FY23 FUNDED PARTNERS WEEK
DAY 1
AGENDA

PART I: Learn about Family League and the tremendous opportunities!

• Welcome from President & CEO
• Communications
• Grants & Contracts
• Finance

PART II: Let’s talk about Programs!

• Welcome & Intro to Programs
• Overview
Communications at Family League

communications@familyleague.org
Responsibilities

- Centrally responsible for the management of Family League of Baltimore's brand
- Communicate our mission, vision, and goal
- Designing outward facing material is in alignment with organizational brand
- Manage internal and external communications, including the website and social media platforms
Why contact Communications?

✓ News!
✓ Events
✓ Hiring
✓ Funding Opportunities
✓ Social media
✓ Logo download
✓ Media Relations

Any media release that includes family league should be submitted to family league for prior approval. Allow 24 – 48 hours turnaround time for response.

CONTACT INFO: communications@familyleague.org
Updates 2023

- **NEW** user-friendly website design is underway

- **Resources & Reminders** Newsletter will be back this fall coming every other month.
  - [dtidline@familyleague.org](mailto:dtidline@familyleague.org) to submit information

- **Save the Date** – Family League Annual Meeting 2022, November 10, 2022

- **Quarterly Newsletter** is back and better than ever!
Website & Social Media
www.familyleague.org

@FamilyLeagueBaltimore @Family_League @familyLeague Linkedin.com/in/family-league

OR

SCAN ME
NO “THE”

The Family League of Baltimore

Family League of Baltimore
Grants & Contracts

1. Grants and Contracts Team
2. Reports
3. FUNDINGtrack
4. Contract Highlights
Dewana Al-Mateen
DIRECTOR OF GRANTS AND CONTRACTS
Dalmateen@familyleage.org
Team

Clifton Williams
SENIOR PARTNERSHIP MANAGER
cwilliams@familyleague.org

Candas Parke
PARTNERSHIP MANAGER
cparke@familyleague.org

Sheree Moore
PARTNERSHIP MANAGER
smoore@familyleague.org

Kaylah Whittington
CONTRACTS ASSISTANT
kwhittington@familyleague.org

Teneisha Brown
PARTNERSHIP MANAGER
trbrown@familyleague.org
Initial Documentation

- Administrative Documentation:
  - Certificate of Insurance
  - Certificate of Good Standing
  - Conflict of Interest Form
  - COVID-19 Safe Work Environment Acknowledgement
  - Independently Audited Financial Statement or Form 990

- Staffing Background Check

- Standard Budget

- Scope of Work
# Standard Reporting

<table>
<thead>
<tr>
<th>REPORT</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td>Quarterly RBA Program Report</td>
<td>15&lt;sup&gt;th&lt;/sup&gt; day after the end of the quarter (Oct 15&lt;sup&gt;th&lt;/sup&gt;, Jan 15&lt;sup&gt;th&lt;/sup&gt;, April 15&lt;sup&gt;th&lt;/sup&gt;, July 15&lt;sup&gt;th&lt;/sup&gt;)</td>
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<tr>
<td>Quarterly Expense Reports</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; day after the end of the quarter (Oct 10&lt;sup&gt;th&lt;/sup&gt;, Jan 10&lt;sup&gt;th&lt;/sup&gt;, April 10&lt;sup&gt;th&lt;/sup&gt;, July 10&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Monthly Local Hiring Employment Reports</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; day of the following month</td>
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<td>Monthly Data Reports</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; day of the following month</td>
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Informal Site Visit

If applicable, your Partnership Manager will conduct an informal site visit to provide support and resources.

- Accounting System, Receipts & Supporting Documentation
- Certificate of Good Standing
- Certificate of Insurance
- Independently Audited Financial Statements
- Confidentiality Policy

Formal Site Visit

Your Partnership Manager will review the following documents and policies:

- Financial Policies and Procedures
- Job Descriptions for Family League Funded Positions
- Criminal Background Check Policy
- Sample of Staffing and Criminal Background Checks
- Employee Manual
- Conflicts of Interest Policy
- Drug and Alcohol Abuse Policy
- Record Retention Policy
- Subcontractor Policy
- Staff Orientation Training Policy
Local Hiring

Required for all large contracts from City of Baltimore

- Community School
- Out of School Time
- Home Visiting
- Expanded Youth Programming
- Summer Funding Collaborative
Grant Portal: FUNDINGtrack?

