



FY26 Community Food Strategy Pre-Proposal Conference August 21, 2025

FAMILY LEAGUE
OF BALTIMORE

MAKING CONNECTIONS. IMPROVING LIVES.

Agenda



- Welcome and Introductions
- Family League Overview
- Purpose of this Investment
- Priority Areas
- Project Description
- Data & Evaluation Tools & Requirements
- Performance Measures
- Applicant Eligibility & Requirements
- Budget Guidelines
- Submission Requirements
- Review and Selection Process
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- FUNDINGtrack Submission
- Timeline
- Questions and Answers

Bold Goal & Priorities

FAMILY LEAGUE OF BALTIMORE



Children Are
Successful in
School



Families Are
Economically
Stable



Communities Are
Safe For Children,
Youth, and Families

MAKING CONNECTIONS. IMPROVING LIVES.

Baltimore's Action Plan Efforts



Prioritizing Youth



Building Public Safety



Clean and Healthy Communities



Equitable Development

**Responsible Stewardship of City
Resources**

Purpose of this Investment



Family League of Baltimore is committed to **addressing food insecurity** and promoting **food sovereignty** through **community-driven strategies** that are rooted in **racial equity**. This investment aligns with Mayor Scotts Commitment to Clean and Healthy Communities. Guided by the city's **Healthy Food Environment Strategy**, this Request for Proposals (RFP) *supports efforts that empower residents to drive food policy decisions, improve access to healthy foods, and expand the reach of community anchors*. It further emphasizes increasing the availability of fresh food in underserved areas, supporting urban agriculture initiatives, and ensuring that nutrition assistance and meal programs effectively address food insecurity.

This RFP aims to fund initiatives that strengthen Baltimore's food system by supporting projects that align with the following categories: **Grow, Process, Distribute, Access, Eat, and Waste Recovery**. By investing in these areas, we seek to dismantle systemic barriers and increase community power through locally rooted food system interventions.

Priority Areas



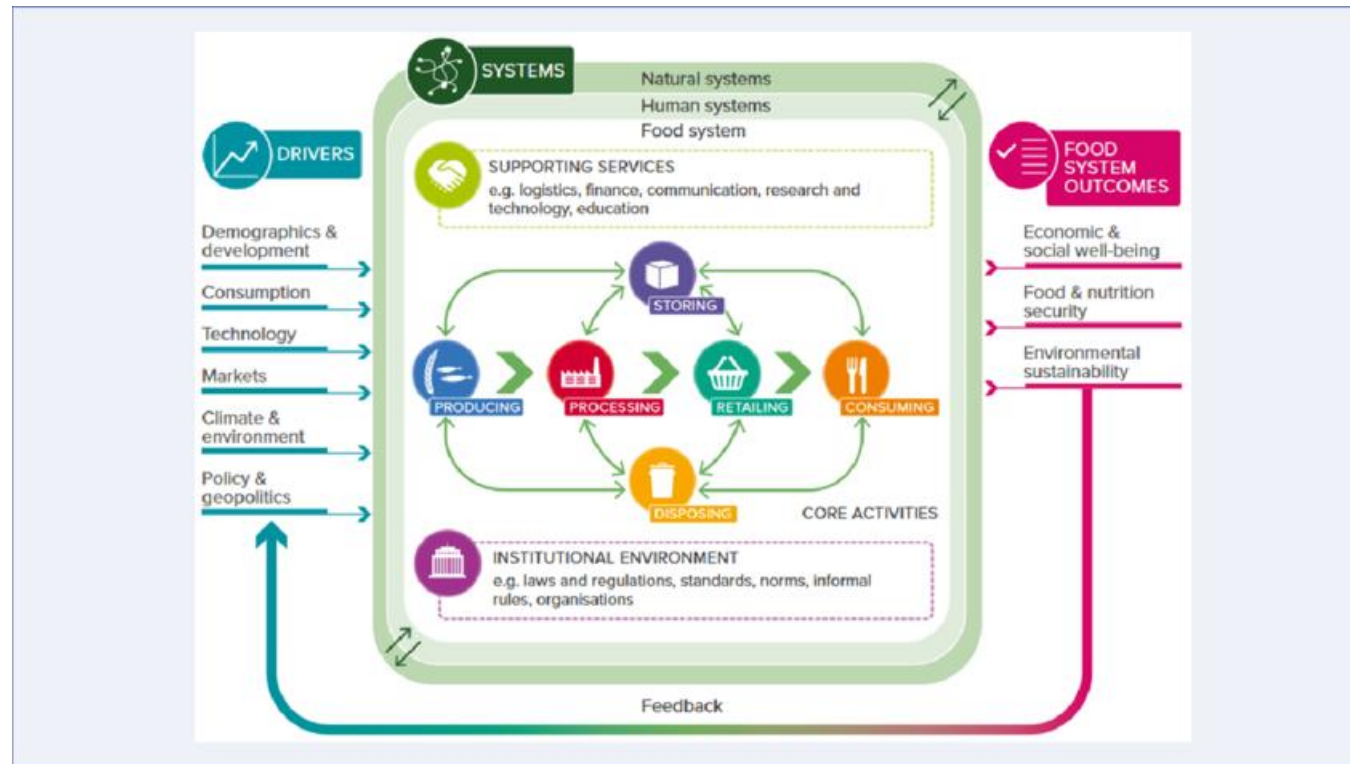
Family League of Baltimore is releasing this Request for Proposals (RFP) to support place based, community-driven strategies that strengthen Baltimore's food system through a racial equity lens. **The FY26 Community Food Strategy Grant** seeks to fund projects that:

