Release Date: 5:00 PM on Thursday, October 12, 2023

APPLICATION DEADLINE: 5:00 PM on Wednesday, November 15, 2023.

In this document, you will find the full RFP, including a copy of the application questions. You can also find all RFP information at bmoresfc.org.

SFC applications MUST be submitted through our online funding portal. Training for the online application portal will be provided through recorded videos and live at the SFC 2024 Application Information Sessions.

Please email questions to summer@baltimorespromise.org.

Contents

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 <u>common application</u>. You can apply for grants from all SFC funders with just ONE submission. To apply for SFC funding, please complete the application in our online application portal. Training for the online application portal will be provided through recorded videos and live at the SFC 2024 Application Information Sessions.

Submit the online application AND all required documents by 5:00 PM on Wednesday, November 15, 2023.

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:

1. **Are operated by organizations with 501(c)(3) or 509(a) status, or a current fiscal sponsor.**

2. **Serve children and youth (ages 0-24) from families with low-incomes living in Baltimore City.**
   o Programs may take place outside of Baltimore City as long as SFC funding supports program participants that are Baltimore City residents
   o Programs may include participants that are not Baltimore City residents and/or do not come from families with low-incomes, as long as SFC funding is used to support program participants that are Baltimore City residents and who come from families with low-incomes

3. **Are accessible to participants:**
   o The SFC funds programs that primarily serve youth from families with low incomes in Baltimore City to increase access to quality summer opportunities for all young people. Most SFC programs do not charge any fees to participants. If your program charges a fee, you MUST provide an accommodation for participants who cannot pay the fee.
   o Programs should provide healthy meals and snacks to participants. Programs that run in-person for four or more hours each day must serve meals. The SFC encourages all programs to provide participants with healthy meals and snacks throughout the summer.
   o Programs must have a plan in place to ensure that participants are able to arrive and leave from the program safely.
   o Where applicable, programs should welcome and include students of all abilities.

4. **Embody the six priority areas identified by youth and families as essential for quality summer programs:**
   o Relevant knowledge and skill-building
   o Accessibility
   o Youth Centered
   o Exposure and Diverse Experiences
   o Engaged and Professional Staff
   o Safe Mental and Physical Spaces

In addition to these basic requirements, all SFC-funded programs must submit student-level enrollment and daily attendance data in our Salesforce System. ***All programs that receive SFC funding MUST submit attendance and enrollment data for all students supported by SFC***

funding. Programs should make sure that they can legally share data with the SFC and can meet all data collection requirements prior to applying. The SFC will also work with SFC-funded summer to meet the data requirements.

For summer 2024, the SFC will provide about $4 million to programs. Of this amount:
- 50% will fund summer programs focused on early-childhood, elementary, and middle school-aged youth
- 50% will fund summer programs focused on older youth ages 14-24
- At least 75% will fund organizations led by Black, Brown, Indigenous, and Asian leaders
- 100% will be aligned with feedback from community reviewers

You are welcome to apply for the full funding needed to run a high-quality summer program. The SFC will prioritize funding full program budgets for grantees with organizational budgets that are less than $300,000. For grantees with organizational budgets greater than $300,000, grant awards will be capped at $75,000 per program.

In 2023, the SFC received 178 applications, asking for a total of $12.5 million. We funded 90 programs, and 55 of those programs were fully funded. In total, we awarded $5 million. Awards ranged from $5,000 to $245,000. The average award was $55,625.

Collaborative members for summer 2024 currently include:
- The Annie E. Casey Foundation
- The Baltimore Children and Youth Fund
- BGE
- Blanket Fort Foundation
- Bloomberg Philanthropies
- Constellation
- Family League of Baltimore
- The Harry and Jeanette Weinberg Foundation
- The Richman Foundation
- West Baltimore Renaissance Foundation

Baltimore's Promise helps the SFC by coordinating the grantmaking process. However, Baltimore's Promise does not make any funding decisions.

Applying for SFC 2024 Funding

Through the SFC's online application portal, you can apply for funding from all SFC funders at one time. See **Appendix A** to preview the application. You MUST submit your online application by 5:00 PM on Wednesday, November 15, 2023.

To apply for SFC funding, please complete the application in our online application portal. Training for the online application portal will be provided through recorded videos and live at the SFC 2024 Application Information Sessions.

