



**FY25 Out-of-School Time Programming  
at Booker T Washington and Windsor Hills  
Pre-Proposal Conference  
December 10, 2024**

**FAMILY LEAGUE**  
OF BALTIMORE

MAKING CONNECTIONS. IMPROVING LIVES.

# Agenda



- Welcome and Introductions
- Out-of-School Time at Family League
- Purpose of this Investment
- Priority Funding Areas Available
- Program Requirements
- Data & Evaluation Tools & Requirements
- Performance Measures
- Applicant Eligibility & Requirements
- Submission Requirements
- Timeline
- Questions and Answers

# Family League's Strategic Plan



# Community Schools & Out of School Time (OST)



**The Community School (CS) Strategy** – The CS Strategy is a multidisciplinary strategy to promote **student and community success**. The purpose of the Community School Strategy is to ensure all students in Baltimore City Public Schools are learning and succeeding through an integrated focus on academics, health and social services, child and community development, college and career readiness, family and community engagement. The CS Strategy is **an evidence-based approach** to addressing inequities in areas of concentrated poverty. All stakeholders come together to build relationships and power to challenge systems that perpetuate inequities, while creating positive school climates that facilitate learning, growth, and strong, vibrant families and communities.

**Out of School Time (OST)** - OST is a program providing before, after-school, weekend, and/or summer **learning opportunities** for children at a Community School that uses a **youth development lens to enhance the core academic program** of the Community School and is aligned with classroom learning.

# Purpose of this Investment



Family League - in partnership with **Baltimore City Public Schools, the Mayor's Office, and City Council** and other stakeholders is committed to supporting students in a collective effort to surround them with opportunities for success and to remove the barriers that keep them from attending school regularly and being engaged and supported in school, at home, and in their communities. By layering OST programming into a Community School, partners can leverage the existing infrastructure of the school and more holistically respond to the needs of students and their families.

This investment will support the implementation of high-quality **Out of School Time (OST) programming in Baltimore City Community Schools:**

- Booker T. Washington Middle School
- Windsor Mill Elementary/Middle School

# Priority Areas



Programs and services associated with this opportunity shall be designed to:

- ❑ Ensure that Baltimore's children and youth are **healthy**; are ready to learn and **succeed in school**; and live in stable, safe, and supportive families and communities.
- ❑ Focus on the **prevention** of negative outcomes and the support and enhancement of the strengths of children, youth, and their families.
- ❑ Strengthen community-based networks of recreation and **after-school services**.
- ❑ Ensure that children and youth with the **highest needs** receive maximum benefit from the funding.

# Program Components and Design



We are looking for innovative, comprehensive programs for students K-12 that will include:

- ✓ **Programming Dosage**
  - ✓ 8 hours per week (no less than 4 days a week, 2 hours per day)
  - ✓ At least 40 days total
- ✓ **Academic Enrichment/Support:**
  - ✓ at least 45 minutes per day
  - ✓ Aligned with the School's and Students' Academic Goals
- ✓ **Diverse Enrichments**
  - e.g., STEM, Music, Art, Sports, College & Career Readiness, etc.
- ✓ **Nutritious-Healthy Snack/Supper**
- ✓ **Quality Staff and Support**
  - ✓ Maximum 15:1 ratio
  - ✓ Professional Development and support is available to build staff capacity
- ✓ **Safe and Supportive Spaces**
- ✓ **Culturally Competent & Relevant**
  - e.g., Translating all communications, Hiring bilingual staff, Utilizing a translator, Celebrating all cultures
- ✓ **Intentional, Data-driven, & Goal-Driven Programming**

# Program Components and Design



We are looking for innovative, comprehensive programs for students K-12 that will include:

- ✓ **Experiential Learning**
  - e.g., Field Trips, Projects-based Learning, Arts Integration, Vocational Trades/Skills, etc.
- ✓ **Engaged Learning and Skill Building**
- ✓ **Youth Voice, Choice & Leadership**
  - e.g., SGA, Peer Mentorship, Youth Representation on Leadership Teams
- ✓ **Access to and Integration Among Services**
  - e.g., Physical health, Mental health, Social supports, etc.
- ✓ **Authentic Family Engagement**
  - e.g., PTO, Family Representation on Leadership Teams, Family Volunteers, etc.
- ✓ **Authentic Stakeholder Engagement**
  - e.g., Enrichment Partners, Community Members, Families, School Admin & Staff etc.
- ***The incorporation of social-emotional learning, trauma-informed care, and conflict resolution is strongly recommended\****



# Program Requirements



Programming should address the **needs and strengths of participants** and be wide-ranging, including academic, social/emotional, health, and family domains. Below is an overview of Funded Partner contract requirements for this RFA:

- Adhere to **RFA program requirements** when designing and implementing programming.
- Begin programming after contract execution and end programming no later than **June 30, 2025**. *A phased start-up is recommended*. If extenuating circumstances arise, please notify Family League of Baltimore.
- Adhere to all **safety protocols**, including background checks, and have at least one (1) staff person who is CPR and First Aid Certified and on-site at all times. Maintain a staff-to-participant ratio of 1:15 or less.