- address food insecurity,
- support food sovereignty, and
- increase community power through locally rooted food system interventions

Project Description



Guided by the city's Healthy Food Environment Strategy, this RFP addresses aspects of food access beyond food retail including food assistance and food production, as well as the processes necessary to engage stakeholders across the food system. Projects must be rooted in community leadership and demonstrate a commitment to equitable food systems.



Project Description Cont.



Applicants must propose initiatives that align with **one or more** of the following funding categories:

- **Grow** – Support for urban agriculture initiatives, including community gardens and Black, Indigenous, and People of Color, BIPOC-led farms, land access support, and education for aspiring growers.
- **Process** – Development of food hubs or shared-use kitchens that enable community members and small producers to create value-added products.
- **Distribute** – Efforts to increase access to healthy foods through mobile markets, cooperative grocery models, produce delivery, or community food depots.
- **Access** – Resident-led food assistance efforts, culturally appropriate food access, grocery access transportation, and Supplemental Nutrition Assistance Program (SNAP) and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) enrollment support.
- **Eat** – Food and nutrition education initiatives, farm-to-school programs, intergenerational cooking classes, and mental nourishment models.
- **Waste Recovery** – Community composting, food waste recovery, and circular economy initiatives focused on reducing food loss and promoting sustainability.



Data & Evaluation Tools and Requirements

Requirements

- **Program Plan**
 - Annual performance measures (measure definitions, baselines, targets)
- **Quarterly Reports** submitted in FundingTrack include
 - Data tracker uploads due 10/5, 1/5, 4/5, and 7/5
 - Narrative report on progress toward performance measure goals, successes, and challenges due 10/15, 1/15, 4/15, 7/15
- **Consent forms**
 - If the partner collects a consent form, they must include the language outlined in contract.
- **Turn the Curve conversations- putting data to use!**
 - Review performance measures, discuss feedback, and draft action plans, which occurs at the end of Quarter 2 and Quarter 4.
- **Results Based Accountability (RBA) training**
 - Recommended: Learning the basics of how we measure performance and set targets at Family League using RBA framework.



