

## Appendix A: Application for Summer 2024 SFC Funding

You **must** complete [the online application](#). Please use this PDF application for reference only. This year, **online applications** will be submitted through our new funding portal. [The online application portal will be released on October 12, 2023](#). Training for the online application portal will be provided through recorded videos and live at the SFC 2024 Application Information Sessions.

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 [summer@baltimorespromise.org](mailto:summer@baltimorespromise.org)

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

**DEADLINE: You must submit your application by Wednesday, November 15, 2023, 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. Please visit [bmoresfc.org](http://bmoresfc.org) to register for 1:1 application technical assistance.

## Page 1 – Organization Contact Information & Background

Please provide the following information about your organization:

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

Yes/No

\*2. Organization Name:

\*3. Program Name:

4. Address of Organization:

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

\*b. Suite Number (*if applicable*)

\*c. City

\*d. State

\*e. Zip Code

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

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

\*7. Organizational Leader's Email Address

\*8. The following questions are about the demographic characteristics of your organization's primary organizational leader; this is the one person who is the main decision maker in your organization (e.g., CEO, executive director, founder, etc.)

8a. Select the racial and/or ethnic identity of the primary organizational leader; this is the one person who is the main decision maker in your organization (e.g., CEO, executive director, founder, etc.). *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 (Identify)

8b. Select the gender identity of the primary organizational leader; this is the one person who is the main decision maker in your organization (e.g., CEO, executive director, founder, etc.).

- Man
- Woman
- Non-binary
- Prefer not to say
- Other (Identify)

8c. Select the age range of the primary organizational leader; this is the one person who is the main decision maker in your organization (e.g., CEO, executive director, founder, etc.):

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

9. The following questions are about the demographic characteristics of your organization's senior leadership; these are the people who make organizational decisions (e.g., VPs, directors, senior managers, etc.).

9a. Select all the racial and/or ethnic identities below that make up at least one quarter (25%) of your organizational senior leadership; these are the people who make organizational decisions (e.g., VPs, directors, senior managers, etc.). For example, if you have 4 senior leaders and 1 identifies as African American (25%), 2 identify as White (50%), and 1 identifies as Asian (25%) then you would choose those 3 identities below. *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(Identify)
- N/A

9b. Select all the gender identities below that make up at least one quarter (25%) of your organizational senior leadership; these are the people who make organizational decisions (e.g., VPs, directors, senior managers, etc.). For example, if you have 4 senior leaders and 1 identifies

as a man (25%), 2 identify as women(50%), and 1 identifies as non-binary (25%) then you would choose those 3 identities below. *Mark all that apply.*

- Man
- Woman
- Non-binary
- Prefer not to say
- Other (Identify)
- N/A

9c. Select all the age ranges below that make up at least one quarter (25%) of your organizational senior leadership; these are the people who make organizational decisions (e.g., VPs, directors, senior managers, etc.). We are trying to understand the high level makeup of your staff, if a specific group makes up less than 25% of your staff please do not include them below. *Mark all that apply.*

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

\*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 – Program Information**

\*15. Please describe the organization's experience running youth programs or working with youth, including how long you've been in operation. *Character limit: 500 (including spaces)*

\*16. 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 rising Grade 8 (participants will be in grade 8 starting fall 2024)
- Comprehensive program serving rising grades 9-12 and/or ages 14-24 ( participants will be in 9th grade or beyond starting in fall 2024)
- Specialized program serving children from Pre-K to rising Grade 8 (participants will be in grade 8 starting fall 2024)
- Specialized program serving rising grades 9-12 and/or ages 14-24 ( participants will be in 9th grade or beyond starting in fall 2024)

\*17. Please estimate the total number of the following grade/age groups among the students in your program.

- Number of youth served: Ages 0-5 (includes Pre-K)
- Number of youth served: Elementary
- Number of youth served: Middle School
- Number of youth served: High School
- Number of youth served: Older youth not in school up to age 24

\*18. If funded, how many youth will your program serve this summer?

