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.
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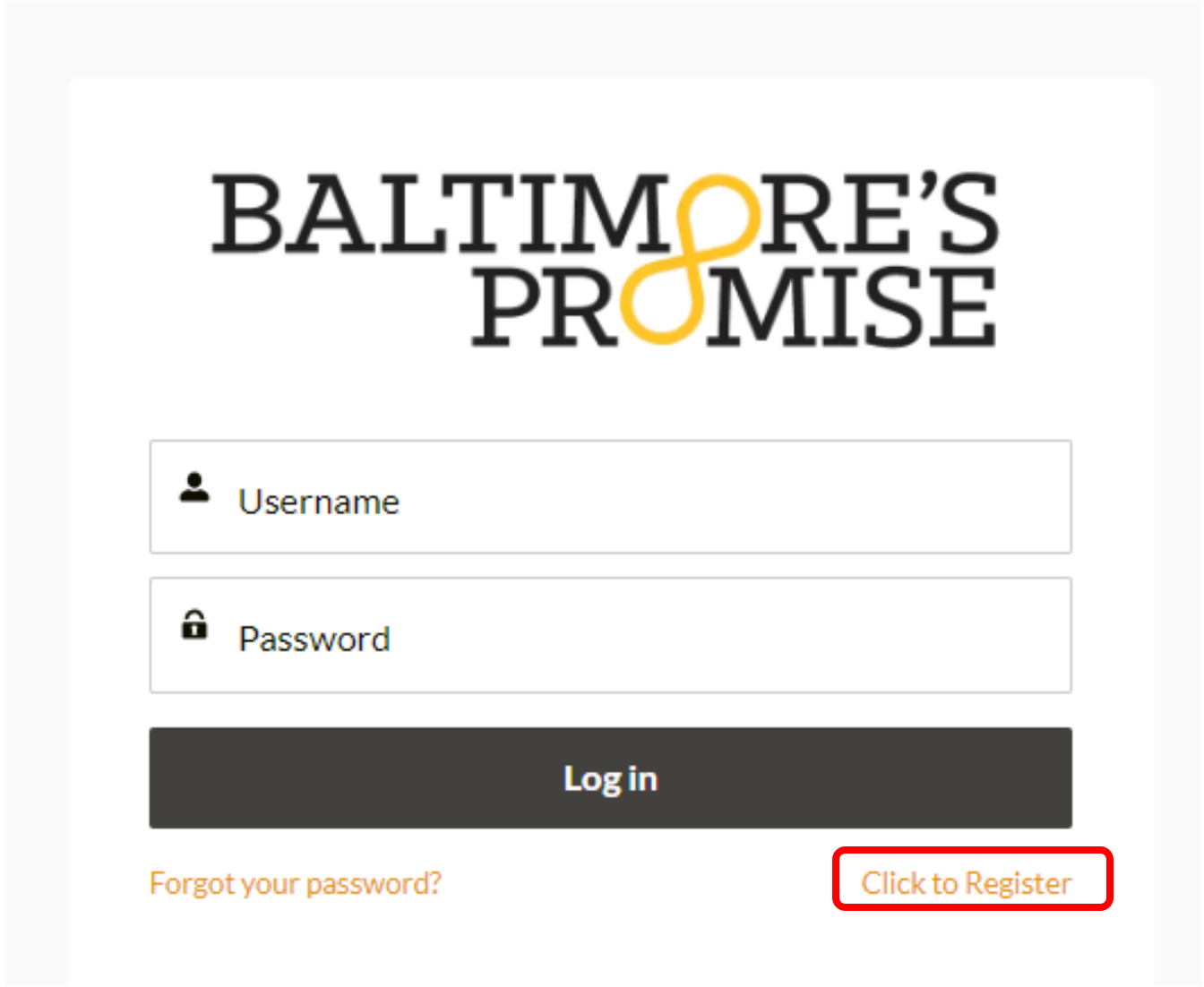
Fundseeker Portal Site



Register-1

Register

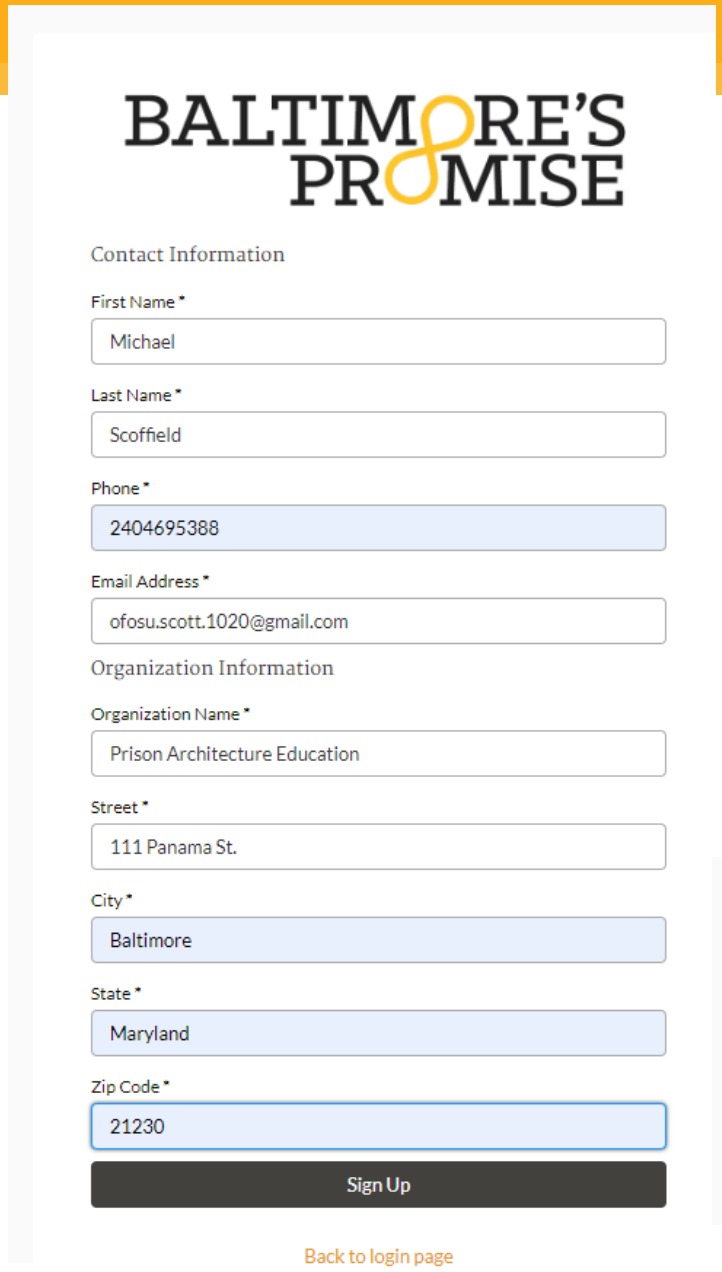
1

- 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.

