SFC 2022 REQUEST FOR PROPOSALS

BALTIMORE SUMMER FUNDING COLLABORATIVE

Release Date: 12:00 PM on Monday, November 1, 2021

Deadline for Submission: 5:00 PM on Friday, December 3, 2021.

Please apply online via Formstack.

This document contains the full RFP, including a copy of the online application. You can also find all materials in this RFP and the link to the online application at bmoresfc.org.

Please contact rfps@baltimorespromise.org with any questions.

Contents

Overview 2

Eligibility and Availability of Funding 3

Funders and Priorities 3

Applying for SFC 2022 Funding 10

Decision Making 15

Grantee Requirements 17

Appendix A: Application for Summer 2022 SFC Funding 20

Appendix B: SFC 2022 Community Review Rubric 33

Appendix C: SFC 2022 Decision-Making Flowchart 37

Appendix D: List of Required Documents 38

Appendix E: Requirements for SFC 2022 Applicants Eligible for BCYF Funding 39

Appendix F: SFC 2022 Application Checklist 50

Overview

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 SFC funders with just ONE submission. For SFC funding consideration, your program should:

- Serve children and youth (ages 0-24) from families with low incomes living in Baltimore City.
- Provide healthy meals to students at summer programs that run in-person for four or more hours each day.
- Help children and youth grow academically, socially, and emotionally.
- Where applicable, welcome and include students of all abilities.

In addition, each SFC funder has their own requirements. For some funders, you must include certain documents in your application.

To apply for SFC funding, complete the online Formstack application.

Submit the online application AND all required documents by 5:00 PM on Friday, December 3, 2021.

Please note: The SFC will not accept late applications. The SFC will not accept applications by email or postal mail. You may want to submit your application a few days early. This will help you address any problems before the deadline.

Eligibility and Availability of Funding

The SFC funds summer programs that:

- Serve children and youth (ages 0-24) from families with low incomes living in Baltimore City.
- Provide healthy meals to students at summer programs that run in-person for four or more hours each day.
- Help children and youth grow academically, socially, and emotionally.
- Where applicable, welcome and include students of all abilities.

For summer 2022, the SFC will make about $5 million available to programs. Of this amount, $2 million, invested by the Baltimore Children and Youth Fund, will go to programs run by Black, Indigenous, and people of color (BIPOC)-led organizations and/or programs serving youth ages 14-24. The remaining $3 million will be awarded to programs that fit the priorities of other funders.

You do not have a limit on the amount of money you can request from the SFC. You are welcome to apply for the full funding you need to run a high-quality summer program. SFC funders do their best to fund whole program budgets, but we cannot guarantee that your entire budget will be funded due to limited resources.

In 2021, the SFC received 154 applications for funding, asking for a total of $9.2 million. We fully or partially funded 87 programs. In total, we awarded $3.5 million. Awards ranged from $5,000 to $175,000. The average award was $40,000.

Funders and Priorities

For summer 2022, 14 funders are in the SFC. Collaborative members currently include:

- The Abell Foundation
- The Annie E. Casey Foundation
- The Baltimore Children and Youth Fund
- Bloomberg Philanthropies
- Clayton Baker Trust
- Constellation
- Family League of Baltimore
- France-Merrick Foundation
- Joseph & Harvey Meyerhoff Family Charitable Funds
- The Harry and Jeanette Weinberg Foundation
- The Hinkey-Benson Family Fund
- Lockhart Vaughan Foundation
- The Richman Family Foundation
- United Way of Central Maryland.

Baltimore's Promise administers and facilitates the SFC. Although Baltimore's Promise coordinates the grantmaking process, Baltimore's Promise does not make any funding decisions.

In the table below, you will find the specific documents that each funder of the Summer Funding Collaborative requires from programs applying for their funding. If you would like a funder to consider your application, you must submit the required documents as listed.

The table also lists each organization's funding priorities. Each funder will use these priorities in their funding. However, the priorities are not requirements for consideration.

2022 Funder Requirements and Priorities

Funder	Required Documents *For this funder to consider your application, you MUST provide:*	Funding Priorities
The Abell Foundation	● Proof of 501(c)(3) or 509(a) tax status ● Proof of fiscal sponsor, if applicable	● High quality/high dosage* literacy (building reading and writing skills) programming ● Providing early childhood (Pre-K) and school-aged youth programming
The Annie E. Casey Foundation	● Certificate of Good Standing from the past 12 months ● Proof of 501(c)(3) or 509(a) tax status ● Proof of fiscal sponsor, if applicable ● Verification that your organizational budget is less than $2 million	● Serving vulnerable children and youth, including but not limited to ○ youth involved in child welfare or juvenile justice systems ○ youth ages 16-24 who are not in school or working
Baltimore Children and Youth Fund	● Certificate of Good Standing from the past 12 months ● Proof of 501(c)3 or 509(a) tax status ● Most recent financial audit (no older than FY19) and Management Letter for grantees with income over $750,000 ● Financial Review for organizations with budgets between $300,000 and $749,999	● Programs run by Black, Indigenous, and/or People of Color (BIPOC)-led organizations ● Programs where more than 51% of participants are youth ages 14-24
Bloomberg Philanthropies	● Certificate of Good Standing from the past 12 months ● Proof of 501(c)3 or 509(a) tax status ● Form 990 ● W-9	● Serving school-aged youth and older youth ages 14-24 ● Providing workforce training and/or youth employment opportunities ● Serving vulnerable children and youth, including youth involved in child welfare or juvenile justice systems
Clayton Baker Trust	● Form 990	● High quality/high dosage* literacy (building reading and writing skills) programming ● Blending academic learning with enriching activities
Constellation	● W-9	● High quality/high dosage* STEM education (Science, Technology, Engineering, and Math)

* Dosage: the number of program hours participants experience over the duration of the program.

2022 Funder Requirements and Priorities

Funder	Required Documents *For this funder to consider your application, you MUST provide:*	Funding Priorities
Family League of Baltimore	● Proof of 501(c)(3) or 509(a) tax status ● Certificate of Good Standing from the past 12 months ● Most recent financial audit for organizations requesting $50,000 or more ● 990 or 990 EZ for organizations requesting $49,999 or less	● Programs that support early learning, school readiness, literacy, academic achievement, health and wellness, career readiness and/or positive changes in youth attitudes; ● Programs serving older youth (14 to 24) with a focus on connecting them to school or the workforce; including programs that foster learning an awareness in: ○ College & Career Readiness ○ Effective Work Habits and Skills for Professional Growth ○ Financial literacy and financial planning ○ Entrepreneurship ○ Healthy Lifestyles ○ Conflict Resolution and Management ○ Mentoring ● Programs focused on supporting boys and young men of color that addresses educational attainment gaps, closing the opportunity gap in college and career preparedness, and/or eradicating the cradle to prison pipeline
The France-Merrick Foundation	● Board of Directors list ● Proof of 501(c)(3) or 509(a) tax status ● Form 990 ● Most recent financial audit, if applicable	● Providing workforce and college readiness support ● Providing summer employment and internships in partnership with YouthWorks ● High quality/high dosage* literacy (building reading and writing skills) interventions

* Dosage: the number of program hours participants experience over the duration of the program.