# Program Requirements (cont.)



- Attend Family League-**required meetings**, including, but not limited to, orientation, professional development, and Turn the Curve conversations.
- Participate in scheduled **site visits and check-ins** conducted by Family League staff.
- Adhere to all **Quality (Weikart) deliverables**, including but not limited to completing the self-assessment, supporting an external assessment, and creating improvement plan goals.
- Submit quarterly data and narrative **reports** in Family League-designated reporting tool.
- Administer **participant surveys** as permitted by parent/guardian consent.
  - Consent forms should be included in enrollment packets if possible.
  - If your program already administers a youth survey, Family League will work with you to add only the mandatory Family League survey questions to your existing survey, so you do not have to administer a second survey to the students.



## Data & Evaluation Tools and Requirements

### **Evaluation Consent forms**

- Collected at enrollment for all participants

### **Youth Surveys**

- Collected near the end of programming
- Gauge youth satisfaction, impact
- Get feedback to improve programming
- Can be combined with existing surveys

### **Attendance Tracking**

- Individual level demographic, enrollment, and attendance data for each day
- Reported quarterly using a web-based platform (INSIGHT), training required

### **Program Plan and Quarterly Reports**

- Set goals and program plans for the year
- Report on progress toward goals and describe action plans



# Performance Measures

<b>How much/ many?</b>	<b># students served one or more days</b>
<b>How well?</b>	<b>% of average daily attendance in the program out of enrolled youth</b> <b>% of Site Managers and Front Line staff trained in Weikart Program Quality Assessment</b>
<b>Is Anyone Better off?</b>	<b>% of students who report that the program helped them learn something new that they use in school and life on youth survey</b>

**Programs have the option to add an additional measure specific to the program for each category.**



**Our Data &  
Evaluation Team  
is here to  
support!**

- Training and support on all deliverables
- Integrating Family League requirements with existing data collection
- Capacity building and professional development
- Creating impact communication collateral like infographics and reports to tell your story



## Applicant Eligibility & Requirements

- Serve Children and Young Adults in Baltimore City;
- Qualify as a nonprofit corporation with 501(c)(3) status, a for-profit corporation, or a public entity;
- Have a status of 501(c)(3) in “Good Standing.” Must provide a PDF copy of the Certificate of Good Standing **dated within the past 30 days**. Screenshots of the State Department of Assessment and Taxation will not be accepted; and
- Be in Good Standing with Family League of Baltimore



## Applicant Eligibility & Requirements (cont.)

- For funding requests totaling \$50,000 or less, provide a copy of the organization's Form 990 within the past 12 months;
- For funding requests totaling more than \$50,000, provide a copy of the organization's independently audited financial statements for its fiscal year-end within the past 12 months;
- Provide evidence of organizational capacity to implement a quality program as outlined in the RFA;
- Provide a clear and concise operating budget.

# Submission Requirements



- Applicants are required to submit Applications through **FUNDINGtrack**, Family League's online grants management system accessible through <https://flb.fluxx.io>
- Applicants must be registered in **FUNDINGtrack**.

**Applicants are highly encouraged to register early!**



# How to Access *FUNDINGtrack*



1 There's no place like...



2 <https://flb.fluxx.io>



3

Welcome to Family League's *FUNDINGtrack*

Login Now:

Your Name

.....

Sign in

[Reset or create password](#)

Family League of Baltimore's *FUNDINGtrack* serves applicants and Funded Partners. New applicants can submit proposals Online through the portal. Existing Funded Partners can access active and closed contracts as well as create a new proposal.

Those applying for the first time will need to register by selecting "Register" below. Your login credentials are emailed to you following submission of the registration form. It is quick, easy, and only required once.

Applicants are encouraged to complete the registration process well in advance of submitting an application.

Questions or problems, contact us at:

[support@familyleague.org](mailto:support@familyleague.org)

443-423-0910

Please note that this system requires Chrome.

