

## **BALTIMORE SUMMER FUNDING COLLABORATIVE**

### **Application Submission 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 [Program Guidance](#) document carefully to understand the SFC's funding priorities.
- We reviewed the [SMART Goals Tip Sheet](#) to understand how to write performance measures to describe our program goals in the Program Narrative section of the online application.
- 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 pre-proposal conferences and asked clarification questions, if we had them. Or, we emailed questions to [rfps@baltimorespromise.org](mailto:rfps@baltimorespromise.org) by January 25, 2019 at 12:00 Noon.
- We checked the Q&A document in the Resources section after January 18 and January 25 at [bmoresfc.org](http://bmoresfc.org).

#### **When completing the online application...**

- We have answered **all** the questions on the [Online Application](#).
- We have completed the [Budget Template](#) provided by the SFC and uploaded it during our final work session with the online application.
- We uploaded any **supplemental documents** required by particular funders (see [Funder-Specific Requirements](#) document) during our final work session with the online application.
- We made sure to submit our completed application (with uploaded documents) ONLINE by **February 1, 2019 at 5:00 p.m.**