2022 Funder Requirements and Priorities

Funder	Required Documents *For this funder to consider your application, you MUST provide:*	Funding Priorities
The Harry and Jeanette Weinberg Foundation	● Form 990 ● Proof of 501(c)(3) tax status (cannot fund colleges, universities, or arts institutions) ● Proof of fiscal sponsor, if applicable ● Most recent audited financial statement or proof of fiscal sponsor	● Blending academic learning with enriching activities ● High quality/high dosage* literacy (building reading and writing skills) programming ● High quality/high dosage* STEM education (Science, Technology, Engineering, and Math) ● Providing workforce training and/or youth employment opportunities
The Hinkey-Benson Family Fund	● Proof of 501(c)(3) or 509(a) tax status	● High quality/high dosage* STEM education (Science, Technology, Engineering, and Math) ○ Providing college readiness support ○ Serving school-aged youth
Joseph and Harvey Meyerhoff Charitable Funds	● Board of Directors list ● Proof of 501(c)(3) or 509(a) tax status ● Most recent financial audit, if applicable	● Blending academic learning with enriching activities ● Partnering with other organizations to enhance program offerings ● Programs must operate and serve youth living in Belair-Edison, Canton, Hamilton, Highlandtown, Lauraville, Patterson Park East, and Patterson Park North
Lockhart Vaughan Foundation	● Certificate of Good Standing from the past 12 months ● Form 990	● High quality/high dosage* literacy (building reading and writing skills) programming ● Blending academic learning with enriching activities

* Dosage: the number of program hours participants experience over the duration of the program.

2022 Funder Requirements and Priorities

Funder	Funder Required Documents *For this funder to consider your application, you MUST provide:*	Funding Priorities
Richman Family Foundation	● N/A	● Providing early childhood (Pre-K) and school-aged youth programming through Grade 3 ○ Blending academic learning with enriching activities ○ High quality/high dosage* STEM education (Science, Technology, Engineering, and Math) ○ High quality/high dosage* literacy (building reading and writing skills) programming ○ Serving vulnerable children and youth, including youth involved in child welfare or juvenile justice systems
United Way of Central Maryland	● Form 990 ● Proof of 501(c)(3) or 509(a) tax status ● Most recent financial audit for organizations with budgets of $750,000 or greater ● Financial Review for organizations with budgets between $300,000 and $749,999	● Blending academic learning with enriching activities ● High quality/high dosage* programming ● Programs serving children and/or youth from Brooklyn/Curtis Bay, Southwest Baltimore, Morrell Park, and/or Poppleton

* Dosage: the number of program hours participants experience over the duration of the program.

2022 Funder Requirements and Priorities

2022 SFC Funder Required Documents Summary	Abell	BCYF	Bloomberg	Casey	Clayton Baker Trust	Constellation	Family League	France-Merrick	Hinkey-Benson	Lockhart Vaughan	Meyerhoff	Richman	United Way	Weinberg
Board of Directors list							X			X				
Certificate of Good Standing		X	X	X			X			X				
Financial review												X	X	
Form 990			X		X		X	X		X			X	X
Most recent financial audit		X					X	X			X		X	X
Organizational and/or budget size			X	X										
Proof of 501(c)(3) or 509(a)status	X	X	X	X			X	X	X		X		X	X
Proof of fiscal sponsor	X			X										X
W-9			X			X								

2022 SFC Funder Priorities Summary	Abell	BCYF	Bloomberg	Casey	Clayton Baker Trust	Constellation	Family League	France-Merrick	Hinkey-Benson	Lockhart Vaughan	Meyerhoff	Richman	United Way	Weinberg
Early childhood	X						X					X		
School-aged youth	X		X	X			X		X			X		
Older youth		X	X	X										
Blended learning (academic & enrichment)					X					X	X	X	X	X
High-quality/high dosage literacy	X				X		X	X		X		X	X	X
High-quality/high dosage STEM						X			X			X	X	X
Mentoring							X							
College readiness							X	X	X					X
Workforce/youth employment			X				X	X						X
Location											X		X	
Partnerships											X			
Black, Indigenous, or Person of Color-led organization		X												
Youth impacted by child welfare and/or juvenile justice systems			X	X			X					X		

Applying for SFC 2022 Funding

With the SFC's application you can apply for grants from all funders at one time. See **Appendix A** to preview the application. Please submit your online application by 5:00 PM on Friday, December 3, 2021.

Application Timeline:

November 1, 2021	SFC 2022 RFP opens
November 8, 2021	Info Session 1 Monday, November 8, 1-3 PM Register Here
November 9, 2021	Info Session 2 Tuesday, November 9, 6-8 PM Register Here
November 30, 2021	Deadline for submitting questions about completing the application
December 3, 2021	SFC 2022 RFP closes!
December 10, 2021	Applicants are alerted if they are missing essential documentation
January 7, 2022	Deadline for applicants to send any missing documentation
Early March 2022	SFC award decisions announced

Community Review of Your Program Description:

A key part of the application is the **Program Description**. You will describe your organization and your program for summer 2022. This year, a panel of community reviewers will read and score Program Descriptions. This panel will include youth ages 14-24 and parents/caregivers of youth ages 0-14. Funders will also read Program Descriptions.

In the Program Description, you will answer several questions. These questions reflect what Baltimore's youth, young adults, and parents/caregivers look for when choosing out-of-school-time programs. Baltimore's Promise spoke with 161 community members to find out their preferences and priorities. These community members included youth ages 11-24, and parents/caregivers of youth ages 0-10. Please read the Baltimore City Youth Opportunities Landscape (BCYOL) Report for more information.

How Will the Community Reviewers Evaluate Program Descriptions?

This year, the SFC is excited to share the **Community Review Rubric** for the Program Description. Our community reviewers will use this rubric to score applicants' Program Descriptions. Community reviewers will review up to 200 applications. They will prioritize applications from

BIPOC-led organizations and those serving youth ages 14-24. These criteria line up with the funding priorities of the Baltimore Children and Youth Fund (BCYF). BCYF is committed to aligning 100% of their funding decisions with the results of the community review process.

