



**Summer 2025 Youth Development RFP  
Pre-Proposal Conference**

**1/7/2025**

**FAMILY LEAGUE**  
OF BALTIMORE

MAKING CONNECTIONS. IMPROVING LIVES.

# Agenda

- **Welcome and Introductions**
- **Family League Strategic Plan**
- **Overview**
- **Project Description**
- **Project Components**
- **Requirements**
- **Submission Requirements and Assistance**
- **Review and Selection Process**
- **Timeline**
- **Questions & Answers**



# Family League's Strategic Plan



# Overview



There has been an increased demand for youth development programming in Baltimore City.

Family League is excited to provide funding to current Family League funded partners to expand **quality, structured** summer learning opportunities across Baltimore.

Summer programming helps keep youth stay safe, engaged, reduce summer learning loss and more.





# Youth Development Investments

# Family League's Youth Development Portfolio



Family League braids together funds to support dozens of Funded Partners delivering diverse youth development programs across Baltimore City:

- **School Based Programming** - Comprehensive programming operating in 69 K-12 Community Schools in Baltimore:
  - High School OST - College & Career Readiness focus; Earn to Learn models and more
  
- **Community Based Programming** – Single focused and comprehensive youth development programming operating in community locations:
  - In partnership with Baltimore City Recreation and Parks, there is programming in recreation centers across Baltimore.
  
- **Thriving Youth Programming** - Programming that provides barrier removal and wraparound services to youth (including older youth); Helps connect youth to school and/or work; Provides reentry supports for youth involved with juvenile justice system.



# Project Description



Structured summer programming/experiences must operate for **at least two** weeks between **June 1, 2025, and August 15, 2025**, serving diverse youth in need of additional support.

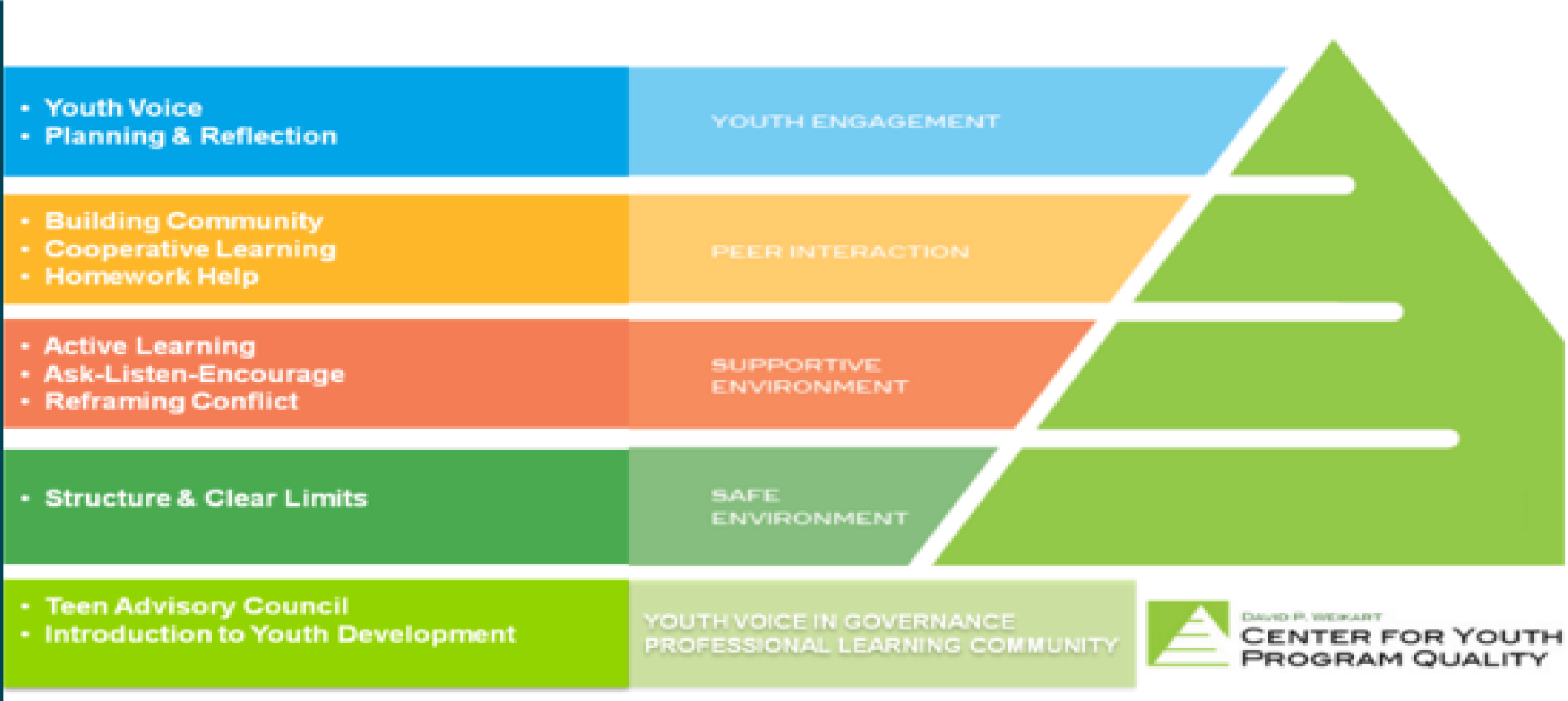
- While this grant opportunity is open to all current Family League funded partners serving students grades K-12 and youth and young adults up age 24, local data has highlighted the need for programming for **older youth and young adults (14 through 24)**.