Application Timeline:

October 12, 2023	SFC 2024 RFP released
October 19, 2023	Virtual Information Session Thursday, October 19, 1:30-3:00 PM Join Here
October 23, 2023	In-person Information Session Monday, October 23, 5:30-7:00 PM Enoch Pratt Free Library, Waverly Branch 400 E 33rd St, Baltimore, MD 21218
October 26, 2023	We will upload the first Question & Answers document answering all clarification questions to bmoresfc.org.
12:00 PM on November 9, 2023	Deadline for submitting substantive questions about the SFC application
November 13, 2023	We will upload the updated Question & Answers document answering all clarification questions to bmoresfc.org.
12:00 PM on November 14, 2023	**Deadline to submit any technical questions about the SFC application portal. If you do not submit technical questions by 12:00 PM on November 14, the SFC team cannot guarantee that you will receive a response before the deadline at 5:00 PM November 15. Please make sure that you reach out with technical questions by 12:00 PM on November 14 to ensure you are able to submit your application on time. The SFC**

	does not accept late applications for any reason after 5:00 PM on November 15.
5:00 PM on November 15, 2023	SFC 2024 Application DEADLINE!
Friday, December 1, 2023	We will alert applicants if they are missing essential documentation.
5:00 PM on December 15, 2023	Deadline for applicants to send any missing documentation
February 2024	We will announce SFC award decisions!

Information Sessions

The SFC will host two information sessions for you to learn more about the application process and how to use our online application portal. We will record the online session and post them online at bmoresfc.org. We strongly encourage you to attend a session and check out the recording.

Virtual Information Session: Thursday, October 19, 2023 from 1:30-3:00 PM Join Here

In-person Information Session: Monday, October 23, 5:30-7:00 PM, Enoch Pratt Free Library, Waverly Branch, 400 E 33rd St, Baltimore, MD 21218

Questions & Answers

You may email the SFC with substantive questions about the application process between October 12, 2023, and NOON on November 9, 2023. Please email all questions to summer@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 on October 26, 2023 and an updated one on November 13, 2023.

If you have technical questions about your application submission, you may email them to summer@baltimorespromise.org up until the application deadline at 5:00 PM on Wednesday, November 15, 2023. We will do our best to respond as quickly as possible. **HOWEVER**, **if you do not submit technical questions by 12:00 PM on November 14, the SFC team cannot guarantee that you will receive a response before the deadline at 5:00 PM November 15. The SFC does not accept late applications for any reason; please make sure that you reach out with technical questions by 12:00 PM on November 14 to ensure you are able to submit your application on time**. We **strongly encourage** you to submit your application a few days before the deadline, as we cannot accept late submissions for any reason.

Professional Development and Technical Assistance

During the 2024 funding cycle, the SFC will offer various professional development (PD) and technical assistance (TA) for youth-serving organizations. This includes organizations that may be applying for the SFC 2024 funding cycle. Please view all upcoming TA/PD sessions for SFC applicants on our website and follow the SFC on Facebook and Instagram for updates on what PD/TA will be offered during the application period.

Baltimore's Promise will also provide technical assistance in completing the application. These office hours will be held every Monday, Wednesday and Thursday from 11am-12pm. This will start on Monday, October 16th and end on Monday, November 13th. The Zoom Link provided will always be the same for all meetings.

After funding decisions have been made, the SFC will offer PD and TA sessions for summer program staff. In addition, BCYF and the WBRF grantees will get 1:1 technical assistance throughout the summer to help complete data reports required by their funders.

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	● Prekindergarten to Grade 8 or ● Grades 9 – 12 / Ages 14 – 24	To be classified as a Specialized Program, a program must meet **some or all** of these 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 report 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), please complete **two** 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 meets the Specialized Program criteria but enrolls a broad age range (such as K – 12), please complete **two** 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. We understand that different programs may choose to continue having virtual meetings in their programs. *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 the application).*

Program Description

A key part of the application is the **Program Description**. You will describe your organization and your program for summer 2024. 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?

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. 100% will be aligned with feedback from community reviewers.

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. Find more information about what community reviewers will look for when reviewing SFC applications in **Appendix C**.

Budget

Applicants do NOT need to submit a separate budget template with their SFC application. All applicants must submit details about their program budget directly in their application.

The online 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.

Uploading Financial Documentation

The SFC requires all applicants to upload the following documentation. (Note: If you have a fiscal sponsor, you should request these documents from your fiscal sponsor.) Please see Appendix D for a description of these documents and how to access them.

- Proof of 501(c)(3) or 509(a) status
- Current Certificate of Good Standing from after November 15, 2022
- Form 990
- W-9
- Proof of Fiscal Sponsorship (if applicable)

The following document uploads are strongly encouraged, if applicable for your organization. They are **required** in order to receive funding from the Baltimore Children and Youth Fund and The Harry and Jeanette Weinberg Foundation.
- Financial audit from no later than 2020 for applicants with organizational budgets larger than $749,000

- Financial review from no later than 2020 for applicants with organizational budgets between $300,000-$749,000

Submitting Your Application

To apply for SFC funding, you must complete the application through our online portal. Training for the online application portal will be provided through recorded videos and live at the SFC 2024 Application Information Sessions.

You must submit the application AND all required documents by 5:00 PM on Wednesday, November 15, 2023. 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.