Find the Community Review Rubric in **Appendix B**. The rubric's Guiding Questions will help reviewers rate Program Descriptions. The rubric used insights from the BCYOL Report to develop the rubric. We **strongly recommend** that you read through the rubric carefully before writing your Program Description. This will help you plan your writing. Also, funders may use the rubric in their own reviews.

Program Categories

Proposals are grouped into three categories: **Comprehensive (Pre-kindergarten to 8th grade)**, **Comprehensive (Grades 9 – 12 / Ages 14 – 24)** or **Specialized**.

Program Type	Age Ranges	Criteria

Comprehensive Program	• Prekindergarten to Grade 8
	
	or
	
	• Grades 9 – 12 / Ages 14 – 24
		To be classified as a Comprehensive Program, a program must meet **all** these criteria:
		
		• Operates five or more hours per day, at least four days a week
		• Operates for at least four weeks
		• Has a formal enrollment process for students, such as enrollment forms
		• Offers the following:
		  ○ food (daily);
		  ○ enrichment (daily);
		  ○ academic enrichment (weekly or daily); and
		  ○ physical activity (weekly or daily).

Specialized Program	• Any	To be classified as a Specialized Program, a program must meet **some or all** of the following criteria: • Operates less than five hours per day and/or less than four days per week • Operates for less than four weeks • Has a drop-in structure where participants choose when to attend and may not be required to complete an enrollment form • Has a single focus or specialized focus (such as mentoring, STEM, arts, workforce training) • Operates outside of typical summer enrichment hours (such as weekends or in the evenings)

- If your program enrolls younger children but employs older youth as staff, please only consider the *younger children as the population you're serving.*

- If your program meets the Comprehensive Program criteria but enrolls a broad age range (such as K – 12), we recommend you complete **two** separate applications; one for the K-8 youth and one for the older youth, based on the program you are offering each age group.

- If your program has multiple sites but the same program structure at each site, please apply **once** but indicate that you have multiple sites. Your program budget must include all sites' projected expenses.

COVID-19

SFC funders understand that COVID-19 is still causing uncertainty with in-person programming, funding streams for the out-of-school time provider network, and public health considerations. The concerns have made these past two years more stressful than ever for program providers. Please propose the ideal model your program wishes to provide in Summer 2022. Base your proposal on what you know now about the ongoing pandemic.

We understand that different programs may choose to keep having virtual meetings in their programs. If your program includes a virtual component, or is fully virtual, please make sure to explain the reasons for this format in your application.

Submitting Your Application

To apply for SFC funding, you must complete the online Formstack application. You must submit the application AND all required documents by 5:00 PM on Friday, December 3, 2021. Please note that the SFC will *not* accept late applications. The SFC will not accept applications by email or postal mail. You may want to submit your application a few days early. This will help you address any problems before the deadline.

Completing the Budget Template

All applicants must submit a program budget with their application using an Excel template that we provide. Please make sure to read the "Instructions" tab on the budget template and watch the instructional video for additional information.

Question 44 of the application provides space for you to share a budget narrative. You can also give other information about your budget, including in-kind resources, materials you plan to purchase, and other planned or pending sources of funding.

Information Sessions

The SFC will host two virtual information sessions for you to learn more about the application process. We will record these sessions and post them online at bmoresfc.org.

Information Session 1: Monday, November 8, 2021, from 1-3 PM
Register Here

Information Session 2: Tuesday, November 9, 2021, from 6-8 PM
Register Here

Technical Assistance and Professional Development

During 2021-2022, the SFC will offer various professional development (PD) and technical assistance (TA) opportunities for youth-serving organizations. This includes organizations that may be applying for the SFC 2022 funding cycle.

As of November 1, 2022, the SFC is still finalizing the schedule for PD and TA opportunities. Please check the website and follow the SFC on Facebook for updates on what PD/TA will be offered during the application period.

Questions & Answers

The SFC will accept questions about the application process via email between NOON on November 1 and NOON on November 30, 2021. Please send all questions to rfps@baltimorespromise.org. A Question & Answers document answering all clarification questions about the application will be uploaded twice to bmoresfc.org. We will upload the first document by 5:00 PM on Friday, November 12, and an updated one by 5:00 PM on Tuesday, November 30.

If you have technical questions about your Formstack submission, you may email them to rfps@baltimorespromise.org up until the application deadline at 5:00 PM on Friday, December 3, 2021. We will do our best to respond as quickly as possible. However, due to the high volume of submissions on the deadline, we cannot guarantee an immediate response. We **strongly encourage** you to submit your application before the deadline, as we cannot accept late submissions for any reason.

Decision Making

Technical Review

After you submit your application on December 3, 2021, Baltimore's Promise staff will review your application materials. We will check that you have submitted the budget in the correct format, and that your required documents are correct and up to date. Baltimore's Promise staff will email you by 5:00 PM on Friday, December 10, to let you know about any missing or incorrect materials. You will have until 5:00 PM on Friday, January 7, to resubmit any necessary materials. Funders may not consider incomplete applications. We strongly encourage you to read through the section on required documents before submitting your application to avoid needing to resubmit materials.

Community Review Process

After the technical review process, we may select your application for community reviewers to review. Reviewers will include youth ages 14-24, and parents/caregivers of youth ages 0-13. Ideally, all applications would be reviewed through this process. However, if we receive more than 200 applications, then we will prioritize:

- Applications from BIPOC-led organizations
- Applications from programs planning to have at least 51% of their participants be youth ages 14-24

These criteria line up with the funding priorities of the Baltimore Children and Youth Fund. They are committed to aligning 100% of their funding decisions with the community review process.

If we choose your application for review, the community review committee will evaluate your Program Description from your application. Each member will use the Community Review Rubric (See Appendix B). We will then share the committee's feedback with all SFC funders.

Funder Review and Decision-Making:

After the community review process ends, SFC funders will receive all application materials, including feedback from the community reviewers, and begin their own decision-making. Foundations will base their funding decisions on their priorities and eligibility requirements. We will announce funding decisions by early March 2022. We will email a decision letter to the proposal contact listed on the Formstack application.

The SFC is an aligned fund. This means individual funders ultimately make the funding decisions according to their unique priorities and eligibility requirements. The SFC strives to coordinate funding decisions and fund whole program budgets as much as possible. Before finalizing their decisions, SFC funders meet to align final decisions with the goal of fully funding as many high-quality summer programs as possible.

The Baltimore Children and Youth Fund will actively incorporate feedback from the community review process by aligning 100% of their funding decisions with feedback from this review process. Other SFC funders may incorporate feedback from the community review process into their decision-making.