Website: flb.fluxx.io *requires use of Chrome

To add or disable users, your organization’s authorized official needs to email your Partnership Manager.

Required info:
✓ Name, title, email address, phone number, and designation (oversight, program staff, reviewer)

Technical Support
fundingtrack@familyleague.zendesk.com
✓ Logging in
✓ Submitting an application or report
✓ Handling any other technical issue
Background Check & Confidentiality Releases

Who Needs Background Checks?

Anyone providing services or engaged under this contract who has contact with children must complete a national and state criminal history records check. *This includes subcontractors, volunteers, and other partners.*

Background Checks

The names of all individuals must be listed in the Staffing Report.

Background check completion dates are required for those with any contact with children.

Copies of officially-approved background checks must be kept on file.

Partners must have a written policy on how they will respond to situations in which criminal activity is disclosed.

Confidentiality

Confidential participant information that Family League asks for shall comply with safekeeping state/federal laws.

Any participant info, including photos and videos, should not be shared with a third party without parental/guardian consent.

When issuing statements, press releases, or any publications associated with this grant, funded partners must obtain prior consent from Family League.
Finance

1. Finance Department Roles
2. Payments
3. Budget Modifications
Keianna Thompson
SENIOR DIRECTOR OF FINANCE

- Reviews and approves budget modifications
- Provides technical assistance for the budgets and expense reports in FUNDINGtrack
- Manages the Finance Department

financeteam@familyleague.org
Neasiel Moses
SENIOR ACCOUNTANT

- Reviews and approves budgets and expense reports
- Provides technical assistance for the budgets and expense reports in FUNDINGtrack
- Processes payments
- Fields inquiries regarding payments

financeteam@familyleague.org
Keena Lee
ACCOUNTING MANAGER
- Responsible for invoicing our funders
- Collects supporting documentation based on funders' requirements
- Processes new vendor forms, W-9 forms and EFT forms
Payments

- Payments are issued within 30 days upon approval of all required reports for the quarter.
- Payment amounts are contingent on the expense report and the payment schedule in the contract.
- We issue payments via EFT.
- Please ensure you submit your expense reports before or by the due dates in Fundingtrack.

Payment Schedule

- 10% advance issued when award letter is signed.
- 10% advance issued when contract is fully executed, and initial reports are approved.
- 1st payment cannot exceed 40% of total award amount.
- 2nd payment cannot exceed 60% of total award amount.
- 3rd payment cannot exceed 80% of total award amount.
- Final payment cannot exceed 100% of total award amount.
NO Cost Extensions (NCEs)

- Funders do not allow extensions on contracts.
- NCE requests will not be considered nor approved.
- All funds must be spent by your contract end date.
- Budget modifications are encouraged to ensure full spending by contract end date.
Budget Modifications

► Please allow 4 weeks for the modification to go into effect.

► Modifications should be requested if the change is greater than 10% for a line item and funds are being allocated to a different category in the budget.

► If funds are reallocated within the same budget line, then no budget modification is required.

► Budget modifications must be submitted no later than 60 days from the end of the contract term (deadline: Friday, April 28, 2023).

► There is a budget modification tutorial on the Standard Budget in Fundingtrack.
Steps for Budget Modifications

1. “Request Modification” in FUNDINGtrack on the expense report.
2. The Senior Director of Finance will determine if a budget modification is necessary.
3. If the modification is necessary, a template will be assigned in FUNDINGtrack for the Funded Partner to complete and submit.
4. All line items of the budget must be entered, whether or not they are changing and the total must equal the award amount.
5. The Senior Director of Finance will review and approve the revised budget.
6. The revised budget becomes the budget in which subsequent expenses are reported.
GUIDELINES FOR BACKGROUND CHECKS
It’s the Law


Board shall ensure vendors are in compliance with the criminal background check requirements.
It’s the Law

Board *shall ensure* vendors develop and comply with policies and procedures to respond to situations where background check discloses criminal activity.

