FAMILY LEAGUE

OF BALTIMORE

REQUEST FOR APPLICATIONS (RFA):

FY26 Out-of-School Time Programming in Community Schools

DATE OF ISSUE: June 13, 2025

DEADLINE: July 11, 2025, 4:00pm EST

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INTRODUCTION

Since 1991, Family League of Baltimore (Family League) has been the designated Local Management Board for the City of Baltimore. Family League's mission statement is: *Family League works collaboratively to support data-informed, community-driven solutions that align resources to dismantle systemic barriers that limit the possibilities for children, families, and communities.* 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 seeks to dismantle systemic barriers that limit the possibilities for children, families, and communities. We focus on four priority Results Areas: Cradle to Career Education, Healthy Families, Economically Secure Families, and Safe and Thriving Families.

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.

PURPOSE OF THIS INVESTMENT

Family League, in partnership with Baltimore City Public School and the Mayor's Office and City Council, 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. This investment will support the implementation of high-quality Out of School Time (OST) programming at Baltimore City Community Schools.

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. OST programs provide youth and young adults with a safe place to explore new ideas, connect with others, build skills including 21st-century skills, find new talents, and experience success during the times when school is not in session. Through OST, participants can engage with experiences focused on personal and academic growth as well as enrichment. High-quality OST programs support academic success, develop leadership, build skills, and nurture talents and interests so participants can achieve in their own unique ways.

PROJECT DESCRIPTION

There has been an increased demand for youth development programming in Baltimore City. Through this Request for Applications (RFA), Family League seeks to procure partners who apply a racial equity lens to policies/practices and programming and can lead OST programming in the following community schools (please note that applications for other sites will not be considered at this time):

- **Augusta Fells Savage Institute of Visual Arts** (30 seats, $66,000 award)
- **Booker T. Washington Middle School** (45 seats, $81,000 award)
- **Career Academy** (30 seats, $66,000 award)
- **Collington Square Elementary/Middle School** (45 seats, $67,500 award)
- **Highlandtown Elementary/Middle School #215** (45 seats, $67,500 award)
- **Hilton Elementary School** (60 seats, $90,000 award)
- **Southwest Baltimore Charter School** (60 seats, $90,000 award)
- **Stadium School** (45 seats, $67,500 award)

Please note the following regarding this procurement:

➢ **Applicants are *strongly encouraged* to upload a letter of support from the school's principal or designated school leadership**. While **not required**, a letter of support will strengthen your application by demonstrating alignment and readiness for collaborative partnership. The letter should demonstrate the principal's commitment to Out-of-School Time (OST) programming and include:

- o A statement of support for your organization's application;
- o How your organization's approach aligns with the school community's needs, priorities, and culture; and
- o The principal's interest in potentially partnering with your organization for OST implementation during School Year 2025–2026 and beyond.
- Proposed program models can be innovative but must adhere to Family League's comprehensive program requirements as outlined within this RFA.

- Principals are encouraged to provide community partners with a match of up to 20% of Family League's OST award to support high-quality programming. However, this process is not managed by Family League of Baltimore.

- Please review this RFA carefully to learn more about funding priorities, guidelines, grantee requirements, application requirements, submission instructions, and the proposal review and selection process.

DEFINITIONS

- **Average Daily Attendance (ADA):** The average number of students who attend the program compared to the number of enrolled students who could have come to the program for a given time period.

- **Collaboration with Diverse Stakeholders:** Youth live and learn within a continuum of settings, including their homes, schools, and other learning environments, both during the school day and after school, as well as during the summer. Successful OST programming depends on partnerships with families, school administration,

participating youth, and communities, having shared ownership (planning, implementation and oversight) and accountability to support overall success.

- **Community School (CS) Strategy**: The Community School (CS) Strategy is an integrated and 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.