Decision Making

Technical Review

After you submit your application on November 15, 2023, Baltimore's Promise staff will review your application materials. We will check that your required documents are correct and up to date. Baltimore's Promise staff will email you by Friday, December 1, 2023, to let you know about any missing or incorrect materials. You will have until 5:00 PM on Friday, December 15, 2023, 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 read. Reviewers will include youth ages 14-24, and parents/caregivers of youth ages 0-13. Community Reviewers will be chosen through an open call on social media and through our partnerships with community-based organizations. Community reviewers will review up to 200 applications. The SFC will align 100% of 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 incorporate community review feedback into final decision making. ALL SFC applicants that undergo the Community Review Process will receive feedback about their applications from community reviewers. Please see Appendix C for more information about what community reviewers will look for when reviewing SFC applications. View a video about our Community Review Process here.

Funder Review and Decision-Making:

At the same time that community reviewers evaluate SFC applications, SFC funders complete a funder review process. SFC funders will receive all application materials and evaluate applications based on a standardized rubric. Funder evaluations will be combined with community review feedback to produce a funding recommendation for each application. In addition to funder and community review feedback, the final slate of SFC 2024 grantees will be determined based on the SFC's eligibility requirements and shared funding priority areas, including ages served and programs from BIPOC-led organizations. We will announce funding decisions by mid-February 2024. **We will email a decision letter to the proposal contact listed on the online application.**

The SFC is an aligned fund. **This means that while the SFC decides the slate of 2024 grantees together, grants will still be awarded by individual funders.** 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. SFC funders also strive to blend public and private sources of funding so that grantees have more flexibility in how they can spend their funds.

Application Feedback

In February 2024, 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 2024 funding decisions. If your application was reviewed by the community review committee, you will also receive feedback from that process.

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

Receiving Grant Awards

The SFC funders (or their fiscal agents) directly administer their grant contracts and awards. If you receive an award letter in February 2024, your program funder(s) will contact 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, a steward of public funding, provides funding based on a partial reimbursement model. In other words, **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.** Please consider this as you move forward through your application process. If you have questions, please email summer@baltimorespromise.org

Grantee Requirements

SFC grantees must meet the following requirements:

Spring Grantee Survey	In spring 2024, Baltimore's Promise will send the Spring Grantee Survey. With this survey, all Summer Funding Collaborative grantees must submit an updated program budget for Summer 2024 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 nonprofit 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.
Tracking Attendance	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 23-24, address, and rising grade. All grantees must use Salesforce to submit attendance data. Baltimore's Promise will provide all necessary training and support.
Collecting Consent Forms from Families	As part of the attendance tracking process, grantees will administer and collect an Opt-In consent form to parents/caregivers of participants to make sure that families agree to share student attendance and participation information as part of a study to better understand the impact of summer programs.
Site Visits	SFC grantees will 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.
Youth Survey	Participants must complete a short end of program survey within two weeks of the program end date. The survey will be provided to you to be administered online or on paper. It is only a few questions long and is age-appropriate depending upon your participants' reading level. The SFC will provide you with an analysis of survey data. Feel free to budget for any needed survey incentives (e.g., pizza party, etc.) in your SFC funding request.
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.

Along with the list above, few SFC funders have additional requirements:

The Annie E. Casey Foundation	After SFC decisions are announced in February, 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 (BCYF)	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. This will require a local hiring analysis report and monthly reports. • Proof of required exhib coverage. Grantees must prepare a quote with their insurance agent to satisfy the Certificate of Insurance requirement and demonstrate the appropriate coverage for your summer program. The quote must be submitted <u>before</u> the grant is disbursed. Grantees must provide proof of the Certificate of Insurance once it the policy has been finalized. o IMPORTANT: Please see Exhibit C to review requirements based on grant size. Applicants can include cost of additional insurance in their SFC budget request. • Grantees and their subcontractors must complete national and state criminal background checks for employees, agents, and volunteers who provide services to minors in accordance with state law and retain copies of the official report. Grantees must submit documented proof of criminal background checks for all parties. Your grant may be used to pay for the cost of the background checks. In any case, where a criminal record is reported, you must take immediate and appropriate action to protect the safety and welfare of all people who have contact with that individual, especially youth under age 18. If any of

	your programs are held on school property—public school or private school—you may not allow a registered child sex offender to work or volunteer at that program. - Maintain an accounting system that allows you to isolate, identify, and support all spending under this grant. Please see Exhibit D. - Submit a financial report including detailed expenditures and receipts. Please see Exhibit E. Please see Appendix F for an in-depth description of BCYF's reporting requirements.
West Baltimore Renaissance Foundation (WBRF)	West Baltimore Renaissance Foundation grantees will work closely with staff associated with Baltimore's Promise to make sure they meet the following requirements: - Maintain an accounting system that enables grantee to isolate, identify and support all expenditures under this grant. Please see Appendix G. - Submission of monthly financial reports including detailed expenditures and receipts. Please see Appendix G. *Please note that WBRF cannot support transactions that are cash-based or for gift cards.

