



Baltimore Summer Funding Collaborative RFP Question & Answers (Q&A) Document

All questions asked about the RFP at the info sessions or submitted via e-mail before 12:00 PM January 10, 2023 will be on this document. It will be published on January 11, 2023, by 5:00 PM.

This is an updated Q&A Document. All red text are questions that were asked after 12pm December 15, 2022 – 12pm January 10, 2023.

Eligibility

Q: Are programs that charge fees to students allowed to apply?

A: Yes. In your application, you will need to describe the reason for charging fees, your fee structure, and how you accommodate participants that are unable to pay the fee.

Q: If our program has headquarters outside of Baltimore City but we serve Baltimore youth are we still eligible to apply?

A: Yes.

Q: Do all funders require fiscal sponsorship?

A: All funders require either a 501c3 status, 509a status, or fiscal sponsorship status.

Q: What are the necessary credentials/qualifications for academic enrichment portions of programming?

A: There are no specific credentials/qualifications required by any SFC Funders.

Q: Agencies who are not 501(c)3 status, are they able to apply for funding?

A: If you are a 509a or have a fiscal sponsorship you are still eligible to apply for funding.

Q: Will the reporting requirements be the same for all funders?

A: No. [View our funders priorities and requirements for more information.](#)

Q: I noted that organizations need to have a Certificate of Good Standing in order to be eligible for funding from many of the foundations - would that be for MD specifically?

A: No, you should send the Certificate of Good Standing for where your organization is registered.

Q: Our camp will be located outside of Baltimore. Are we eligible to apply if we have some children from other locations besides Baltimore? Could we apply for funding to support the Baltimore children who would be attending our program only?

A: Yes, you are eligible to request funding that will be used to support students from Baltimore specifically. The SFC will prioritize programs that primarily serve children and youth from low-income families living in Baltimore City.

Q: Will applications marked for consideration for BCYF Funding still be considered by all funders?

A: Yes. Your eligibility for BCYF funding will in no way impact your eligibility from other Funders



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- Q: We are a nonprofit and tax exempt, with a 170(c) designation. Are we eligible to apply?
A: SFC Funders require that applicants have a 501c3 status, 509a status, or have a fiscal sponsor that has this status. If your organization is a non-profit but does not have a 501c3 or 509a status, you may consider applying through a fiscal sponsor.
- Q: We are a 501 (c) 3 organization established in Atlanta GA. However, we have expanded our services to Baltimore, Maryland. We do not have 12 months of being registered here in this state. Are we still able to be eligible to apply for the summer collaborative grant in 2023?
A: If you meet our eligibility requirements, then you can apply for funding!
- Q: Are we allowed to serve on the review process and apply?
A: Yes.
- Q: Do I qualify as a comprehensive program for grades 9-12 - our camp runs for two sessions that total six weeks (three weeks per session and we have a two-week training session), so for our purposes it's an eight-week program.
A: Refer to the **RFP** for more information.
- Q: I am writing about question #20. Does a rising Kindergartener (age 5) count as being in the 0-5 age range, or the Elementary age range?
A: In this case either designation works.



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Planning your application

Q: Where do we opt in for BCYF and WBRF?

A: Question 51 and 52 on the application.

Q: What is a management letter?

A: 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.

Q: What is a certificate of good standing? How long are they valid?

A: They are valid for up to one year. Visit the [Maryland Department of Assessments and Taxation](#) to learn how to obtain a current copy of this Certificate.

Q: Do you recommend we state in our application the specific funders we want to review our proposal?

A: No, all SFC funders will be able to view your application (unless you do not opt-in to consideration by BCYF or WBRF). However, it may be helpful for you to [view our funder priorities and requirements table](#) to see which SFC funders have priorities that align with your program and then highlight how your program meets those priority areas in your application.

Q: Does the RFP PDF have all the questions in the application? Can you send out a word doc of the application questions so we can work on the grant offline?

A: Yes, [the documents can be found here.](#)

Q: Should the Organization Name and address be our fiscal sponsors or our actual program name and address?

