



# Baltimore Children and Youth Fund 2018 Request for Proposals (RFP)

Release Date: Wednesday, June 6, 2018  
Deadline for Submission: Monday, July 9, 2018



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## FUND OVERVIEW

On behalf of the City of Baltimore's Baltimore Children and Youth Fund (the Fund), Associated Black Charities (ABC) requests proposals for community-based programs to serve Baltimore City children, youth, and young adults to meet various needs identified by youth and adult community residents. Significant community input determined the funding priorities. As such, ABC will prioritize funding programs that demonstrate the following qualities:

- strong alignment with and commitment to the guiding values set forth by the Baltimore Children and Youth Fund's Task Force and the youth and community representatives who worked on the Fund's Year 1 Community Design process,
- high responsiveness to identified needs and interests of local children, youth and young adults,
- strong track record of using youth-centered approaches to serve local children, youth and young adults, and
- strong track record of working with community members at the grassroots level, as documented by community residents and leaders.

The Fund invites proposals to support community-based programs that address one or more of these three funding priorities:

1. Strengthening the Village
2. Fostering Authentic Youth Leadership, Empowerment, and Self-Actualization
3. Building Permanent Bridges to Educational and Economic Advancement Opportunities, and to Business Ownership

More details about these issues areas appear on pages 5-7 of this RFP.

[Click here to learn more about how the Fund came about and what input Baltimore City residents had into the Fund's priorities.](#)

## WHAT IS THE FUND'S PURPOSE?

The Fund's purpose is to support a variety of youth-centered, youth-led, or youth-serving programs that meet the needs expressed by Baltimore City children, youth, and young adults.

The Fund will prioritize funding programs that demonstrate the following qualities:

- strong alignment with and commitment to the guiding values set forth by the Baltimore Children and Youth Fund's Task Force and the youth and community representatives who worked on the Fund's Year 1 Community Design process,
- high responsiveness to identified needs and interests of local children, youth and young adults,
- strong track record of using youth-centered approaches to serve local children, youth and young adults, and
- strong track record of working with community members at the grassroots level, as documented by community residents and leaders.



Successful awardees will therefore:

- Implement programs that address the needs and interests of Baltimore City children, youth, and young adults, identified by youth and community leaders during the Fund's Year 1 Community Design Session Series.
- Actively support authentic youth leadership in designing, implementing, assessing, overseeing, and leading those programs.
- Prioritize and support (with finances and/or other resources) equitable partnerships and collaborations with young people, and adults who serve children and youth and have successful track records of working at the grassroots/neighborhood level to support them.
- Meet the Fund's reporting requirements for programs and their finances, and share data, performance and outcome measures, and other key information to help the Fund assess the impact of the programs it supports in its first year.

## WHAT PRIORITIES WILL THE FUND SUPPORT?

Applicants are invited to submit funding requests for community-based programs or initiatives that address one or more of the following priorities:

- 1. Strengthening the Village**
- 2. Fostering Authentic Youth Leadership, Empowerment, and Self-Actualization**
- 3. Building Permanent Bridges to Educational and Economic Advancement Opportunities, and to Business Ownership**

Please see the following pages for overviews of each priority and explanations of the types of programs the Fund will support. Please review each section carefully to make sure you submit a proposal that matches the Fund's requirements. When you apply, you may select more than one category if you feel accurately describe your program's focus and content.

### Priority 1: Strengthening the Village

**Overview:** Baltimore's children and young people demand consistent and equitable access to healthy, safe, supportive, and inspiring environments at home and in community to foster their learning, growth, empowerment, and fulfillment. This Strengthen the Village priority focuses on community-based initiatives and interventions that improve the community institutions and environments that our children and young people interact with and navigate daily. The most important of these is the family unit.

Funds requested in response to this category can be used to support:

- **Youth-Centered Family Strengthening and Multi-Generational Initiatives** - Community-based initiatives that work toward helping whole families achieve greater stability and success, building intergenerational ties and relationships between young people and adults, or helping young parents hone critical skills to support healthy co-parenting and child-rearing.

