



REQUEST FOR PROPOSALS (RFP):

Summer Youth Development Opportunities

DATE OF ISSUE: December 23, 2024

DEADLINE: February 7, 2025, 4:00pm EST

EXTENDED

INTRODUCTION

Since 1991, Family League of Baltimore (Family League) has been the designated Local Management Board for the City of Baltimore. It serves as an architect of change by promoting data-informed, community-driven solutions that align resources to dismantle systemic barriers that limit the possibilities for children, families, and communities. To advance the organization's mission, Family League holds three key roles in the community: programming and grantmaking, coalitions and collaborations, and policy and advocacy."

Family League believes that racial equity plays a pivotal role in realizing its organizational vision and that it can be achieved when race no longer determines the life trajectory of people in Baltimore. As such, Family League applies a racial equity lens to its policies, practices, organizational culture, and grantmaking.

Family League's work is guided by, and its success is defined by its ability to address, the State of Maryland's 8 Child Well-being Results Areas. We work to ensure that children are born and remain healthy; are prepared for, succeed in, and complete school; that youth are prepared for college or career opportunities; that communities are safe; and that families can enjoy safety and economic stability.

As a careful steward of the funds awarded by the City, the State of Maryland, and federal and private entities, Family League braids its resources together to maximize the impact of each dollar invested in support of these results areas. We leverage these resources to serve Baltimore's children, youth, and families through our participation as a convener, implementation lead, or partner in numerous collaborative spaces.

DEFINITIONS

- **Summer learning loss** – Also called “summer slide,” the loss of academic skills and knowledge experienced especially by students over the course of summer break.
- **Safe and supportive climate/spaces** - Nurturing environments that support the developmental, emotional, physical, and mental well-being of youth and staff
- **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
- **Intentional programming** – Programs and program activities aligned to explicit goals set for meeting young people's needs

PROJECT DESCRIPTION

There has been an increased demand for youth development programming in Baltimore City. Family League is excited to expand quality, structured summer learning opportunities for youth across Baltimore in order to provide fun and safe spaces to learn, explore innovative ideas/opportunities, improve skills, discover new talents, build connections, and experience success. In partnership with stakeholders, Family League is committed to helping youth stay safe, engaged, and reduce summer learning loss. High-quality summer programs can help “level the playing field” as they support students academically and socio-emotionally in safe and supportive environments. In addition, regular attendance in high-quality summer programs improves relationship skills, creates a sense of agency/identity development, and strengthens youth participants’ assets/skills and supports positive youth development outcomes.

Through this Request for Proposals (RFP), Family League will grant resources to **current youth development Funded Partners** (closed procurement) to support summer programming in Baltimore City’s schools and community spaces.

Structured summer programming/experiences must operate for **at least two** weeks between **June 1, 2025, and August 15, 2025**. Funded partners should coordinate with stakeholders regarding participant needs, goals, and overall program structure. In addition, program dosage should align with the program’s identified outcomes/goals. 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). We will be intentional about balancing resources to support the existing need. Program options may include:

- **Single Focused/Specialty** – Program’s fundamental activities focus on promoting a specific set of skills in a specialty area (e.g., arts, sports, music, etc.). Frequency for single focused/specialty programming may vary based on program goals and intended outcomes. Instructors with specific content expertise lead sessions designed primarily to provide new experiences/opportunities and skill development.
- **Comprehensive** – Programs offer an academic component (e.g., tutoring, homework help, teaching, etc.), recreation activities and enrichments (sports, music, art, etc.), snack/meals, and other diverse experiences (e.g., field trips, guest speakers, etc.). Summer comprehensive programs generally meet at **minimum 4-5 days per week** (totaling 25-30 days) for **up to** 8 hours per day. Diverse staff support youth with academics, exploring new experiences/opportunities, and health and wellness.
- **Academic** – Programs provide academic content (e.g., math, literacy, etc.) along with recreational and enrichment activities, snack/meals, and other diverse experiences using recognized curriculum or standards. Academic programming is generally offered **4-5 days per week for 4-6 weeks** (either half day or full day). There is generally 60-120 minutes (about 2 hours) per subject/content area which is generally taught by a certified instructor/teacher whose primary goal is to support academics. Diverse staff

including youth workers may provide other activities that support new experiences, opportunities, and health and wellness.