\*19. Will your program hire YouthWorks participants? Yes/No

IF YES:

- a. How many YouthWorks participants will you hire?
- b. Have you ever been a YouthWorks worksite before?
  - Yes
  - No
  - Unsure
- c. Who are you willing to hire for your YouthWorks opportunities (please select all that apply)?
  - I am interested in hiring specific YouthWorks participants, and I will provide those names in my YouthWorks application
  - I am interested in hiring from the general pool of YouthWorks applicants

- I am willing to hire youth workers younger than 16 years old (e.g., as young as 14 years old)

\*20. Which format best describes your program for Summer 2024? *Please select the option that represents your ideal program format for summer 2024. Please note that the SFC will prioritize funding for in-person programs. If your program has a virtual component or is fully virtual, 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 (Identify)

\*21. 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. You will have the chance to select other focus areas in question 23.*

- 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 (includes entrepreneurship)

\*22. Do you have any additional areas of focus in your program? Mark all that apply.

*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 (Identify)

\*23. What is your program's projected start date?

\*24. What is your program's projected end date?

\*25. How many **days per week** will you run your program this summer?

\*26. How many **hours per day** will you run your program this summer?

\*27. Will you offer multiple program sessions? Yes/No

*Multiple program sessions would include more than one discrete programming period offered at different times in the summer, for which participants would have to separately register. For example your program might offer two sessions in the summer, once in June for one set of participants and once in July for another set of participants.*

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

\*b. 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."*

\*28. How many program sites will you have this summer?

\*29. 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

\*30. 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

## Page 3 – Program Description

This section will be read by community reviewers, including youth ages 14-24, and rated using the SFC 2024 Community Review Rubrics. These questions directly relate 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. Please keep the reading and comprehension levels of both adult and youth reviewers in mind in your responses below.

\*31. Please provide a high level overview of your program. *Character limit: 1000 (including spaces)*

\*32. Describe what participants will experience on a daily/weekly basis. *Character limit: 1000 (including spaces)*

\*33. Describe at least three ways that you think participants will be better off as a result of participating in your program. How can the skills and knowledge conveyed in your summer program be used by participants after the summer? *Character limit: 1000 (including spaces)*.

\*34. 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.

\*34a. Do you charge your participants any fees? Yes/No

\*34b. Do you provide any accommodations to provide free programming to participants who may be unable to afford fees? Yes/No

\*34bc. If YES – What accommodation do you provide for participants who are unable to pay the fee? *Character limit: 500 (including spaces)*

\*35. What is your plan to ensure that participants can get to and from your program safely? *For example, you might have included a line item in your budget to help pay for bus passes. Character limit: 500 (including spaces)*

\*36. What is your plan to ensure that participants have access to healthy meals and snacks when participating in your program? *For example, you might plan to receive free meals from the Baltimore City Department of Housing or have included a line item in your budget to help pay for lunches. Character limit: 500 (including spaces)*

\*37. What is the *primary* population that your program will recruit and serve this summer? Please choose only one population from the list below.

- Opportunity Youth (out-of-school and out-of-work youth aged 16-24)
- Newcomer and Refugee Youth
- Disabled Youth
- Homeless Youth
- Youth in the Criminal Justice System
- Youth in the Foster Care System
- LGBTQ+ Youth
- Youth who have experienced trauma
- Girls/female identifying participants
- Boys/male identifying participants
- BIPOC youth
- None of the above

\*37a. How does your program plan to recruit participants, including this primary population? How does your program plan to support and accommodate the specific needs of participants and their families/caregivers (activities, specialized staff, etc.) *Character limit: 1000 (including spaces)*

\*38. Are there any other target populations that your program will recruit and serve this summer? Mark all that apply.

- Opportunity Youth (out-of-school and out-of-work youth aged 16-24)
- Newcomer and Refugee Youth
- Disabled Youth
- Homeless Youth
- Youth in the Criminal Justice System
- Youth in the Foster Care System
- LGBTQ+ Youth
- Youth who have experienced trauma
- Girls/female identifying participants
- Boys/male identifying participants
- BIPOC youth
- Other (Identify)
- We do not target any special populations

\*39. Describe how your summer program exposes participants to opportunities that build on and expand participants' day-to-day experiences. *Character limit: 1000 (including spaces)*

\*40. Describe how your program recruits and supports the development of engaged, professional, and knowledgeable staff. *Character limit: 1000 (including spaces)*

\*41. Describe how your program incorporates youth voice into its design, implementation, and improvement. *Character limit: 1000 (including spaces)*

\*42. Describe how your summer program supports the physical safety of participants. *Character limit: 750 (including spaces)*