- **Youth-Centered Community + Network-Building** - Community-based initiatives that work toward building healthy and thriving networks among young people - particularly those that foster greater collaboration, mutual support, learning, creativity, and collective action.
- **Youth-Centered Violence Reduction Initiatives** - Community-based initiatives that work toward interrupting and/or eliminating children and youth exposure to violence, abuse and oppression. These may include (but are not necessarily be limited to) youth-centered community safety initiatives, bully prevention, diversion and alternative programs, community mediation initiatives, healing circles, gang intervention initiatives, and initiatives that deliver restorative care and support to young people affected by home and community violence.
- **Youth-Centered Spaces** - Community-based initiatives that work toward fostering safer, better-programmed, and better-staffed settings for youth engagement, learning, play, and creation in neighborhoods. Emphasis will be placed on efforts that partner with existing youth-patronized community and recreational centers to deliver quality youth-centered programming through those existing, trusted community-spaces. Funds may be used for programming as well as for cosmetic space improvements, purchase of tools, materials, and equipment for use by children and young people, and staff support and training.

## **Priority 2: Fostering Authentic Youth Leadership, Empowerment, and Self-Actualization**

**Overview:** Baltimore’s children and young people demand greater access to relationships and experiences that foster their physical, mental, emotional, and spiritual growth.

Funds requested in response to this category can be used to support:

- **Youth-Centered Life-Skills + Leadership Development** - Community-based initiatives that work toward equipping young people with skills, resources, support, and access to support their exercise of leadership, advocacy, and self and collective care and empowerment.
- **Youth-Centered Mentorship** - Community-based initiatives that work toward connecting children and young people with peers and caring adults who can help them navigate through critical life transitions. Emphasis will be placed on initiatives that ensure the cultural competency and capacity of mentors to effectively work with youth populations, and initiatives that prioritize the support and recruitment of mentors already active and engaged in neighborhoods and community settings.
- **Youth-Centered Health, Wellness, and Recreation** - Community-based initiatives that work toward fostering the mental, spiritual, and emotional growth, stability, and actualization of young people, or facilitating child and youth access to healthier lifestyle choices and quality play and recreational opportunities.
- **Youth-Centered Arts Initiatives** - Community-based initiatives that work towards facilitating children and youth access to opportunities for creative expression and exploration. Creative media may include (but is not limited to) visual arts; poetry, debate and spoken-word; dance; and music.

### **Priority 3: Building Sustainable Bridges to Educational and Economic Advancement Opportunities and Pathways to Business Ownership**

**Overview:** Baltimore’s young people demand equitable access to training, educational, and supportive work opportunities that allow them to earn necessary short-term income while building connections to viable college, vocational, and career pathways, including opportunities for ownership of community-rooted businesses.

Funds requested in response to this category can be used to support:

- **Youth-Centered Workforce Development** - Community-based initiatives that work toward connecting young people to supportive work environments and career pathways. This category may include (but is not limited to) job readiness and placement initiatives, subsidized/supported employment initiatives, career-focused mentorship, financial literacy and education, and Adult Basic Education for young jobseekers who may be displaced from or out of traditional school settings.
- **Youth-Centered Enterprise** - Community-based initiatives that work toward supporting young people in entrepreneurial efforts such as business idea generation and launching start-up businesses. This category may include (but is not limited to) teaching key skills in business and enterprise ownership and operation, preparing for and managing initial investments in start-up ideas, and assisting with longer-term business planning and resource generation.
- **Youth-Centered College Readiness and Vocational Prep** - Community-based initiatives that work toward bridging youth access to college and higher educational opportunities, connecting youth to meaningful vocational opportunities, or supporting individuals’ retention through their first year of matriculation.

#### **WHAT TYPES OF PROGRAMS WILL THIS FUND SUPPORT?**

The Fund supports community-based programs that serve Baltimore City children, youth and young adult populations **under the age of 24**.

Additionally, the Fund has a commitment to upholding race equity as a core guiding principle in its operations. Therefore, the Fund strongly encourages and actively seeks proposals from community-based programs that specifically serve:

- Children and youth in historically underinvested neighborhoods.
- Groups of children, youth and young adults with especially high needs, such as
  - Young parents
  - Youth experiencing housing instability and homelessness
  - Reentering youth
  - Immigrant and refugee youth.

#### **WHAT TYPE OF AWARD IS THIS FUND?**

ABC will provide this funding in the form of a grant.