Program options may include:

- **Single Focused/Specialized**
- **Comprehensive**
- **Academic**
- **Other** (e.g., Project-based Learning/ Youth-Led Projects, Mini Camp etc.)



# Program Quality



DAVID R. WICKERT  
**CENTER FOR YOUTH  
 PROGRAM QUALITY**



# Project Components



- Collaboration with diverse **stakeholders** to plan, implement, and assess programming that meets identified needs.
- **Innovative programming** serving diverse youth.
- **Intentional programming** – Programs and program activities aligned to explicit goals set for meeting young people’s needs.
- **Safe and supportive climate/spaces** - Nurturing environments that support the developmental, emotional, physical, and mental well-being of youth and staff; Diverse and knowledgeable staff.
- **Active & Engaged Learning** – Culturally relevant, meaningful activities or learning opportunities that expand youth and serve their cognitive, physical, social, and emotional development while responding to their interests and building skills for success in school, work and beyond.
- **Youth voice, choice, and leadership** – Intentional opportunities for youth to play a meaningful role in program design and implementation including, but not limited to, exercising choice and access to leadership development/roles.

# Funded Partner Requirements



- Adhere to **Weikart's Youth Program Quality Assessment (YPQA)** framework, which focuses on the quality of experiences young people have in programs in the following domains: *safe, supportive, interactive, and engaging environments* that:
  - Ensure a safe, clean, and accommodating **physical space** for young people;
  - Develop and adhere to policies and procedures that are responsive to **safety mandates and requirements** (e.g., criminal background checks for staff/volunteers, emergency preparedness, adherence to 15:1 youth to adult ratio or less etc.);
  - Employ and support quality, competent **staff** (including a Site Manager) who value diversity/ inclusion, positive interactions and creating safe and supportive environments that build the developmental, emotional, physical, and mental well-being of youth and staff.
  - Serve **healthy meals and/or snacks** and ensure youth have access to safe drinking water; and
  - Incorporate **youth voice, choice, and leadership** into programming.
  
- Create a **spending plan** that reflects maximizing resources/stewardship.
  
- Participate in at least **one site visit**, if requested by Family League staff; and
  
- Complete Family League data deliverables by required due date including, but not limited to, submission of **daily attendance records** for all participants, operating days, enrollment and demographic data, and **expense/program reports**.

