

Appendix A: Application for Summer 2022 SFC Funding

You must complete the online application. Please use this PDF application for reference only.

Use this common application to apply for grants from all the SFC funders. Please carefully read the full RFP before applying. If you have questions about the application, please email rfps@baltimorespromise.org.

You must answer all questions with an asterisk (*). If you do not answer all the required questions, our online system, Formstack, will not allow you to submit your application.

Formstack will let you move from page to page without filling in every required question. However, Formstack will not allow you to submit an incomplete application. If you would like to view the full application at once, check the PDF version of the Online Application.

Notes: Indented Questions will only appear if you respond a certain way on a previous question. Also, the statements in *italics* give you guidance about how to answer questions.

Saving and Resuming Your Work

Formstack lets you save your application and return later to finish it. To save your work, you must provide your email address to Formstack. They will email you a unique link. The Formstack link will take you to your saved application. Do not lose this link, as it is the only way you can return to your saved application. **Note: Each time you save your application, you will receive a new unique link. If you lose this link, you will have to start your application all over again.**

Do not misplace your unique links. The SFC cannot help you recover your application if you lose your link.

Please note: When you save your application, your attachments will not be saved. You will need to upload your attachments when you submit your application!

DEADLINE: You must submit your application by Friday, December 3, 2021, at 5:00 p.m.

The SFC will *not* accept late applications or applications by email or postal mail. Submit your application a few days early in case you have problems or need help.

Page 1 – Organization Contact Information & Background

Please provide the following information about your organization:

*1. Organization Name:

*2. Program Name:

Address of Organization:

*3a. Street Number and Street Name (*not building name*)

*3b. Building Name (*if applicable*)

*3c. Suite Number (*if applicable*)

*3d. City

*3e. State

*3f. Zip Code

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

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

*6. Organizational Leader's Email Address

*7. Select the racial and/or ethnic identity of the organizational leader. *Mark all that apply.*

- American Indian or Alaska Native
- Asian
- Black or African-American
- Hispanic/Latinx
- Native Hawaiian or other Pacific Islander
- White
- Prefer not to say
- Other

*8. Select the gender identity of the organizational leader

- Man
- Woman
- Non-binary
- Prefer not to say
- Other

*9. Select the age range of the organizational leader:

- 18-24 years old
- 24-30 years old
- 31-40 years old
- 41-50 years old
- Older than 50 years old

*10. Proposal Contact First & Last Name (person the SFC should contact about the application):

*11. Proposal Contact's Email Address:

*12. Proposal Contact's Phone Number:

Enter the number without any formatting (ex. "4101234567")

*13. Total operating budget for the organization:

Provide the budget for the entire organization, not just the summer program.

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

Page 2 – Funding Request

*15. What is the total cost of your summer program?

This number should be the same as what will auto-calculate on cell C21 of the required budget template. Download the [budget template](#).

*16. How much funding are you requesting from the SFC?

This number should be the same as what will auto-calculate on cell B24 of the required budget template. Download the [budget template](#).

Page 3 – Program Information

*17. How many years has your organization operated this program?

*17a. Please describe the organization's experience running youth programs or working with youth. *Character limit: 500 (including spaces)*

*18. Which structure best describes your program?

Please refer to the RFP document. If your program enrolls younger children but employs older youth (for example, YouthWorks participants) as staff, please only consider the younger children as the group you serve through your program.

- Comprehensive program serving children from Pre-K to Grade 8

- Comprehensive program serving grades 9-12 and/or ages 14-24
- Specialized program (no age range required)

*18a. IF specialized program-What percentage of your participants will be youth between the ages of 14-24?

- 50%
- More than 50%
- Less than 50%

*19. Which format best describes your program for Summer 2022? *Please select the option that represents your ideal program format for summer 2022. If your program has a virtual component, please make sure to share the benefit of the virtual component in the program description (Question 31)*

- In-person
- Virtual Structured Program - program has a formal enrollment process and scheduled online programs.
- Virtual/In-person hybrid - program will blend online and in-person activities.
- Other

*20. What is your program's start date?