## HOW MUCH MONEY WILL THE FUND AWARD TO GRANTEES?

We expect to award approximately **\$10 million** among eligible applicants in grants and technical assistance (See **WHO CAN APPLY FOR FUNDING?** section below). Individual grants will be disbursed in amounts from \$5,000 to \$500,000 and categorized by the funding levels described below.

In administering this grant, ABC may change the number of grants awarded depending on the quantity and quality of the submitted applications and on a range of equity of considerations, such as equitable distribution of funds and resources across geography, age, and target population. If additional funds become available, ABC may select grantees who submitted proposals for this RFP that did not receive initial grant awards. Grant awards will be made only to the extent that funds are available.

Note: A grantee may receive partial funding support in an amount above the \$5,000 minimum, yet under the original budget amount requested. Please do not rely on the Fund as the sole financial support for your project over time.

Please review this **Funding Levels** chart determine the best option for your program.

### Funding Levels

Level	Amount (Range)	Guidelines
<b>Level 1</b>	\$5,000 - \$20,000	<p>This funding level is recommended for</p> <ul style="list-style-type: none"> <li>• New or young programs</li> <li>• Small programs led by individuals or loosely-formed coalitions that work at the neighborhood level but without formal incorporation</li> </ul> <p>New or young programs without formal incorporation (501(c)(3) status) must obtain and work with a fiscal agent before they apply (See <b>WHO CAN APPLY FOR FUNDING?</b> section).</p>
<b>Level 2</b>	\$21,000 - \$250,000	<p>This funding level is recommended for</p> <ul style="list-style-type: none"> <li>• Existing programs with a demonstrated track record of service to Baltimore City children and youth populations, particularly those led by one organization (although programs with two or more organizations collaborating may apply).</li> </ul> <p>Applicants for this level must show an equitable distribution of funds among all partners and supporting entities.</p>
<b>Level 3</b>	\$251,000- \$500,000	<p>This funding level is recommended for</p> <ul style="list-style-type: none"> <li>• Programs with collaborations of two or more organizations or community-based entities.</li> </ul> <p>Applicants for this level must show an equitable distribution of funds among all partners and supporting entities.</p>

## WHAT ARE ELIGIBLE PROGRAM EXPENSES?

Awarded funds can be used to support the following types of program-related expenses and activities:

- **Planning:** Activities and expenses that support planning your project and preparing for program start-up.
- **Implementation:** Activities and expenses that support program implementation and delivery of services to children and young people.
- **Staff Training, Development and Technical Assistance:** Activities and expenses that support training, professional development, or coaching of staff and/or partners dedicated to your program.
- **Evaluation/Evidence Building:** Activities and expenses that help you to measure the quality and effectiveness of your program.
- **General Operations:** Activities and expenses that support general operations.
- **Tools, Equipment, Cosmetic Space Improvements, and Supplies:** Activities and expenses that support the acquisition of tools, equipment, and cosmetic space improvements essential to your program. Items may include materials such as paint, office furniture, equipment, and office supplies.

## DURING WHAT TIME PERIOD WILL THIS FUND SUPPORT OUR PROGRAM'S WORK?

**Period of Performance: Approximately September 1, 2018 to August 31, 2019.**

During this first year of the Fund, the grant period of performance will last no more than 12 months from the grant agreement date of execution, starting on or around September 1, 2018 and ending no later than August 31, 2019.

During this period of performance, your program would accomplish:

- All necessary start-up activities to get your program up and running
- Recruitment and enrollment (if applicable)
- Completion of proposed activities
- Any short-term follow-up with program participants to measure performance outcomes.

Start-up activities, such as hiring appropriate program staff, should begin immediately after the grant start date. Award recipients should anticipate spending all grant funds appropriately during the period of performance while demonstrating full transparency and accountability for all expenditures.

## WHO CAN APPLY FOR THIS FUNDING?

### **Guidance for Prospective Applicants with 501(c)(3) Status:**

This competitive process is open to organizations with an official not-for-profit designation as shown by **incorporation in the State of Maryland** (the State) and **Federal 501(c)(3) tax-exempt designation**. Organizations also must have certificates at the time of funding that indicate they are in good standing with the State. Your organization may apply for funding if you have already applied but not received

these official designations. However, if you are selected for funding, your nonprofit must have its official designation by the time you sign a grant contract, or the Fund will not be able to award you a grant.