\*43. Describe how your summer program supports the mental safety and overall well-being of participants. *Character limit: 750 (including spaces)*

44. PLEASE ANSWER ONLY IF YOU WERE NOT FUNDED BY THE SFC FOR SUMMER 2023. Please provide a bit of information on how your program has operated in previous years including *Character limit: 750 (including spaces)*:

- *Average daily attendance for summer 2023 (on average, what percentage of participants tended to show up on any given day)*
- *Projected vs. actual enrollment (how many participants did you expect in summer 23, and how many actually attended)*
- *Any other administrative participant information you collected from summer 2023*

## **Page 4 – Budget**

\*45. What is the total cost of your summer program?

*In the online application portal, you will be asked to input the cost for each line item in your budget. We will provide training for how to input your budget line items.*

### Category 1: Salaries and Wage Benefits

- a. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- b. Please describe the costs included in this category. *Character limit: (500 including spaces)*

### Category 2: Fringe Benefits

- c. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- d. Please describe the costs included in this category. *Character limit: (500 including spaces)*

### Category 3: Out-of-State Travel Costs

- e. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

- f. Please describe the costs included in this category. *Character limit: (500 including spaces)*

#### Category 4: Training and Education Costs

- g. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- h. Please describe the costs included in this category. *Character limit: (500 including spaces)*

#### Category 5: Rental Costs of Buildings and Equipment

- i. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- j. Please describe the costs included in this category. *Character limit: (500 including spaces)*

#### Category 6: Utilities

- k. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- l. Please describe the costs included in this category. *Character limit: (500 including spaces)*

#### Category 7: Printing and Copying

- m. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- n. Please describe the costs included in this category. *Character limit: (500 including spaces).*

#### Category 8: Communications

- o. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- p. Please describe the costs included in this category. *Character limit: (500 including spaces)*

#### Category 9: Participant Expenses

- q. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- r. Please describe the costs included in this category. *Character limit: (500 including spaces)*

#### Category 10: Transportation/Freight Costs

- s. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- t. Please describe the costs included in this category. *Character limit: (500 including spaces)*

#### Category 11: Materials and Supplies

- u. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

- v. Please describe the costs included in this category. *Character limit: (500 including spaces)*

Category 12: Equipment and other capital expenditures

- w. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- x. Please describe the costs included in this category. *Character limit: (500 including spaces)*

Category 13: Consultant/Contractors

- y. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- z. Please describe the costs included in this category. *Character limit: (500 including spaces)*

Category 14: Project Partner/Fiscal Sponsor Fees

- aa. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- bb. Please describe the costs included in this category. *Character limit: (500 including spaces)*

Category 15: Marketing and Advertising

- cc. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- dd. Please describe the costs included in this category. *Character limit: (500 including spaces)*

Category 16: Stipends

- ee. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- ff. Please describe the costs included in this category. *Character limit: (500 including spaces)*

Category 17: Insurance and Indemnification

- gg. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- hh. Please describe the costs included in this category. *Character limit: (500 including spaces)*

Category 18: Administrative/Indirect costs

- ii. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*
- jj. Please describe the costs included in this category. *Character limit: (500 including spaces)*

Category 19: Other

- kk. What is the total cost of this category for your summer program? *Please include the cost for your entire program, not just what you are requesting from the SFC.*

II. Please describe the costs included in this category. *Character limit: (500 including spaces)*

\*46. How much funding are you requesting from the SFC?

\*47. 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)*

## Page 5 –Fiscal Contact Information and Supplemental Application Materials

\*48. Please provide the following information about your organization’s fiscal contact:

a. Name of fiscal sponsor, if applicable

\*b. Fiscal Contact First & Last Name

\*c. Fiscal Contact Email

\*d. Fiscal Contact Phone

## Page 6 – Additional Information

\*49. 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.)?

- Yes, I do give permission to the SFC to share the program information submitted in my application with new funders.
- No, I do not give permission to the SFC to share the program information submitted in my application with new funders.

\*50. What kinds of technical assistance or professional development would be most valuable for your summer program staff this year? Mark all that apply.