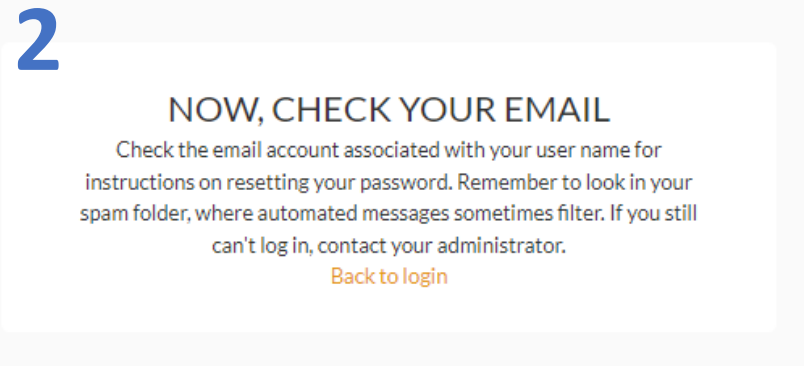
2

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

1



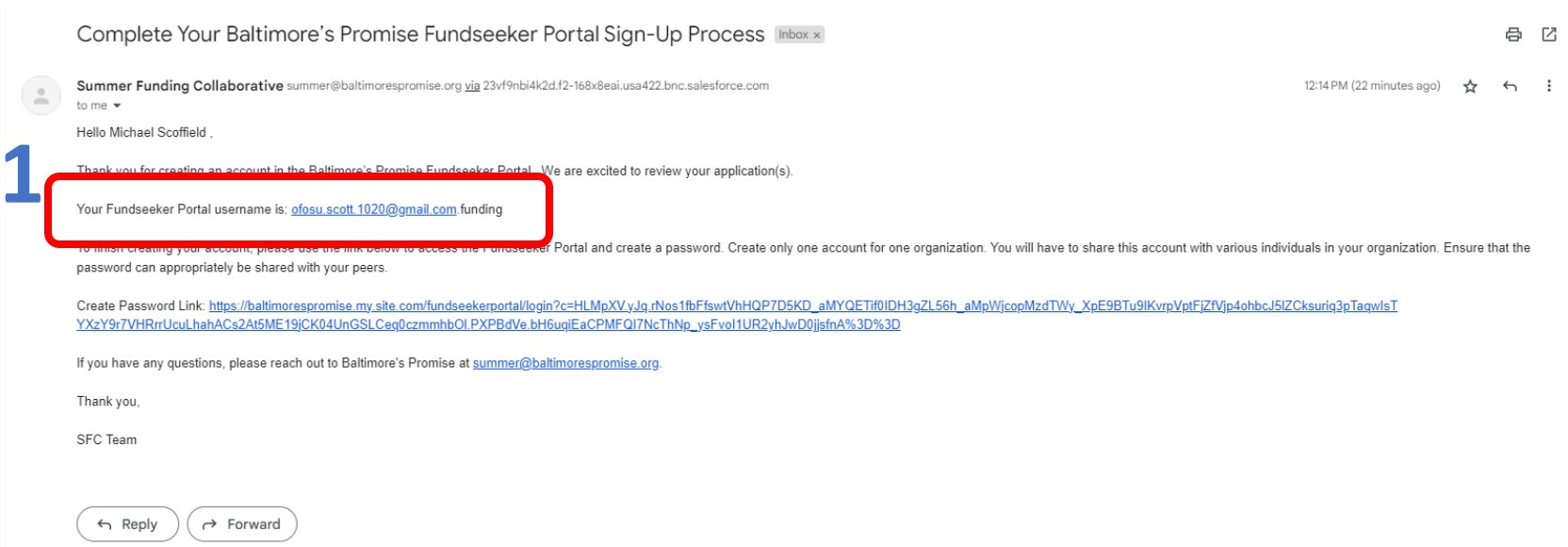
2

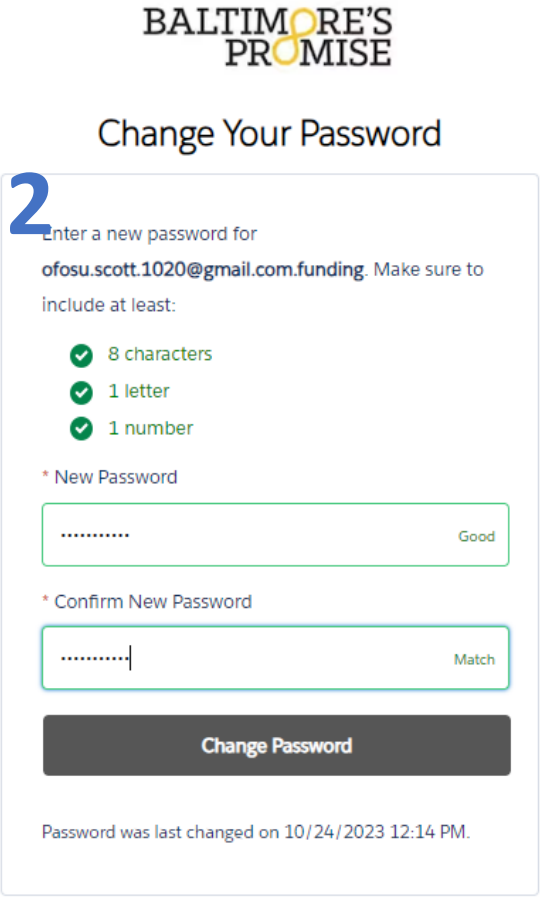


Register-2

- **Username**: Email + *".funding"*
  - *Example: adjoa@baltimorespromise.org.funding* 1

- Click *"Create Password Link"* and create password. 2





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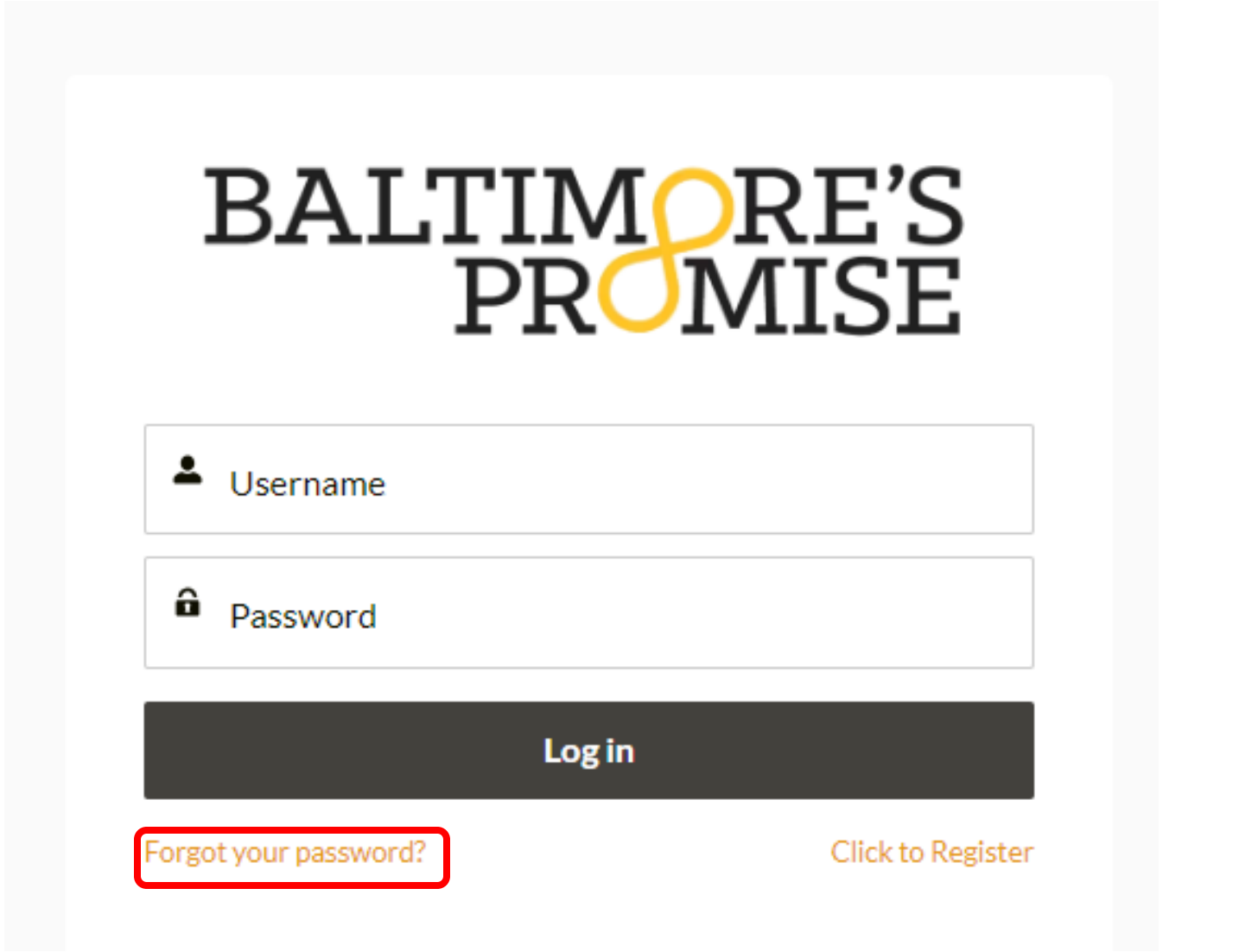


Forgot Password-1

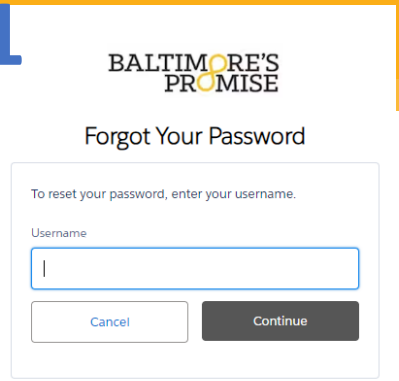
- Click *"Forgot Password"* and then *"Reset Password"*

- Username is email + ".funding"
  - *Example: adjoa@baltimorespromise.org.funding* **1**