Please see a flowchart of this process in **Appendix C.**

Application Feedback

In March 2022, the SFC will send you a decision letter. In that letter, we will share general information about the applicant and grantee pool to help explain the 2022 funding decisions.

Applications reviewed by the community review committee will receive substantive feedback based on reviewer comments. We will email this feedback to these applicants between March and May 2022.

At this time, the SFC cannot guarantee feedback from individual funders.

Receiving Grant Awards

Grant contracts and awards are administered directly by individual funders or their fiscal agents. If you receive an award letter in March 2022, the individual funders funding your program will reach out directly to your organization to start the contracting process.

Most SFC funders provide 100% of awarded funding to grantees between April and June, before the start of summer programming. However, the Baltimore Children and Youth Fund and Family League of Baltimore, two stewards of public funding, provide funding based on a partial reimbursement model. In other words, they may reimburse you after you provide services and spend money.

Grantee Requirements

SFC grantees must meet the following requirements:

Spring Grantee Survey	In spring 2022, Baltimore Promise will send the Spring Grantee Survey. With this survey, all Summer Funding Collaborative grantees must submit an updated program budget for Summer 2022 and describe their program's goals and expected outcomes.
Summer Meals	Any program running for more than four hours per day in-person (comprehensive or specialized) must make sure their participants are fed during the program day. One way to do this is through the Baltimore City Department of Housing and Community Development's (BCHD) free meal service to any non-profit organization, church, day camp, community group, or city agency that serves children and youth in Baltimore City.
Welcoming Students of All Abilities	The SFC is committed to supporting summer programs that welcome and include students of all abilities. SFC grantees are expected to ask parents or guardians during the enrollment or intake process whether their child has special needs or an individualized learning plan.
Attendance Collection	All SFC grantees must track enrollment and attendance data for their summer program using a method of tracking attendance supplied by the SFC. Required data includes student ID number, date of birth, school attended in SY 21-22, address, and last grade completed. As part of the attendance tracking process, grantees will administer an Opt-In consent form to parents/caregivers of participants to ensure that families agree to share this information with the SFC.
Site Visits	SFC grantees may receive a site visit from funders during their summer program. Baltimore's Promise will help to coordinate site visits for programs with multiple funders to streamline the scheduling process.
End-of-Summer Report	SFC grantees must complete an End of Summer report through an online form; a final program budget will also be expected as a part of the report.

Most SFC funders accept these expectations as their requirements for grantees. A few SFC funders have additional requirements:

The Annie E. Casey Foundation	After SFC decisions are announced in March, grantees of The Annie E. Casey Foundation will receive an invitation to an online portal. They may be requested to submit additional documentation before they receive funding.
Baltimore Children and Youth Fund	Grantees of the Baltimore Children and Youth Fund will work closely with staff associated with Baltimore's Promise to make sure they meet the following requirements: • Compliance with Baltimore City Local Hiring Law for grant requests of $300,000 or greater. This will require a local hiring analysis report and monthly reports. Please see Appendix E. • Proof of required insurance coverage. This is required <u>before</u> the grant is disbursed. ○ IMPORTANT: Please see Appendix E to review requirements based on grant size. Applicants can include cost of additional insurance in their SFC budget request and will be given 30 days from grant approval to provide proof of insurance. If insurance is a line item included in their program budget, BCYF grantees will be able to access a disbursement of funds to pay for the costs of insurance in order to show proof of insurance within 30 days of receiving the award letter. • Maintain an accounting system that enables grantee to isolate, identify and support all expenditures under this grant. Please see Appendix E. • Submission of monthly financial reports including detailed expenditures and receipts. Please see Appendix E.

Family League of Baltimore	Grantees of the Family League of Baltimore will work closely with Family League to submit additional information required by the City of Baltimore. These reporting requirements include: • Compliance with Baltimore City Local Hiring Law. This will require a local hiring analysis report and monthly reports. • Spending Plan – Partners upload their summer budget into a template in our grants management systems ○ If a fiscal sponsor is used, partners upload their agreement with the fiscal sponsor to this report • Scope of Work – Partners upload the application they submitted to the SFC • Final Narrative Report – Partners upload the final report that they submit to the SFC • Final Expenses – Partners upload final expenses to the spending plan • Staffing and Criminal Background Check Report – Partners upload a list of staff/volunteers/subcontractors and the date they received their last background check. This report also asks partners to identify which system they use for background checks and if it does continuous monitoring.

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. "41012345567")

*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.*

- ☐ 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
- ☐ I don’t know yet

*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!

Appendix B: SFC 2022 Community Review Rubric

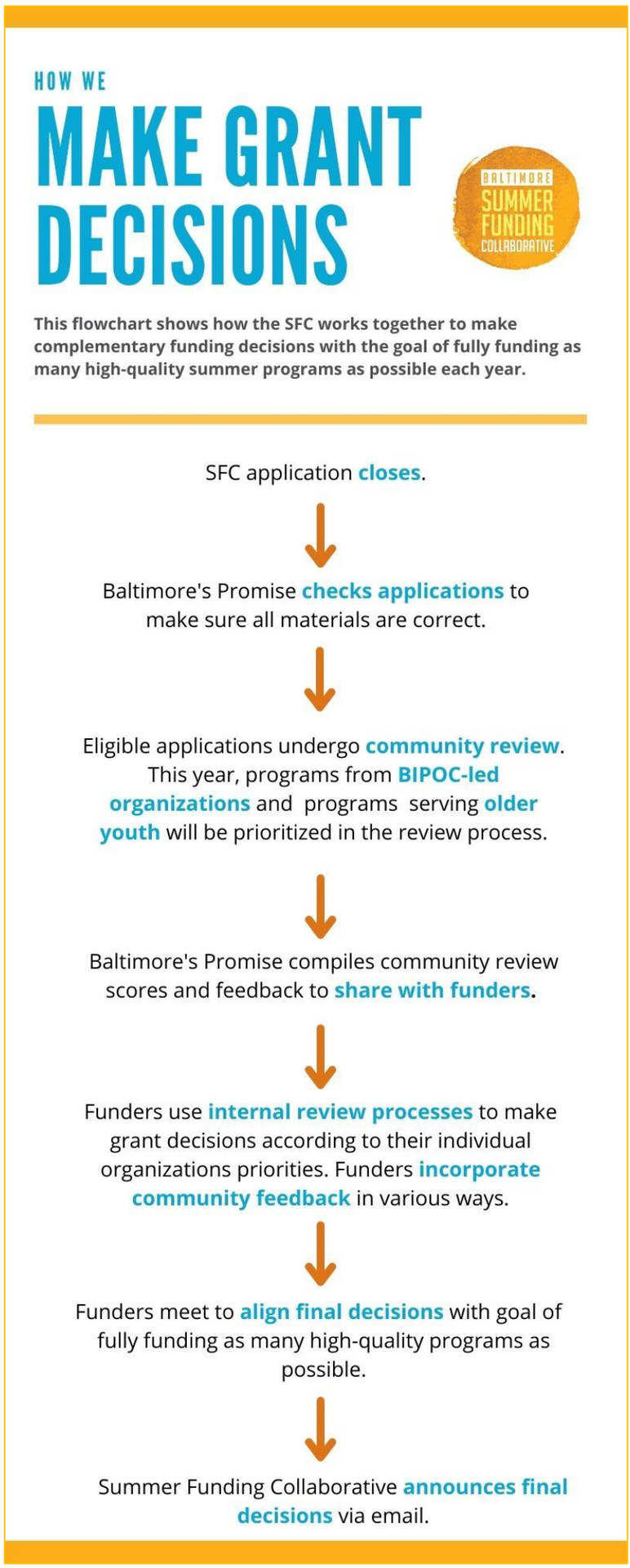
Theme	Description	Guiding Questions As you consider your score for this category, you might ask:	SCORE (Circle one)
Knowledge and Skill Building	Young people want programs that allow them to build up knowledge and skills through experiences and mentorship that will help them as they grow older. Parents and caregivers want programs to teach youth practical skills to help them succeed in life.	Do the program's activities support the development of relevant skills and knowledge? Did the program select the skills and knowledge that will be taught based on the needs and desires of participants? Will the participants be able to use the skills and knowledge taught by the program after the summer?	This program builds knowledge and skills that are relevant and interesting to participants, and that will help them succeed in life: Strongly agree (5) Agree (4) Neither agree nor disagree (3) Disagree (2) Strongly Disagree (1)