*Please note, if operating in a **school building**, applicant must obtain and then upload a school leadership letter of support with the application in FUNDINGtrack.*

# Reporting Requirements



## Reporting Submitted in INSIGHT

- **Enrollment and Demographic Data (INSIGHT)**
  - Enter complete and accurate enrollment and demographic information for all participants
  - Best to enter at start of the program, due by **9/15/25**
- **Daily Attendance data**
  - Must enter daily attendance for each participant on the INSIGHT Tracker
  - Best to enter at the end of each programming week
  - Must be entered to complete End of Program Narrative report, due by **9/15/25**
- **End of Program Narrative:**
  - Answer narrative questions to reflect on the summer program
  - Program team can support
  - To be completed after program completion, by **9/15/25**
  - The report will auto calculate and two performance measures:
    - # Served one or more days
    - % Average daily attendance of enrolled youth

# Reporting Requirements, cont.



## Reporting Submitted in FUNDINGtrack

- **Local Hiring**
  - Due the 3rd of each month (e.g., July 3rd for June reporting, August 3rd for July reporting, etc.).
  - Resources and technical assistance will be provided by assigned Partnership Manager.
- **Expense Report**
  - A line-item report of all program costs by **9/15/25**



# Applicant/Application Requirements



## In order to be considered for this funding opportunity, all applicants must:

- Be a current youth development funded partner in good standing with Family League;
- 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;"
- Provide a PDF copy of the Certificate of Good Standing dated within the **past 30 days** (the Certificate can be obtained [here](#));
- Provide a copy of the organization's independently audited financial statements for its fiscal year-end within the **past 12 months** (funding requests of \$50,000 and above) or Form 990 dated within the past 12 months (funding requests of under \$50,000);
- Provide a clear and concise operating budget; and
- Fully respond to all application questions.
- Please note, if operating in a **school building**, applicant must obtain and then upload a school leadership letter of support with the application in FUNDINGtrack.*

# Administrative Documentation Required Post-contract Execution



- Certificate of Insurance
- Certificate of Good Standing
- Conflict of Interest Form
- Conflict of Interest Policy
- Confidentiality Policy
- Criminal Background Check Policy
- Drug and Alcohol Abuse Policy
- Financial Policies and Procedures
- Record Retention Policy
- Subcontractor Policy
- Grievance Policy
- Independently Audited Financial Statement or Form 990

# Submission Requirements



- Applicants are required to submit applications through **FUNDINGtrack**, Family League's online grants management system accessible through <https://flb.flux.io>
- Applicants must be registered in **FUNDINGtrack**.
- *Applications must be submitted by 4:00pm on January 24, 2025.*
- **Applicants are highly encouraged to register early!**

# How to Access *FUNDING*track



1 There's no place like...



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



3

Welcome to Family League's *FUNDING*track

Login Now:

Your Name

.....

Sign in

[Reset or create password](#)



Family League of Baltimore's *FUNDING*track 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-XXXXXXXX

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 amazones.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 up to speed. For more information on 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 on our [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

## 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 January 24, 2025, 4:00pm EST.**



# Review and Selection Process



Applications will be reviewed and scored by a diverse group of individuals with experience, knowledge, and expertise in various areas.

Applicant must demonstrate the ability to implement high-quality programming in alignment with requirements and priorities in this proposal.

# Timeline

KEY DATE	ACTIVITY
December 23, 2024	RFP posted
January 7, 2025	Deadline to submit questions (fundedpartnerships@familyleague.org)
January 7, 2025	Pre-Proposal Conference (virtual)
January 9, 2025	Responses to questions posted on website
January 24, 2025	Submission deadline (by 4:00 pm)
January 27-29, 2025	Technical Review
January 30-31, 2025	Cure period
February 3-March 28, 2025	Review and Approval Process
March 31, 2025	Determination Notices
June 1, 2025	Contract Start Date

**\*Please note that this timeline is for planning purposes only and is subject to change. Applicants will be notified of changes should they occur.**

# Questions?



**Answers to questions discussed at the pre-proposal conference as well as those submitted by the deadline 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).**