



Baltimore Children and Youth Fund Frequently Asked Questions [Updated]

This updated FAQ is comprised of questions submitted during the Grant Information Sessions, both online and in person. This FAQ also includes questions received from info@bcyfund.org. Your exact question may not be listed here, as some questions were asked in a different way, but the content is the same. The questions and responses are organized by topics. If you still need support, we encourage you to attend a [Capacity Building Session](#) for hands-on support.

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Updated Frequently Asked Questions:

General BCYF Information

1. How many grant cycles will occur?
 - a. This is the first grant cycle that also serves as the pilot year. Future grant cycles will be determined based on the outcome of this pilot.
2. Has it been determined how many Level 1, 2, or 3 grants will be awarded?
 - a. There is no set amount for each funding level.
3. Is there a cost to apply?
 - a. There is no cost to apply for the BCYF grant, but any fees associated with completing an application are the applicant's responsibility.
4. If I am awarded, how will funds be disbursed - all at once or incrementally?
 - a. Plans are being finalized and will be shared with grantees at the point of award.
5. If my program is awarded, will I be able to assist other programs in future funding years?
 - a. Yes, a process for such support will be established.
6. Are there specific requirements around when programs operate (i.e. school year vs. summer)?
 - a. No, there are not specifications. The application can include summer programs.
7. Will I be able to access the webinar for future reference?
 - a. Yes, you can access the webinar by clicking on this [link](#).



8. If I get denied, will I be offered an explanation?
 - a. Yes, we will provide support to applicants whose proposals are not selected for this grant period.
9. Why are proposals potentially shared with the public?
 - a. The Fund disburses public dollars and may be subject to the Public Information Act.

Eligibility

10. Am I still eligible if I have an organization based in Baltimore but headquartered outside of the city (e.g. headquarters is in Baltimore County)?
 - a. The Fund prioritizes organizations located in Baltimore, but you may still apply. If your organization has an office in Baltimore and a mailing address outside the city, you may be asked for additional documentation of support.
11. Am I still eligible if I have received a grant from the city?
 - a. Yes, you are still eligible to apply if you have received or are currently a recipient of grant funds from the City of Baltimore. Reference any current grants as leveraged funds in the budget portion of your application.
12. Am I eligible if my organization or program supports various youth events?
 - a. Yes. Be sure to describe how your youth events align to the BCYF guiding values and strategic investment priorities.
13. What are the age limits for the population we should intend to serve?
 - a. The target population is children, youth and young adults under the age of 24. If your targeted population includes children, youth and/or young adults aged 24 or younger, your program is eligible. Young adults age 25 and up are not considered eligible to be funded under the Baltimore Children and Youth Fund. If your program spans beyond age 24, then your proposal should explicitly state how the program will fund those age 24 and younger **only**.
14. Is my program eligible if it is inclined to support parents and/or families?
 - a. Yes, programs that work with parents and/or families can apply under Priority 1 Strengthening the Village; however, be sure to articulate how work with young people aged 24 or younger will also be integrated into your program's approach.
15. Are in-school interventions by community-based organizations eligible?
 - a. Yes.
16. How much will sustainability play in the proposals?
 - a. We hope that the programs are sustainable, but it isn't a requirement for your application.
17. We are a large nonprofit. Is there a cap on the size of the nonprofit?
 - a. No.
18. Is my organization still eligible if our senior executives are not a minority?
 - a. Yes.

Out of State Nonprofits

19. Is my organization still eligible if we are incorporated in another US state?
 - a. No, only applications with a proof of incorporation as a nonprofit in the State of Maryland are eligible. If your proof of incorporation is from another state, your organization ***is not*** considered eligible.
20. Is my organization eligible if we have not yet performed services in Baltimore City?



- a. Yes, your organization is eligible to apply. However, there is a strong preference for organizations that show a history of working in Baltimore City.