[Download Chrome](#)

Register



[Privacy Policy](#) [Accessibility](#)

# Complete Registration Form & Submit



## Registration Form

### Organization Information

Organization Name (Legal Name)

Organization Acronym

Organization Phone

Authorized Official Name

Authorized Official Title

Authorized Official Email Address

Website

Address 1

Address 2

City

Country

United States

State/Province

Postal Code (Zip)

Tax ID

Please enter the Federal Tax ID in the following format: XX-XXXXXXX

DUNS Number

Tax Class

Organization Operating Budget

### Contact Person Information

Prefix

First Name

Last Name

Title

Work Phone

E-mail

Please note that all fields in **BOLD** are required.

Cancel

Submit Request



# Welcome Email & Create Password



New User Information ▶ Inbox x



**Family League FUNDINGtrack** do-not-reply.grants07-us-east-1@fluxx.io via amazonses.com  
to me ▼

Welcome to Family League's Fundingtrack Grantee Portal!

To get started, please navigate directly to our website at <https://flb.fluxx.io> using Chrome and use the following credentials to access your account:

\* User Name: [Your Username@email.com](#)

\* Password Setup Link: <https://flb.fluxx.io/token/9656ed7fc422b3abc7111f2628d6534bd41d366629a4d7b02b>



As part of our onboarding process, we require ALL new users to undergo FUNDINGtrack training. This is an easy and informative 1 hour session to help you get started. To attend one of our upcoming monthly training sessions, please follow the link to our [PD Calendar](#). If you need immediate training, we also offer personalized training sessions. For more information, see [FUNDINGtrack Navigation - Partner Training](#).

Our dedicated support team is here to help. Reach out to us at [support@familyleague.org](mailto:support@familyleague.org) or give us a call at 443-423-0910, and we will be more than happy to assist you.

↩ Reply

➦ Forward

# Log in with credentials and navigate to Funding Opportunities

OF BALTIMORE

All

INFORMATION

Welcome

Funding Opportunities

APPLICATIONS

Apply for Grant

Withdrawn-Declined-Not Submitted

AWARDS

Active Awards

Closed Awards

REPORTS

Overdue

Expenses

Attendance

Local Hiring

Program & Data

Scopes

Staffing & Background Checks

Administrative

Approved

ORGANIZATIONS

Organization Information

FLUXX

## Funding Opportunities

**Invitation to Present (ITP) Application for Professional Development Facilitators**

In the application, please be sure to select "2024" as the Fiscal Year. Save the application and then Edit to complete the process.

To view details of this Application, please go to: <https://familyleague.org/funding-opportunities/>

Please click here to proceed to the Invitation to Present (ITP) Application

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**Request for Qualification (RFQ): Community Advisory Board (CAB) Consultant**

In the application, please be sure to select "2024" as the Fiscal Year and "Community Advisory Board (CAB) Consultant" as the Program Type. Save the application and then Edit to complete the process.

To view details of this RFA, please go to: <https://familyleague.org/funding-opportunities/>

Please click here to proceed to the RFQ: Community Advisory Board (CAB) Consultant



# Submission Assistance



For assistance with issues while using **FUNDINGtrack**, contact the help desk, available between 8:30am and 4:30pm

Email [support@familyleague.org](mailto:support@familyleague.org) OR Call **443-423-0910**  
Always provide as many details of your issue as possible:

- Your name
- Brief description of issue
- Program type
- Organization
- Site/School
- Screenshots

➤ **Applications must be submitted by December 20, 2024, 4:00pm EST.**

# Technical Support



- For questions or problems using **FUNDINGtrack**, contact the help desk, available between 8:30 a.m. and 4:30 p.m.
  - [Support@FamilyLeague.org](mailto:Support@FamilyLeague.org)
  - 443-423-0910
  
- **Applications must be submitted by December 20, 2024, 4:00 pm EST.**

# Review and Selection Process



Applications will be reviewed and scored by our Community Advisory Board, a group of community members from diverse geographical areas and backgrounds. This group has been well-briefed on the procurement and has actively participated in the process throughout the planning stages.

Applicant must respond to all questions, submit all required documentation, and demonstrate the ability to implement high-quality programming in alignment with requirements and priorities in this proposal.



# Timeline\*

DATE	DELIVERABLE
November 20, 2024	RFA Posted
December 20, 2024	Application Deadline
December 23, 2024 – January 7, 2025 <small>*FL closed December 24, 2024-January 1, 2025</small>	Technical Review + Cure Period
January 8 – February 4, 2025	Application Reviews & Approvals
February 6, 2025*	Determination Notices
TBD	Orientation
Flexible based on program structure <i>Partners are encouraged to start programming immediately after contract execution</i>	Program Start



# Questions?



Answers to questions discussed at the pre-proposal conference will be posted on Family League's website at [www.familyleague.org/funding-opportunities](http://www.familyleague.org/funding-opportunities).

Additional questions can be submitted to [fundedpartnerships@familyleague.org](mailto:fundedpartnerships@familyleague.org).