### **Guidance for Prospective Applicants without 501(c)(3) Status:**

Organizations and programs without a Federal 501(c)(3) tax-exempt designation **may also apply** by using a **fiscal sponsor** to secure grant funding. If your organization or program uses a fiscal sponsor, please provide a letter of support from the sponsor and that sponsor's 501(c)(3) exemption letter. A fiscal sponsor must be secured by the applicant by the time of application submission in order to be eligible for grant review and award.

To learn whether your organization or program needs a fiscal sponsor or learn more about choosing a fiscal sponsor, you may request a list of available options by contacting the Fund at [www.bcyfund.org/contact-us](http://www.bcyfund.org/contact-us).

### **Guidance for All Prospective Applicants:**

To be eligible for this grant, your organization must fulfill the following criteria:

- Serve (or be expanded to serve) children or young people under the age of 24.
- Provide services in the City of Baltimore.

Please note that applicants to this RFP do not have to be local organizations; but, per guidelines set forth by the Baltimore Children and Youth Fund Task Force, efforts that show a history and focus locally are significantly preferred.

If the applicant organization has been negatively cited by the City for mismanagement of a previous City contract, this will have bearing on whether they receive assistance from the Fund.

### **WHAT WILL THE FUND REQUIRE MY ORGANIZATION TO DO AS A GRANTEE?**

To perform services under a contract funded by this grant application, you must follow all federal, state and city requirements that apply to the work you do with children, youth, and young adults.

In distributing these funds, ABC will act as the fiscal agent for the City of Baltimore. ABC is responsible for following the guidelines provided by Baltimore City as it distributes the funds to organizations who can help the city in their goal of seeing city children and youth thrive and succeed. To that end, during the funding period of September 2018 to August 2019 - funded organizations must:

- Obtain criminal history checks of employees, agents and volunteers who provide services to youth under age 18 before they begin working with your clients. Your grant may be used to pay for the costs of the criminal history checks. In any case where a criminal record is reported, you must protect the safety and welfare of all people who have contact with that individual, especially youth under age 18. If any of your programs are held on school property - public school or private school - you may not allow a registered child sex offender to work or volunteer at that program.
- Check in with ABC and provide updated status reports of their programs.

- Provide an end of the funding period report, documenting how you spent the grant.

Additionally, you must track the progress and outcomes of your grant-awarded work as part of the quarterly status reporting. This will include submitting data on certain mutually agreed-upon metrics – indicators that show the successful implementation and outcomes of your work.

## HOW DO I APPLY FOR FUNDING? WHEN IS MY PROPOSAL DUE?

**Due Date and Time: Monday, July 9, 2018 at 11:59 p.m.**

You will find the **online application** for funding at <http://bcyfund.org/>. You must submit your proposal and supporting documents with this online application. ABC will not accept applications by mail or hand delivery.

You are responsible for making sure that your submitted proposal is complete and provides all the information and documentation that the RFP requires. You also must make sure that the funding amount you request is consistent across all parts of the proposal.

You will find it helpful to assemble a team and start drafting your proposal as soon as possible. Your proposal team should also check (and double check) your proposal for completeness, clarity, and correctness (including spelling and grammar).

We also strongly encourage you and your team to attend our bidders' conferences on June 11, 2018 at UMD Bio Park at 5:30 pm or participate in a webinar that will be held June 13, 2018 at 4:30 pm (webinar link available at: <http://bcyfund.org/events>). You can ask questions and get whatever clarifications you need. Sign up here <http://bcyfund.org/events> to reserve your spot!

Finally, please review and use our resources to help you with your proposals. These resources include:

- [Guidance for Developing Outcome Statements and Metrics](#). (You will find this document especially helpful if you are wondering, “What is a metric?” and “How do I measure my program?”)
- A [Proposal Completion Checklist](#) to help make sure you did not forget anything important in your proposal.
- The [FAQ \(Frequently Asked Questions\)](#)

Resources will be posted on the Fund's main website at: <http://bcyfund.org/>.

The Fund will disqualify any proposal that is incomplete or fails to address the questions from the RFP. Such a proposal will not be submitted for consideration to the Proposal Review Panel. Please closely follow the guidance outlined in this RFP to make sure that your proposal package fully responds to the RFP requirements and may therefore be considered by the Proposal Review Panel.