Fiscal Sponsorship

21. Can you explain what a fiscal sponsor is?
 - a. A fiscal sponsor is an established 501(c)(3) that provides fiduciary oversight, financial management, and other administrative services.
22. What are the requirements to obtain fiscal sponsorship?
 - a. Each fiscal sponsor has its own requirements.
23. What if I do not have a fiscal sponsor?
 - a. Organizations that would like to apply but do not yet have their 501(c)(3) status in place are strongly encouraged to partner with a fiscal sponsor to meet the 501(c)(3) requirement. HOWEVER, organizations that have not yet identified a fiscal sponsor are no longer required to do so before the proposal submission deadline.
 - b. Organizational applicants that are in need of a fiscal sponsor and will not be able to identify one prior to the proposal submission deadline can still apply by attaching a brief letter to their application stating that they would like assistance from the Fund in selecting a fiscal sponsor after being awarded. This letter will stand in place of the RFP's 501(c)(3) or fiscal sponsorship requirement and will be sufficient to meet proposal requirements.
 - c. If you request assistance with selecting a fiscal sponsor and are awarded, the Fund will help you to identify a fiscal sponsorship partner that will best meet your needs.
 - d. Should you have any additional questions, please plan to attend one of the upcoming [Community Capacity Building Sessions](#) and book an appointment with one of our Planning Team representatives or volunteers.
24. If my fiscal sponsor is planning to apply, am I still eligible?
 - a. Yes, your organization can still apply for funding if your fiscal sponsor plans to. This will not negatively impact your application.
25. How many organizations can a fiscal sponsor support?
 - a. Each fiscal sponsor sets its own limits on the number of organizations it can support.
26. Can I include the fiscal sponsorship fee in my budget?
 - a. Yes, the fiscal sponsorship fee can be included in your budget as an expense.

Financial Reporting/Audits/Supporting Documents

27. What are my options if my organization does not have any of the requested documents?
 - a. The following documents are requested:
 - Certificate of Good Standing with the State of Maryland Department of Assessment and Taxation from January 1, 2017 or later.
 - Proof of Federal 501(c)(3) tax-exempt status, fiscal sponsor letter, or letter stating request for support from the Fund with identifying a fiscal sponsorship partner
 - Proof of incorporation as a nonprofit from the State of Maryland
 - Most recent audited financial statement and IRS Form 990 or 990E from 2017; or letter stating financial audit is in progress from auditor. *See question 29 for 501(c)(3) organizations with gross annual contributions below \$200,000.*



If your organization cannot provide these documents, we encourage you to pursue fiscal sponsorship with an organization that can submit them on your behalf.

28. Am I eligible if my 501(c)(3) tax exempt status is still in progress?
 - a. You may apply with a letter indicating you are in the process of obtaining your 501(c)(3) status, but you will not receive funding until your status has been approved with the IRS. If there is a possibility that your 501(c)(3) will not be complete prior to signing your grant contract, you should consider pursuing fiscal sponsorship. See questions 21-26 about fiscal sponsorship.
29. Am I still eligible if my organization hasn't completed a recent financial audit (or our audit is in progress), but we have our IRS 990 form?
 - a. Yes, you are still eligible to apply. Organizations with gross annual contributions below \$200,000 will not be required to provide a financial audit, though they are encouraged to get one and may include it in their expenses for the Year 1 grant. Though the financial audit is not required, we do encourage smaller organizations to use a fiscal sponsor. See questions 21-26 about fiscal sponsorship.
30. I am a small firm with unaudited financial statements, and I want to use grant funds for this expense. How should I handle this?
 - a. Organizations are able to include the financial audit in their expenses for the Year 1 grant. The expense for the audit should be clearly stated and justified in both your budget and budget justification as an activity that occurs after fund disbursement.
31. We are a small 501(3)(c) organization and are not required to complete a financial audit. What can we submit as proof, and is anything else required?
 - a. Applicant organizations with gross annual contributions of under \$200,000 are waived from the RFP's independent auditing requirement; therefore, they are no longer required to attach an independent audit or propose to cover the costs of an independent audit as a part of their proposal. Please note that the Fund may require organizations without existing data tracking or financial management software to use specific systems, which will be provided, along with technical assistance.
 - b. Organizations that don't have a financial audit in place are encouraged to get one and may include it in their expenses for the Year 1 grant.
 - c. Organizational applicants with gross annual contributions of \$200,000 or more must submit either a reviewed financial statement or independent audit (in keeping with the [MD Solicitations Act §6-402 \(b\)\(8\)](#)). A charitable organization must file an audited financial statement prepared by an independent CPA if the gross income from charitable contributions is at least \$500,000. For organizations with gross annual contributions between \$200,000-\$500,000 a financial statement must be reviewed or audited by an independent CPA.
32. I am a new organization, but we do not have an IRS form 990. Does this make me ineligible?
 - a. Each submission requires that you submit an IRS 990 or IRS 990 E from 2017. If you are unable to obtain either document prior to July 9th, then you will not be eligible. As an alternative, your organization could seek fiscal sponsorship to be considered eligible for the fund. See questions 21-26 about fiscal sponsorship.
33. Are there parts of the application that are not required if I am applying under a certain funding level?



