

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 by December 4, 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.

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.**