If background check is not required, it is recommended that Board *consider possible liabilities* of not requiring a criminal check.
Advocates For Youth state that most children were abused by someone they know and trust:

- 96% were known to their victims
- 50% were acquaintances or friends
- 20% were fathers
- 16% were relatives
- 4% were strangers
Who?

Anyone who will or may come to contact with children.

• Employees
• Volunteers
• Interns
• Subcontractors
What do I have to do?

1. Considerations
2. Confirmation
3. Review
Considerations

Baltimore City Law – May only request background check *after* conditionally made an offer of employment.

Fair Credit Reporting Act (FCRA) and Baltimore City Law:

- Must *tell person* you might use the information for decisions about his/her employment or working with youths.
- Notice must be *separate from* application.
- Get *written permission* to do background check.
Confirmation of:

- Authority for vendor to conduct criminal background investigations.
- Name, address and social security number of the employee/applicant.
- Completion of investigations before start.
- Investigations are timely and done annually or consider a repository.
Review

- Review records specifically for offenses related to abduction, abuse or neglect of a child or adult.
- If you see any offense for which you are unsure, please consult with counsel and/or Family League.
Review

- Child Abuse;
- Child Selling;
- Confinement of an unattended child;
- Contributing to certain conditions of a minor delinquency;
- Hiring, soliciting, engaging or using a minor for the purpose of manufacturing distributing, or delivering a controlled dangerous substance;
- Incest;
- Indecent exposure;

- Kidnapping;
- Maiming or mayhem;
- Murder;
- Pornography;
- Rape;
- Sex offenses;
- Sodomy;
- Unnatural or perverted practices;
- Religious or ethnic crimes; and
- Any other crimes involving children or vulnerable adults.
Programs
Overview

- Welcome & Intro to Family League Programs
  - B'more for Healthy Babies & Home Visiting
  - School Readiness
  - Food Access
  - Community Schools & OST
  - Expanded Youth Programming
  - Local Care Team
  - Interagency Initiatives

- Q&A
Family League of Baltimore collaborates with key stakeholders to support youth, families and communities across Baltimore City.

Family League has been successful in braiding resources together to maximize the impact of each dollar invested in support of priority areas.

Family League leverages resources to serve Baltimore’s children, youth, and families through our participation as a convener, implementation lead and collaborator.

Family League invests in strategies and initiatives to create lasting change for children and families. To do this, we work with an array of program partners who seek to transform communities and achieve sustainable impact.
Mayor’s Priorities

- Building public safety
- Prioritizing Youth
- Clean and Healthy Communities
- Equitable Neighborhood Development
- Responsible Stewardship of City Resources
Family League’s Bold Goal & Priorities

Powered and in partnership with community, we will address inequities in education, health and economic opportunity through an anti-racist lens to ensure that positive outcomes can be a reality for all Baltimoreans.

- Children Are Successful in School
- Families Are Economically Stable
- Communities Are Safe For Children, Youth, and Families
B’more for Healthy Babies & Home Visiting
Team Presentation

Tamira Dunn
PROGRAM DIRECTOR HOME VISITING
• Oversee the entire BHB Portfolio
• HFA Home Visiting
• Baby Stat

Nina Kearin
PROGRAM MANAGER BHB
• HOPE
• Baby Basics
• Doula Scholars Program

Krismir Thomas
COMMUNITY ORGANIZER BHB
• BHB Communities
• CAB
• Queens Village
All Funded Partners are required to develop and report on three kinds of performance measures:

- 128 infants died in Baltimore City, 27 of sleep-related infant death
- 4\textsuperscript{th} highest infant mortality rate of 50 largest U.S. cities
- Black infants died at 5 times the rate of White infants

\textbf{FACT:} Deaths in 2009 left us with 10 empty third-grade classrooms in 2018.
Centralized Intake System
## Models/Programs