You must submit your completed application online (timestamped) by **11:59 pm on Monday, July 9, 2018**. The Fund will not accept any paper applications or late submissions, and late submissions are automatically disqualified.

We are happy to answer questions from June 11 through June 22 at 5:00 p.m. Please submit all your questions on the BCYF website, [www.bcyfund.org/contact-us](http://www.bcyfund.org/contact-us). We will answer questions and post our answers at <https://bcyfund.org/faqs>, so please check our site frequently as you work on your proposal. After June 22, 2018 at 5:00 p.m. we will no longer be allowed to answer questions, so please contact us before then! To have questions answered after June 22, plan to attend one of three capacity building sessions (see the <https://bcyfund.org/events> page), or check the <https://bcyfund.org/faqs> to determine if your questions has been previously answered.

## WHAT MUST I INCLUDE IN MY PROPOSAL?

Your funding proposal must include these four sections:

1. Program Information
2. Program Description
3. Project Budget & Budget Justification
4. Supplemental Documents

Please follow these guidelines below as you compile your proposal. Make sure that you address each question with specific information. For fiscally sponsored projects, note that all references to your “organization” below refer to the group or entity leading the project **and not the fiscal sponsor**. Please keep track of word limits for each section.

### Section 1 - Program Information

In this section, please detail the following:

1. Name of the proposed program or project
2. Name of lead applicant
3. Names of all partners and collaborating entities
4. Selected Funding Level (please choose one of three)
  - Level 1 — \$5,000 - \$20,000
  - Level 2 — \$21,000 - \$250,000
  - Level 3 — \$251,000- \$500,000
5. Desired Funding Amount
6. Applicable Priority Areas (please select all priorities and priority focuses that your program addresses.)
  - **Priority 1: Strengthening the Village**
    - Youth-Centered Family Strengthening and Multi-Generational Projects
    - Youth-Centered Community and Network-Building
    - Youth-Centered Violence Reduction Initiatives
    - Youth-Centered Spaces
  - **Priority 2: Fostering Authentic Youth Leadership, Empowerment, Self-Actualization**
    - Youth-Centered Life-Skills and Leadership Development
    - Youth-Centered Mentorship
    - Youth-Centered Health, Wellness, and Recreation

- Youth-Centered Arts Initiatives
- **Priority 3: Building Sustainable Bridges to Educational and Economic Advancement Opportunities, and Enterprise Ownership**
  - Youth-Centered Workforce Development
  - Youth-Centered Enterprise
  - College Readiness and Vocational Prep

## Section 2 - Program Description

In this section, please detail the following:

- **Initiative Summary.** Provide a brief overview of the proposed initiative, its purpose and mission, and how it aligns with the priorities of the Fund. (Word Limit: 250)
- **Communities To Be Served.** Identify the Baltimore City neighborhoods that you will serve through the project, including the defined boundaries for each targeted neighborhood/geographical area (as possible). If citywide, please indicate “citywide.” (Word Limit: 100)
- **Child, Youth, or Young Adult Population To Be Served.** Identify the populations of children, youth and/or young adults that you plan to serve through the project. As possible, provide demographic information to describe your program’s served population. Describe your plan for reaching out to and recruiting your intended program participants. (Word Limit: 100)
- **Youth & Community Track Record.** Provide a brief overview of the organization leading your proposed initiative. Please describe your organization’s length of history and track record of working with the young people and/or neighborhoods you intend to serve. Please give details about your method of engaging youth and community residents in your program design, implementation, and oversight. Please also provide the number, age, and positions of youth and community representatives actively involved in the project’s board or governing body (if applicable). Attach any letters of support and testimonials from youth and community representatives attesting to your program’s track record in the **Supplemental Documents** section. (Word Limit: 250)
- **Activities.** Describe the services or activities to be supported through this grant. Please detail: (Word Limit: 250 each)
  - **Planning:** What activities will you do to effectively plan for your project?
  - **Implementation:** What activities will you do to implement the project?
  - **Staff Training, Development, and Technical Assistance** - What activities will you undertake for the training, professional development, or coaching of staff and/or partners dedicated to your project?
  - **Evaluation/Evidence Building:** What activities do you plan to use to measure the effectiveness of your program and areas for improvement?
  - **General Operations:** What general operating needs will need to be funded through the grant funds?