Accessibility	Young people and parents/caregivers want programs that accommodate their needs, including but not limited to cost, transportation, and younger children and siblings.	Does the program eliminate fees and/or burdensome participation requirements? Does the program cover transportation costs? Or, does the program have strategies to address transportation challenges to and from the site location? How does the program accommodate the diverse needs of participants and their families/caregivers? **Examples:** The program has accommodations to make participation possible for young people who are responsible for taking care of their younger siblings or children, for young people who are working, or for young people with working parents. The program has a plan to support the specific needs of participants, such as newcomer youth, disabled youth, youth experiencing homelessness, and youth who are English-language learners. The program has other strategies to make the program more accessible for program participants and their families.	This program is accessible to youth and their parents/caregivers. This program actively accommodates the different needs of its participants: Strongly agree (5) Agree (4) Neither agree nor disagree (3) Disagree (2) Strongly Disagree (1)

Exposure & Diverse Experiences	Young people want programs that allow them to experience new and interesting things, including travel outside of the city and career exploration.	How does the program take young people out of their normal daily routine? Does the program allow young people to explore careers and interests that they otherwise would not be able to? How does the exposure to new experiences relate to the overall objectives of the summer program?	This program exposes participants to opportunities that build on and expand participants' day-to-day experiences: Strongly agree (5) Agree (4) Neither agree nor disagree (3) Disagree (2) Strongly Disagree (1)
Engaged & Professional Staff	Effective programs have staff members who are knowledgeable, caring, dedicated, and respectful. They know how to interact with different age groups and have the dedication to build caring relationships.	What does the program prioritize when building a staff team that is dedicated to building caring relationships with participants and their families? How does the program make sure that staff members are knowledgeable and experienced in the program content? How does the program make sure that staff interact with participants in an age-appropriate manner? How does the program make sure that program staff understand participants' diverse backgrounds, and where possible, share similar backgrounds with participants?	This program has engaged, professional, and knowledgeable staff that are dedicated to building relationships with participants: Strongly agree (5) Agree (4) Neither agree nor disagree (3) Disagree (2) Strongly Disagree (1)

Youth-Centered	Youth and parents/caregivers are looking for programs that are fun, enjoyable, and individualized. Participants want programs to ask them how to improve the service.	How does the program plan to make sure that participants are enjoying themselves from start to end? Does the program seek feedback from youth participants about its operations? How? Does the program provide specific examples of how it uses youth feedback to improve program experiences? How does the program provide youth leadership opportunities for leadership? Does the program incorporate culturally relevant materials and teachings?	This program actively incorporates youth voice into its design and implementation. The program seems enjoyable: Strongly agree (5) Agree (4) Neither agree nor disagree (3) Disagree (2) Strongly Disagree (1)
Safe Spaces: Mental & Physical	Mental and physical safety is important for young people and their parents/caregivers when they consider programs. Youth want a program culture that allows them to relax and exist freely, without worries of being judged by adults or other young people.	How does the program plan to make sure that participants feel physically and mentally safe while participating in the program? How does the program help young people to feel comfortable sharing their experiences and problems while participating in the program? Does the program provide resources to participants who needs additional support to feel physically and/or mentally safe? How does the program approaches conflict resolution between participants, or between participants and staff members? Is it in a restorative manner?	This program prioritizes and fosters the physical and mental safety and well-being of participants: Strongly agree (5) Agree (4) Neither agree nor disagree (3) Disagree (2) Strongly Disagree (1)

Appendix C: SFC 2022 Decision-Making Flowchart



Appendix D: List of Required Documents

SFC Budget Template	The SFC Budget Template is required by all funders. Click here to download the SFC 2022 Budget Template. You must submit this template in Excel format.
Board of Directors List	A list of your organization's board of directors is created by your organization. This list should be submitted in PDF or Word format.
Current Certificate of Good Standing from the past 12 months	The Certificate must be current, official, and submitted as a PDF. No screenshots will be accepted. Visit the Maryland Department of Assessments and Taxation to learn how to obtain a current copy of this Certificate.
Proof of 501(c)(3) or 509(a) status	The original status determination letter was issued to you by the IRS when you applied for tax exemptions as a charitable organization. If you have lost your original status determination letter, visit the IRS website to learn how to obtain a replacement copy.
Form 990	Click here to search for your organization's most recent Form 990.
W-9	Click here to view a downloadable copy of the W-9 form.
Proof of Fiscal Sponsorship	Proof of fiscal sponsorship, if applicable to your organization, is required for consideration by all funders. A fiscal sponsor is an organization that will receive and administer grants on behalf of your organization. If you have a fiscal sponsor, please submit a record, such as an MOU, that details the status of this partnership.
Financial Audit	An audit is a CPA-performed examination of a company's financial records which determines if the information correctly reflects the financial position at the given time. As a result, the results of an audit lead to the highest level of assurance that can be provided. Typically, a management letter including the auditor's overall findings and recommendations is included with the audit.
Financial Review	A financial review is a CPA-performed examination of a company's financial records that reports on the plausibility of its financial statements, providing limited assurance. As a result, a financial review provides limited assurance, while an audit provides a reasonable amount of assurance.
Management Letter	A management letter is a standard part of a financial audit. It is a letter prepared by the auditor that discusses findings and recommendations from the audit. Frequently, this letter is included at the beginning of your audit report. However, if your management letter is separate from the audit, you can upload it separately.