- Confirmation of Email
  - *Check spam folder as well* **2**

- Click hyperlink and change password **3**

1



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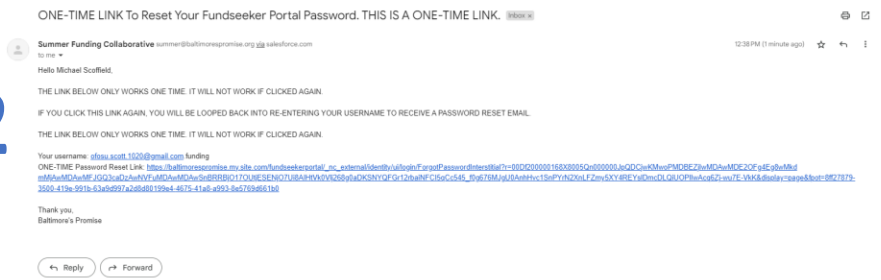
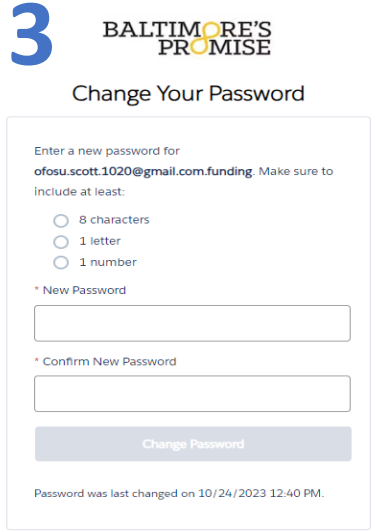
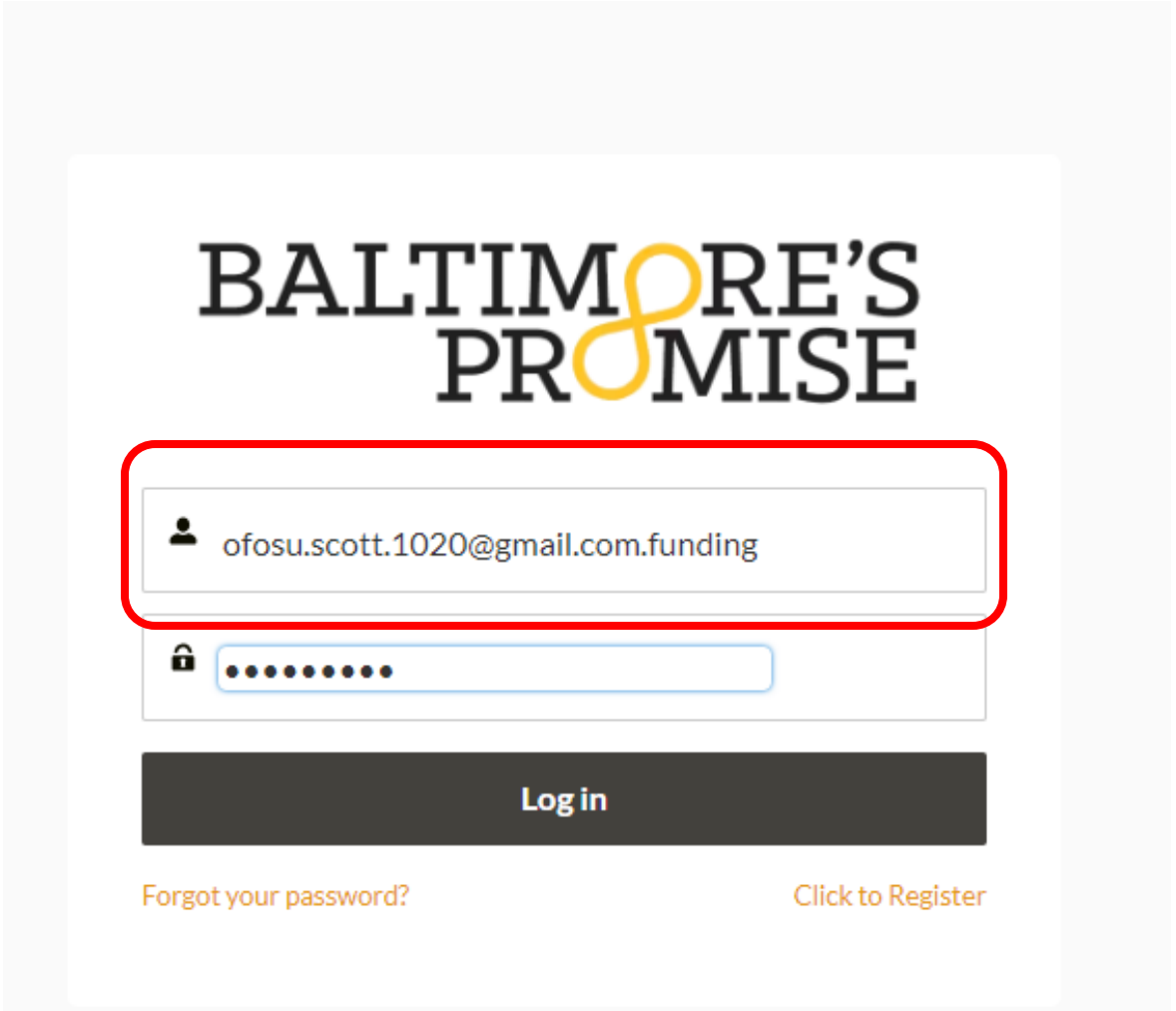


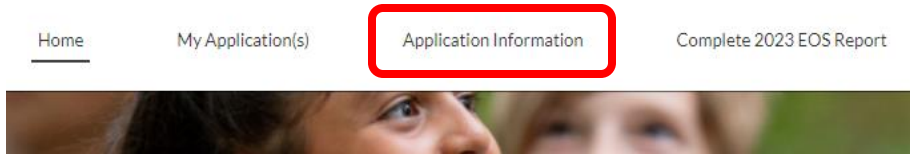
3



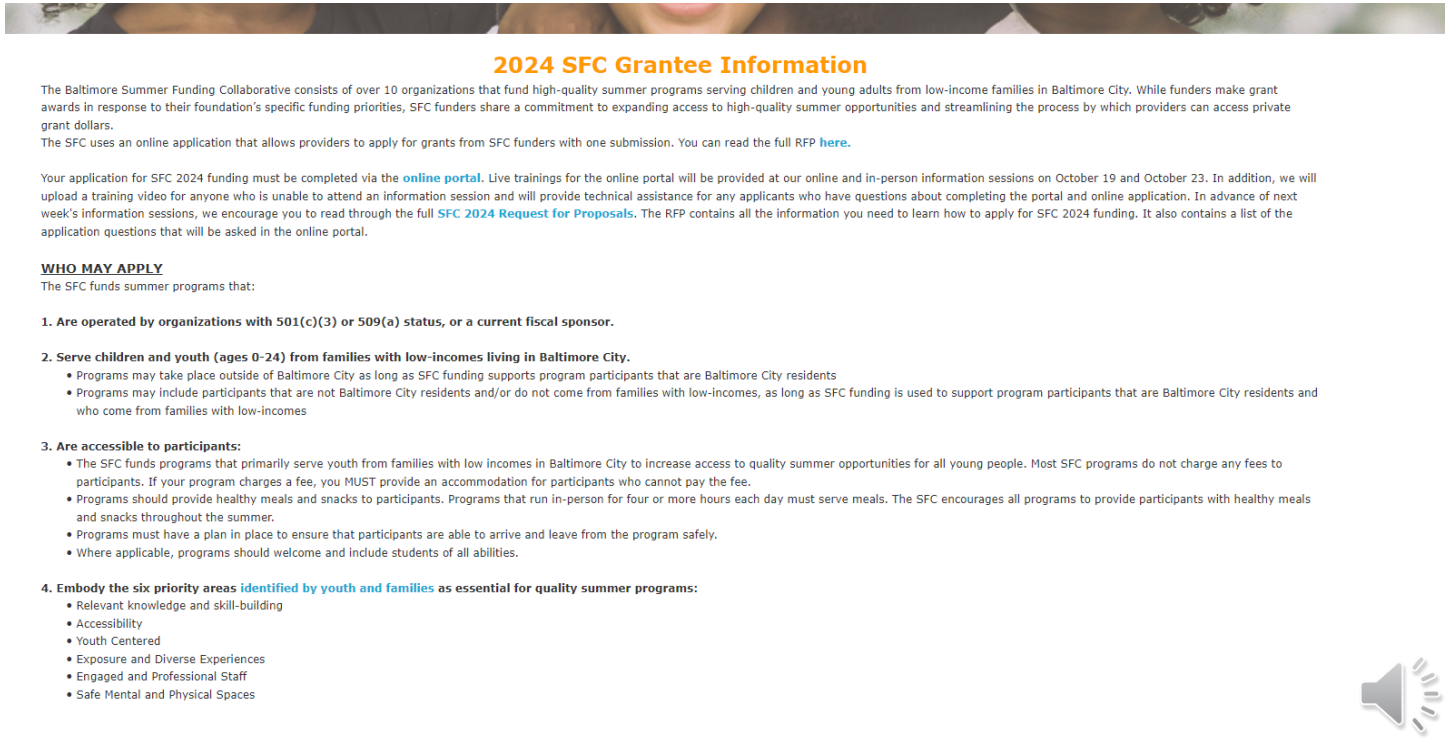
Fundseeker Portal Site-Log In



Navigation Bar – Application Information



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



2024 SFC Grantee Information

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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**