- **Comprehensive Programs:** Funded programs must offer **diverse, culturally relevant, in-person programming** that supports academic growth, enrichment, and youth well-being. Programs must operate for a **minimum of 100 days**, at least **12 hours per week (no less than 4 days/week and 3 hours/day)**. Scheduling may be flexible (e.g., before school, evenings, weekends, school breaks) to meet school and participant needs.

  - **Daily Required Components**
    - **Academic Enrichment & Support:** Minimum **45 minutes per day** of academic content (e.g., tutoring, project-based learning, literacy or math interventions)
    - **Diverse Enrichment Activities:** Programming should include at least one area such as:
      - STEM
      - Arts (visual, music, performing)
      - Sports & Recreation
      - Technology
      - Cultural & creative exploration
      - Life Skills development
      - Financial Literacy
    - **Nutritious Meals or Snacks:** Healthy meals/snacks must be provided through CACFP or another approved source.
  - **Recommended Program Enhancements:** Programs are encouraged to integrate:
    - Hands-on, experiential learning
    - Service learning or community projects
    - College & career exploration
    - Youth-led learning and social activities
    - Wrap-around and emergency supports

  Note: For grades K–8, at least **30 minutes of staff-facilitated physical activity per day** is strongly recommended.

- **Diversity:** This refers to the various backgrounds and races that comprise a community, nation, or other groupings; in many cases the term diversity does not just acknowledge the existence of diverse backgrounds, race, gender, religion, sexual orientation, etc., but implies an appreciation of these differences.

- **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. Program design includes engaged learning that encourages participants to develop and/or enhance diverse skills (e.g., soft skills, social-emotional skills, etc.) through activities.

  - Cultural relevance requires holding and practicing a set of congruent behaviors, attitudes, and policies that enable effective interactions with all children and youth within a cross-cultural framework. Cultural relevance requires the consistent application of behaviors, attitudes, and policies that are aligned with the diverse cultural identities, experiences, and values of the children and youth being served. This alignment enables meaningful and respectful interactions across cultural differences and supports inclusive, affirming learning environments within a cross-cultural framework.

- **Equity & Inclusion:** Successful OST programs promote equity and inclusion through designing and implementing culturally responsive programs, policies, practices and systems that support historically marginalized and excluded populations:

  - **Equity:** The practice of righting disparity; ensuring every young person has what they need to thrive. It involves fair, but not necessarily equal, treatment recognizing and addressing systemic barriers that may impact access, participation, or outcomes.
  - **Inclusion:** The practice or policy of providing equal access to opportunities and resources for individuals who might otherwise be excluded or marginalized including those from diverse racial, ethnic, linguistic, gender, disability, and socioeconomic backgrounds.

- **Health, Safety and Well-Being:** Quality programs take a holistic approach to health, safety and well-being for all students and staff. This includes helping youth build social and emotional skills, providing opportunities for physical activity, supporting mental health, and ensuring access to nutritious foods. Youth thrive in safe and supportive environments, which is vital for fostering development in all areas,

- **Intentional programming:** Programs and program activities aligned to explicit goals set for meeting young people's needs. Program design addresses school community needs/priorities and implements innovative practices/strategies that lead to purposeful change and outcomes for participants. Programming employs a holistic approach and

uses data consistently to support continuous improvement efforts and quality programming for young people.

- **Learning Environment & Curriculum:** Programming provides critical supports for youth and families by fostering growth through social interactions, relationships, stimulating physical environments, and enriching opportunities. Youth benefit from high-quality environments and experiences in many ways, including improved self-esteem, self-awareness, and self-control; enhanced communication between peers and within families; a genuine sense of purpose; a deeper understanding of diversity; and advancements in developmental outcomes and academic achievement.

- **Out-of-School Time (OST):** High-quality learning opportunities are at the core of Community Schools in Baltimore, providing individualized support for students. Out of School Time (OST) is a program that offers before school, afterschool, weekend, school breaks, and summer learning opportunities for children at a Community School. It utilizes a youth development lens to enhance the core academic program of the Community School and aligns with classroom learning. OST provides students with the opportunity to explore new ideas, build 21st-century skills, discover new talents, and experience success. Diverse enrichments within OST emphasize student voice and choice, real-world learning, community problem-solving, and engage students as independent learners. Family League's OST programming is structured around quality standards and frameworks designed to engage youth, strengthen their assets and skills, ultimately supporting positive youth outcomes.