A: Your actual program name and address should be listed.

Q: An org with 1 program with multiple sites sends in 1 application. Conversely, an org with multiple programs submits multiple applications. Is this correct?

A: Yes, this is correct.

Q: Where do you programs list admission for field trips (ex, admission to The Maryland Science Center)?

A: Participant expenses.



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Q: Are the technical assistance and professional development opportunities asked about in question number 50 provided by the SFC or are programs responsible for including the cost for these opportunities in their budgets?

A: We are asking question 50 so that we can provide PD opportunities that are most relevant for programs in the spring. However, if there is specific PD that the program knows they definitely want to be able to offer, in their timeline, they should include it in their budget, as our offerings may not exactly align with their needs.

Q: The RFP does not elucidate what expenses are allowable in Participant Expenses. Can you clarify?

A: Allowable when specific costs that may otherwise be considered entertainment have a programmatic purpose. Examples are field trips, drums, meals, museum tickets, etc.

Q: What is considered "Training and Education Cost?" Does this apply to the music teachers I'm hiring to teach the kids how to read music? Or does this mean training for the staff?

A: The Training and Education Cost line item refers to training provided for employee development associated with the sponsored program.

Q: If a program has run a different type of summer program than the one they are proposing in partnership with another organization – let's say for 15 years as an example – but they have never run this type of program (more comprehensive) would the answer question 18 as 0 or 15?

A: Answer to question 18 would be 0, but then in question 18a, they can describe their experience running previous programs.

Q: Would it be possible for us to receive a summary of the community comments for our last application?

A: Yes

Q: Is there a template for the "activity" calendar? If not, can you please give me some idea of what that calendar should include? I have more than one site with different career areas. Do I have to do a calendar for each site? Or one general calendar?

A: We don't have a template for the activity calendar—the purpose of this calendar is for anyone reviewing the application to have a general understanding of the day-to-day experience of a program participant. Uploading the calendar is optional.

Q: If we will recruit from Citywide, do we check the neighborhoods that we think participants are most likely to come from, or do we check ALL boxes?

A: You should check all boxes.



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Q: Last year we completed an application for just 1 of our summer programs. Since we are expanding our program this summer, can we submit an additional application for our summer camp?

A: If you have two different camps or programs, you should submit two separate applications. If you have two different program sites that operate the same or similar programming, you should submit one application.

Q: In the application it asks about the number of sessions. Is this the number of days the program will operate or the number of class sessions per day?

A: This question is asking about the number of discrete program sessions you will be offering throughout the summer. For example, your program may run for 6 weeks total, but operate in 2-week sessions.

Budget

Q. Do youthworks students need to be put in the budget?

A: Yes. You must input the entire budget for your summer program. The total cost of your summer program may be different from your SFC funding request.

Q. Clarify "whole program budgets":

A: The SFC strives, where possible, to fund whole program budgets so that you can run a high quality summer program. If you receive funding through the SFC, the SFC will attempt, where possible, to fund your entire funding request.

Q. Question #14 is asking for the total operating budget for the organization and not the program specifically. Are the budgets expected to be annualized or specific to the summer months only?

A: Question 14 asks about the total operating budget for your whole organization. Question 16 asks about the budget for your summer program. Question 14 is the annual budget, and Question 16 is just for summer program.

Q: Will you be posting this week the December 8 virtual training session and instructions on how to input our budget line items in the application portal this week since the application is due January 13?

A: Please view this [presentation](#) and this [video tutorial](#).

Q: For categories such as out-of-state travel costs that are not relevant to our project, may we leave these line items blank?

A: If you are not budgeting for certain categories, please insert a 0.



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Q: When entering budget line item information on the portal we are to enter the total amount we have budgeted for the program, not what is being requested from SFC funding. For example, if our Printing and Copying costs were to be \$1,500 total but \$500 of that cost was committed already by another funder, would we still input \$1,500 on the portal? Is there anywhere on the application portal for us to indicate how much for each line item category is specifically just being requested from SFC?

