

2022 Technical Assistance/Professional Development Request



Overview:

In fall 2021, the Baltimore Summer Funding Collaborative (SFC) is excited to offer a robust menu of meaningful professional development (PD) and technical assistance (TA) opportunities for youth-serving organizations that may be applying for the SFC 2022 funding cycle. The SFC is seeking qualified providers to facilitate professional development presentations and/or application technical assistance on the topics identified below.

Essential information for all providers:

- All sessions will take place between October 22nd and December 2nd, 2021, via Zoom or another virtual meeting platform
- Sessions will be spread across different times throughout the week (including evenings and weekends) to make the sessions as accessible as possible for participants
- Providers will administer an exit survey after each session for feedback about the technical assistance process and share a report with the SFC
- Providers will share a final report with attendee info, attendee survey results, and consultant recommendations for next year at contract close

Submission Guidelines:

To be considered as a technical assistance and/or professional development provider for fall 2021, please complete a brief [Formstack application](#). The application will ask you to submit the following information:

- Name, Business Name (if applicable), Contact information
- Availability between 10/22-12/02
- Sessions of interest
 - For each session selected, providers will be asked to share a brief (max 500 characters) description of their desired result(s) and facilitation plan
- A CV, resume, or brief biography of the primary facilitators
- Two references
- Optional: One page scope-of-work or description of prior experience with PD/TA facilitation

Submissions will be considered on a rolling basis until 5:00 PM on Friday, November 12th. The SFC will prioritize submissions received by 5:00 PM on Friday, October 22nd.

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Identified Needs: Application Technical Assistance

- Individual technical assistance providers will be compensated at a rate of \$125/hour, for an estimated 1.5 hours spent per individual session including:
 - 20 minutes to review applicant materials and/or questions in advance of each session
 - Up to 1 hour of session facilitation
 - 10 minutes of follow-up per session (e.g. sending materials to participants)
- Small group technical assistance providers will be compensated at a rate of \$125/hour, for an estimated 2 hours spent per small group session including:
 - 20 minutes to review applicant materials and/or questions in advance of each session
 - Up to 1.5 hours of session facilitation
 - 10 minutes of follow-up per session (e.g. sending materials to participants)
- All technical assistance providers will also attend a 1-hour provider orientation facilitated by the SFC Program Manager and will be compensated at a rate of \$125/hour

Session Type	Description
Individual	Individual TA sessions provide opportunities for SFC applicants at any stage in the grant-writing process to seek specific feedback about their application(s). Each session should last for approximately 60 minutes. Providers should be equipped to: <ul style="list-style-type: none"> ● Support applicants in interpreting application questions and structuring responses that highlight relevant program operations and align with the 2022 Participatory Review Rubric ● Review application content and provide constructive feedback related to the structure of responses and their alignment with application questions ● Proofread application materials, checking for spelling, punctuation, grammar, word choice, and clarity of content ● Help applicants edit responses to fit within required character limits ● Assist applicants with structuring program budgets and inputting them into the required SFC template
Small group (5-7 people)	Small group TA sessions will provide an opportunity for SFC applicants to troubleshoot specific elements of the application in a collaborative environment. Each session should last for approximately 90 minutes. Providers should be equipped to provide one or more sessions on the following topics: <p>Developing the narrative section: Support applicants in interpreting the narrative portion of the application questions and structuring responses that highlight relevant program operations and align with the 2022 Participatory Review Rubric</p> <p>Budget development: Assist applicants with structuring program budgets and understanding the required SFC template</p>

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Identified Needs: Professional Development

- Professional development providers will be compensated at a rate of \$125/hour, for an estimated 3 hours spent per session including:
 - Up to 1 hour of preparation, including a brief, optional conversation with the SFC Program Manager
 - Up to 1.5 hours of session facilitation
 - Up to 30 min of follow-up per session (e.g. sending materials to participants)
- Professional development providers will engage in a brief (20 minute) conversation/session with the SFC Program Manager to discuss their session outline OR may send an outline and/or presentation via email at least 3 business days in advance of each session

Topic	Description
Grantwriting	This session should focus on the craft of effective grantwriting and communicating impact in funding applications.
Writing a program budget	This session should delve into considerations for an effective program budget for a youth serving program in Baltimore, Maryland, and should highlight tactics for demonstrating how a budget aligns with the program description in a funding application.
Program evaluation- performance metrics, goals/outcomes	This session should explore different methods for evaluating the success of youth serving programs and provide guidance on setting and achieving goals that are aligned with the program’s purpose and activities.
Effective collaboration across organizations	This session should share best practices and opportunities for collaboration across multiple organizations in summer program design.
Planning for engagement with families and caregivers in program design (Younger youth)	This session should explore different methods for including effective forms of engagement with parents and caregivers of youth ages 0-13 within program design.
Planning for engagement with families and caregivers in program design (Older youth)	This session should explore different methods for successfully including effective forms of engagement with parents and caregivers of youth ages 14-24 within program design.
Engaging youth voice in program design (Younger youth)	This session should explore different methods for successfully involving youth ages 0-13, especially past or future program participants, in the design of the program.

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Engaging youth voice in program design (Older youth)	This session should explore different methods for successfully involving youth ages 14-24, especially past or future program participants, in the design of the program.
Incorporating youth leadership opportunities in program design (Younger youth)	This session should explore different types of age-appropriate leadership opportunities for youth ages 0-13 and methods for successfully integrating these into program design.
Incorporating youth leadership opportunities in program design (Older youth)	This session should explore different types of age-appropriate leadership opportunities for youth ages 14-24 and methods for successfully integrating these into program design.
Age-appropriate program design (Younger youth ages 0-8)	This session should explore essential elements of effective summer programming for youth ages 0-8.
Age-appropriate program design (older youth ages 9-15)	This session should explore essential elements of effective summer programming for youth ages 9-15
Age-appropriate program design (older youth ages 16-24)	This session should explore essential elements of effective summer programming for youth ages 16-24.
Designing youth programs with a racial justice lens (Younger youth)	This session should outline methods for effectively incorporating a racial justice lens into summer programming for youth ages 0-13.
Designing youth programs with a racial justice lens (Older youth)	This session should outline methods for effectively incorporating a racial justice lens into summer programming for youth ages 14-24.
Incorporating social-emotional learning into program design (Younger youth)	This session should outline methods for effectively incorporating a social-emotional learning pedagogy into summer programming for youth ages 0-13.
Incorporating social-emotional learning into program design (Older youth)	This session should outline methods for effectively incorporating a social-emotional learning pedagogy into summer programming for youth ages 14-24.