<table>
<thead>
<tr>
<th>Home Visiting Model</th>
<th>Eligibility Criteria for Mothers</th>
<th>Implementing Agencies</th>
<th>Main Contacts</th>
<th>Annual Max Capacity</th>
</tr>
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<tbody>
<tr>
<td>NFP</td>
<td>First-time mother and less than 28 weeks gestation at time of referral</td>
<td>Baltimore City Health Dept.</td>
<td>Daphne Hicks</td>
<td>125-168</td>
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<tr>
<td>Federal Healthy Start</td>
<td>Women who reside in Federal Healthy Start census tracts</td>
<td>Baltimore Healthy Start</td>
<td>Lashelle Stewart</td>
<td>500</td>
</tr>
<tr>
<td>HFA HOPE</td>
<td>Women who have had a fetal or infant loss within previous 12 months</td>
<td>Roberta’s House/ Family League of Baltimore</td>
<td>Lorelle Moody</td>
<td>30</td>
</tr>
<tr>
<td>Family Connects Maryland</td>
<td>Women who deliver at Sinai Hospital; can enroll up until the baby is 12 weeks (short term, 3 visit intervention)</td>
<td>Family Tree</td>
<td>Natasha Peterson</td>
<td>400</td>
</tr>
</tbody>
</table>

**TOTAL** 1,435-1,538
During the '21-'22 academic year, 25% of kindergarteners demonstrated readiness compared to 40% statewide*.

When a young child enters kindergarten ready for school, there is an **82% chance that child will master basic skills** by age 11, compared with a **45% chance** for children who are not school ready**

**“Achieving Kindergarten Readiness for All Our Children. The Bridgespan Group and the Pritzker Children’s Initiative’s, 2015.”**
Home Instruction for Parents of Preschool Youngsters (HIPPY)

Why HIPPY?
- Publicly available early learning and care slots are limited
- Private early learning and care can be cost prohibitive for families
- Early learning and care increases high school graduation rates 14%***

What is HIPPY?
- Home visiting program focused on providing parents to tools to be their child’s first teacher
- 2 year, 30 weeks per year, program
- Home visitors are parents from the community

Where is HIPPY?
- Park Heights
- Cherry Hill
- Northeast


HIPPY represents a $500,000 investment of state funds in Baltimore’s school readiness efforts.
Family League provides the backbone of support for the Baltimore City ECAC

Comprised of early childhood educators, policymakers, and community advocates from across the City.

The purpose of the ECAC is to coordinate efforts among early childhood care and education programs, conduct needs assessments concerning early childhood education and development programs, and develop the strategic direction regarding early childhood education and care.
Food Access
Sharon Bostwick
PROJECT DIRECTOR OF FOOD ACCESS
- Federal Nutrition Programs
- Program Compliance and Auditing
- Adaptive Village Small Grants (Food Access Partners)
- Agrihood-Black Yield Institute
- SNAP Outreach Pilot Program
Yolanda Jones
PROGRAM DIRECTOR OF FOOD ACCESS
- Federal Nutrition Programs
- Staff Training
- Site Visits
- Customer Service
Children Nutrition Programs

Child and Adult Care Food Program (CACFP)
The CACFP is a federal program that supports food and nutrition security as well as the development of healthy eating habits. Family League is a sponsor of two components of the CACFP: the After-school Meals Program and the Family Child Care Program.

AFTER-SCHOOL MEALS PROGRAM
- Provides free, nutritious, and vended snacks and suppers to child and youth participants in after-school meals programs
- Operates the first through the last day of the Baltimore City Public Schools Calendar;
- Requires a program application, including Health and Fire Permits, and completion of a virtual training program.