Data & Evaluation Tools and Requirements

Family League of Baltimore (Family League) uses the Results-Based Accountability (RBA) evaluation framework.

Family League will collaborate with funded partners to create performance measures and ensure the partners have a practical evaluation plan. However, there will need to be at least one **performance measure** in each of the following categories:

- ☐ **How Much/ How Many Did You Do/Serve?**
- ☐ **How Well Did You Do It?**
- ☐ **Is Anyone Better Off**



Data & Evaluation Tools and Requirements

Data tracker spreadsheet tool

- Must use with Microsoft Excel on the desktop
- Used to collect data needed to calculate progress toward performance measures, to be determined.



**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 and Requirements

Applicants must:

- Serve children and youth in Baltimore City;
- Qualify as a non-profit with 501(c)(3) status, a for-profit corporation, or a public entity;
- Have been in operation under the same organizational name for a minimum of two years;
- Be in Good Standing with Family League of Baltimore, if a current or past Funded Partner;



Applicant Eligibility and Requirements (cont.)

- Be in “Good Standing” with the State of Maryland. 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;**
- Submit the organization's independently Audited Financial Statements dated within the past 12 months (Requests of \$50,000 or more) OR Form 990 dated within the past 12 months (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.

Budget Requirements



Be sure that the Budget:

- Does not exceed the award amount;
- Does not include in-kind contributions;
- Corresponds to the applications funding request;
- Ensures administrative costs, if applicable, do not exceed 10% of total direct costs; and
- Is consistent with the program design/plans outlined in the corresponding application narrative.

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!

Review and Selection Process



Technical Review and Cure Period

Once the application period closes, each application undergoes a **Technical Review**, during which the Grants & Contracts Team ensures that the application is complete, all required documents have been submitted, and that the documents are acceptable (e.g., correct document, dated appropriately, etc.)

- If there are no issues with the application, it moves to **External Review**;
- If there are issues with the application (e.g., incomplete responses, missing documents, unacceptable documents, etc.), applicants are notified via email that they have the opportunity to "**Cure**" the application. All issues must be resolved by the deadline provided or the application will not move to External Review.
- No extensions are possible for the opportunity to Cure.

Review and Selection Process (cont.)



External Review

Once the application passes Technical Review, it undergoes **External Review** by Family League's Community Advisory Board (CAB), 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 process. Applications are reviewed and rated using a standardized scoring tool.

Internal Review and Approvals

The CAB recommendations are further reviewed by members of Family League's Leadership and Senior Management Teams prior to final funding decisions.

Determination Notices

Once funding decisions have been decided, all applicants will receive a **Determination Notice** indicating if they have been selected for funding.



Administrative Contracting Documentation (post-Contract)

The selected applicant will receive an official Award Letter and Contract Packet via DocuSign and the following Administrative Contracting Documentation must be on file prior to receiving any payments:

- Certificate of Good Standing dated within the past 30 days
- Certificate of Insurance
- Audited Financial Statements/Form 990 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

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

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

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 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. [FUNDINGtrack Navigation - Partner Training](#).

Our dedicated support team is here to help. Reach out to us at 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

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

OF BALTIMORE

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 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

Please copy fundedpartnerships@familyleague.org on all support requests.

➤ **Applications and all required documentation must be submitted by August 29, 2025, 4:00pm EST.**



Timeline*

KEY DATE	ACTIVITY
August 4, 2025	RFP posted
August 11, 2025	Deadline to Submit Questions
August 21, 2025	Pre-proposal Conference
August 27, 2025	Q&A Posted to Family League website
September 12, 2025	Submission deadline (by 4:00 pm)
September 15, 2025 – September 19, 2025	Technical Review and Cure Period
September 22, 2025 -- October 24, 2025	Application Reviews and Approvals
November 14, 2025	Determination Notices
July 1, 2025	Contract Term 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.

Additional questions can be submitted to fundedpartnerships@familyleague.org.