- **Tools, Equipment, Cosmetic Space Improvements, and Supplies:** Please list any tools, equipment, and cosmetic space improvements to be funded through use of grant funds to support your project. Items may include materials such as paint, office furniture, equipment and office supplies.
- **Partnerships.** List any partners with whom you plan to work with in supporting your efforts. Detail the role of each partner and the plan for ensuring that all partners are equitably compensated for their roles in implementing the project. Attach any applicable memoranda of understanding (MOUs) or partnership agreements in the **Supplemental Documents** section. (Word Limit: 100)
- **Outcomes.** Please fill out the chart with your proposed Outcome Statement, the appropriate targets of your grant-specific work, and at least three (3) metrics that you think would best measure your program’s impact. Briefly describe how you will collect or obtain data that tracks your program’s progress with the metrics.

Before filling out this chart, we strongly encourage you to read through the [Guidance for Developing Outcome Statements and Metrics](#). This guide provides clarification on what a metric is and how to construct a metric calculation, as well as considerations for creating metrics and example metrics to inspire your thinking. A template to enter this information is provided in the portal.

- **Timeline.** Provide a timeline for all proposed activities, including;
  - All necessary implementation and start-up activities (**Start up activities must be completed no later than one (1) month after the grant start date**).
  - Recruitment and enrollment.
  - Completion of proposed activities.
  - Any short-term follow-up with program participants to measure performance outcomes.

A template to enter this information is provided in the portal.

- **Staffing.** List all key staff working on this project, including each staff member’s name, title, and description of role and responsibilities. Please indicate which positions will be directly supported through this grant and which ones will be supported through in-kind (such as a person provided by another organization at their expense) or other funding sources. A template to enter this information is provided in the portal.

### Section 3 - Project Budget & Budget Justification

Use the chart provided in the portal to detail the budget for your project.

As you work on this section, please be sure to do the following:

1. Provide a complete description of costs associated with each line item in sufficient detail to justify the total cost for each line item.
2. Double check your calculations to make sure that they are accurate.

3. Make sure that the budget is justified and reasonable given the scope of work of the project, including provision for adequate staff personnel specifically devoted to the project in support of achieving project objectives.
4. Identify any leveraged funds. Include the source(s) of these funds and a short description of how they will be utilized as part of this grant.

**Section 4 - Supplemental Documents**

Please attach the following supplemental documents for your organization:

- Certificate of good standing with the State of Maryland Department of Assessment and Taxation
- Proof of Federal 501(c)(3) tax-exempt status, or fiscal sponsor letter
- Proof of incorporation as a nonprofit from the State of Maryland
- Most recent audited financial statement and IRS Form 990 form
- Letter(s) of Commitment or memoranda of understanding (MOUs) with partner organizations that will support your program
- Letters of support and testimonials from youth and community representatives attesting to the your track record and experience with specified peoples and neighborhood(s) (OPTIONAL)

**HOW WILL MY PROPOSAL BE EVALUATED?**

If you submit a complete proposal that addresses all of the RFP’s questions, your proposal will go to the Proposal Review Panel, an independent committee of community members, including youth leaders, that is facilitated by UPD Consulting (acting on behalf of ABC). The Proposal Review Panel will use the scoring chart below to evaluate your proposal. The panel will include a diverse representation of youth and adult Baltimore City residents. Grant reviewers will be selected through a competitive process.

Scoring will be conducted on a point basis. The panel will consider the following criteria when evaluating each grant proposal:

Section	Evaluation Criteria	Value
<b>Completeness</b> - Only complete applications with all the listed components submitted will be scored.		<b>0</b>
<b>Completeness</b>	All required fields are complete from: <ul style="list-style-type: none"> <li>● Section 1: Program Information</li> <li>● Section 2: Program Description               <ul style="list-style-type: none"> <li>○ Initiative Overview</li> <li>○ Served Communities</li> <li>○ Served Children and/or Youth Populations</li> <li>○ Youth and Community Track Record</li> <li>○ Activities</li> <li>○ Partnerships</li> <li>○ Outcomes</li> <li>○ Timeline</li> </ul> </li> </ul>	0