FAMILY CHILD CARE PROGRAM
- Reimburses licensed, in-home day care providers for serving health snacks and suppers to children enrolled in their care;
- Operates year-round;
- Requires a program application, including a copy of a valid childcare license, and completion of a virtual training program.

food@familyleague.org
Supporting Community-Based Solutions to Food and Nutrition Insecurity
Community Schools & Out-of-School Time
Amani Moore
DIRECTOR OF COMMUNITY SCHOOLS & OUT-OF-SCHOOL TIME

• **Supervision** - Provide direct supervision of Specialists
• **Continuous Improvement** - Review and analyze programmatic data to address challenges, make decisions, develop new strategies.
• **Support Positive Outcomes** - Utilize best practices and evidence-based strategies to create tools and processes.
• **Capacity Building** - Coordinate with internal teams to build capacity of partners and provide professional development offerings based on priorities, needs/trends and local and national best practices;
• **Problem Solving & Resource Sharing**
• **Other** - Represent Family League at local/state/national meetings and conferences.

acokerwarren@familyleague.org
(410) 735-1761
Community School & Out-of-School Time Team

- Technical Assistance
- **Continuous Improvement** efforts utilizing data
- **Capacity Building** (via site visits, check-ins etc.)
- Special Projects
- Resource Sharing

Danielle Tidline
dtidline@familyleague.org
(410) 735-1768

Deyara Morris Burns
dburns@familyleague.org
(410) 662-5503
Baltimore’s Community School Strategy

*Facilitated by Family League in partnership with Baltimore City Public Schools and the Mayor’s Office and City Council*
Community School Standards “Site Standards”

Community Site-based Standards

Scan to download the full PDF
Out-of-School Time (OST)

OST programs are integral to supporting student success. They operate at the nexus of schools, families and communities to expand personal/academic growth and learning opportunities for youth and young adults by:

- Providing safe places before/after school, weekends, summer, winter/spring breaks
- Building agency and influence; Providing opportunities for participants to pursue life goals and contribute to their communities (and society)
- Exploring passions, ideas interests and talents
- Cultivating positive and healthy relationships
- Building 21st century skills and exploring college and career
- Supporting academics, building social-emotional skills and teaching new content
Out-of-School Time Overview

- **Safe** programming that prioritizes health and well-being including but not limited to increasing social emotional skills, serving healthy snacks and/or meals and 30 minutes of physical activity daily

- **Intentional** programming that operates at minimum 12 hours per week for 100 days

- **Active and engaged learning** that includes at minimum 45 minutes of academic enrichment and support daily (Language Arts, Mathematics, Homework Help, etc.)

- Diverse **enrichment** offerings (Arts, STEAM, Music, Technology, Sports, etc.).

- Other **program components**: Hands-on project-based learning/service learning and community projects; College and career awareness, exploration and preparation; Youth lead learning and social activities.

- Family and community **engagement**
Expanded Youth Programming
Tiffany Snead Rose
PROGRAM MANAGER EXPANDED YOUTH OPPORTUNITIES

- **Continuous Improvement** - Review and analyze programmatic data to address challenges, make decisions, develop new strategies.

- **Support Positive Outcomes** - Utilize best practices and evidence-based strategies to create tools and processes.

- **Capacity Building** - (via Site Visits, Check-Ins, & PD)
  Coordinate with internal teams to build capacity of partners and provide professional development offerings based on priorities, needs/trends and local and national best practices.

- **Problem Solving & Resource Sharing**

- **Special Projects & Events**

- **Other** - Represent Family League at local/state/national meetings and conferences.

**Contact Information**

tsneadrose@familyleague.org
410.662.5500 x 288
Overview FY23

**Community Based**
Single focused and comprehensive programming operating in community-based locations (churches, recreation centers, youth development centers etc.) across Baltimore.

Supports youth PreK-12 and young adults up to age 24.

Programming is diverse and aligned to Mayor’s Children Cabinet priorities: *increase early childhood development, decrease food insecurity, decrease youth homelessness, increase youth literacy, increase trauma informed care for youth, increase diversion practices, and break down historical barriers for African American boys and young men.*

**Recreation & Parks**
Single-focused and comprehensive programming operating in over 40 Recreation Centers across Baltimore.

Supports youth K-12 and young adults up to age 21

Programming is diverse (e.g., Character Building, Visual Arts, STEAM, Sports, Workforce Development etc.)

**Summer Funding Collaborative**
Summer Funding Collaborative – a partnership between public, private and nonprofit organizations that supports high-quality summer programs for Baltimore’s youth.