Appendix E: Requirements for SFC 2022 Applicants Eligible for BCYF Funding

Overview:

This year, the Baltimore Summer Funding Collaborative (SFC) is excited to welcome the Baltimore Children and Youth Fund (BCYF) to the Collaborative in the 2022 funding cycle. With a $2 million funding commitment for summer programs run by Black, Indigenous, and People of Color (BIPOC)-led organizations and for programs serving older youth ages 14-24, BCYF will play an essential role in expanding the SFC's funding pool to over $5 million while employing an explicit equity lens in their decision making.

Eligibility:

To be eligible for consideration for BCYF, applicants must meet the SFC's general funding requirements. To be eligible for SFC funding, programs must:

- Serve children and youth (ages 0-24) from families with low incomes living in Baltimore City.
- Provide healthy meals to students at summer programs that run in-person for four or more hours each day.
- Help children and youth grow academically, socially, and emotionally.
- Where applicable, welcome and include students of all abilities.

To be eligible for consideration by BCYF, programs must also:

- Be run by a BIPOC-led organization; OR
- Primarily serve older youth (more that 51% of program participants will be ages 14-24)
- Submit the following documentation:
    - Certificate of Good Standing from the past 12 months
    - Proof of 501(c)3 or 509(a) tax status
    - Most recent financial audit (no older than FY19) and Management Letter for grantees with income over $750,000
    - Financial Review for organizations with budgets between $300,000 and $749,999

All programs that are eligible for consideration by BCYF will have the chance to opt-in to consideration for BCYF funding in the SFC 2022 Application (Question 48). Your program will remain eligible for consideration by other SFC funders regardless of your answer to this question.

Community Review:

All programs that opt-in to consideration for BCYF funding will undergo a community review process. Reviewers will include youth ages 14-24, and parents/caregivers of youth ages 0-13.

Reviewers will read and evaluate your responses to the "Program Description" in the SFC 2022 Application (Questions 31-42). In the Program Description, you will answer several questions. These questions reflect what Baltimore's youth, young adults, and parents/caregivers look for

when choosing out-of-school-time programs. Baltimore's Promise spoke with 161 community members to find out their preferences and priorities. These community members included youth ages 11-24, and parents/caregivers of youth ages 0-10. Please read the Baltimore City Youth Opportunities Landscape (BCYOL) Report for more information.

Our community reviewers will use the Community Review Rubric to score applicants' Program Descriptions. BCYF is committed to aligning 100% of their funding decisions with the results of the community review process.

Find the Community Review Rubric in **Appendix B** of the **RFP**. The rubric's Guiding Questions will help reviewers rate Program Descriptions. The rubric used insights from the BCYOL Report to develop the rubric. We **strongly recommend** that you read through the rubric carefully before writing your Program Description. This will help you plan your writing.

Requirements:

BCYF Grantees must meet all general SFC requirements. Please read the full SFC RFP to learn more. In addition, BCYF grantees will work closely with staff associated with Baltimore's Promise to make sure they meet the following requirements:

- Compliance with Baltimore City Local Hiring Law for grant requests of $300,000 or greater. This will require a local hiring analysis report and monthly reports. Please see Exhibit B.

- Proof of required insurance coverage. This is required before the grant is disbursed.
    - IMPORTANT: Please see Exhibit C to review requirements based on grant size. Applicants can include cost of additional insurance in their SFC budget request and will be given 30 days from grant approval to provide proof of insurance. If insurance is a line item included in their program budget, BCYF grantees will be able to access a disbursement of funds to pay for the costs of insurance in order to show proof of insurance within 30 days of receiving the award letter.

- Maintain an accounting system that enables grantee to isolate, identify and support all expenditures under this grant. Please see Exhibit D.

- Submission of monthly financial reports including detailed expenditures and receipts. Please see Exhibit E.

EXHIBIT B – BALTIMORE CITY LOCAL HIRING LAW

Grantee shall comply with all of the requirements contained in the law which includes but is not limited to immediately completing the Mayor's Office of Employment Development (MOED) Local Hiring Employment Analysis Form for Grantee and any subcontractor, agreeing to post new positions through MOED for a period of seven (7) days prior to publicly advertising the openings, and submitting monthlyemployment reports to BCYF by the third business day of the month for the preceding month.

Employment Analysis. At BCYF's sole discretion, Grantee will not receive its payment under the Grant unless and until the employment analysis has been performed. The submission of the Employment Reports as required shall be a condition precedent to the release of any and all retainage held pursuant to the Grant.

BALTIMORE CITY LOCAL HIRING LAW NOTICE

1. The Local Hiring Law (Council Bill 12-0159) (the "Law") is applicable to all City contracts that are greater than $ 300,000.00, or agreements authorizing assistance that are within the terms of §27-2 of the Law executed by the City on or after the Law's effective date, December 23, 2013. The Law requires compliance by vendors/contractors and their subcontractors regardless of the subcontractor award amount and by all persons benefitting from an agreement involving more than $5,000,000.00 in assistance for a City subsidized project.

2. The Law only applies to the original term of contract awards greater than $ 300,000.00. Extra Work Orders and contract modifications do not affect the applicability of the Law. Whether a City subsidized project is subject to the Law shall be finally determined when an agreement authorizing assistance valued at more than $5,000,000.00 is executed by the City.

3. All City bids, RFP's and requests for bid packages and final contracts must include reference to the requirements of the Law. All bid documents and contracts subject to the Law will include a section referencing the requirements of the Law. The bidder's signature will verify a commitment to abide by the Law.

4. Upon contract award or approval of an agreement for subsidy covered by the Law, the contracting city agencies or agencies entering into an agreement for the City subsidized project must immediately complete the Mayor's Office of Employment Development (MOED) Vendor Contact form, providing contact information for each vendor/contract awarded and each beneficiary of a qualifying City subsidized project. MOED will contact the vendor or beneficiary upon receipt of the completed form from the city agency.

5. Within two weeks of the contract award or agreement for a City subsidized project covered by the Law, the awardee must work with a representative of the Mayor's Office of Employment Development (MOED) to complete an Employment Analysis that will project the total workforce and the "new hires" in the Baltimore area needed to fulfill the contract/agreement. That Analysis shall include all information reasonably required by MOED showing at a minimum general locations (Baltimore area or not) of all workforce positions required to complete the

contract/agreement.