A: You are correct, please enter the total amount for your summer program, not just what you are requesting from the SFC. On question 46 you will be asked about SFC specific funding.

Eligibility for Baltimore Children and Youth Fund (BCYF) Funding

Q: If BCYF/ The Family League only pays 50% up front, where are we able to get the other 50% from?

A: In the past, organizations have paid for this part of their budget through other sources of funding, including operational funds, fundraising, or other grant sources. BCYF and Family League of Baltimore will then reimburse you for these program expenses after the program is complete.

Q: Will my fiscal sponsor change the BIPOC Lead status that my organization has? Does the fiscal sponsor count as the organization leader?

A: No.

Eligibility for West Baltimore Renaissance Foundation (WBRF) Funding

Q: Does this mean that if some (not all) of your youth live in West Baltimore you can be considered?

A: This is correct. Not all your students need to live in West Baltimore.

Capacity Building

Q: How can I sign up for a session with a TA?

A: [By clicking here you can learn more about the TA's and schedule sessions as needed.](#)

Q: Will professional development be provided to grantees?

A: Yes. The SFC will provide professional development to grantees.

Q: Can I give my full application to my TA Provider?



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A: You can give your full draft of an application to your TA provider to review. However, the TA provider cannot complete the application on your behalf.

Q: Will CPR be provided for to grantees year?

A: The professional development for Summer 2023 has not yet been confirmed. However, CPR and First Aid training will likely be available for one or more staff members at SFC grantee organizations.

Q: Will there be Salesforce training this year?

A: Yes

Community Review Process

Q: What if you'd like to be a community reviewer but you've participated in a program or you are a 2023 SFC applicant?

A: To be a community reviewer, you must disclose any affiliation with the applicants. You are then unable to review their application but are still welcome to join in the community review process.

Q: Will every applicant receive feedback?

A: Yes, every applicant who goes through the community review process will receive feedback from the community review.

Q: Will there be a community review process this year?

A: Yes.

Q: Why would a proposal not be selected for the community review process?

A: If there are more than 200 applicants, programs who are eligible for BCYF funding will have priority in the community review process.

Q: Have reviewers been selected yet or can we share the opportunity to review with children and caregivers in our networks?

A: Reviewers can [apply](#) until January 20, 2023. Please [read more](#) to ensure you are eligible to review. Follow us on [Instagram](#) or add us on [Facebook](#) for more updates.

Q: Can I receive feedback from my previous applications?

A: While you will not be able to receive funder feedback, you are able to receive the community review feedback from 2022.



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Online Portal

*A longer, more detailed list of questions about the Online Portal can be found on the Online Portal's FAQ page. Watching the [online portal tutorial](#) or reviewing the [PowerPoint](#) may also assist you. The last Online Portal Assistance Drop in Session will be 9am-10am here

Q: Will my work save even if it's incomplete?

A: Yes

Q: Can multiple logins be created for one application?

A: No.

Q: Can I fill out the application without being on the portal?

A: Yes, you can use our [PDF](#) and [Word Document](#), however the only way to officially submit your application is through the portal.

Q: Do we have to complete the application in one sitting or can we save and continue at a later time?

A: You will be able to save your application.

Q: Will it save attachments, or will applicants need to upload them prior to submission?

A: The application will save attachments.

Q: We were given the same portal to log into last year for attendance purposes. The director from last year is no longer with us and I have taken that role. Will this hinder me from having access to the application?

A: This year we are using a new portal. Please create an entire new login to access the portal.

Miscellaneous

Q: Is WBRF The Park Heights Renaissance Foundation?

A: No.

Q: How can I provide services to other grantees?

A: The SFC has a Baltimore Summer Enrichment Directory of organizations open to partnership. By clicking [here](#) you will have access to our directory. By clicking [here](#), you can insert your organization into our directory.



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Q: Should I write my application for a specific funder?

A: No. You should write your application based on the priorities that align with your program. Funders will have access to all applications.

Q: How can we show partnerships in our application and not be penalized?

A: Describe them in the program narrative sections and account for the costs of the partnerships in your program budget.