*21. What is your program's end date?

*22. How many **days per week** will you run your program this summer?

*23. How many **hours per day** will you run your program this summer?

*24. Will you offer multiple program sessions? Yes/No

*24a. If YES – How many program sessions will your program offer?

*24b. If YES –How many hours total is each program session? *Please use round number characters to answer this question. For example, "Each program session is 20 hours."*

*25. How many program sites will you have this summer?

*26a. IF 1- In which neighborhood do you plan to host your program? *Please select "I don't know yet" if you have not yet determined where you will host your program.*

*26b. IF >1- In which neighborhood(s) do you plan to host your program? *Select all that apply. For example, if you will have two program sites, please select the two neighborhoods where the program will take place. If you have two program sites in the same neighborhood, please select*

one neighborhood. Please select "I don't know yet" if you have not yet determined where you will host your program.

- Allendale/Irvington/S. Hilton
- Beechfield/Ten Hills/West Hills
- Belair-Edison
- Brooklyn/Curtis Bay/Hawkins Point
- Canton
- Cedonia/Frankford
- Cherry Hill
- Chinquapin Park/Belvedere
- Claremont/Armistead
- Clifton-Berea
- Cross-Country/Cheswolde
- Dickeyville/Franklintown
- Dorchester/Ashburton
- Downtown/Seton Hill
- Edmondson Village
- Fells Point
- Forest Park/Walbrook
- Glen-Fallstaff
- Greater Charles Village/Barclay
- Greater Govans
- Greater Mondawmin
- Greater Roland Park/Poplar Hill
- Greater Rosemont
- Greenmount East
- Hamilton
- Harbor East/Little Italy
- Harford/Echodale
- Highlandtown
- Howard Park/West Arlington
- Inner Harbor/Federal Hill
- Lauraville
- Loch Raven
- Madison/East End
- Medfield/Hampden/Woodberry/Remington
- Midtown
- Midway/Coldstream
- Morrell Park/Violetville
- Mount Washington/Coldspring
- North Baltimore/Guilford/Homeland
- Northwood
- Oldtown/Middle East
- Orangeville/East Highlandtown
- Patterson Park North & East
- Penn North/Reservoir Hill
- Pimlico/Arlington/Hilltop
- Poppleton/The Terraces/Hollins Market
- Sandtown-Winchester/Harlem Park
- South Baltimore
- Southeastern
- Southern Park Heights
- Southwest Baltimore
- The Waverlies
- Upton/Druid Heights
- Washington Village/Pigtown
- Westport/Mount Winans/Lakeland
- We plan to operate virtually
- I don't know yet

*27. From which neighborhood(s) do you plan to recruit participants for your program? *Select all that apply. Please select "I don't know yet" if you have not yet determined from where you will recruit participants.*