6. A Local Hiring Review Committee ("LHRC") will be established. The LHRC will be comprised of representatives/designees from the following:

- Office of the City Council President
- Office of the Deputy Chief of Economic Development and Neighborhoods
- Mayor's Office of Employment Development
- Office of the Director of Finance
- Baltimore City's Procurement Office
- Baltimore Development Corporation
- Baltimore City Law Department

EXHIBIT C – INSURANCE COVERAGE REQUIREMENTS

Professional Liability	Minimum per occurrence
Grant Level One (up to $20,000)	$500,000
Grant Level Two ($21,000 to $250,000)	$1,000,000
Grant Level Three ($251,000 to $500,000)	$1,000,000
*Errors and Omissions	Minimum per occurrence
Grant Level One (up to $20,000)	$300,000
Grant Level Two ($21,000 to $250,000)	$300,000
Grant Level Three ($251,000 to $500,000)	$300,000
Commercial General Liability	Minimum per occurrence
Grant Level One (up to $20,000)	$500,000
Grant Level Two ($20,001 to $250,000)	$1,000,000
Grant Level Three ($251,0010 to $500,00)	$1,000,000
Worker's Compensation	Minimum per occurrence
Grant Level One (up to $20,000)	At levels required by the State of Maryland
Grant Level Two ($21,000 to $250,000)	as well as any similar coverage required for
Grant Level Three ($251,000 to $500,000)	this work by applicable Federal law.
Blanket Crime	Minimum per occurrence
Grant Level One (up to $20,000)	$10,000
Grant Level Two ($21,000 to $250,000)	$20,000
Grant Level Three ($251,000 to $500,000)	$100,000
Abuse and Molestation	Minimum per occurrence
Grant Level One (up to $20,000)	$100,000
Grant Level Two ($21,000 to $250,000)	$500,000
Grant Level Three ($251,000 to $500,000)	
	$1,000,00
0	

*Grantees may request a waiver or reduction of the Errors and Omissions coverage upon presentation of sufficient supportive evidence. Any reduction or waiver will be at the sole and absolute discretion of BCYF.

EXHIBIT D – FINANCIAL COMPLIANCE REQUIREMENTS

Grantee agrees to comply with the Financial Accounting and Auditing Policies stated in this Exhibit and incorporated as Terms and Conditions of this Grant Agreement.

I. ACCOUNTING SYSTEM

A. Grantee shall establish and maintain an accounting system to identify and support all expenditures billed to BCYF under this Grant, if required by BCYF.

1. This shall include a system to identify, review, and approve the accuracy of third-party services billed directly to Grantee by the third party.

2. The accounting system shall record all income and expenses for Grantee's total program. All expenditures and income must be supported by vouchers and receipts that detail the reason for the transaction. The accounting system, at a minimum, shall consist of a chart of accounts, cash receipts journal,cash disbursement journal, and general ledger.

3. The accounting system shall be in accordance with generally accepted accounting practices.

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B. It is the responsibility of the Grantee to document that it has complied with the accounting system requirements or obtained a waiver or modification of this requirement.

II. AUDIT REQUIREMENTS

A. Applicable Grantee. An applicable Grantee has a contributable income over $200,000 verifiable by the Grantee's IRS 990 filing.

B. Audits Required.

1. **Independent Auditor.** Applicable Grantee shall have a 2019 financial audit and a 2020 financial audit completed by an independent Certified Public Accountant, as selected by Grantee, in accordance with this Section. The 2019 audit shall be completed and acopy (including all management notes thereto) shall be provided to BCYF before the initial payment is made by BCYF. The 2020 audit shall be completed and a copy (including all management notes thereto) shall be provided to BCYF within 30 days of its completion.

2. **Budgeted Expense.** The audit's cost can be performed at the expense of BCYF provided they are built into the Grantee's approved budget.

3. **Waivers.** It is the responsibility of the Grantee to document any request for and granting of a waiver of this audit requirement.

C. Audit Standards.

1. **Generally Accepted Auditing Practices.** Grantee must ensure the audit is provided in accordance with generally accepted auditing practices ("GAAP"). An independent auditor licensed and registered in the State of Maryland must perform the audit.

2. **OMB Compliance.** Where applicable, the audit shall be in compliance with the U.S. Office of Management and Budget Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations," and such audits shall be accepted even when not required. The audit submitted shall report on compliance and internal control over financial reporting based on an audit of financial statements performed in accordance with GAAP.

3. **Schedules.** The audit submitted shall include a schedule of findings and questioned costs, to include:

    1) Summary of auditor's results on financial statements.

    2) Findings related to the financial statements of the agency or of the program which are required to be reported in accordance with GAAP.

    3) Doubt, if any, on the part of the auditors as to the auditee's ability tocontinue as a going concern; and

    4) Whether a Management Letter or other document conveying auditcomments was issued as a result of the audit.

4. **Management Letter.** A copy of any Management Letter or other document issued in conjunction with the audit shall be provided to BCYF. If no Management Letter was issued, the schedule of findings and questioned costsshall state that no Management Letter was issued.

5. **Report of Status of Actions.** A report on the status of action(s) taken in responseto prior audit findings and recommendations.

EXHIBIT E –
REPORTING AND RECORDKEEPING COMPLIANCE AND MONITORING

I. REPORTS / DELIVERABLES

A. Reports. Grantee shall submit to BCYF progress reports, expenditure and financial reports, programmatic reports, final reports, receipts, and such other reports as required by BCYF from time to time (collectively, the "Reports"). All Reports will be submitted via the online grant portal and all other requirements should be submitted to BCYF via electronic communication (i.e. email etc.) at such electronic address or addresses provided by BCYF. Grantee will check in with BCYF and provide monthly status Reports of the program, including an endof the Grant Term Report in the form and substance acceptable to BCYF.

B. Expenditures and Financial Reports. Grantee shall provide BCYF with monthly expenditure and financial Reports and receipts in the form and substance acceptable to BCYF specifying the expenditure and disposition of Grant funds for each monthly period during the Grant Term. Monthly Reportsare due within 10 days after the end of each monthly period during the Grant Term.

C. Programmatic Reports. Grantee shall submit quarterly programmatic Reports in the form and substance acceptable to BCYF. Quarterly Reports shall include, without limitation, the enrollment documentation and data set forth in Section II.B (Participant Service Records) below.