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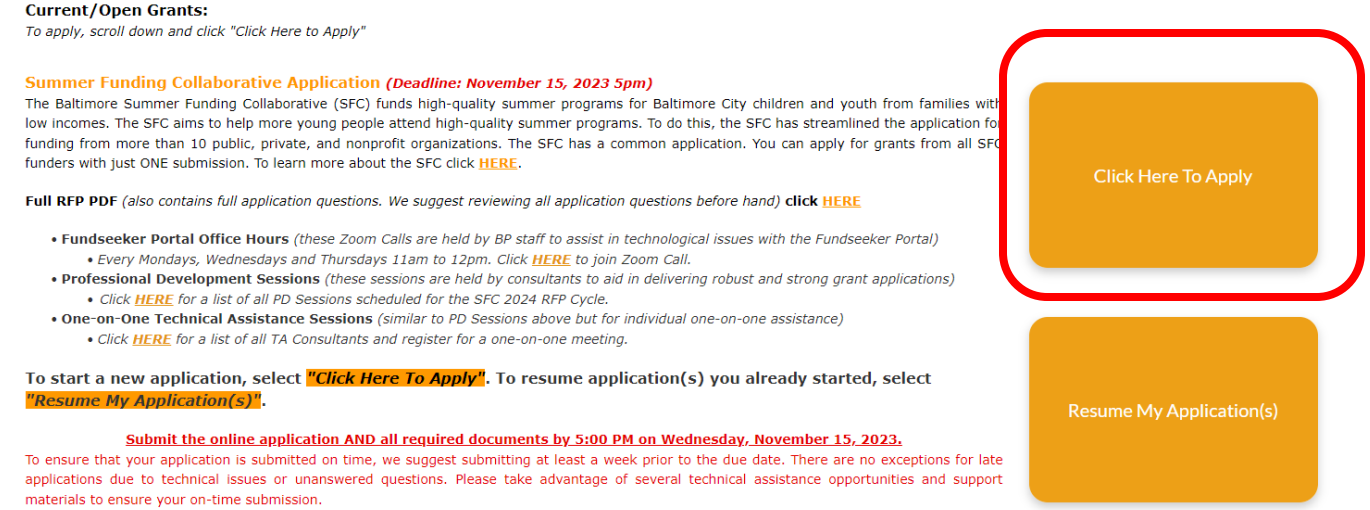
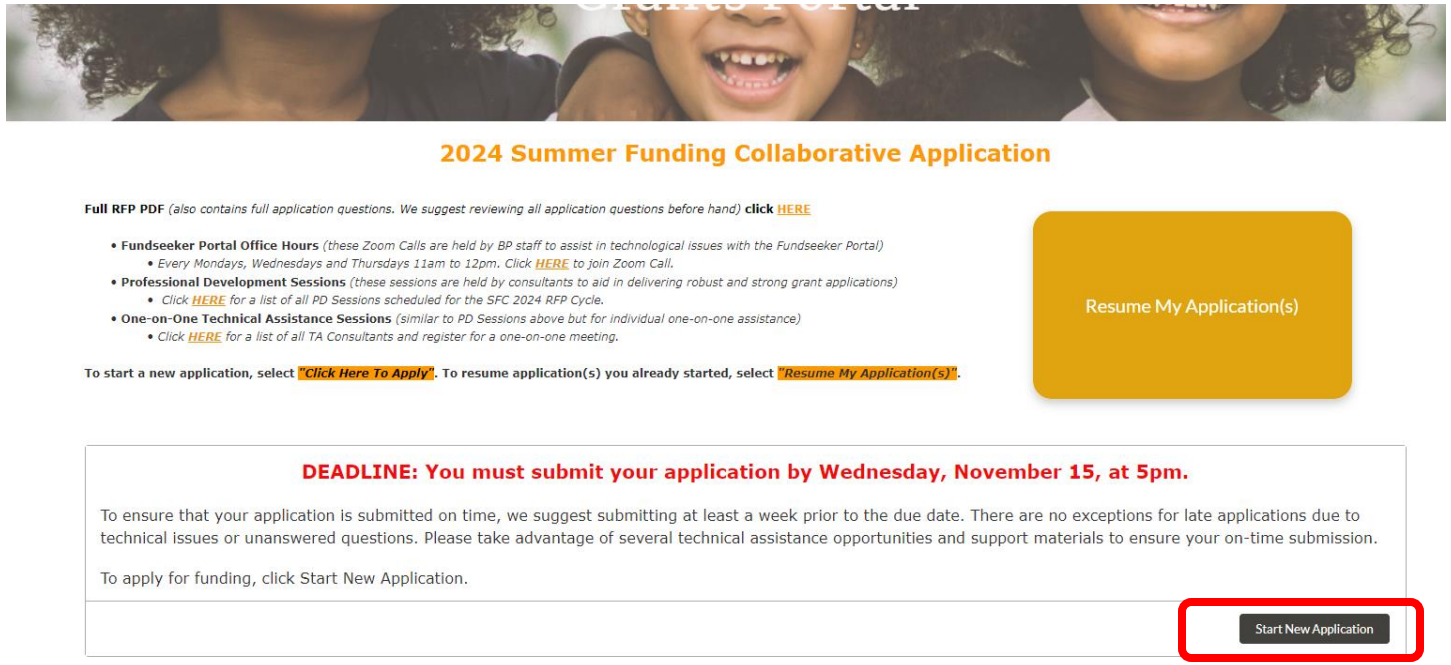
- **To Start:**
  - "Click Here To Apply"



Start A New Application-2

- Click *“Start New Application”*



Start A New Application-3

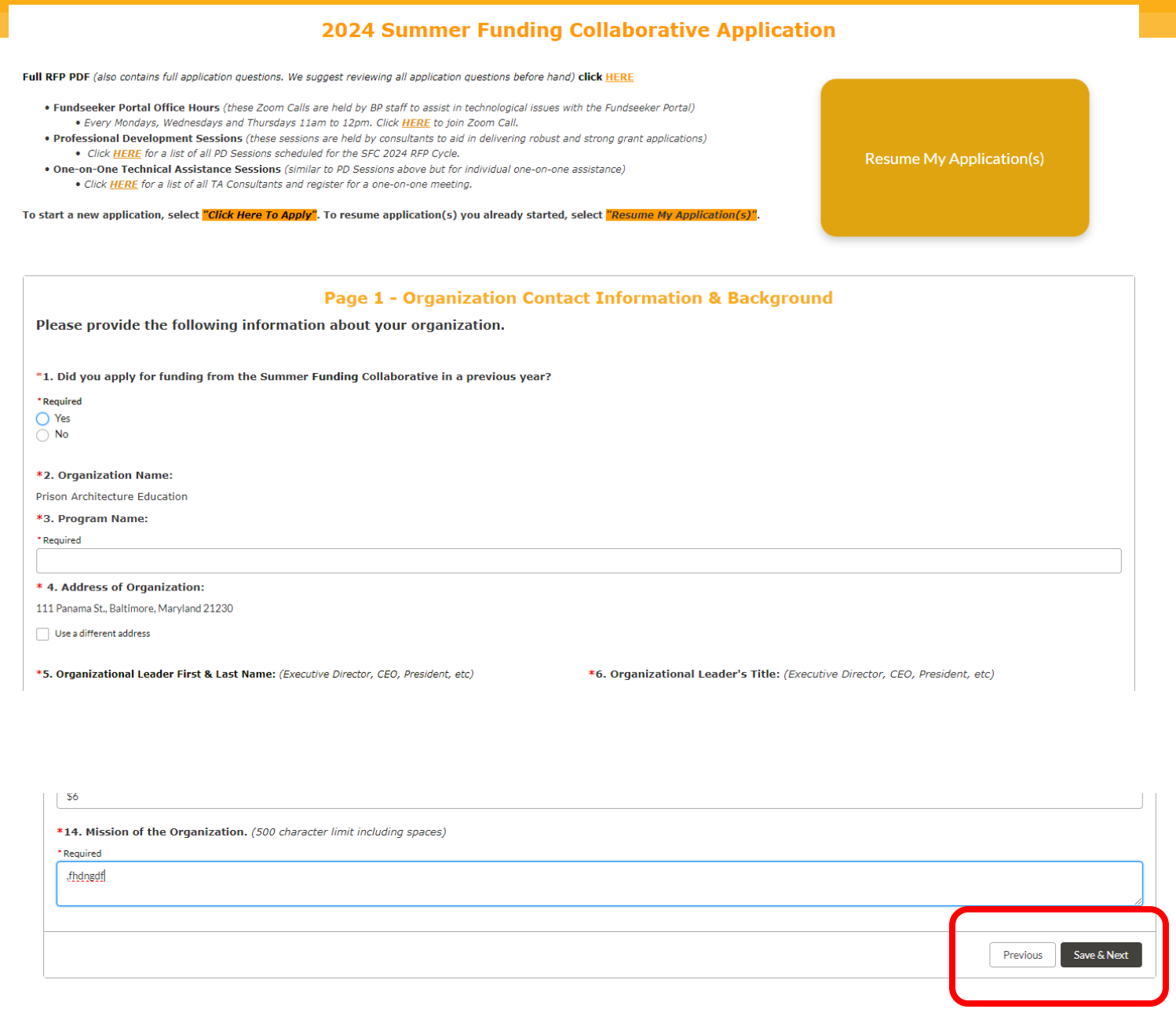
- Application
  - ***7 pages***
- Click *"Save & Next"* to move forward.

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.*



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 but "$"*
- 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)*