- Attendance tracking
- Evaluation/ performance measurement
- CPR/ first aid
- Racial equity and inclusion
- Family/ caregiver engagement
- Youth voice/ leadership
- Virtual/ hybrid learning
- Content specific trainings (e.g., STEM, literacy, social emotional learning, college readiness, workforce readiness)

- Mental health and trauma informed responsiveness
- Other (Identify)

\*51. What time of year would these capacity building opportunities be most useful for summer program staff? Mark all that apply.

- March
- April
- early May
- late May
- early June
- late June
- July
- Other:

### IF ELIGIBLE FOR BCYF FUNDING

This year, the Baltimore Children and Youth Fund (BCYF) is excited to invest \$1.85 million in funding for summer programs. BCYF prioritizes organizations led by Black, Brown, Indigenous, and Asian leaders 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. Recipients of BCYF funding will also be funded through a partial reimbursement model; **they will provide some funding before the start of your program, and reimburse the remainder after you provide services, spend money, and complete the program.**

After reading through BCYF's requirements (Appendix F of the RFP), please indicate whether you are interested or not interested in being considered for BCYF funding.

- I do not qualify for BCYF funding because I do not meet the requirements.
- I qualify for BCYF funding (BIPOC-led organization OR primarily serve older youth) and wish to be considered for funding.
- I qualify for BCYF funding (BIPOC-led organization OR primarily serve older youth) and DO NOT wish to be considered for funding.

### IF ELIGIBLE FOR WBRF FUNDING

This year, the West Baltimore Renaissance Foundation (WBRF) is excited to invest \$200,000 in funding for summer programs located in West Baltimore and/or primarily serving youth and



young adults from West Baltimore. Based on your responses in this application, your program is eligible for consideration by the WBRF. Please note that in addition to the SFC's requirements for all grantees, applicants funded by the WBRF will have some additional requirements. The WBRF will disburse 100% of the grant award to grantees before the start of your summer program

After reading through WBRF's requirements (Appendix G of the RFP), please indicate whether you are interested or not interested in being considered for WBRF funding.

- I do not qualify for WBRF because I do not meet the requirements..
- I qualify for WBRF funding (Organization located in West Baltimore & meet WBRF funding priorities) and wish to be considered for funding.
- I qualify for WBRF funding (Organization located in West Baltimore & meet WBRF funding priorities) and DO NOT wish to be considered for funding.

## **Page 7 – Application Feedback Questions**

**We would like your feedback on the application process so we can improve it in the future.**

**These questions are not a part of your official application and are completely voluntary. You are not required to answer the questions below, and if you choose not to answer them, it will have no impact on how your application is assessed.**

52. How did you hear about the Summer Funding Collaborative Grant Opportunity?

- Direct communication from the SFC
- Facebook
- Instagram
- LinkedIn
- Twitter
- A friend or family member
- A previous applicant or grantee
- A colleague
- Professional listserv
- Other (Identify)

53. Did you attend an application information session?

- Yes, someone from my organization attended an application information session
- No, but someone from my organization watched the recording of the session
- No, my organization did not attend and did not access the recording of the session

54. Did you receive 1:1 application technical assistance?

- Yes, I did receive technical assistance in completing this application.
- No, I did not receive technical assistance in completing this application.

54b. IF NO-Were you aware of opportunities for 1:1 technical assistance with completing your SFC application?

- Yes
- No

55. What parts of the application process would you suggest are improved upon next year?

- How long it took to complete the application
- Clarity of the application questions
- Opportunities to ask questions
- Advertisement materials (e.g. fliers, social media posts)
- Application information sessions
- Other (Identify)

**Thank you for completing the initial application questions.**

**Next Steps After Completing Full Application:**

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

**List of Document Uploads:**

- **Certificate of Good Standing (REQUIRED)**
- **Confirmation of 501(c)(3) or 509(a) tax status (REQUIRED)**
- **Form 990 (REQUIRED)**
- **W9 (REQUIRED)**

- **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**
- **Financial Review, if applicable (please see RFP document for more information)**
- **Most recent financial audit, if applicable (please see RFP document for more information)**
- **Management letter, if applicable**
- **Optional: Upload a sample weekly or monthly activities calendar that you give out to students and families/caregivers. *You may use an actual calendar or program schedule from a past year or provide a mock-up of your Summer 2023-2024 calendar or program schedule.***

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

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

## **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 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. You will be able to view your completed application by logging back into the online application portal.

Thank you for your interest in the Summer Funding Collaborative!