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

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 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.*

ll. 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 <u>Requirements</u> 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!

Appendix B: SFC 2024 Community Review Rubric

*Each theme contains a brief description, a set of guiding questions, and some examples of how programs might respond to the theme. Please note that the guiding questions and examples provided in each theme only represent **some** of the ways in which programs work toward each theme. As you review program applications, not all the guiding questions must be answered by programs, nor must they have any/all of the samples included in their responses. As a reviewer, you should review the description and assess the extent to which the program is able to demonstrate their commitment to the theme. This can and should look different across each program.*

Theme	Description	Guiding Questions As you consider your score for this category, you might ask:	Examples	SCORE (Circle one)
Knowledge and Skill Building	Young people want programs that help them build up knowledge and skills. They want experiences and mentoring to help them as they grow older. Parents and caregivers want programs to teach youth practical skills to help them succeed in life.	● How do the program's activities help students build the needed skills and knowledge? ● How did the program choose the skills and knowledge to teach to meet the needs and wants of the youth? ● How will the students keep using their new skills and knowledge after the summer?	● The program teaches helpful college and career readiness skills, including writing resumes, drafting college applications, visiting colleges, and job shadowing. ● The social-emotional learning program gives students many times to learn mindfulness strategies, conflict resolution skills, and building a growth mindset.	Does the program build important, interesting knowledge and skills that will help students succeed in life? Not at all (0) Somewhat (1) Definitely (2)

Accessibility	Young people and parents/caregivers want programs that address their needs.	● How does the program address the different needs of students and their families/caregivers? *Please keep in mind that community needs differ based on people being served. Programs can meet the needs of their people in many ways. Review accessibility based on what you know/understand about the people the program serves. (Also, please note that it is ok - and encouraged - that programs serve target populations, such as only serving young women/girls, Black men, etc.)	● The program has found ways to help young people take part in the program, even if they are taking care of their younger siblings or children, they are working, or their parents are working. ● The program has a plan to meet the specific needs of students, such as newcomer youth, disabled youth, youth experiencing homelessness, and youth who are English-language learners. ● The program has other way to help students and families to take part. This could include cutting fees and/or difficult requirements, helping with transportation costs, giving out free meals and/or snacks, etc.	Is the program accessible to youth and their parents/caregivers? Does the program actively accommodate the different needs of its participants? Not at all (0) Somewhat (1) Definitely (2)
Exposure & Diverse Experiences	Young people want programs that allow them to do new and interesting things. This may include travel to new places within and outside of the city, exploring careers, or other hands-on learning that give them new experiences.	● How does the program take young people out of their daily routine? ● How does the program help young people explore careers and interests that they otherwise would not get to do?	● The program will take students to explore other parts of Baltimore that they have not spent much time in ● The program will give students the chance to develop their own business ideas/products and	Does the program give students opportunities that build on and expand their day-to-day lives? Not at all (0) Somewhat (1) Definitely (2)

		● How do the students' new experiences relate to the overall objectives of the summer program?	create plans for marketing them. ● The program will provide students with technological equipment that they might not have regular access to at their schools to develop STEM skills.	
Engaged & Professional Staff	Effective programs have staff who are knowledgeable, caring, dedicated, and respectful. These workers know how to relate to different age groups and commit to build caring relationships.	● What does the program state is important when they bring together a staff team, who need to build caring relationships with students and their families? ● How does the program make sure that staff members are knowledgeable and experienced in what the program teachers? ● How does the program make sure that staff relate to students in an age-appropriate manner? ● How does the program make sure that program staff understand students' diverse backgrounds, and where possible, share similar backgrounds with the student?	● The program employs current teachers with deep experience and expertise in working with youth. ● The program offers a robust training program for staff to make sure they have the needed knowledge and skills to relate to this population of students (ex. All staff go through a trauma-informed care learning series) ● The program employs past program participant as staff in the program, who have deep knowledge about the program and the needs of youth.	Does the program have engaged, professional, and knowledgeable staff who are committed to building relationships with the students? Not at all (0) Somewhat (1) Definitely (2)

Youth-Centered	Youth and parents/caregivers are looking for programs that are fun, enjoyable, and with choices. Participants want programs to ask them how to improve the service.	- How does the program plan to make sure that students are enjoying themselves from start to end? - How does the program seek feedback from youth participants about the program? - How does the program use youth feedback to improve the program? - How does the program give the youth the chance for leadership? - How does the program bring in culturally relevant materials and teachings?	- The program allows youth to choose from several types of "tracks" or curriculum that best matches their interests. - The program collects feedback from youth through surveys, interviews, or other ways to keep improving the program throughout the summer. - The program gives youth the chance to take on leadership roles and make real decisions that impact the students' experience in the program.	Does the program actively bring youth voice into its design and running? Does the program seem enjoyable? Not at all (0) Somewhat (1) Definitely (2)
Safe Spaces: Mental	Mental 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 students feel mentally safe while in the program? - How does the program help young people feel comfortable sharing their experiences and problems while in the program? - How does the program share resources with students who need more support to feel mentally safe? - How does the program deal with conflict resolution between students, or between students and staff members? Do they use restorative methods?	- The program has socio-emotional learning exercises or other practices like yoga to help mental well-being. - The program staff includes counselor or social worker who is trained to help youths with mental health concerns. - The program has policies against bullying and discrimination among youth and staff based on their gender, culture, sexual orientation, and other aspects of identity.	Does the program care about and support the mental safety and well-being of their students? Not at all (0) Somewhat (1) Definitely (2)