- **Recruiting and Retaining Diverse Youth:** Recruitment includes having a plan or a diverse collective of strategies to recruit and retain diverse students, including those most in need of additional support, resources, and experiences. Recruitment and retention involve implementing intentional, equity-centered strategies to engage students who reflect the full diversity of the school community—particularly those with the highest needs. This includes students who may be impacted by systemic barriers related to race, language, disability, income, housing status, immigration status, or other factors. An effective approach includes a comprehensive and culturally responsive plan that is tailored to the specific demographics and needs of the school community, builds trust and accessibility for families and students, and prioritizes ongoing engagement to ensure youth not only enroll but remain actively and meaningfully involved in programming.

- **Safe and Supportive Space/Climate:** It is essential to nurture environments that support the developmental, emotional, physical, and mental well-being of youth and staff. Safe spaces (emotionally and physically) are tailored to the needs of participants. Positive climates are prioritized that include healthy relationships and bonding between participants and staff. In addition, there are intentional activities designed to make youth feel a sense of belonging and inclusion regardless of gender, ethnicity, sexual orientation, disabilities, or other factors.

- **Staffing Plan:** A staffing plan is a strategic framework that outlines how an organization will recruit, structure, and support its personnel to effectively meet program goals and compliance requirements. In the context of Out-of-School Time (OST) programs, a strong staffing plan includes clearly defined roles and responsibilities, alignment of staff-to-student ratios, appropriate qualifications for each position, and systems for supervision and accountability. Successful youth development programs ensure that staffing reflects the diversity of the communities served, and that all staff—especially frontline staff and OST Site Managers—receive ongoing, relevant professional development. A comprehensive staffing plan supports not just program implementation, but also the creation of safe, inclusive, and high-quality learning environments that contribute to positive outcomes for youth.

- **Strengths-Based, Family-Centered Approach:** A framework that places family as its focal point instead of the child, focusing on family strengths and families' ability to problem solve; incorporates collaboration between schools, families, and service providers, emphasizing partnerships and community building

- **Youth development:** The natural process of a young person growing and maturing; the philosophy of working with young people in a manner that is strengths-based. Youth development is the philosophy and practice of working with young people in a strengths-based manner, recognizing and building upon their existing assets, interests, and potential. This approach emphasizes meaningful relationships, skill-building, and youth voice to create supportive environments that foster personal growth, resilience, and long-term success.

- **Youth empowerment:** Youth empowerment is both a goal and a practice through which young people gain the knowledge and skills that support their ability to create change in their lives and the world in which they live youth leadership. It involves creating spaces where youth are trusted as leaders, decision-makers, and change agents within their communities and programs.

- **Youth leadership:** Youth leadership is the practice of young people using their knowledge, skills, perspectives, behaviors, and aspirations to influence, motivate, and inspire others toward positive action. It involves creating opportunities for youth to take initiative, guide their peers, and contribute meaningfully to decision-making processes within their communities, schools, and programs.

- **Youth voice:** Youth voice is the active inclusion of young people's ideas, opinions, experiences, insights, and knowledge in shaping programs, policies, and decisions that affect their lives. It involves creating meaningful forums and roles where youth can share their perspectives, influence outcomes, and be recognized as essential contributors to the learning and leadership process.

*Youth voice, choice, and engagement include inte*ntional opportunities for youth to play a meaningful role in program planning, design and implementation including but not limited to exercising choice and access to leadership development/roles.

PRIORITY AREAS & PROGRAM REQUIREMENTS

Priority areas for this grant include:
Programs and services associated with this opportunity shall be designed to:
- Ensure that Baltimore's children and youth are healthy; 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; and
- Ensure that children and youth with the highest needs receive maximum benefit from the funding.

