

## **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 info sessions and asked clarification questions (if we had them), or we emailed questions to [rfps@baltimorespromise.org](mailto:rfps@baltimorespromise.org) by December 3, 2020 at 12:00 Noon.
- We checked the Q&A document in the Resources section after November 20 and December 4 at [www.bmoresfc.org](http://www.bmoresfc.org).

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

- We have answered **all** the questions on the **Online Application**.
- We have completed the **Budget Template** provided by the SFC and uploaded it during our final work session with the online application.
- We uploaded any **supplemental documents** required by particular funders (see **Funder-Specific Requirements** document) during our final work session with the online application.
- We made sure to submit our completed application (with uploaded documents) ONLINE by **December 11, 2020 at 5:00 p.m.**