Safe Spaces: Physical	Physical safety is important for young people and their parents/caregivers when they consider programs. Youth do not want to feel unsafe coming to and from a program. Parents/caregivers want peace of mind knowing that their children will not be in physical danger while in the program.	● How does the program plan to make sure that participants feel physically safe while in the program? ● What safety steps (protocols) does the program have to prevent risk of physical injury? ● How does the program provide resources to students who need more support to feel physically safe?	● The program has COVID-19 protocols to prevent youths and staff from getting covid and limiting its spread if someone does. ● The program has a qualified nurse on staff who can help with physical injuries and illnesses. ● The program space includes features such as security cameras and locked entry doors.	Does the program prioritize and foster the physical safety and well-being of participants? Not at all (0) Somewhat (1) Definitely (2)

Appendix C: SFC 2024 Community Review Guidance

During the 2022 SFC funding cycle, the SFC conducted its first full community review of all 190 funding applications. More than $2 million in funding was granted based on the feedback and scores from the community review process. After analyzing all the written feedback from the 2022 community review process, the SFC can share characteristics of programs that were scored highly by community reviewers, by rubric theme.

The 2022 Community Review Rubric was broken into six themes. In 2024, the Safe Spaces: Mental & Physical is divided into two separate themes.

Highly Scored Program Features by Theme

Theme 1: Knowledge & Skill-Building	Theme 2: Accessibility	Theme 3: Exposure & Diverse Experiences
Young people want programs that help them build up knowledge and skills. They want experiences and mentoring to help them as they grow older. Parents and caregivers want programs to teach youth practical skills to help them succeed in life.	Young people and parents/caregivers want programs that address their needs.	Young people want programs that allow them to do new and interesting things. This may include travel to new places within and outside of the city, exploring careers, or other hands-on learning that give them new experiences.
Programs that scored highly in this theme may have included: ● List of concrete skills (e.g., financial literacy, STEM, business expertise, etc.) and how they will be developed ● Clear expectations of how participants will be able to apply what they learned after the program ● Detailed descriptions of how the 4 Cs (i.e., communication, collaboration, critical	**Programs that scored highly in this theme may have included:** ● Help with transportation ● Having no program fees or scholarships/waivers available if there are fees ● Serving meals ● Accommodations for diverse students, such as newcomer students, differently abled students, or English Language Learners	**Programs that scored highly in this theme may have included:** ● Inviting guest speakers to present on an academic subject or share career advice ● Arranging field trips within or outside of Baltimore city ● Providing times for students to present on what they learned ● Getting knowledge not typically covered in schools (such as, creating a business, flying a

thinking, and creativity) will be fostered • Detailed descriptions of the curriculum	• Virtual options as an alternative to in-person meeting	drone, nutrition, etc.)
Theme 4: Engaged & Professional Staff	**Theme 5: Youth-Centered**	**Theme 6: Safe Spaces: Mental & Physical**
Effective programs have staff who are knowledgeable, caring, dedicated, and respectful. These workers know how to relate to different age groups and commit to build caring relationships.	Youth and parents/caregivers are looking for programs that are fun, enjoyable, and with choices. Participants want programs to ask them how to improve the service.	Mental and physical safety are 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. Youth do not want to feel unsafe coming to and from a program. Parents/caregivers want peace of mind knowing that their children will not be in physical danger while in the program.
Programs that scored highly in this theme may have included: • Having staff with classroom experience, training in culturally responsive teaching, trauma-informed care, and other areas, or certifications • Detailed hiring practices to make sure that qualified staff are hired • Hiring staff who were students in the program • Having staff with connections to the community • Low student to staff ratio • Diverse staff from different backgrounds	**Programs that scored highly in this theme may have included:** • Chances for youth to lead as mentors, board members, or as staff • From time to time, getting feedback from youth with surveys, interviews, and other ways to improve programs and address student interests • Clear examples of how programs used student feedback to make changes • Offering many tracks that students can choose from based on personal interests	**Programs that scored highly in this theme may have included:** • Having safety features, such as security cameras, locks, etc. • Offering mental health resources, such as counseling and yoga • Clear steps to protect students and staff from COVID • Steps to address bullying and resolve conflicts with restorative practices • Having background checks for staff • Having staff, such as nurse, security, and social workers, who can deal with health-related issues