Priority requirements:
Programs and services funded through this opportunity are expected to align with Family League of Baltimore's commitment to supporting youth development, academic achievement, equity, and community partnerships. Program requirements in this RFA include program and management practices aligned to recognized youth development competencies/standards designed to support positive youth development outcomes. Priority will be given to applications that demonstrate alignment with the following areas:

- **Innovative Comprehensive Program Design:** Program design can be innovative but must adhere to Family League's comprehensive model components and includes intentional programming and engaged learning and skill building.

  - Programs that incorporate trauma informed care and conflict resolution are a plus.
  - Programming should be culturally responsive and reflect and respect the cultural identities of the students and communities served.
  - Programs prioritize whole-child development and well-being designed to support Baltimore's children and youth:
    - Being healthy—physically, emotionally, and socially;
    - Being ready to learn and succeed academically; and
    - Living in safe, stable, and supportive families and communities.

- **Prevention and Strength-Based Approaches**: Funded programs must prioritize strategies that:

  - Prevent or reduce negative outcomes, such as chronic absenteeism, academic disengagement, and behavioral challenges; and

- Recognize and build upon the inherent strengths, talents, and resilience of children, youth, and families.

- **Strong Learning Environment & Curriculum**: Funded programs must include these two components which are essential for supporting academic achievement and personal development.

- **Prioritize Equity and Inclusion:** Funded programs should be intentional to prioritize strategies that:

  - Reach students with the highest levels of need, including youth impacted by poverty, trauma, language barriers, housing instability, and systemic inequities; and
  - Ensure equitable access and meaningful participation across all student groups.

- **Recruit and Retain Diverse Youth:** Funded Programs should prioritize recruiting and retaining youth, including those most in need of additional support, resources, and experiences.

- **Incorporate Youth Voice, Choice & Engagement into Programming:** Funded Programs should engage youth as co-creators and leaders in shaping program content and structure.

- **Collaboration with Diverse Stakeholders:** Funded Programs should have a strong plan for how their program will:

  - Strengthen school-based and neighborhood-based networks of enrichment, recreation, and support services; and
  - Collaborate with school leadership, families, students and community stakeholders to ensure programming is responsive and aligned with local needs.

- **Prioritize Health, Safety and Well-Being -** Funded Programs should prioritize health, safety and well-being as a foundational and vital component for fostering development in all areas.

- **Strong Staffing Plan/Structure** - Funded Programs should have a strong staffing plan that helps the program meet established goals/objectives.

Contract Requirements for This Grant Include:

If selected, Funded Partner is required to:

- Complete all administrative contracting documentation upon contract issuance; these include:
    - Certificate of Good Standing with the State of Maryland dated **within the past 30 days**
    - Certificate of Insurance
    - Audited Financial Statements (awards $50,000 or more) or Form 990 (awards up to $49,999.00) dated **within the past 12 months**
    - Confidentiality Policy
    - Conflicts of Interest Policy
    - COVID-19 Safe Environment Acknowledgement Form
    - Criminal Background Check Policy
    - Drug & Alcohol Abuse Policy
    - Financial Policies & Procedures
    - Grievance Policy
    - Record Retention Policy
    - Subcontractor Policy