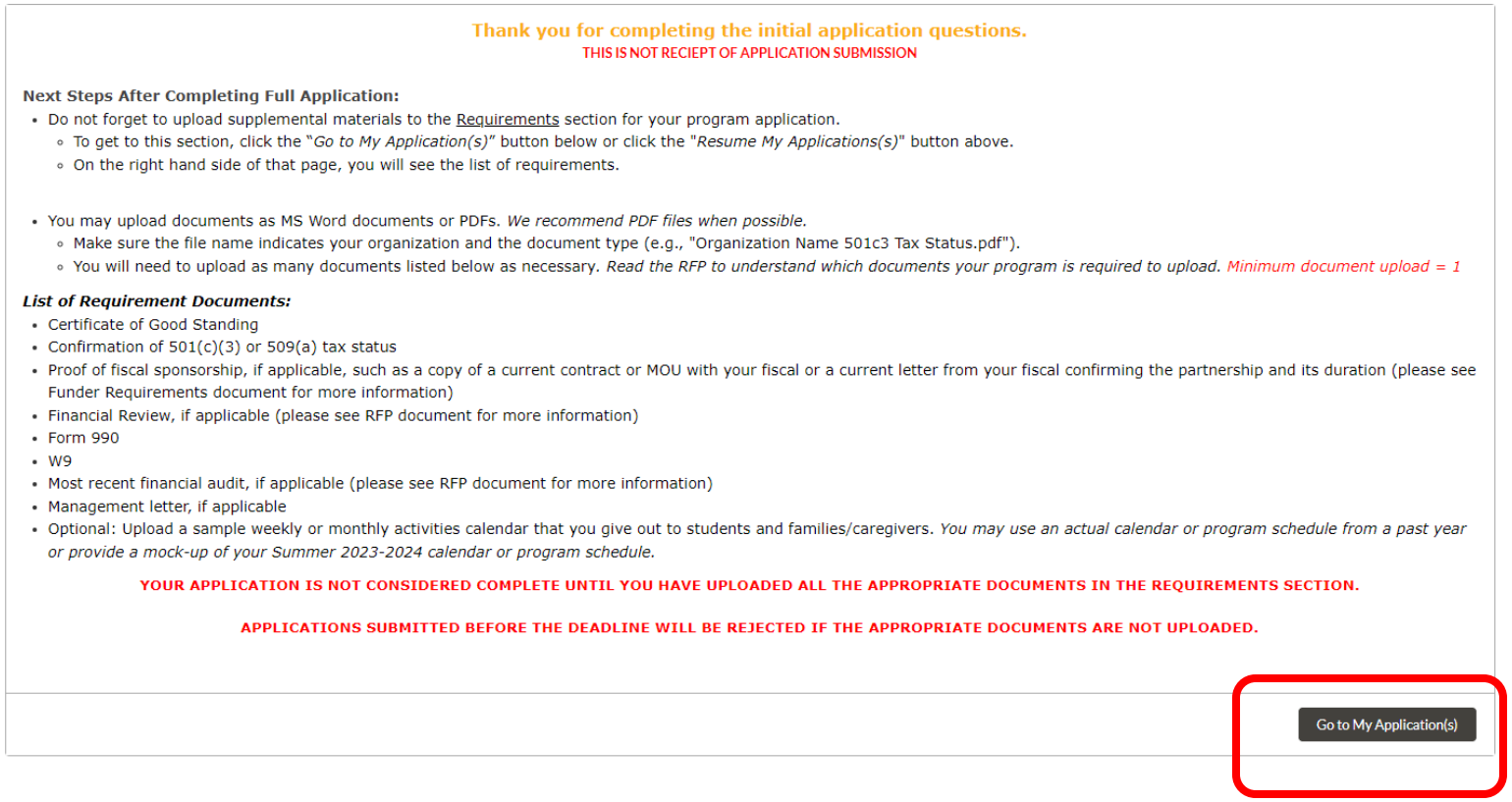
After Answering Application Questions

- After Page 7…

APPLICATION HAVE NOT BEEN SUBMITTED

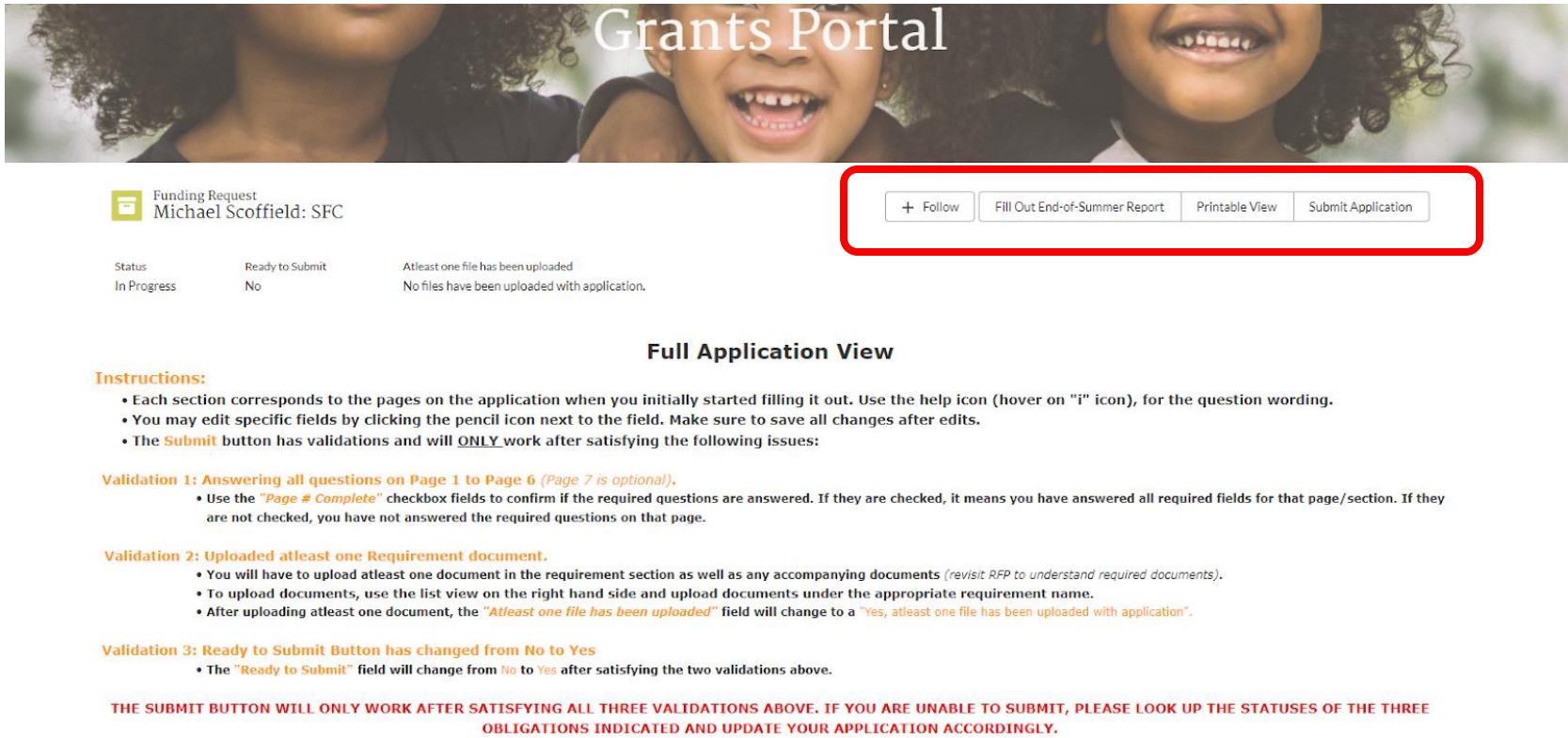
- Need to upload Required Documents

- Click *“Go to My Application(s)”*



Application Full View-1

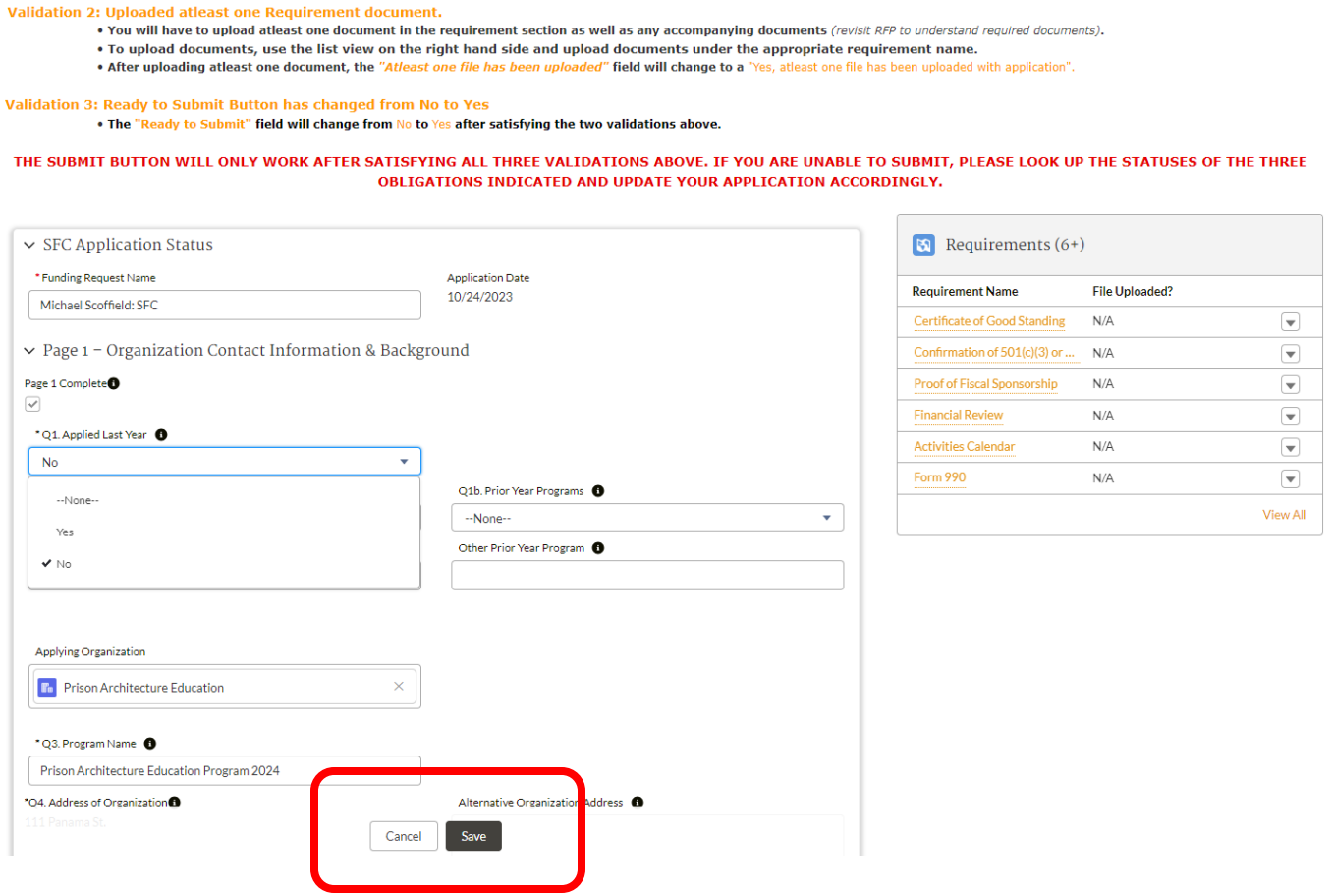
- Application Full View
  - Submit Application Button
  - Printable View Button