Additional suggestions:

- Keep your audience in mind when writing! The program description section of your 2024 SFC application will be reviewed by funders AND community reviewers–including youth and young adults ages 14-24.
- Read the Baltimore City Youth Opportunities Landscape (BCYOL) Report. This resource shares insights from community members, including youth ages 11-24 and parents/caregivers of youth ages 0-10, about what they look for in out-of-school time programming.
- Ask for feedback from youth and young adults, including past and current program participants

Appendix D: List of Required Documents

Current Certificate of Good Standing from from after November 15, 2022	The Certificate must be current, official, and submitted as a PDF. No screenshots will be accepted. Visit the <u>Maryland Department of Assessments and Taxation</u> 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 <u>IRS website</u> to learn how to obtain a replacement copy.
Form 990	<u>Click here</u> to search for your organization's most recent Form 990.
W-9	<u>Click here</u> 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. **REQUIRED for all applicants with a fiscal sponsor.**
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. **A financial audit from no later than 2020 is STRONGLY ENCOURAGED for applicants with organizational budgets larger than $749,000. It is REQUIRED for funding consideration by the Baltimore Children and Youth Fund and The Harry and Jeanette Weinberg Foundation.**
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. **A financial review from no later than 2020 is STRONGLY ENCOURAGED for applicants with organizational**

	budgets between $300,000-$749,000. It is REQUIRED for funding consideration by the Baltimore Children and Youth Fund and The Harry and Jeanette Weinberg Foundation.
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: Required Data to Submit for Attendance Tracking

This appendix lists all information that SFC funded programs collect about their program participants during the enrollment and attendance tracking processes. Collecting this data helps the SFC to understand the impact of your important work during the summer. Use this section as a guide to help inform how your program collects data during the enrollment and attendance collection process if you are funded by the SFC.

Student Name

Student Birthdate

Student Gender *(field values listed below)*

Student Race/Ethnicity *(field values listed below)*

Student Rising Grade *(field values listed below)*

Student Educational Attainment *(field values listed below)*

Student Email

Student Phone

Student Address

Student School Name

Student BCPS ID

The SFC uses the following categories for demographic data collection:

The SFC requires grantees to report the following information about your summer program:

Program Dates

- *Program Start Date*
- *Program End Date*

Program Location

- *Number of Program Sites*
- *Specific Program Location(s)*
- *School Name (if program is held in a school)*

Program Participation Numbers

- *Program Enrollment Number*
- *Total Youth Served*
- *Total Program Days*

Program Attendance Recording

- *Present Attendance*
- *Absent Attendance*
  - *Excused*

- ○ *Unexcused*
- *Dismissed or Withdrawn*

Program Dismissal/Withdrawal Date

Program Dismissal/Withdrawal Reason

- *Completed Program*
- *Behavior Problems*
- *Participant Moved*
- *Family Withdrew Participant*
- *Transportation Issues*
- *Needed Childcare*
- *School/Summer School Conflict*
- *Work Conflict*
- *Other Family Priorities*
- *No Longer Interested in Program*
- *Other*

Appendix F: Requirements for SFC 2024 Applicants Eligible for Baltimore Children and Youth Fund (BCYF) Funding

Overview:

This year, the Baltimore Summer Funding Collaborative (SFC) is excited to continue collaborating with the Baltimore Children and Youth Fund (BCYF) in the 2024 funding cycle. BCYF will 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.

Please note that in addition to the SFC's requirements, applicants funded by BCYF, a public funding source, will have some additional requirements. Recipients of BCYF funding are funded through a partial reimbursement model; **you will receive some funding before the start of your program, and be reimbursed for the rest after you complete the program and provide required financial documentation and receipts.**

Eligibility:

To be considered for BCYF funding, applicants must meet the SFC's general funding requirements. To be eligible for consideration by BCYF, programs must also:
- Be led by Black, Brown, Indigenous, and Asian leaders; OR
- Primarily serve older youth (more that 51% of program participants will be ages 14-24)

ALL applicants must submit the following documentation:
- Certificate of Good Standing from no earlier than November 15, 2022
- Proof of 501(c)3 or 509(a) tax status
- Most recent financial audit (no older than FY20) and Management Letter for grantees with income over $750,000
- Financial Review for organizations with budgets between $300,000 and $749,999

All programs eligible for consideration by BCYF may opt-in to consideration for BCYF funding in the SFC 2024 Application. Your program can still be considered by other SFC funders regardless of your answer to this question.

Payment Structure:

The [Fund for Educational Excellence](#) (FFEE) administers SFC grants on behalf of BCYF. If you receive SFC funding from BCYF, your contract and payments will be issued from FFEE. FFEE must adhere to all reporting requirements associated with BCYF, a source of public funding.

Recipients of BCYF funding will be funded through a partial reimbursement model; **FFEE will provide some funding before the start of your program, and reimburse the remainder after you provide services, spend money, and complete the program**.