Q: What does BIPOC Lead mean? Does this refer to the executive leadership or the leadership of the program?

A: BIPOC lead refers to the organizational leadership, not program leadership.

Q: What is the jurisdiction for eligible programs? Do organization headquarters need to be in Baltimore City?

A: The headquarters do not have to be in the city, however your program must serve youth in Baltimore City.

Q: What ages are considered older youth?

A: Youth ages 14-24

Q: Who decides which funders review which proposals?

A: All funders have access to all applications, though they may choose to only review applications that align with their priorities.

Q: Can programs that use Youth Works still have to recruit only from west Baltimore?

A: Programs can recruit from wherever in Baltimore City they would like.

Q: Which funders have left SFC?

A: The funders who have left the collaborative are France-Merrick Foundation, The Abell Foundation, Lockhart Vaughan Foundation, Clayton Baker Trust, and Joseph and Harvey Meyerhoff Family Charitable Funds.

Q: Is Weinberg providing sustainability TA, like JumpStart (Network For Good) again?

A: Weinberg cannot provide a definite answer at this time.

Q: What is the reimbursement requirement?

A: The Family League and BCYF will give grantees 50% of their grant to programs at the beginning of the summer. At the end of the summer, they will reimburse the other 50% (with proper documentation).



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Q: Do guest speakers need to be specified in the grant proposal? Such as specific guests and dates?

A: No, specific dates and names do not need to be included for guest speakers in your application (we know that may not be solidified when you apply). If you can name the speakers or at the least the kinds of speakers, that will help community reviewers and funders understand your program more specifically.

Q: What are the summer dates of opening and end, thus year?

A: This is up to your program. Most programs run from June-August.

Q: Will we know which funders reviewed our applications

A: No.

Q: Will there be attendance program as the years before

A: Yes, we will continue to use Salesforce to track attendance.

Q: Do we have to accept a reimbursement grant. If we decline the offer, will we occur any penalty in future SFC application.

A: You are always able to refuse the reimbursement grant without penalty.

Q: Is there a suggested or required indirect cost rate?

A: No.

Q: I noticed there was a Partnership Directory as part of this RFP process - would this be a place we could potentially be connected with other organizations in your network?

A: Yes, [Our directory](#) is open to the public, if you see an organization you would like to work with, please reach out to them! You can also [click here](#) to put your organization in the directory as well.

Q: Can you please confirm the dates of the grant? In the RFP it says that the announcement is made in April, would that be the start date and end date August 31st?

A: There are no definite start and end dates for the grant, though many programs begin in June when the school year ends and conclude at the end of August when school begins again.

Q: What percent of SFC Grantees from last year were first time applicants?

A: Last year 28% of applicants were first time applicants. 39% of 2022 grantees did not receive funding in 2021.



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Q: If we are hosted at a school site fee free (in past summers we only paid for space if we did not charge campers a fee). Are campers and workers covered by insurance at the school site or is a separate insurance policy coverage still required?

A: Your organization and program, or fiscal sponsor, if relevant, needs to be named on the insurance for your summer program.

Q: What coverages are expected/standard? Assuming liability is required, is there also any requirement for other coverages such as cyber insurance?

A: The insurance coverage required by BCYF is listed in the SFC RFP [Appendix G](#)

Q: Is there any average or rough estimate for summer insurance coverage that we can use in our budgeting (e.g. range, or per child estimate)? Are there any list of potential summer coverage providers we could get to arrange an estimate?

A: [Grady Wright & Associates](#) may be able to assist you with insurance-related questions or obtaining policies. They are familiar with the BCYF insurance requirements and have assisted past grantees.

Q: If we have partners who have the infrastructure we need for administrative management (e.g. HIPAA secure document storage, cyber insurance), can our nonprofit contract with a partner to provide admin services? (in my case, I agreed to serve as camp director as an interfaith coalition member, but my firm has online infrastructure from a high school I ran in the past that we could use for data storage, etc. and cyber insurance).

A: Please ensure that you account for this partnership in your program budget. You may choose to explain more about the relationship in your budget narrative.