D. Monitoring and Inspection

1. **Monitoring.** The services provided by Grantee pursuant to this Grant may be monitored, inspected, and evaluated by BCYF to determine that they are being delivered in accordance with the Scope of Grant. This may occur through meetings, site inspections, teleconferences and through the monitoring of Grantee's adherence to the terms of the Grant. BCYF failure to monitor, inspect,or evaluate according to these provisions shall not relieve Grantee of any of its obligations under this Grant.

2. **Visits**. BCYF shall have the right to conduct visits (scheduled or unscheduled) during normal business hours and/or during program operation hours to any site(s) where Grantee performs services or maintains records related to this Grant.During the visits, BCYF may observe service delivery and review records to ensure that the required documentation is located in Grantee's files and, where applicable, in participant records.

3. **Maintenance of Records.** For a period of five (5) years from termination of this Grant, Grantee shall facilitate inspection, by representatives of BCYF, or any other agency or entity designated by BCYF, of any of Grantee's records pertaining to matters covered by this Grant. Grantee shall permit BCYF and/or itsdesignee to make copies or transcripts from such records, and to make audits of all Grants,

invoices, materials, payrolls, personnel records, conditions of employment and other data relating to matters covered by this Grant. Grantee shall grant to the State of Maryland access to all information, including client records, consistent with State and federal laws.

E. Record Retention

1. Records; Access. Except as provided in Section II below regarding Participant Service Records, Grantee shall retain all books, records or other documents relevant to thisGrant for five (5) years after receipt of final payment pursuant to this Grant or longer as may be required by applicable law after final payment for the service period, at its cost, and City auditors and any persons duly authorized by BCYF shall have full access to, and the right to examine and audit any of said material during said period.

2. Audit Retention. If an audit is initiated prior to the expiration of the three-year period or such later period as may be required by applicable law, and extends past that period, all documents shall be maintained until the audit is completed.

3. Discontinuing Operation. If Grantee determines that it will no longer operate asa business in the State of Maryland, within the three-year period after receipt of final payment pursuant to this Grant or such later period as may be required by applicable law or this Grant, it shall notify BCYF of such decision at least ninety (90) days prior to discontinuing its operation in the State of Maryland. At BCYF's request, Grantee shall provide any and all books, records or other documents relevant to this Grant to BCYF. Otherwise, records shall be maintained by Grantee, its successors and assigns.

II. PROGRAM GRANTS SERVING PARTICIPANTS WHO ARE CHILDREN OR YOUTH

A. Grantees conducting programs with children and youth participants shall establish and use practices that enable BCYF and Baltimore communities to evaluate outcomes and innovations. Accordingly,

1. Data Collection. Grantee shall establish and maintain data collection practices to monitor fulfillment of participant outcome objectives, terms and conditions and all other requirements contained in the approved Scope of Grant and with any program evaluation.

2. Performance Monitoring. Grantee shall establish and use results-based accountability performance monitoring to assess the quality and effectiveness of services identified in the approved Scope of Grant.

B. Participant Service Records

Grantee shall establish and maintain enrollment documentation for each participant in the program. Participant enrollment documentation shall be retained for five years (or longer as required by applicable law) following the Grant Term. At a minimum, this documentation should contain the following:

- Evidence that participant enrollment/participation was attained;
- Evidence that granted consent or declined to participate regarding data collectionand evaluation; and,
- If consented, demographic information needed for data collection requirements.

C. Retention Of Service/Participant Enrollment Records

1. **Participant Records Retention.** All individual participant records (Participant Service Records) shall be maintained by Grantee for five years (or longer as required by applicable law) following the Grant Term, and shall comply with the Confidentiality Requirements set forth in Section D of this Exhibit.

2. **Upon Dissolution of Grantee.** If Grantee determines that it will no longer operate as a business in the State of Maryland, prior to the end of the period it is required to retain records as set forth in this Section, it shall notify BCYF of such decision at least ninety (90) days priorto discontinuing its operation in the State of Maryland. At BCYF's request, Grantee shall provide any and all original records of any activities generated under the terms of this Grant to BCYF.

3. **Access.** Grantee shall provide access to BCYF and/or any other entity/agency designated by BCYF to all records pertaining to or in any way related to this Grant.

D. Confidentiality of Information

1. **Confidential Information.** Grantee hereby acknowledges that Grantee may be asked to collect information from participants (if this Grant is for services) that is considered confidential under federal, state, or local laws.
   a. **Compliance**. Grantee hereby agrees to comply with all federal, state, and/or local laws regarding safeguarding the confidentiality of such information, and to provide an appropriate Notice of Information Practices to all participants, or, if the participant is a minor, to the participant's parent or legal guardian, informing them of the collection of certain demographic and other data, as identified in this Grant. Furthermore, the data will be kept in either an electronic database or in hard copy program files, and that thedata collected may be used to monitor the contractual obligations of Grantee and to evaluate any system of care or initiative of BCYF.
   b. **Written Consent.** Any information collected from the participants, or records regarding services performed under this Grant, shall be confidential and shall not be disclosed to any third party without prior written consent of the program

participants, or if a minor, the youth's primary caregiver, or pursuant to a valid court order. Grantee shall cooperate in the collection of any written consent that BCYF may request with regards to the release of information, except that no participant may be compelled to consent to the release of confidential information, nor have services contracted for under this Grant denied due to theirunwillingness to consent to their release.

3. HIPAA and Medical Records Privacy and Security Compliance. Grantee acknowledges its duty to review and comply, to the extent applicable, with all requirements of the federal Health Insurance Portability and Accountability Act ("HIPAA"), 42 U.S.C. § 1320d et seq. and all implementing regulations including 42 CFR Part 2, 45 CFR Parts 142, 160 and 164 as amended from time to time.

a. Grantee agrees to execute any documents as may be requested by BCYF to ensure compliance with HIPAA.

b. Grantee also agrees to comply, where applicable, with the Maryland Confidentiality of MedicalRecords Act ("MCMRA"), Md. Health-General § 4-301 et seq. This obligation includes, but it is not limited to, adhering to the privacy and security requirements entailed for Protected Health Information under federal HIPAA and State MCMRA, making the transmission of all electronic information compatible with the federal HIPAA requirements, and otherwise providing good information management practices regarding all health information and medical records.

4. Protected Health Information. "Protected Health Information" is as defined inthe HIPAA regulations at 45 CFR 160.103 and 164.501. Protected Health Information includes information that is individually identifiable; that is created or received by a healthcare provider, health plan, public health authority, employer, life insurer, school or university, or healthcare clearinghouse; and thatis related to the past, present, or future physical or mental health or condition of an individual, or to the provision of healthcare to an individual. The definition excludes certain education records as well as employment records held by a covered entity in its role as employer.

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.**