1. Applied Last Year 1
No
--None--
Yes
✓ No

Q1b. Prior Year Programs 1
--None--

Other Prior Year Program 1

Applying Organization
Prison Architecture Education

*Q3. Program Name 1
Prison Architecture Education Program 2024

*Q4. Address of Organization 1
111 Panama St.

Alternative Organization Address 1
Cancel Save

Requirements (6+)	
Requirement Name	File Uploaded?
Certificate of Good Standing	N/A <input type="button" value="▼"/>
Confirmation of 501(c)(3) or ...	N/A <input type="button" value="▼"/>
Proof of Fiscal Sponsorship	N/A <input type="button" value="▼"/>
Financial Review	N/A <input type="button" value="▼"/>
Activities Calendar	N/A <input type="button" value="▼"/>
Form 990	N/A <input type="button" value="▼"/>
View All	



Submit Application-1

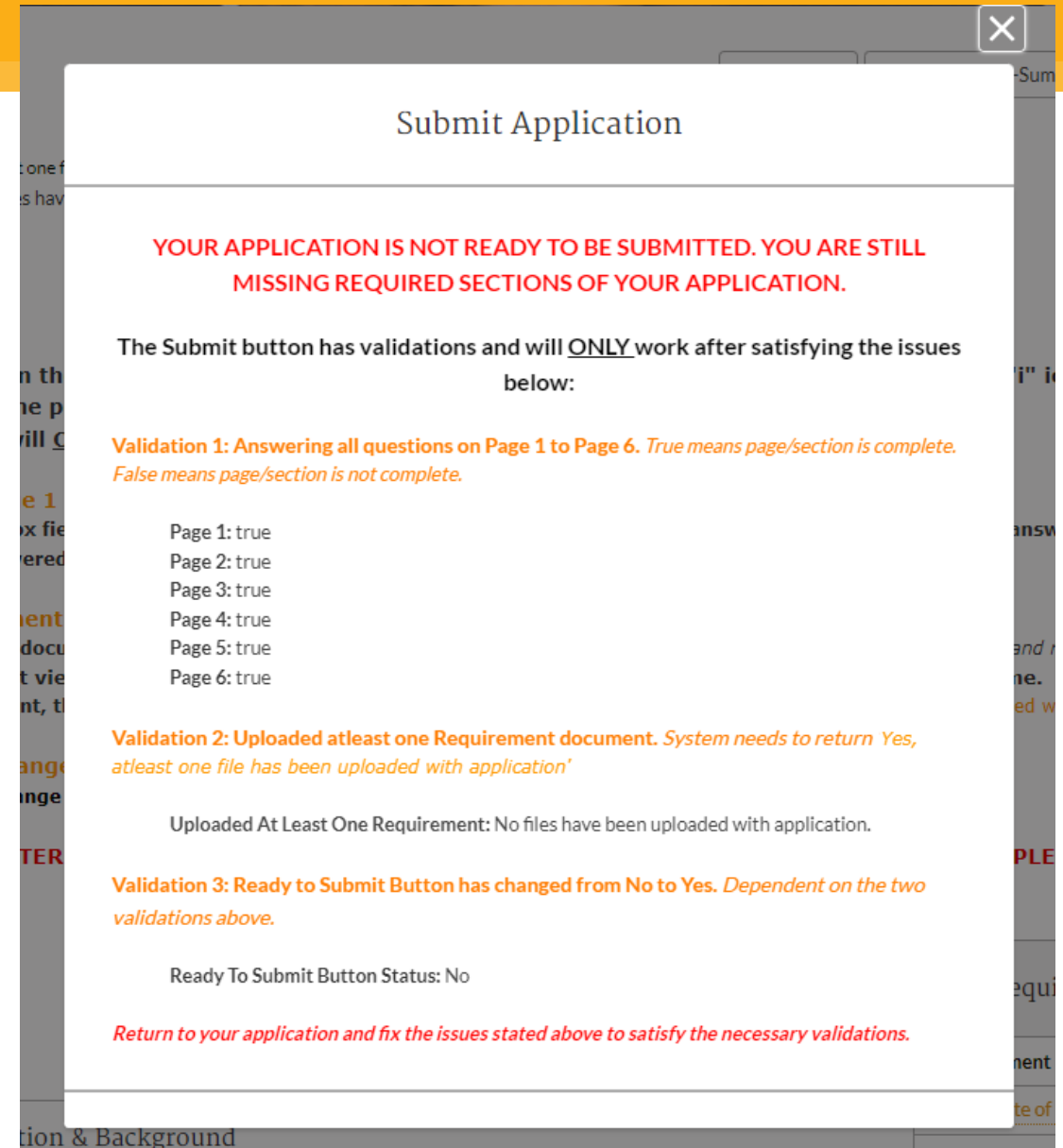
- Three Validations on “Submit Application” button to ensure complete application before application reviews.