- a. All required documents must be submitted with your application regardless of the funding level you apply for. If you plan to use a fiscal sponsor, then you are required to submit a letter stating your intent. If you are applying under a partnership, then a letter of support is required from that partner. The only documents that are not required are letters of support from youth and community.
- 34. How recent should my IRS 990 form be?
 - a. Your IRS 990 form should be no later than 2017.
- 35. Will a 990 E postcard be accepted as opposed to the actual IRS form 990?
 - a. Yes, your 990 E postcard is considered an IRS form and will be accepted.
- 36. How recent does my Certificate of Good Standing need to be?
 - a. Your Certificate of Good Standing should be dated January 1, 2017, or later.
- 37. Am I eligible if my non-religious-based program is based in a religious-based school that is exempt from filing an IRS 990?
 - a. Yes, however, documentation stating this exemption is required.
- 38. What should be included in my letter of commitment from my partner organizations and how recent should the letter be?
 - a. Letters of commitment should be as complete as possible and dated in 2018. Blank documents with just the name and address of the organization will not be accepted.
- 39. What is the maximum number of letters of support that an applicant can submit for the grant application?
 - a. The maximum number of letters of support accepted is 3.
- 40. Can video testimonies be submitted instead of letters of support from youth?
 - a. Yes, video testimonials will be accepted instead of letters of support from youth. Please use the following guidelines to complete these testimonials. Testimonials should be no longer than 90 seconds, include the name of the program, and the name and age of the youth. No more than three video testimonials will be accepted.

Partnerships

- 41. May I apply as a partnership with another organization? Is there a limit to the number of organizations with which I can partner?
 - a. No. Partnerships are strongly encouraged, and there is no limit to the number of partnerships you may have in one proposal. Your organization can submit multiple applications with different partners or be a partner to another applicant. There are no restrictions or negative impacts on the applicant.
- 42. Do you have a list of the other organizations that are planning to apply so that I might reach out to them for possible partnerships?
 - a. We do not have a list of organizations, but we encourage you to attend a [Capacity-Building Session](#) to network with other attendees.
- 43. Are funded programs allowed to partner with for-profit programs?
 - a. Yes, your organization may partner with a for-profit organization. However, the applying organization will need to be either a 501(c)(3) or fiscally sponsored by one.
- 44. Can my organization partner with other divisions or sectors of my company? For example, my organization has multiple divisions, including a for-profit and nonprofit sector. Is this considered a possible partnership?
 - a. No, we are looking for partnerships that are across organizations, **not** inter-organizational.
- 45. If I partner with more than two agencies, does the funding have to be split equally?



- a. No, but the panel will look for equitable distribution. For more specific instruction on equitable allocation, please attend one of the upcoming [Capacity-Building Sessions](#).
- 46. Is my organization considered eligible if we apply for one funding level but partner with another organization in another funding level?
 - a. Yes, your organization is considered eligible to submit multiple applications. Your organization can submit a proposal in one funding level and partner with another organization in another funding level.
- 47. Are there any restrictions around partnerships with city departments or schools?
 - a. No, though the role of each partner should be detailed.
- 48. If I am a partner with another applicant and we are both awarded, would I still qualify for both funds?
 - a. Yes, the funding will be provided to both organizations if both are awarded.

Submitting the Application

- 49. Will I be able to include additional attachments in my application that highlight work my organization has done?
 - a. Yes, however you should be mindful of what you are submitting. You are limited to three letters of support and testimony and/or video submissions.
- 50. Am I still eligible if my program is similar to other applicants?
 - a. Yes, each application will be scored independently. There will be no penalization for applications that offer similar programs.
- 51. I plan to submit multiple applications from my one organization. What are the rules to do so?
 - a. You can submit multiple applications for different programs in your organization. They can be for the same or different priority levels and for the same or different funding levels. However, these programs cannot be submitted as partnerships because they fall under the same organization. Also, you should carefully consider how to submit your application. You may submit one proposal for multiple programs or multiple applications for multiple programs.
- 52. Should I submit staff background checks as part of my application process?
 - a. Yes, but that component isn't required (or taken into account) during the grant review process, so we suggest that you submit them after you have been selected.
- 53. Will I be able to go over the 100-word limit in the application?
 - a. No, the guidelines are not flexible. Do not submit any additional information as an attachment, as additional submissions will not be considered.
- 54. Should I only complete the activity section(s) that pertain to my program?
 - a. Yes. You are not required to complete all six activity sections, only the activities that are relevant to your program. You may submit for just one or up to all six activities. You may also combine activities, but you should be very clear on what is needed.
- 55. Are there different requirements for smaller grantees?
 - a. No, the requirements remain the same. Keep in mind that you have the option of partnering with a fiscal sponsor, which means that several of the required documents will come from the fiscal sponsor.
- 56. Are you expecting programs that target specific audiences?
 - a. We are not looking for one particular population. However, your program must support youth and young people under age 24, and it should relate to at least one of the priority



areas. We encourage you to read the criteria for the grant as well as the white paper that discusses local need.