	<ul style="list-style-type: none"> <li>○ Staffing</li> <li>● Section 3: Project Budget and Justification</li> <li>● Section 4: Supplemental Documents</li> </ul>	
<b>Alignment with BCYF Priorities</b>		<b>18</b>
<b>Initiative Summary and Alignment with BCYF Priorities</b>	<p>Initiative summary and proposed activities demonstrate strong alignment with and commitment to the guiding values set forth by the Baltimore Children and Youth Fund’s Task Force and youth and community representatives engaged through the Fund’s Year 1 Community Design process.</p> <p><b>Task Force Values:</b></p> <ol style="list-style-type: none"> <li>1. Our work is informed, driven and led by youth voices.</li> <li>2. Our work both advances equity and is welcoming and supporting of all races, classes and gender identities.</li> <li>3. Our work is accountable and has impact to local communities, neighborhoods and places where young people connect.</li> <li>4. Our work is not politically-driven and promotes confidence from the caring networks of Baltimore’s young people.</li> <li>5. Our work inspires new partnerships and new approaches to philanthropy to advance Baltimore’s young people.</li> <li>6. Our work is focused, expedient, and conducted with urgency.</li> </ol>	<b>6</b>
<b>Targeted Communities and Populations, and Alignment with BCYF Priorities</b>	<p>Program demonstrates a high level of responsiveness to the needs and interests of local children, youth, and young adult populations, as articulated through the findings of the Fund’s Year 1 Community Design process and demonstrated through activities, details, and information provided from:</p> <ul style="list-style-type: none"> <li>● <b>Served Communities.</b> Targeted neighborhoods/geographical areas are clearly identified and program has provided details on how it addresses the priorities of serving disenfranchised and underserved communities.</li> <li>● <b>Served Children and/or Youth Populations.</b> The targeted children/youth population(s) to be served through the project are clearly identified and program has provided details on how it addresses disenfranchised and underserved children/youth populations.</li> </ul>	<b>6</b>
<b>Youth &amp; Community Track Record and Alignment with BCYF Priorities</b>	<p>Program demonstrates a strong track record of employing youth-centered approaches in serving local children, youth, and young adult populations. Application demonstrates a strong history and quality of track record of working with the populations and neighborhood(s) specified.</p> <p>Also, program demonstrates a strong track record of authentic engagement, partnership, and service at the grassroots level, as evidenced by the documented support of community residents and community stakeholders.</p>	<b>6</b>



<b>Logistics/Feasibility:</b> Are the following areas of the proposal logistically sound and reasonable as presented?		<b>6</b>
<b>Logistics/Feasibility</b>	<ul style="list-style-type: none"> <li>• <b>Timeline.</b> Application contains a timeline depicting all activities, timeframes, and proposed program deliverables. Proposed timeframes are realistic and achievable within the proposed program performance period.</li> </ul>	2
	<ul style="list-style-type: none"> <li>• <b>Staffing.</b> Application lists all key staff to work in support of the project, including each staff member's name, title, and description of role/responsibilities. Application indicates which positions will be directly supported through this grant, and which will be supported through in-kind or leveraged resources.</li> </ul>	2
	<ul style="list-style-type: none"> <li>• <b>Activities.</b> Application presents a clearly articulated, feasible and potentially impactful plan for serving specified children and youth populations. There is a clear description of activities to fall into noted categories.</li> </ul>	2
<b>Project Budget &amp; Budget Justification</b>		<b>6</b>
<b>Project Budget &amp; Budget Justification</b>	<ul style="list-style-type: none"> <li>• All applicable expenses are clearly identified with accurate calculations.</li> <li>• Budget is justified and reasonable given the scale and content of the proposed program plan.</li> <li>• Budget justification identifies any leveraged funds and clearly describes the source(s) of these funds and how they will be utilized as part of this grant.</li> <li>• Any staff and partners to the application are equitably compensated for their roles.</li> </ul>	6
<b>Total</b>		<b>30</b>

### WILL THE FUND COVER THE COST OF PREPARING THIS PROPOSAL?

As an applicant, you are solely responsible for the costs of developing, preparing, and submitting your proposal. The Fund will not provide reimbursement for such costs.

