

Appendix F: SFC 2022 Application Checklist

Use this document as a guide to help you make sure you are prepared and ready to submit the application on time.

Before starting the online application...

- We read the **RFP** document carefully to understand the SFC's funding priorities.
- We reviewed the [SFC 2022 Community Review Rubric](#) to understand how our Program Description in our application will be evaluated if reviewed by community reviewers.
- We reviewed the [Online Application as a PDF](#) to consider all the questions and plan our answers before working on the Online Application.
- We attended one of the optional info sessions and asked clarification questions (if we had them), or we emailed questions to rfps@baltimorespromise.org by November 30, 2021, at 12:00 Noon.
- We checked the Questions and Answers document in the Resources section after November 12 and November 30 at www.bmoresfc.org.
- When completing the online application...**
- We have answered **all** the questions on the **Online Application**.
- We have completed the [Budget Template](#) provided by the SFC and uploaded it during our final work session with the online application.
- We uploaded any **supplemental documents** required by particular funders (see [Funder-Specific Requirements](#) document) during our final work session with the online application.
- We made sure to submit our completed application (with uploaded documents) [ONLINE](#) by **December 3, 2021, at 5:00 p.m.**