57. If I am going to put in more than one application, do I use the same username and password, or do I need to set up separate accounts for each application?
- You may use the same username and password; however, you will need to complete one application before starting another.

Budget and Appropriate Use of Funds

58. Do you offer guidelines on what our budget should look like?
- No, the planning team has not provided direction on setting an appropriate budget but does provide resources for creating a budget at the [Capacity-Building Sessions](#). The planning team will not provide guidance on salaries. We encourage you to conduct your own research and to attend a [Capacity-Building Session](#) to receive targeted support for your application.
59. Do leveraged funds need to be previously secured?
- No, funds do not need to be secured at the time of grant allocation, but they should be represented in the budget template and explained in the budget justification.
60. What types of expenses can funds can be used for?
- Examples of expenses include:
 - Community-based health research, as long as it relates to children and youth under age 24.
 - Purchase of a van.
 - Funds cannot be used for capital expenses such as the purchase of a building. Funds may be used to make cosmetic changes to existing facilities.
 - For more targeted support, plan to attend one of the [Capacity-Building Sessions](#).
61. Can I include administrative fees and costs in my budget?
- Yes, these should be clearly described in your budget template, justification, and operating activities.
62. Will I be able to access a copy of the budget template before submitting my application?
- Yes, all templates live within the grant portal and are downloadable prior to submitting.
63. Will I be penalized if a large portion of my grant budget indicates salaries within my organization or another large expense?
- No. There is no penalty for having these large expenses, but there should be sufficient explanation of how these funds will be used.
64. Can I choose to only obtain partial funding?
- Yes, we encourage organizations to have outside funding for their programs.
65. Can grant funds be used outside the grant period?
- Grants funds must be used within the grant period. You will not be able to roll over any funding. All grant funds must be used by August 31, 2019.
66. If I apply to receive Level 3 funding, is it likely that I am awarded but with Level 1 or 2 funding?
- It is possible but is at the discretion of the grant review team.
67. What are your funding inclinations for new initiatives?
- We recommend applying for funding Level 1 but we encourage you to attend one of the [Capacity-Building Sessions](#) and sign up for a 1:1 session.
68. Is there a maximum percentage allowed for general operating costs?
- No



69. If my organization is awarded, may we use funds to expand our efforts outside of Baltimore City?
- a. No, the funds are restricted to use within Baltimore City.

Grantee Requirements

70. Can you expand on insurance requirements? What is the required liability amount?
- a. Grantees will be required to maintain the following: Professional Liability, Errors and Omissions Insurance of not less than \$1,000,000 per occurrence; Commercial General Liability Insurance of not less than \$1,000,000 per occurrence, and with those policies with aggregate limits, a minimum limit of \$3,000,000; Workman's Compensation coverage as required by the State of Maryland; and Blanket Crime Insurance of not less than \$1,000,000. The cost of insurance may be included in the grant.
71. If we partner with teachers who are already in the city's hiring system, do they need to go through another background check?
- a. No, teachers will not be required to undergo additional background and criminal checks but must provide proof these checks have been conducted.

Grant Reporting

72. How will grantees submit reporting data? What platform will be used?
- a. The planning team is currently determining the platform for reporting. Once this has been completed, training and support will be available to all grantees.
73. Who will oversee the grant-reporting process? Will Baltimore City oversee the reporting process with final program evaluations, or will ABC?
- a. ABC will oversee the entire evaluation process.
74. Is the quarterly reporting template already created? If so, can I access it prior to submission?
- a. The template has not been created.
75. If I am not meeting the quarterly metrics, will I lose funding?
- a. If you have not met the outcomes that you propose within a year, it is likely that you will not be funded again. Please note that assistance will be provided to grantees faltering on metrics throughout the grant year.
76. How will the overall effectiveness of the Fund be measured? Are there established targets from the City of Baltimore?
- a. Performance metrics and targets for the Fund will be established after and informed by learnings from the initial pilot phase (Year 1 implementation).

Grant Review Panel and Evaluation Process

77. How will the submission committee consider new initiatives versus the proposals that sustain existing programs?
- a. All initiatives that align with the BCYF priorities will be considered.
78. What does an ideal recipient look like to the review committee?
- a. Applications will be scored using a rubric. See the [RFP](#) for more information about the proposal evaluation process.
79. If I submitted an application to be on the grant review panel, can I still submit an application for funding?
- a. No, members of the Year 1 grant review panel cannot also submit a funding request in order to avoid potential conflict of interest.