### WHAT SHOULD I DO IF I NEED TO MAKE CHANGES TO MY SUBMITTED PROPOSAL?

If you need to add clarifications or changes to your submitted proposals, you may request that your application be reopened for editing by contacting the Fund at [www.bcyfund.org/contact-us](http://www.bcyfund.org/contact-us). Please make sure we receive any requests at least 48 hours BEFORE the submission deadline so that you will have time to revise and resubmit the application.

### WHAT SHOULD I DO IF I NEED TO WITHDRAW MY PROPOSAL?

You may withdraw a submitted proposal before the due date. After submitting your proposal, you will receive a link to view your submission. If you follow that link, you will see an option to withdraw your application. Please note, if you withdraw your application, it cannot be revised or resubmitted.

For more information, please reference this Submittable help documentation:  
<https://submittable.help/submitters/managing-existing-submissions/how-do-i-withdraw-my-submissions>

## **WILL MEMBERS OF THE PUBLIC SEE MY PROPOSAL?**

Possibly. If you submit a proposal, please be advised that documents in the possession of ABC (on behalf of the City of Baltimore) are considered public records and subject to disclosure under the Maryland Public Information Act, meaning that people can ask to see these records and ABC must release them.

## **WHEN IS THE BIDDERS CONFERENCE?**

After the RFP is released, we will hold two (2) grant informational question-and-answer meetings, also known as bidders' conferences. We will hold one in person and the other via conference call on the dates listed below. In these meetings, we will provide an overview of the RFP structure and answer your questions. Additionally, after the conferences, interested parties may submit questions on the BCYF website from June 11, 2018 until June 22, 2018 at 5:00 p.m. Eastern Time.

Use the following link to register for either of the informational meetings: <http://bcyfund.org/events>.

### **BCYF Informational Q&A Meeting - In Person**

**Date:** Monday, June 11, 2018

**Time:** 5:30 PM -7:00 PM Eastern Daylight Time

**Location:** University of Maryland Biopark Life Sciences Center  
Discover Auditorium - [801 W. Baltimore St. 21201](#)

### **BCYF Informational Q&A Meeting - Webinar**

**Date:** Wednesday, June 13, 2018

**Time:** 4:30 PM -6:00 PM Eastern Daylight Time

**Webinar Info:** <https://zoom.us/j/282601389>

**You can also dial in using your phone:**

US: +1 669 900 6833 or +1 646 558 8656

Webinar ID: 282 601 389

Note: The webinar will be recorded and posted to the BCYF website.

## **WHEN WILL I KNOW IF MY PROPOSAL IS BEING FUNDED?**

Notifications of grant awards will be made in August 2018 along with additional information regarding contract requirements, the metrics negotiation process, and the process to finalize and sign the contract. All contract requirements must be met before any funding will be distributed by ABC.

## WHAT IF I NEED ASSISTANCE ASSEMBLING OR SUBMITTING MY APPLICATION?

If you are new to grant writing and need assistance with understanding proposal requirements, assembling proposal content or submitting your application, we encourage you to contact the Fund at [www.bcyfund.org/contact-us](http://www.bcyfund.org/contact-us) or attend one of three upcoming community capacity building sessions.

**Community Capacity Building Session 1 - Saturday, June 16, 12:00-4:00pm**

**Community Capacity Building Session 2 - Monday, July 2, 4:30-8:30pm**

**Community Capacity Building Session 3 - Saturday, July 7, 12:00-4:00pm**

Locations and registration information will be announced via the Fund's website, social media sites and by email.

Each session will include workshops and hands-on assistance with topics such as:

- Developing your Description of Project Activities
- Developing your Project Timeline
- Developing your Outcome Metrics/Performance Measures
- Selecting the Best Funding Level for your Program/Partnership
- Developing your Budget
- Selecting a Fiscal Sponsor
- Submitting your Application Using the Online Portal

## WHAT IS THE TIMELINE FOR THIS GRANT?

RFP issued:	June 6, 2018
Forum/Bidders Conference:	June 11, 2018 and June 13, 2018
Capacity Building Sessions:	June 16, 2018 July 2, 2018 July 7, 2018
Proposals due:	July 9, 2018
Award is announced on or about:	August 2018
Contract completed and approved by:	August 2018
Start of services on or about:	September 1, 2018
Contract end date:	August 31, 2019