Validation 1: Answering all questions on Page 1 to Page 6 (Page 7 is optional).

Validation 2: Uploaded atleast one Requirement document.

Validation 3: Ready to Submit Button has changed from No to Yes

- Unsatisfied validation message:



The screenshot shows a web browser window with a modal dialog titled "Submit Application". The dialog has a close button (X) in the top right corner. The main content of the dialog is as follows:

YOUR APPLICATION IS NOT READY TO BE SUBMITTED. YOU ARE STILL MISSING REQUIRED SECTIONS OF YOUR APPLICATION.

The Submit button has validations and will ONLY work after satisfying the issues below:

Validation 1: Answering all questions on Page 1 to Page 6. True means page/section is complete. False means page/section is not complete.

Page 1: true
Page 2: true
Page 3: true
Page 4: true
Page 5: true
Page 6: true

Validation 2: Uploaded atleast one Requirement document. System needs to return 'Yes, atleast one file has been uploaded with application'

Uploaded At Least One Requirement: No files have been uploaded with application.

Validation 3: Ready to Submit Button has changed from No to Yes. Dependent on the two validations above.

Ready To Submit Button Status: No

Return to your application and fix the issues stated above to satisfy the necessary validations.




Submit Application-2

- Three Validations on “Submit Application” button to ensure complete application before application reviews.

Validation 1: Answering all questions on Page 1 to Page 6 (Page 7 is optional).

Use the "Page # Complete" checkbox fields to confirm if the required questions are answered. If they are checked, it means you have answered all required fields for that page/section. If they are not checked, you have not answered the required questions on that page.


✓ Page 1 – Organization Contact Information & Background

Page 1 Complete 




Q1. Applied Last Year 

No

Q1a. Prior Year Applicants 

Q1

Other Prior Year Applicant Name 

Oth



Submit Application-3

- Three Validations on “Submit Application” button to ensure complete application before application reviews.

Validation 2: Uploaded at least one Requirement document.

You will have to upload at least one document in the requirement section as well as any accompanying documents (*revisit RFP to understand required documents*).

To upload documents, use the list view on the right hand side and upload documents under the appropriate requirement name.

After uploading at least one document, the ‘At least one file has been uploaded’ field will change to a “*Yes, at least one file has been uploaded with application*”.

 Funding Request
Michael Scoffield: SFC

Status
In Progress

Ready to Submit
No

At least one file has been uploaded
No files have been uploaded with application.



Uploading Required Documents



- Requirements located on the Full View of the application.
- 9 Documents

1 YOU DO NOT HAVE TO UPLOAD ALL NINE. ONLY UPLOAD DOCUMENTS THAT ARE NECESSARY TO ACCOMPANY THE APPLICATION (*revisit RFP*)

- Click Requirement Name hyperlink.
- Upload file and then change **'File Uploaded'** status from "N/A" to "*I have uploaded document for this requirement.*"

DINGLY.

1

Requirements (6+)		
Requirement Name	File Uploaded?	
Certificate of Good Standing	N/A	▼
Confirmation of 501(c)(3) or ...	N/A	▼
Proof of Fiscal Sponsorship	N/A	▼
Financial Review	N/A	▼
Activities Calendar	N/A	▼
Form 990	N/A	▼
View All		

2

Requirement Name

W9

Status Update (Change This Section)

File Uploaded?

I have uploaded a document for this requirement

--None--

N/A

✓ I have uploaded a document for this requirement

Cancel

Save

Files (1)					Add Files
Title	Owner	Last Modified	Size		
Sco...	Michael Scof...	10/24/2023 ...	26KB	▼	
					View All

Submit Application-4

- Three Validations on “Submit Application” button to ensure complete application before application reviews.

Validation 3: Ready to Submit Button has changed from No to Yes

The ‘**Ready to Submit**’ field will change from “No” to “Yes” after satisfying the two validations above.