Timeline:

February 2024	SFC decision letters are published. If your program is receiving BCYF funding, you must: ● Meet 1:1 with your technical assistance provider ● Submit an updated budget that demonstrates how the BCYF funding will be allocated ● Prepare a quote with your insurance agent to satisfy the Certificate of Insurance requirement and demonstrates the appropriate coverage for your summer program ● Attend the SFC BCYF grantee orientation
April 2024	After your updated budget and insurance quote have been submitted and approved, FFEE will issue a grant agreement. You will receive 50% of your grant disbursement before the start of your program.
April-August 2024	You will work with your technical assistance provider to make sure you are correctly tracking and substantiating all expenditures, only using BCYF funds on allowable expenses. You must also submit documented proof of criminal background checks for all parties who provide services to minors.
September 2024	You must meet all SFC reporting requirements, including attendance tracking, the administration of youth surveys, and the completion of the End-of-Summer Report. You will need to submit the final financial reporting package, with all expenses and substantiating documents, to FFEE.
September-October 2024	FFEE approves the financial reporting package and disburses up to 100% of your remaining grant amount. Please note, FFEE cannot reimburse you for any expenses not allowed by BCYF.

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. This will require a local hiring analysis report and monthly reports.

- Proof of required insurance coverage. Grantees must prepare a quote with their insurance agent to satisfy the Certificate of Insurance requirement and demonstrate the appropriate coverage for your summer program. Grantees must provide proof of the Certificate of Insurance once the policy has been finalized. The quote must be submitted <u>before</u> 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.

- Grantees and their subcontractors must complete national and state criminal background checks for employees, agents, and volunteers who provide services to minors in accordance with state law and retain copies of the official report. Grantees must submit documented proof of criminal background checks for all parties. Your grant may be used to pay for the cost of the background checks. In any case, where a criminal record is reported, you must take immediate and appropriate action to protect the safety and welfare of all people who have contact with that individual, especially youth under age 18. If any of your programs are held on school property—public school or private school—you may not allow a registered child sex offender to work or volunteer at that program.
- Maintain an accounting system that allows you to isolate, identify, and support all spending under this grant. Please see Exhibit D.

- Submit a financial report including detailed expenditures and receipts. Please see Exhibit E.

Technical Assistance:

If you receive a BCYF grant through SFC, you will be paired with a technical assistance provider when you get the award letter from the SFC. Your technical assistance provider will work with you 1:1 to make sure you can meet all SFC and BCYF requirements and maximize the amount of funding available to support your program. This technical assistance will be provided at no cost to you.

EXHIBIT C – INSURANCE COVERAGE REQUIREMENTS

Grantees must maintain insurance coverage and provide evidence of coverage upon request. Grantees will receive robust support for the determination of insurance requirements for their scope of work. Your grant may be used to pay for the cost of the insurance premium.

Insurance Coverage Requirements:

Topic	Minimum per occurrence
Commercial General Liability	$1,000,000
Workers Compensation	At levels required by the State and any federal requirements
Blanket Crime	At levels equal to annual grant amount, up to $1 million
Abuse and Molestation	$100,000
Professional Liability	$500,000
Errors and Omissions	$300,000

🔺-*If your business involves professional services, you may need this additional coverage.*
✦-*These insurance coverages will be applicable to a limited number of grantees and may require a case-by-case discussion with an insurance broker. 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

1. Grantee shall establish and maintain an accounting system to identify and support all expenditures billed to BCYF under this Grant, if required by BCYF.
   A. This shall include a system to identify, review, and approve the accuracy of third-party services billed directly to Grantee by the third party.

   B. The accounting system shall record all income and expenses for the Grantee's total organization. All grant expenditures 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.

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

2. 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.

EXHIBIT E – REPORTING AND RECORDKEEPING COMPLIANCE AND MONITORING

I. **REPORTS / DELIVERABLES**
    a. **Narrative 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(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. The grantee will provide Quarterly Narrative Reports, Monthly Financial Reports, and an end of 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 Reports are due within ten (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 as agreed upon.

II. **Monitoring and Inspection**
    a. **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.
    b. **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.
    c. **Maintenance of Records.** For a period of five (5) years from termination of any BCYF Grant, the Grantee shall facilitate inspection, by representatives of BCYF, or any other agency or entity designated by BCYF, of any of the Grantee's records pertaining to matters covered by this Grant. The Grantee shall permit BCYF and/or its designee 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. The Grantee shall grant to the State of Maryland access to all information, including client records, consistent with State and federal laws.

III. **Record Retention**

IV. **Records; Access.** Except as provided in Section II below regarding Participant Service Records, the Grantee shall retain all books, records, or other documents relevant to this Grant 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 the said period.

    A. **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.

    B. **Discontinuing Operation.** If Grantee determines that it will no longer operate as a 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.