- | | |
|--|--|
| <input type="checkbox"/> Allendale/Irvington/S. Hilton | <input type="checkbox"/> Inner Harbor/Federal Hill |
| <input type="checkbox"/> Beechfield/Ten Hills/West Hills | <input type="checkbox"/> Lauraville |
| <input type="checkbox"/> Belair-Edison | <input type="checkbox"/> Loch Raven |
| <input type="checkbox"/> Brooklyn/Curtis Bay/Hawkins Point | <input type="checkbox"/> Madison/East End |
| <input type="checkbox"/> Canton | <input type="checkbox"/> Medfield/Hampden/Woodberry/Remington |
| <input type="checkbox"/> Cedonia/Frankford | <input type="checkbox"/> Midtown |
| <input type="checkbox"/> Cherry Hill | <input type="checkbox"/> Midway/Coldstream |
| <input type="checkbox"/> Chinquapin Park/Belvedere | <input type="checkbox"/> Morrell Park/Violetville |
| <input type="checkbox"/> Claremont/Armistead | <input type="checkbox"/> Mount Washington/Coldspring |
| <input type="checkbox"/> Clifton-Berea | <input type="checkbox"/> North Baltimore/Guilford/Homeland |
| <input type="checkbox"/> Cross-Country/Cheswolde | <input type="checkbox"/> Northwood |
| <input type="checkbox"/> Dickeyville/Franklintown | <input type="checkbox"/> Oldtown/Middle East |
| <input type="checkbox"/> Dorchester/Ashburton | <input type="checkbox"/> Orangeville/East Highlandtown |
| <input type="checkbox"/> Downtown/Seton Hill | <input type="checkbox"/> Patterson Park North & East |
| <input type="checkbox"/> Edmondson Village | <input type="checkbox"/> Penn North/Reservoir Hill |
| <input type="checkbox"/> Fells Point | <input type="checkbox"/> Pimlico/Arlington/Hilltop |
| <input type="checkbox"/> Forest Park/Walbrook | <input type="checkbox"/> Poppleton/The Terraces/Hollins Market |
| <input type="checkbox"/> Glen-Fallstaff | <input type="checkbox"/> Sandtown-Winchester/Harlem Park |
| <input type="checkbox"/> Greater Charles Village/Barclay | <input type="checkbox"/> South Baltimore |
| <input type="checkbox"/> Greater Govans | <input type="checkbox"/> Southeastern |
| <input type="checkbox"/> Greater Mondawmin | <input type="checkbox"/> Southern Park Heights |
| <input type="checkbox"/> Greater Roland Park/Poplar Hill | <input type="checkbox"/> Southwest Baltimore |
| <input type="checkbox"/> Greater Rosemont | <input type="checkbox"/> The Waverlies |
| <input type="checkbox"/> Greenmount East | <input type="checkbox"/> Upton/Druid Heights |
| <input type="checkbox"/> Hamilton | <input type="checkbox"/> Washington Village/Pigtown |
| <input type="checkbox"/> Harbor East/Little Italy | <input type="checkbox"/> Westport/Mount Winans/Lakeland |
| <input type="checkbox"/> Harford/Echodale | <input type="checkbox"/> I don't know yet |
| <input type="checkbox"/> Highlandtown | |
| <input type="checkbox"/> Howard Park/West Arlington | |

*28. Please estimate the total number of the following grade/age groups among the students in your program. *The number entered should add up to the total number indicated in question 29.*

*28a. Number of youth served: Ages 0 - 5 (includes Pre-K)

*28b. Number of youth served: Elementary

*28c. Number of youth served: Middle School

*28d. Number of youth served: High School

*28e. Number of youth served: Older youth not in school up to age 24

*29. How many youth will your program serve this summer if fully funded?

*30. Will your program hire YouthWorks participants? Yes/No

Page 4 – Program Description

This section will be read by community reviewers, including youth ages 14-24, as part of this year's community review process.

*31. Please describe your summer program and what participants will experience on a daily/weekly basis. *Character limit: 1500 (including spaces) Your response to this question will be shared with community reviewers to provide them with an overview of your program.*

*32. Please describe the ways that you think your participants will grow through this program. How will you know that this has happened? *Character limit: 1500 (including spaces). Your response to this question will be shared with community reviewers to provide them with an overview of your program.*

Questions 33-42 will be reviewed by community reviewers and rated using the [SFC 2022 Community Review Rubric](#). These questions relate directly to the priorities and preferences expressed by Baltimore's youth, parents, and caregivers in the [Baltimore City Youth Opportunities Landscape](#) (BCYOL). Please read the rubric carefully to understand the criteria that reviewers will use to evaluate your responses.

Knowledge and Skill Building

*33. What is the most important focus area of your program? Choose one.

A program focus area means that your program plans to provide enrichment activities and projects for that focus area. If you choose "Other," please explain your response. You will be asked to select a secondary focus area in question 34.