Status
In Progress

Ready to Submit
Yes

Atleast one file has been uploaded
Yes, atleast one file has been uploaded with application.



Resuming Incomplete Application-1

Need to first make it past Page 1 for a new application record to be created.

Tip: Complete first set of questions on Page 1, then click “Save & Next” to continue to Page 2. You can exit this page. You now have an application record that can be returned to and edited at anytime.

To Resume an incomplete application....

- Click “My Application(s)” from Navigation Bar
- Or “Resume My Application(s)” button under the apply button.

The screenshot shows the top navigation bar of the Baltimore's Promise Fundseeker Portal. The navigation bar has four items: "Home", "My Application(s)", "Application Information", and "Complete 2023 EOS Report". The "My Application(s)" item is highlighted with a red rectangular box. Below the navigation bar is a horizontal banner image showing a group of people. The main content area below the banner contains the following text:

This portal is for organizations seeking grant funding through Baltimore's Promise.

Current/Open Grants:
To apply, scroll down and click "Click Here to Apply"

Summer Funding Collaborative Application (Deadline: November 15, 2023 5pm)
The Baltimore Summer Funding Collaborative (SFC) funds high-quality summer programs for Baltimore City children and youth from families with low incomes. The SFC aims to help more young people attend high-quality summer programs. To do this, the SFC has streamlined the application for funding from more than 10 public, private, and nonprofit organizations. The SFC has a common application. You can apply for grants from all SFC funders with just ONE submission. To learn more about the SFC click [HERE](#).

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- **Professional Development Sessions** (these sessions are held by consultants to aid in delivering robust and strong grant applications)
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- **One-on-One Technical Assistance Sessions** (similar to PD Sessions above but for individual one-on-one assistance)
 - Click [HERE](#) for a list of all TA Consultants and register for a one-on-one meeting.

To start a new application, select "[Click Here To Apply](#)". To resume application(s) you already started, select "[Resume My Application\(s\)](#)".

Submit the online application AND all required documents by 5:00 PM on Wednesday, November 15, 2023.
To ensure that your application is submitted on time, we suggest submitting at least a week prior to the due date. There are no exceptions for late applications due to technical issues or unanswered questions. Please take advantage of several technical assistance opportunities and support materials to ensure your on-time submission.

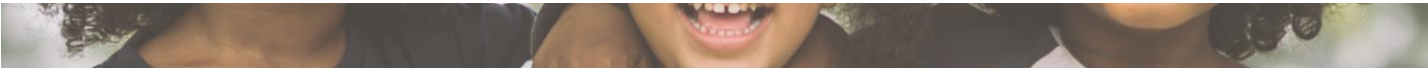
On the right side of the screenshot, there are two orange buttons. The top button is labeled "Click Here To Apply". The bottom button is labeled "Resume My Application(s)" and is highlighted with a red rectangular box.



Resuming Incomplete Application-2

To Resume an incomplete application....

- List view of all present and past applications.
 - ***Ensure you are editing the correct application.***
- Click Funding Request Name hyperlink



My Applications

[Resume My Application\(s\)](#)

Click on the Funding Request Name hyperlink to get a full view of the application and resume your work. Please ensure that you are editing the correct application. If you have multiple applications in view below, order your list by the "Last Modified Date" column in a descending order (newest date --> oldest date). You do not have permission to delete any applications you begin. It might help to change the Funding Request Names to clearly identify which one is the correct application so you submit the correct one to the SFC before the deadline.

	Funding Request Name ↑	Applying Organization	* Q3. Program Name	Ready to Submit	Status	Last Modified Date
1	Michael Scofield: SFC	Prison Architecture Education	Prison Architecture Education Program 2024	No	Submitted	10/24/2023 1:27 PM