- **Project-based Learning/ Youth-Led Projects** – Youth learn by actively engaging in real-world, personally meaningful projects in their schools, communities, and beyond. Through youth-led projects, participants take the lead on designing, planning, and implementing projects with adult guidance and support.
- **Mini Camp** – Programming is intentionally designed for youth to participate in hands-on learning, connect with peers, develop social/specialized skills, gain physical activity (e.g., swimming, sports, fitness, recreational activities) and participate in new experiences and opportunities. Mini camps are generally offered for 1-3 weeks; operating times may vary but programs typically operate for a half or full day. Camps may be aligned to interests (e.g., arts, sports, STEM (Science, Technology, Engineering and Math), etc.).

Components & Requirements

Funded partners who apply for this grant must adhere to the following requirements:

- Collaborate with diverse stakeholders to plan, implement, and assess programming that meets needs identified by those groups;
- Operate in-person **programming for a minimum of 2 weeks** between **June 1, 2025 and August 15, 2025**; hybrid program components are acceptable, but in-person programming should be the primary modality; Recruit and retain diverse youth in need of additional support, resources and/or experiences;
- Design innovative, intentional programming with engaged learning components;
- 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;
 - 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.

** To support quality programming, Family League will provide free YPQA training (see Family League’s professional development calendar).*

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.

PERFORMANCE MEASURES

Family League uses the Results-Based Accountability (RBA) framework, a disciplined way of thinking and acting to improve the lives of children, youth, and families. For this summer enhancement opportunity, we will use some of the same performance measures utilized for schoolyear Out-of-School-Time programs. Attendance data must be submitted via a Family League web-based Salesforce Platform, called INSIGHT. If your staff has not been trained on how to use INSIGHT, those who are reporting for the grant will need to attend INSIGHT training in order to submit enrollment and attendance data as well as your End of Program Report. Your attendance and program plan must be entered and submitted in INSIGHT by **September 15, 2025**.

- How Much: # youth served one or more days
- How Well: #/% of average daily attendance of enrolled youth

GRANT TERMS & APPLICANT ELIGIBILITY

The contract period for this grant is **June 1, 2025 –August 15, 2025**. To apply, interested individuals or organizations 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” (applicant must provide a PDF copy of the certificate 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 under \$50,000);
- Provide evidence of organizational capacity to implement a quality program as outlined in the RFP; and,
- Provide a clear and concise operating budget.

SUBMISSION REQUIREMENTS

Applicants are required to submit proposals through FUNDINGtrack, Family League’s online grants management system accessible through <https://flb.fluxx.io>. Submission must be completed by the date and time specified in this RFP and in the FUNDINGtrack application. The deadlines will be strictly enforced. It is the applicant's responsibility to ensure that the application process is completed by the deadline. Hard copies, emailed copies, and late submissions will not be accepted. Furthermore, Family League reserves the right, at its sole and absolute discretion, to amend or modify any provision of this RFP, or to withdraw this RFP at any time prior to the contract award. Family League shall not be bound by or liable under this RFP and/or any response thereto until a final written contract has been executed by Family League and the grantee incorporating the terms and conditions of the award.

Registration

All applicants must be registered in FUNDINGtrack. This is done by selecting the “Register” link on the portal’s home page, found here: <https://flb.fluxx.io>. Applicants will receive login credentials via email within three business days of submission of the registration form. Applicants are highly encouraged to register early.

Organization Information and Documentation

The Organizational profile enables all registered users of FUNDINGtrack to provide the key business and contact information needed from funded partners. All registered users should fully complete the requested information and upload the due diligence documentation required in this RFP.

Help using the Online Application

For questions or problems, contact the Help Desk at FUNDINGtrack@FamilyLeague.zendesk.com, Monday through Friday, 8:30 am to 4:30 pm.

PRE-PROPOSAL QUESTIONS AND RESPONSES

Applicants should address questions to fundedpartnerships@familyleague.org no later than the close of business on **January 7, 2025**. The team will review these questions and post responses to the Family League website on **January 9, 2025**.