Application Full View-2

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

- Add Required Documents here



Submit Application-1

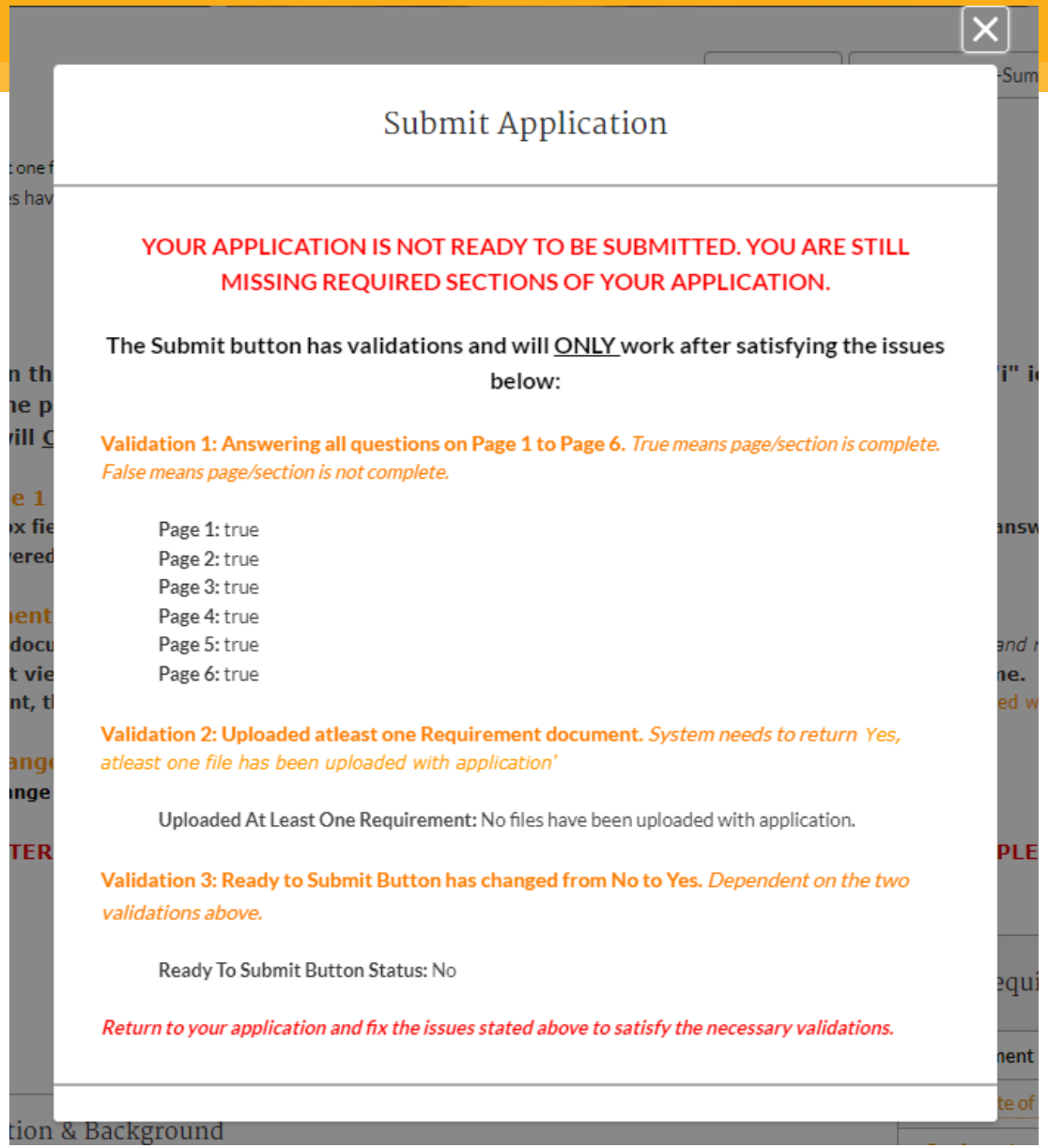
- Three Validations on “Submit Application” button to ensure complete application before application reviews.

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:

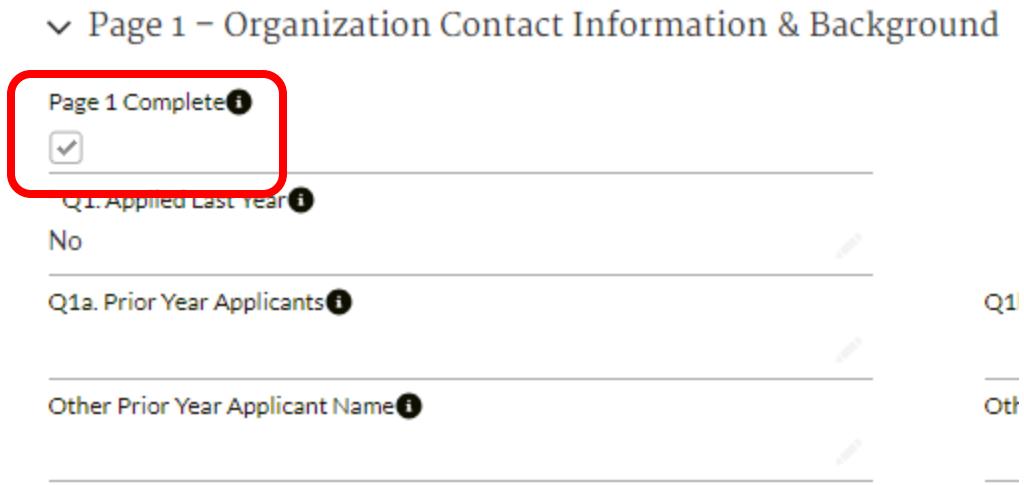


Submit Application-2

- 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.

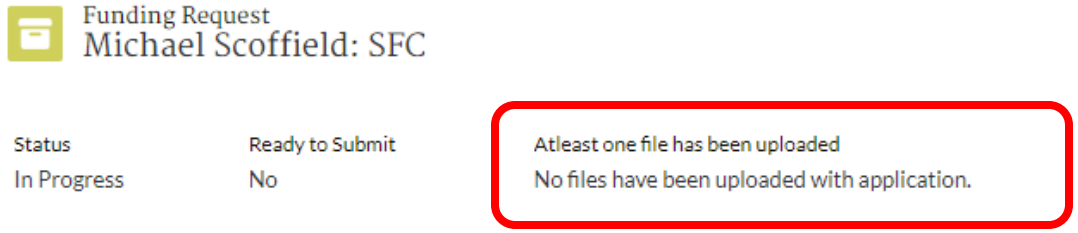


Submit Application-3

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

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".*

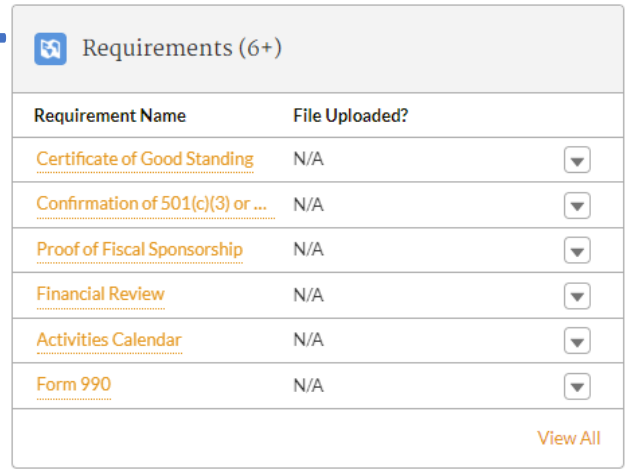


Uploading Required Documents

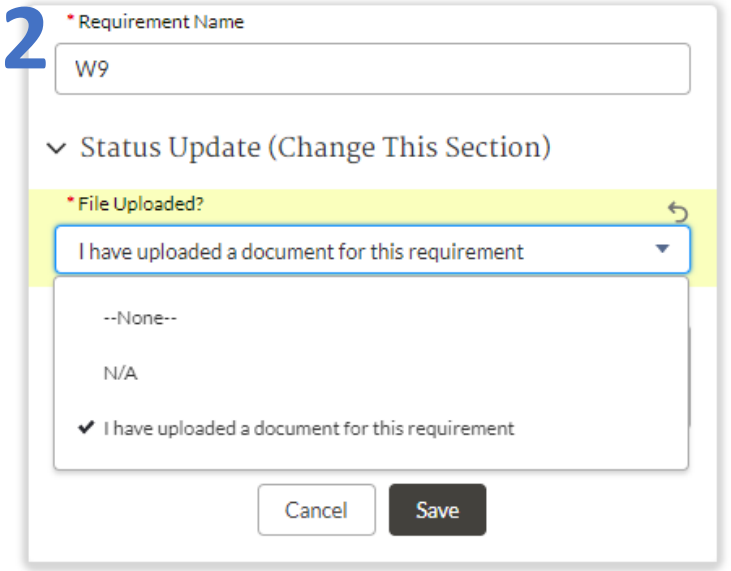
- Requirements located on the Full View of the application.
- 9 Documents
  - **YOU DO NOT HAVE TO UPLOAD ALL NINE. ONLY UPLOAD DOCUMENTS THAT ARE NECESSARY TO ACCOMPANY THE APPLICATION *(revisit RFP)***
- Click Requirement Name hyperlink.
- Upload file and then change **'File Uploaded'** status from *"N/A"* to *"I have uploaded document for this requirement."*

DINGLY.