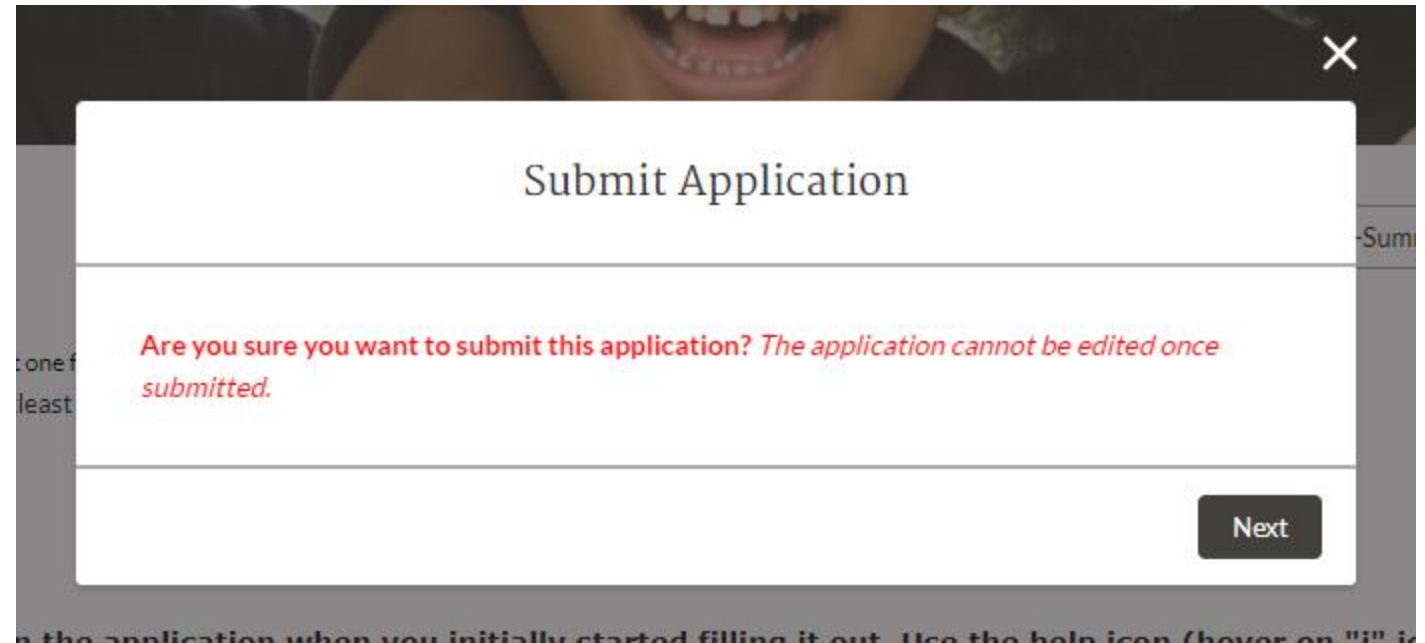
Resuming Incomplete Application-3

- Will be redirected to application full view
- Use pencil icon to edit **ALL** application questions.
- Click “*Save*” to ensure all new information is saved.
- You may return to this page as often as necessary.

[illegible]

Application Can be Submitted

- All three validations are satisfied.
- Click “Next” then “Finish”
- **Warning Message!**
 - Do not submit if you will return and edit application later.



Submitted Application-Owner Change

- Before Submission
 - **Application Owner = Proposal Contact**
- After Submission
 - **Application Owner = System**

NO EDITS SAVED. ERROR MESSAGE.

System Information

Created By



Michael Scoffield, 10/24/2023 12:54 PM

Last Modified By



Michael Scoffield, 10/24/2023 1:09 PM

Owner

Candoris Consultant

SFC Application Status

*Funding Request Name

Michael Scoffield: SFC

Application Date

10/24/2023

Page 1 – Organization Contact Information & Background

Page 1 Complete



*Q1. Applied Last Year

No

Q1a. Prior Year Applicants

--None--

Other Prior Year Applicant Name

Q1b. Prior Year Programs

--None--

Other Prior Year Program

Applying Organization

Prison Architecture Education

*Q3. Program Name

Prison Architecture Education Program 202

*Q4. Address of Organization

111 Panama St.

Review the following errors

- Insufficient access rights on object id

Cancel

Save

2024 RFP Resources

Full RFP PDF

(also contains full application questions starting on Page 23. We suggest reviewing all application questions before hand) click [HERE](#)

Fundseeker Portal Office Hours

*(these Zoom Calls are held by BP staff to assist in technological issues with the Fundseeker Portal)
Every Mondays, Wednesdays and Thursdays 11am to 12pm. Click [HERE](#) to join Zoom Call.*

Professional Development Sessions

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One-on-One Technical Assistance Sessions

*(similar to PD Sessions above but for individual one-on-one assistance)
Click [HERE](#) for a list of all TA Consultants and register for a one-on-one meeting.*

Email Questions to summer@baltimorespromise.org