- Adhere to RFA program requirements when designing and implementing programming.
- Begin in-person programming in the fall and end programming no later than June 30, 2026. *A phased start up is recommended; If there are extenuating circumstances that impact your start date, 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.
- Attend Family League-required meetings, including orientation, professional development, and Turn the Curve conversations.
    - **Required OST Professional Development Dates*** *[Tentative – Subject to change]*
    - Participation in professional development is a required component of OST program implementation. The following dates are currently scheduled for the FY26 program year:
        - **Funded Partners Kick-Off:** August 2025 (date TBD)
        - **Summer Institute**: August 13–14, 2025
        - **OST Bi-Monthly PD #1**: October 10, 2025
        - **OST Bi-Monthly PD #2**: December 4–5, 2025
        - **INSIGHT data system training for new staff:** January 2026, date to be determined
        - **Turn the Curve Cohort Session:** February 2026, date to be determined
        - **OST Bi-Monthly PD #3**: February 6, 2026
        - **OST Bi-Monthly PD #4**: April 24, 2026
        - **Please note: These dates are subject to change. Any updates will be communicated to funded partners in advance.*
- Participate in scheduled in-person site visits and virtual 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:
    - **Self-Assessment:** Program self-assessment is an adaptable, team-driven process that provides site managers and frontline staff with opportunities to evaluate, discuss, and build a shared understanding of instructional quality in their programs.
    - **External Assessment:** External assessment using the Youth Program Quality Assessment is a structured process in which a trained outside assessor generates observational program quality data precise enough to use for high-stakes evaluation and accountability purposes.
    - **Program Improvement Plan:** A program Improvement Plan is a set of goals that site leaders and staff have decided to improve using self-assessment and external assessment ratings.
    - To learn more, visit Weikart's website: https://forumfyi.org/weikartcenter/
- 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.

By submitting an application, the Funded Partner agrees to honor these responsibilities and contract deliverables for the length of this grant award.

PERFORMANCE MEASURES

Program Quality, Data Collection, and Performance Measures

Performance for all programs funded through this opportunity will be measured using the Results Based Accountability (RBA) framework. The performance measures include the number of youth served and average daily attendance. However, since each OST program is unique in its program offerings and aligned to specific school and community needs, there is space for each applicant to identify an optional additional "how much?" and "how well?" measure at all grade levels. At a minimum, proposals must describe how you monitor programming through data. Partners are required to report on the following performance measures.

Performance Measure	Numerator (Num) and Denominator (Den) Definitions as Applicable
What/How Much We Do:	
# of youth served 1 day or more	
Applicant has the option to provide one additional "how much?" measure specific to the program that speaks to the number served or the services offered or produced in the program.	

How Well We Do It:	
% average daily attendance of enrolled youth	Num: average # of youth marked Present each day
	Den: average # of youth Expected each day
% site managers and frontline staff trained in Weikart PQA	Num: # site managers and frontline staff who complete Weikart PQA training
	Den: total # site managers and frontline staff
Applicant has the option to provide one additional "how well?" measure specific to the program that speaks to the quality of the programming and implementation.	
Is Anyone Better Off?	
% of students who report that the program helped them learn something new that they use in school and life	Num: # respondents who respond "yes" that "This program helps me learn something new that I can use in school and my life" on the Family League Youth Survey
	Den: # respondents who answered the 'learn something new' survey question
Applicant has the option to provide one additional "better off?" measure specific to the program that speak to a positive change in the knowledge, skill, attitudes, or circumstance of participants.	

GRANT TERMS & APPLICANT ELIGIBILITY

Grant Period: **July 1, 2025 - June 30, 2026**

To apply, interested individuals or organizations must:

- Qualify as a nonprofit corporation with 501(c)(3) status, a for-profit corporation, or a public entity;
- Be in Good Standing with Family League if a past or current Funded Partner;
- Be in "Good Standing" with the State of Maryland (must provide a PDF copy of the certificate dated within the past 30 days). A certificate can be obtained from here;
- For funding requests totaling **$49,999 or less**, provide a copy of the organization's Form 990 **within the past 12 months**.
- For funding requests totaling **$50,000 or more**, 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; and
- Provide a clear, detailed, and concise operating budget equal to the total amount of requested funds and a budget narrative that explains the budget.
- Submit all required documents with the application by the posted due date.

As Baltimore City's appointed local management board (LMB), Family League is committed to strengthening Baltimore City-based businesses and providing equity and inclusion in its procurement process. It is the policy of the Organization that all Baltimore City-based small, minority, and/or woman-owned or -led businesses and other historically underrepresented and underutilized business enterprises will be given the maximum practicable opportunity to compete and be awarded contracts to provide goods, services, and activities administered by the Organization.