V. **PROGRAM GRANTS SERVING PARTICIPANTS WHO ARE CHILDREN OR YOUTH**

    a. **Grantees conducting programs with children and youth participants** will be required to establish and use practices that enable BCYF and Baltimore communities to evaluate outcomes and innovations. Accordingly,

        i. **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.

        ii. **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 collection and evaluation; and,

        • If consented, demographic information needed for data collection

requirements.

c. **Retention of Service/Participant Enrollment Records**
   i. **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.
   ii. **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 prior to 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.
   iii. **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**
   i. **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 the data 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 the 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 their unwillingness to consent to their release.

e. **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. The Grantee also agrees to comply, where applicable, with the Maryland Confidentiality of Medical Records 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.

   c. **Protected Health Information.** "Protected Health Information" is as defined in the 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 that is 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 employee.

Appendix G: Requirements for SFC 2024 Applicants Eligible for West Baltimore Renaissance Foundation (WBRF) Funding

Overview:

This year, the Baltimore Summer Funding Collaborative (SFC) is excited to continue working with the West Baltimore Renaissance Foundation (WBRF). WBRF will provide grants totaling $200,000 to summer programs located in and/or serving youth and young adults from West Baltimore. **Please note that WBRF will disburse 100% of the grant award to grantees before the start of your summer program. However, ALL expenditures must be documented and substantiated with receipts, payroll report, invoices, etc. in a final financial report at the end of the summer. WBRF will not support transactions paid in cash or for the use of gift cards.**

Eligibility:

To be considered by WBRF, applicants must meet the SFC's general funding requirements. **In addition, to be considered by WBRF, programs MUST also be located in and/or serve youth from West Baltimore.** WBRF emphasizes programming that serves core areas of West Baltimore between Mondawmin Mall to Carroll Park and MLK to the City County line. WBRF also considers and supports programs in neighborhoods near these areas in NW and South Baltimore.

Core West Baltimore neighborhoods: Midtown, Upton-Druid Heights, Penn North-Reservoir Hill, Greater Mondawmin, Forest Park/Walbrook, Dickey-Franklintown, Beechfield/Ten Hills/West Hills, Edmondson Village, Allendale/Irvington/South Hilton, Greater Rosemont, Sandtown-Winchester/Harlem Park, Poppleton/The Terraces/Hollins Market, Southwest Baltimore, Morrell Park/Violetville, Washington Village/Pigtown

Funding Priorities:
WBRF was created to help support community needs in

- Workforce development;
- Mentoring;
- Food access; and
- Population health.

WBRF will consider proposals for summer programs that address one or more of these needs. The Foundation encourages proposals that are cross-cutting and multifaceted within and across these portfolio areas.

In addition, WBRF has identified a series of values to guide funding including programs that:

- Intentionally address racial socio-economic or health disparities.
- Expand and advance technology access for West Baltimore residents.
- Build on existing work and /or create lasting improvements for residents and communities.

WBRF will prioritize funding for summer programs that advance one or more of these values. Please visit West Baltimore Renaissance Foundation's website for more information about the Foundation's funding priorities and values.

SFC applicants that wish to be considered for funding by WBRF must also submit the following documentation with their application:

- Evidence the organization is in Good Standing with the State of Maryland.
- Proof of 501(c)3 or 509(a) tax status
- Proof of fiscal sponsor, if applicable
- W-9

*Please note that as part of the grant agreement, WBRF grantees will need to complete and submit a budget template that shows how you plan to use your WBRF-specific funding to support your summer program.

All programs eligible for consideration by WBRF may opt-in to consideration for WBRF funding in the SFC 2024 Application. Your program can also be considered by other SFC funders regardless of your answer to this question.

Reporting Requirements:

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

- Submit a budget to WBRF before the start of your program as part of the grant agreement that reflects all planned expenditures using WBRF funding.

- Track expenditures paid for with WBRF funds.

- Submit a final financial report on the use of WBRF funds documenting all expenditures. Documentation can include payroll reports, receipts, invoices, canceled checks, etc. Please note that WBRF cannot support transactions that are cash based or for gift cards.

Technical Assistance:

If your program received funding from WBRF through the SFC, you receive technical assistance from WBRF as needed throughout the funding cycle to make sure that you can meet all SFC and WBRF requirements and maximize the amount of funding available to support your program. This technical assistance will be provided at no cost to you.

Appendix H: SFC 2024 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 2024 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 summer@baltimorespromise.org by November 9, 2023, at 12:00 Noon.

- We checked the Questions and Answers document in the Resources section after October 26, 2023, and November 13, 2023, at www.bmoresfc.org.

- We asked all technical questions related to the online application portal by 12:00 on November 14, 2023.

When completing the online application…

- We have answered **all** the questions on the **Online Application**.

- We uploaded any **supplemental documents** to the online application.

- We made sure to submit our completed application (with uploaded documents) **ONLINE** by **November 15, 2023, at 5:00 p.m.**