- Athletics and recreation
- College and career readiness

- Visual arts, performing arts, and/or music enrichment
- Environmental education
- Social-emotional wellness (mental health and overcoming stress/trauma)
- Literacy (building reading and writing skills)
- STEM (Science, Technology, Engineering and Math)
- Workforce development or employment experience
- Other

*33a. Describe the skills and knowledge that participants will develop in this primary focus area. *Character limit: 1500 (including spaces)*

In your answer, consider sharing:

- The activities that will support the development of skills and knowledge
- How you selected the skills and knowledge that will be conveyed through the program
- How do the skills and knowledge conveyed through the program relate to the following 21st century skills of participants: creativity, communication, collaboration, and critical thinking (4 Cs) *Click [here](#) to learn more about 21st century skills and the 4 Cs*
- How the skills and knowledge conveyed in your summer program can be used by participants after the summer

*34. What is the second most important focus area of your program? Choose one.

A program focus area means that your program plans to provide enrichment activities and projects for that focus area. If you choose "Other," please explain your response.

- Athletics and recreation
- College and career readiness
- Visual arts, performing arts, and/or music enrichment
- Environmental education
- Social-emotional wellness (mental health and overcoming stress/trauma)
- Literacy (building reading and writing skills)
- STEM (Science, Technology, Engineering and Math)
- Workforce development or employment experience
- Other

*34a. Describe the skills and knowledge that participants will develop in this secondary focus area. *Character limit: 1500 (including spaces)*

In your answer, consider sharing:

- The activities that will support the development of skills and knowledge
- How you selected the skills and knowledge that will be conveyed through the program
- How do the skills and knowledge conveyed through the program relate to the following 21st century skills of participants: creativity, communication, collaboration, and critical thinking (4 Cs) *Click [here](#) to learn more about 21st century skills and the 4 Cs*
- How the skills and knowledge conveyed in your summer program can be used by participants after the summer

Accessibility

*35. 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.

*35a. Do you charge your participants any fees? Yes/No

*35b. If YES – If your program charges participants any fees, please explain the fee structure used by your program and the reason for charging fees. *Character limit: 500 (including spaces)*

*36. How will participants arrive and depart from your summer program? *Please answer based on how participants have typically arrived and departed from your program(s) in the past and based on transportation services that your program may provide next summer.*

- Walking
- Biking
- Car
- Taxi/Rideshare
- Public transportation
- Program provided transportation (for example, a private van or bus)
- Other

*36a. What challenges, if any, do you anticipate that program participants may experience in getting to and from your program? What strategies will you use to address these challenges? *For example, you might have included a line item in your budget to help pay for bus passes. Character limit: 500 (including spaces)*

*37. Describe the youth your program will serve and any strategies your program will use to recruit participants. You may consider sharing whether your program focuses on any specific populations and the specific needs of these participants. *For example, your program might serve high-school aged youth who identify as LGBTQ+; middle-school boys from Curtis Bay; girls*

of color who are experiencing homelessness, etc. These are just a few examples. Character limit: 1500 (including spaces)

*38. Please share any ways in which your program accommodates the diverse needs of participants and their families/caregivers. *1500 (including spaces)*

Exposure and Diverse Experiences

*39. Describe how your summer program exposes participants to opportunities that build on and expand participants' day-to-day experiences. *Character limit: 1500 (including spaces)*

Engaged and Professional Staff

*40. Describe how your program recruits and supports the development of engaged, professional, and knowledgeable staff. *Character limit: 1500 (including spaces)*

Youth-Centered

*41. Describe how your program incorporates youth voice into its design, implementation, and improvement. *Character limit: 1500 (including spaces)*

Safe Spaces: Mental & Physical

*42. Describe how your summer program fosters the physical safety, mental safety, and overall well-being of participants. *Character limit: 1500 (including spaces)*

Page 5 – Attachments

Please use the budget template from the SFC to provide the subtotals of summer program expenses for which you seek funding. Access the budget template by [clicking here](#).

*43. Completed [Budget Template](#). *You can only submit your budget template as an Excel file. Please do not submit alternate budget templates or create your own. If you have questions about using the budget template provided by the SFC, please contact Shoshana Davidoff-Gore at shoshana@baltimorespromise.org.*

44. Budget Narrative: Use the space below to give any additional information about your budget, including in-kind resources, materials you plan to purchase, and other planned or pending sources of funding. *Character Limit: 1500 (including spaces)*

45. 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 2022 calendar or program schedule. Please*

note that if you save this form and return to it, this upload will not be saved and you will need to re-upload it prior to submission.