SUBMISSION REQUIREMENTS

Applicants are required to submit proposals through FUNDINGtrack, Family League's online grants management system accessible through https://flb.fluxx.io. Submissions must be completed by the date and time specified in this RFA 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 RFA, or to withdraw this RFA at any time prior to the contract award. Family League shall not be bound by or liable under this RFA 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.

Applications Due: July 11, 2025 @ 4 PM

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 RFA.

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 CONFERENCE & QUESTIONS

Questions can be emailed to fundedpartnerships@familyleague.org. **Questions will be accepted until close of business (4:00 pm) on June 17, 2025.** All questions and responses will

be publicly posted on the Family League website http://familyleague.org/funded-partnerships/funding-opportunities/professional-service-opportunities/ by **June 24, 2025.**

Funded Partnerships is inviting you to a scheduled Zoom meeting.

Topic: FY26 OST RFA Pre-proposal Conference

Time: Jun 18, 2025 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

https://familyleague-org.zoom.us/j/89622974098

Meeting ID: 896 2297 4098

One tap mobile

+13017158592,,89622974098# US (Washington DC)

+14703812552,,89622974098# 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: 896 2297 4098

Find your local number: https://familyleague-org.zoom.us/u/kbqAYDGH38

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BUDGET GUIDELINES

The budget must adhere to the following guidelines:

- 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; and
- Includes responses to narrative questions related to the budget.

Note: In addition to completing all budget-related questions on the application, applicants must submit concise, but detailed budget. Acceptable formats are Excel, Word, and PDF.

REVIEW AND SELECTION PROCESS

Review Panel

Applications will be reviewed and rated using a standardized scoring tool by a panel from Family League's Community Advisory Board (CAB). Recommendations will be further reviewed by members of Family League's Leadership and Senior Management Teams.

Selection Criteria

Criteria, including compliance with RFA priorities/requirements, will be used in determining which applicants will be awarded grants and become community partners. This includes the following factors:

- Applicant meets all eligibility requirements as detailed in this RFA;
- Applicant fully and clearly responds to all questions in the application;
- Applicant submits all required documents as listed in this RFA;
- Proposal adheres to programming requirements designed to support positive youth outcomes;
- Proposal aligns and is designed to meet school community needs/priorities; and
- Budget reflects maximization of resources (stewardship) and sustainability.

In some cases, the school principal will play an integral part in the review and selection process. Family League is the sole and final authority regarding the approval or disapproval of contract awards and the conditions under which they are awarded. All grants awarded by Family League are final and not subject to appeal or review.

Announcement

Funding decisions are expected to be announced by **September 2, 2025**

Key Dates and Deadlines

DATE	TASK
June 13, 2025	RFA Released
June 17, 2025	Question & Answer Deadline
June 18, 2025	Pre-Proposal Conference
June 24, 2025	Q&A Posted on Website
July 11, 2025	Applications Due
July 19, 2025	Technical Review & Cure Period
July 23, 2025 – August 29, 2025	Application Review
September 2, 2025	Determination Notices
TBD	Programming Start Date *(A phased start up is recommended; If there are extenuating circumstances that impact starting before this date, please notify Family League of Baltimore).*

GENERAL TERMS AND CONDITIONS

Data Collection

All Funded Partners will be required to submit data on the demographic information and program attendance of every grant-funded 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.

Reporting

All Funded Partners must submit quarterly financial and programmatic reports unless otherwise specified by Family League. These include a narrative report; data specified in each Funded Partner's Scope of Work, including outcome and demographic information; and line-item financial information.

Training and Technical Assistance

All Funded Partners must participate in staff development activities as required by Family League. 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 RFA. 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 with Family League. By submitting a proposal to this RFA, applicants attest that they have read

and accepted these conditions fully. A Scope of Work with details about specific requirements and measurable outcomes will be a requirement for 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 after this RFA release shall become part of the contract between the Funded Partner and Family League.