1



2

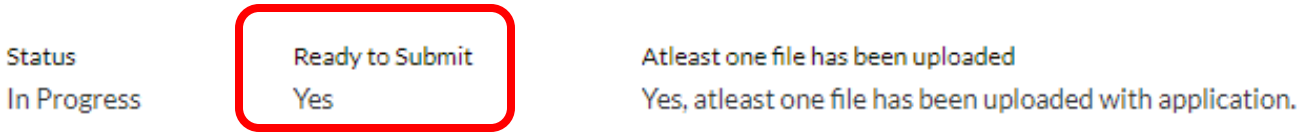


Submit Application-4

- 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.



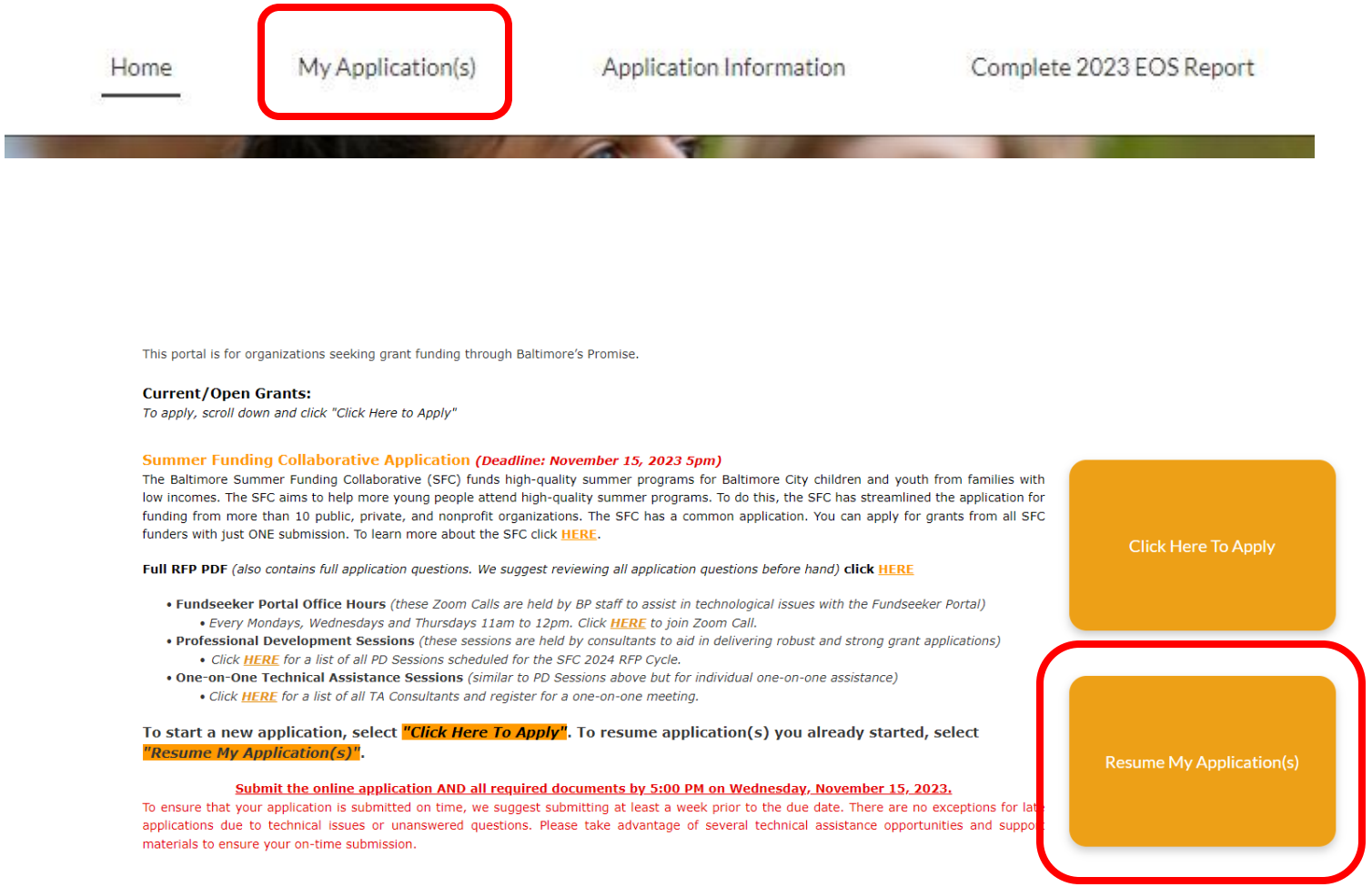
Resuming Incomplete Application-1

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….

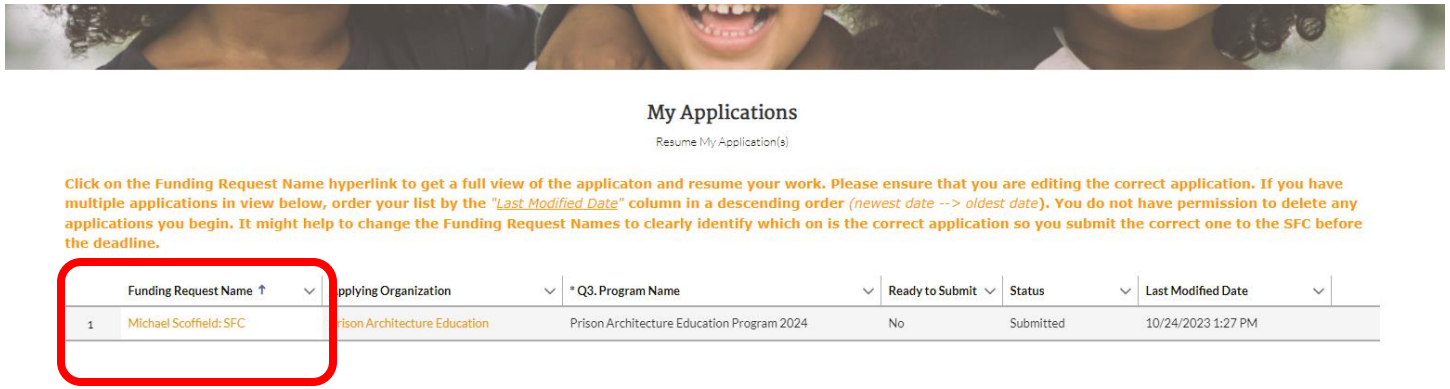
- Click **"My Application(s)"** from Navigation Bar
- Or **"Resume My Application(s)"** button under the apply button.



Resuming Incomplete Application-2

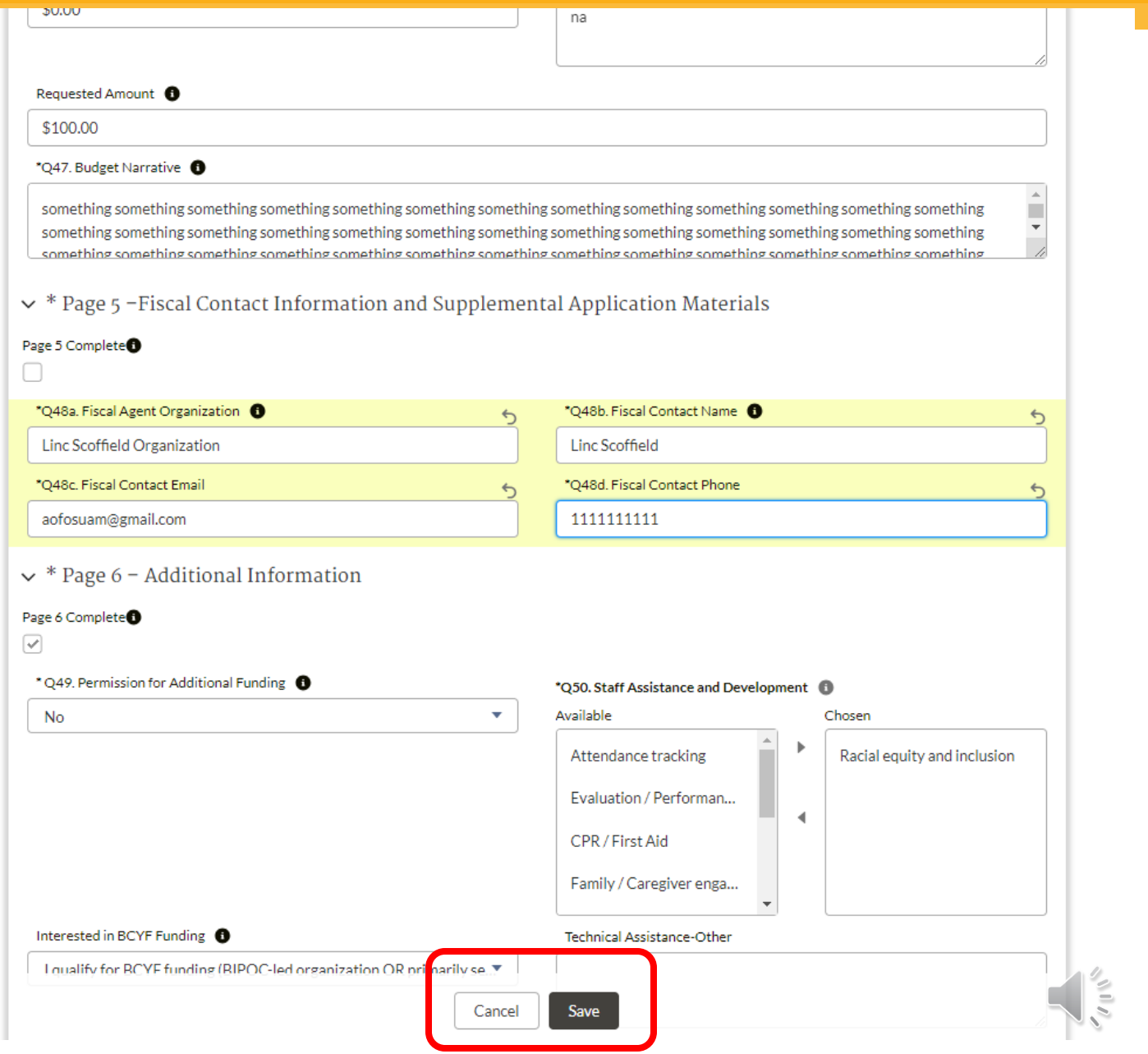
To Resume an incomplete application….