Page 6 –Fiscal Contact Information and Supplemental Application Materials

*46. Will you be using a Fiscal Agent – another organization who will handle financial details for your organization? Yes/No

*46a. If YES –Is your Fiscal Agent one of the following organizations?

- Maryland Philanthropy Network
- The Fund for Educational Excellence
- Fusion Partnerships
- Other

*46b. IF YOUR FISCAL AGENT IS LISTED – You must provide proof of fiscal sponsorship, such as a copy of a current contract or MOU with your fiscal or a current letter from your fiscal agent confirming the partnership and its duration, at the end of this section. The SFC has obtained all other necessary materials from these organizations prior to the launch of the RFP.

*46c. IF YOUR FISCAL AGENT IS NOT LISTED – The SFC was not able to obtain the necessary materials from your fiscal agent prior to the launch of the RFP. You will need to provide proof of fiscal sponsorship, 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. You must also upload documents required by specific funders for consideration at the end of this section. In addition, please provide the following information:

*46d. Name of Fiscal Agent Organization

*46e. Fiscal Contact First & Last Name

*46 f. Fiscal Contact Email

*46g. Fiscal Contact Phone

*46h. If NO – Please provide the following information about your organization’s fiscal contact:

*i. Fiscal Contact First & Last Name

*j. Fiscal Contact Email

*k. Fiscal Contact Phone

If your organization does not use one of the fiscal agents listed above, you may need to submit certain documents for funders to consider funding your program. Find out what documents you need in the [Funder-Specific Requirements](#) document. Only attach a document if you want it to be considered by funders who require it.

Upload supplemental materials on this page 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").

Please note that if you save this form and return to it, none of your uploaded documents will be saved, and you will need to upload all of them again before final submission.

- 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 Funder Requirements document for more information)
- Form 990
- Most recent financial audit, if applicable (please see Funder Requirements document for more information)
- Management letter, if applicable

Please note that if you save this form and return to it, none of your uploaded documents will be saved, and you will need to upload all of them again before final submission.

Page 7 – Additional Information

*47. Each year, after SFC awards have been announced, additional funding may become available from new funding sources. If additional funding becomes available from new funders, do you give permission to the SFC to share your program information submitted in your application (such as budget, number of youth served, location, etc.)?

*48. This year, the Baltimore Children and Youth Fund (BCYF) is excited to invest \$2 million in funding for summer programs run by BIPOC-led organizations and summer programs serving older youth. Based on your responses in this application, your program is eligible for

consideration by BCYF. Please note that in addition to the SFC's requirements for all grantees, applicants funded by BCYF, a public funding source, will have some additional requirements.

After reading through BCYF's requirements, please indicate whether you are interested or not interested in being considered for BCYF funding.

- We have read the relevant reporting requirements and wish to be considered for funding by the Baltimore Children and Youth Fund.
- We have read the relevant reporting requirements and do not wish to be considered for funding by the Baltimore Children and Youth Fund.

* 49. We will work with older-youth serving organizations to recruit older youth (14-24) as community reviewers. We will work with younger-youth serving organizations to recruit parents and caregivers of younger youth (0-13) as community reviewers. Reviews will take place between December 6, 2021, and January 16, 2022.

Is your organization interested in more information about becoming a partner organization in this year's community review process? Your response to this question will not impact funding decisions.

- Yes
- No
- Not now, but my organization would be interested in being a partner organization in the future.

Before Pushing that Final Submission Button

Please use the Application Submission Checklist to double check that you have done the following:

- Answered **all** questions
- Uploaded the required [budget template](#) (Question 43)
- Uploaded any supplemental documents required by funders that you want to consider your application

Once you push the final submission button, you will not be able to revise or change your application. The Proposal Contact listed on this application will receive a confirmation email with a copy of your application within the next 15 minutes.

Thank you for your interest in the Summer Funding Collaborative!