Family League funds organizations leading programs that align with identified priorities (e.g., college and career readiness, literacy, workforce development, social-emotional learning, early childhood, youth impacted by juvenile justice system and child welfare system).
Interagency Initiatives
Rennett Bennett-Burden, LMSW, CNP

PROGRAM DIRECTOR OF INTERAGENCY INITIATIVES

- **Continuous Improvement** - Provide oversight, support, consultation and guidance in areas of child welfare and juvenile justice to address programmatic challenges, make decisions, develop new strategies.

- Review and analyze programmatic data to address challenges, assess trends and threats.

- **Supervision** - Provide direct supervision of Program Manager and MSW Student Interns

- **Support Positive Outcomes** - Utilize best practices and evidence-based strategies to create tools and processes.

- **Capacity Building** - (via Site Visits, Check-Ins, PD, & Program Development) Coordinate with internal teams to build capacity of partners and provide professional development offerings based on priorities, needs/requests/trends and local and national best practices;

- **Problem Solving & Resource Sharing**

- **Other** - Represent Family League at local/state/national meetings and conferences.

rbennett@familyleague.org
(410) 735-1770
La Tonia Rush
MANAGER OF INTERAGENCY INITIATIVES

- **Continuous Improvement** - Review and analyze programmatic data to address challenges, make decisions, develop new strategies.

- **Support Positive Outcomes** - Utilize best practices and evidence-based strategies to create tools and processes.

- **Capacity Building** - (via Site Visits, Check-Ins, PD, & Program Development) Coordinate with internal teams to build capacity of partners and provide professional development offerings based on priorities, needs/trends and local and national best practices;

- **Problem Solving & Resource Sharing** – Baltimore City Local Care Team

- **Special Projects & Events**

- **Other** - Represent Family League at local/state/national meetings and conferences.

lrush@familyleague.org
(410) 662-7116
Local Care Team

FAMILY HAS A NEED

LCT Coordinator follows up with family’s progress

Agencies & family connect for services

Meeting is held & family is given recommendations

Family revisits LCT table if necessary

Referral is made to LCT

LCT Coordinator screens family

LCT Meeting is scheduled for next available date

Family members, agency workers, mentors & others are invited to Meeting

OR

Family is directly connected with resource

Baltimore City Local Care Team

REFERRAL PROCESS
Amy Bopp

PROGRAM DIRECTOR OF PROFESSIONAL DEVELOPMENT

Reach out to Amy for questions/comments about:

- Professional development topics or offerings
- OST alternate PD approval
- Professional learning communities/cohorts
- CS or OST Summer Institute

abopp@familyleague.org
Shania Peacock
PROJECT COORDINATOR OF PD & TECHNICAL ASSISTANCE
Reach out to Shania for questions/comments about:
- External or self-assessments
- The Weikart scores reporter system
- Attendance tracking for OST

speacock@familyleague.org
PD for Community School Coordinators

- Bimonthly networking events
  - Odd months during the school year
  - March: Shadowing
- Cohorts/Professional Learning Communities (TBD) – Led by current or former CSCs
- Summer Institute – Conference for CSCs in June
PD for OST Site Managers & Frontline Staff

Site Managers
- Three Site Manager meetings per fiscal year
- Summer Institute: Conference for OST SMs in September
- Program quality deliverables (detailed on next slide)

Frontline staff
- # youth to be served/15x10 = # of PD hours
Program Quality

Site Manager Requirements

- PQA Basics
- Scores Reporter
- Planning with Data
- Improvement Plans
- These workshops are optional for SMs who have completed at least one self-assessment

Programs will complete a self-assessment and an external assessment each year (due date for both assessments are in the spring)
Sessions & Calendar

Engagement during sessions:

✓ Activities, Breakout rooms, Building community, Led by peers, Tangible takeaways
### PD Calendar

<table>
<thead>
<tr>
<th>July 2022</th>
<th>August 2022</th>
<th>September 2022</th>
<th>October 2022</th>
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10/08/2022 - Putting the Fun in Funding Track

**Register Now**