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



Resuming Incomplete Application-3

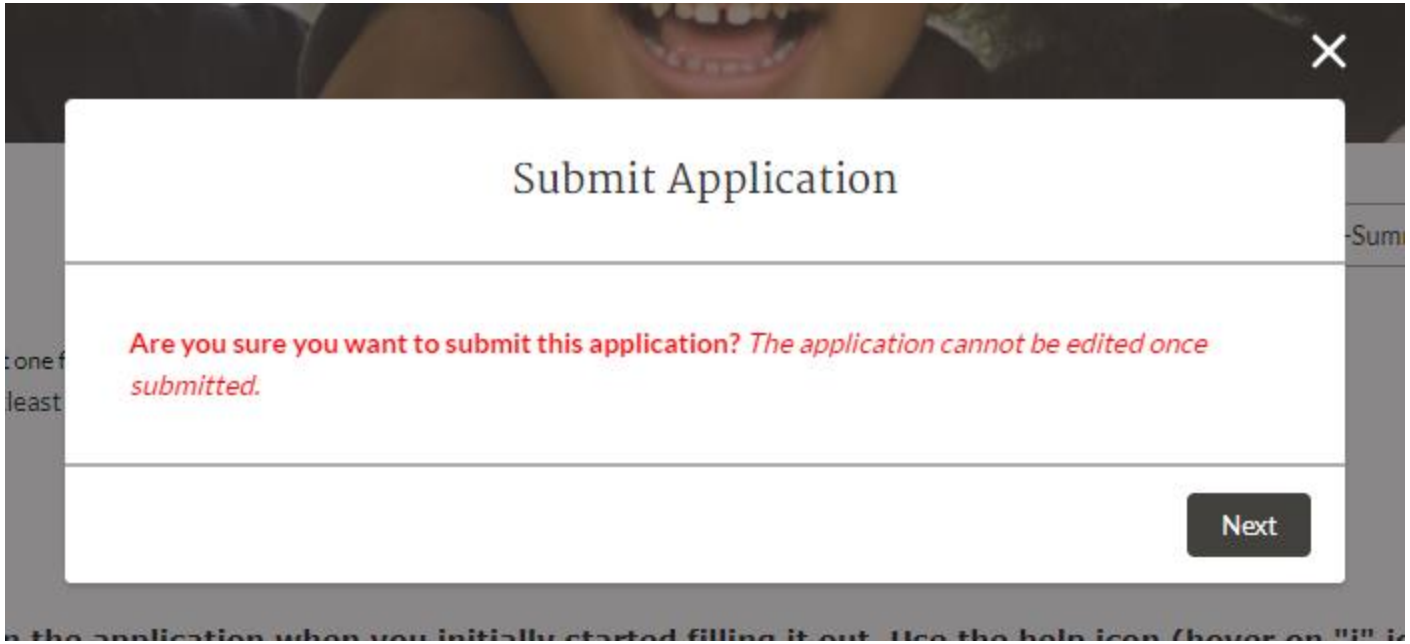
- Will be redirected to application full view
- Use pencil icon to edit **ALL** application questions.
- Click *"Save"* to ensure all new information is saved.
- You may return to this page as often as necessary.



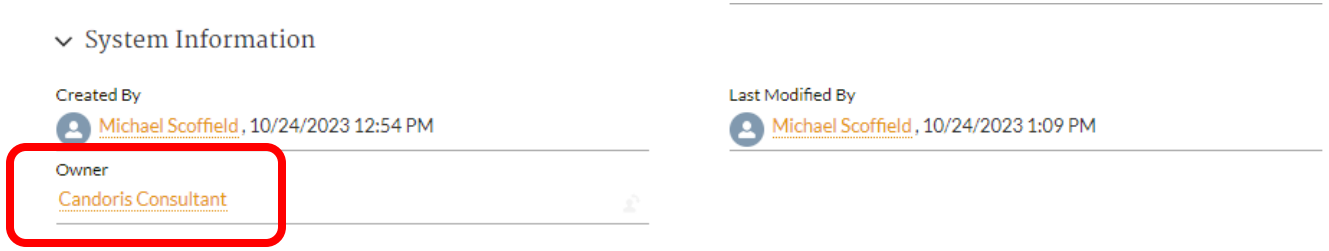
Application Can be Submitted

- All three validations are satisfied.
- Click “Next” then “Finish”

- **Warning Message!**
  - Do not submit if you will return and edit application later.

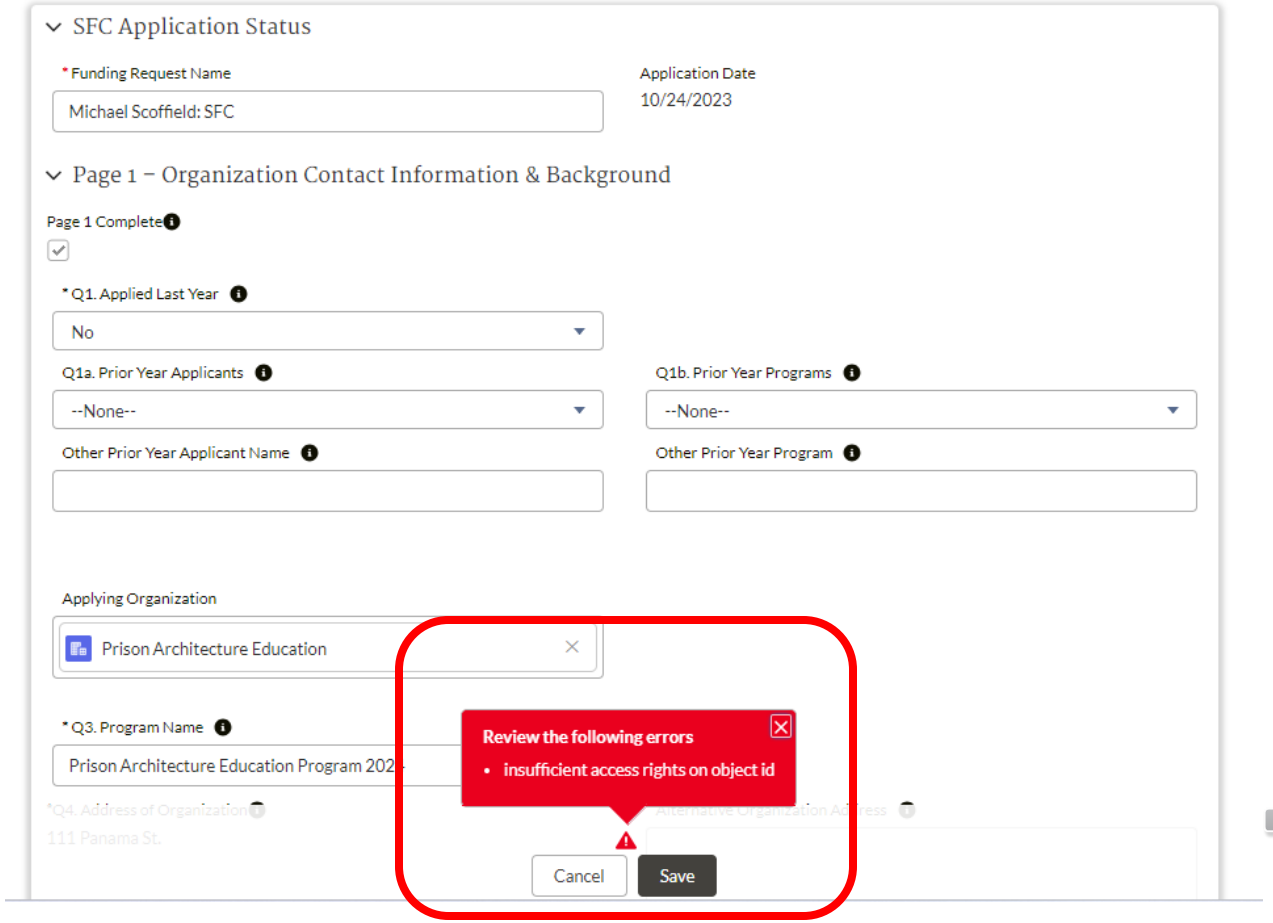


Submitted Application-Owner Change



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

NO EDITS SAVED. ERROR MESSAGE.



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