A Pre-proposal Conference will be hosted virtually on **January 7, 2025**. The meeting can be accessed via the link below:

Topic: FY25-FY26 SYD Pre-proposal Conference

Time: Jan 7, 2025 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://familyleague-org.zoom.us/j/81300387658>

Meeting ID: 813 0038 765

One tap mobile

+13017158592,,81300387658# US (Washington DC)

+14703812552,,81300387658# US (Atlanta)

Dial by your location

- +1 301 715 8592 US (Washington DC)
- +1 470 381 2552 US (Atlanta)
- +1 646 518 9805 US (New York)
- +1 786 635 1003 US (Miami)
- +1 929 205 6099 US (New York)
- +1 267 831 0333 US (Philadelphia)
- +1 470 250 9358 US (Atlanta)
- 877 853 5247 US Toll-free
- 888 788 0099 US Toll-free
- 833 548 0276 US Toll-free
- 833 548 0282 US Toll-free

Meeting ID: 813 0038 7658

Find your local number: <https://familyleague-org.zoom.us/j/81300387658>

Budget Guidelines

Be sure that the budget/spending plan:

- Does not exceed the award amount;
- Does not include in-kind contributions;
- Is consistent with the program design/plans outlined in the corresponding proposal narrative;
- Ensure administrative costs, if applicable, do not exceed 10% of total direct costs.

Please use tools such as the Wallace’s Foundation’s [Out-of-School Time Cost Calculator](#) or your organization’s own baseline data to help create your budget. Family League may offer varying costs per seat based on program model, dosage, grade bands, and so forth.

REVIEW AND SELECTION PROCESS

Review Panel

Applications will be reviewed and rated by a panel comprised of individuals with experience, knowledge, and expertise in the field. This panel may include service professionals, community members, and parents, youth and/or family members of Baltimore City. Review panelists will serve at the invitation of Family League.

Selection Criteria

The following criteria will be used in selecting the application to be awarded:

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

Determination Notices will be issued by **March 31, 2025**.

GENERAL TERMS AND CONDITIONS

Data Collection

All funded partners will be required to submit data on every participant they serve. Funded partners must have the capacity to collect, manage, utilize, and report participant-level and program data. The data will be entered into Family League’s data system or in such form as agreed upon by Family League.

Reporting

All funded partners must submit spending plans and an end of program reports unless otherwise specified by Family League. These include, but are not limited to student demographics, enrollment, and attendance site name/location, start/end dates, operating days, contact information, youth to be served/seats to be entered on INSIGHT, and financial information to be submitted on FundingTrack.

Partners can receive 50% of the award when the award letters are fully executed and required Administrative Contract Documentation received and the remainder of the award up to their total actual expenses amount (and not to exceed the total award) when Family League receives the final expense report, narrative report, and associated attendance tracker(s).

Training and Technical Assistance

All funded partners must participate in capacity building activities as required by Family League. All partners must have at least one staff member trained in using INSIGHT for data submissions. Information related to training opportunities, both required and optional, will be shared with

funded partners regularly. Additionally, Family League is committed to providing technical assistance and welcomes funded partner feedback.

Grant Award

The submission of a proposal does not, in any way, guarantee an award. Family League is not responsible for any costs incurred related to the preparation of a proposal in response to this RFP. Family League reserves the right to withdraw an award prior to execution of a contract with a funded partner in Family League’s sole and absolute discretion.

Contract Terms

All funded partners must comply with all terms and conditions applicable to contracts executed by Family League. These terms and conditions can be found on the Family League website at www.familyleague.org. By submitting a proposal to this RFP, applicants attest that they have read and accept these conditions fully. A Scope of Work with details about specific requirements and measurable outcomes will be a requirement of grant recipients as an addition to the contract.

Criminal Background Checks

All funded partners must conduct criminal background checks for employees. These practices must comply with the terms and conditions applicable to contracts executed by Family League. All funded partners must have established standard operating policies and procedures for conducting, reviewing, and if necessary, responding to the results of the record checks.

Additional Funder Conditions

Any additional terms and conditions imposed by funders following the release of this RFP shall become a part of the contract between the funded partner and Family League.

Key Dates and Deadlines **DUE DATE EXTENDED TO FEBRUARY 7, 2025**

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
February 7, 2025	Submission deadline (by 4:00 pm)
February 10 – 14, 2025	Technical Review
February 17 – 18, 2025	Cure period
February 19 - March 28, 2025	Review and Approval Processes
March 31, 2025	Determination Notices