



**REQUEST FOR APPLICATIONS (RFA):**

**Summer 2026 Youth Development**

**DATE OF ISSUE: December 3, 2025**

**DEADLINE: January 9, 2026**

## 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'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.

## DEFINITIONS

- **Academic Programming** – Provides 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.
- **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.
- **Comprehensive Programming** – Provides 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.

- **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.
- **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.
- **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, etc.).
- **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.
- **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 climate/spaces** - Nurturing environments that support the developmental, emotional, physical, and mental well-being of youth and staff.
- **Single Focused/Specialty programming** - Provides fundamental activities that 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
- **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.
- **Summer learning loss** – Also called “summer slide,” the loss of academic skills and knowledge experienced especially by students over the course of summer break.
- **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 Program Quality Assessment (PQA)** - A validated instrument designed to evaluate the quality of programming for youth in Grades 4 through 12 and to identify staff training needs. The Youth PQA has been used in a variety of settings such as schools, camps, and community programs. It focuses on observable practices at the point of service—moments when staff and youth directly interact. The tool consists of 4 domains, 18 scales, and multiple measurable items per scale. It guides program improvement by assessing staff practices and youth experiences that promote learning, engagement, and positive development.
- **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

## PROJECT DESCRIPTION

There has been an increased demand for youth development programming in Baltimore City. We know through a recent report on Out of School Time (OST) in Maryland that nearly three-quarters of Maryland Families who want their children to be in afterschool programs often can not afford them. The unmet demand is higher for Black and Hispanic children, those in families with lower incomes, and those living in urban areas. The lack of opportunities not only has an economic impact for working parents who rely on quality OST programming, but also widens the achievement gap for young people, which ultimately impacts long-term outcomes.

Family League is intentional about expanding 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 Out of School Time (OST) 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 programs improves relationship skills, creates a sense of agency/identity development, 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 July 1, 2026, and August 31, 2026. 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 to 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 needs. Program options may include:

- Single Focused/Specialty programming
- Comprehensive programming
- Academic programming
- Project Based Learning/Youth Led Projects
- Other: Mini Camps

## COMPONENTS & REQUIREMENTS

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

- **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 July 1, 2026 and August 31, 2026; hybrid program components are acceptable, but in-person programming should be the primary modality.
- 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.
- **Prioritize Health, Safety and Well-Being** - This is a vital component for fostering development in all areas. This includes but is not limited to ensuring a safe, clean, and accommodating physical space for young people, serving healthy meals and/or snacks, ensuring youth have access to safe drinking water, developing and adhering 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.)
- **Strong Staffing Plan/Structure** - Funded Programs should have a strong staffing plan that helps the program meet established goals/objectives. This includes but is not limited to employing and support quality, competent staff (e.g., Site Manager, frontline staff) who value diversity/ inclusion, positive interactions, and creating safe and supportive environments.
- **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

- o Ensure equitable access and meaningful participation across all student groups.
- **Recruit and Retain Diverse Youth:** Funded Programs should prioritize recruiting and retaining diverse youth who are 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.

Requirements if awarded include:

- Adhering to a **spending plan** that reflects maximizing resources/stewardship.
- Participating in at least one **site visit**, if requested by Family League staff; and
- Complete Family League **reporting 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 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 of Baltimore utilizes the Results Based Accountability (RBA) framework that represents a disciplined way of thinking to improve the lives of children and their families and improve the effectiveness of programs. For this summer enhancement opportunity, we will use some of the same performance measures utilized for school year 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 End-of-Program Report must be entered and submitted in INSIGHT by **September 15, 2026**.

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

Funded Partners will also be able to create their own performance measures.

## GRANT TERMS & APPLICANT ELIGIBILITY

The contract period for this grant is **June 1, 2026 – August 31, 2026**. To apply, interested individuals or organizations must:

- Be a current youth development funded partner;
- Qualify as a nonprofit corporation with 501(c)(3) status, a for-profit corporation, or a public entity;
- Be in Good Standing with the State of Maryland and provide a PDF copy of the certificate dated **within the past 30 days**. Certificate can be obtained from [here](#);
- Be in Good Standing with Family League;
- For funding requests of \$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;
- For funding requests under \$50,000, provide a copy of the organizations Form 990 (non-profits)/Completed Tax Return (for-profits) for year end within the past 12 months;
- Provide a clear and concise operating budget;
- Submit a Letter of Support, if operating in a school building; and
- Respond fully to all questions and submit all required supplementary documentation by the posted deadline.

## 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 RFA and in the FUNDINGtrack application. The deadlines will be strictly enforced. It is the responsibility of the applicant 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.

### 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](mailto:FUNDINGtrack@FamilyLeague.zendesk.com), Monday through Friday, 8:30 am to 4:30 pm.

## PRE-PROPOSAL CONFERENCE/QUESTIONS

Applicants should carefully review this document and send all questions to [fundedpartnerships@familyleague.org](mailto:fundedpartnerships@familyleague.org) by **December 11, 2025**. The questions and corresponding responses will be posted on the Family League website ([www.familyleague.org](http://www.familyleague.org)) on **December 16, 2025**.

A pre-proposal conference will be held virtually on **December 11, 2025**. The meeting can be accessed via Zoom:

Topic: Summer 2026 Youth Development RFA Pre-proposal Conference

Time: Dec 11, 2025 03:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://familyleague-org.zoom.us/j/88025604863>

Meeting ID: 880 2560 4863

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One tap mobile

+13017158592,,88025604863# US (Washington DC)

+14702509358,,88025604863# US (Atlanta)

Join instructions

<https://familyleague-org.zoom.us/join/88025604863?signature=3CX46qlzpqQ-TNcHvtCZpzdRLIPtQfeFHp7rPKBLq0A>

## Budget Guidelines

Please be sure that the budget:

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

## 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 components in this proposal.

### Announcement

Funding decisions are expected to be announced by: **March 30, 2026.**

## 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 quarterly financial and programmatic reports, unless otherwise specified by Family League. These include, but are not limited to, a narrative report; data specified in each Funded Partner's Scope of Work, including outcome 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 on a regular basis. 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 by Family League. These terms and conditions can be found on the Family League website at [www.familyleague.org](http://www.familyleague.org) by submitting a proposal to this RFA, 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.

**The selected Funded Partner will be required to submit the following Administrative Contracting Documents in Family League’s grants management system upon execution of the Award Letter and Contract.**

- Certificate of Good Standing with the State of Maryland dated **within the past 30 days**
- Certificate of Insurance that indicates compliance with required coverage types and amounts as defined in the contract
- Audited Financial Statements for awards \$50,000 or more or Form 990 (non-profits)/Tax Return (for-profits) for 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

## 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 RFA shall become a part of the contract between the Funded Partner and Family League.

## Key Dates and Deadlines

DATE	TASK
December 3, 2025	RFA Released
December 11, 2025	Question & Answer Deadline

December 11, 2025	Pre-proposal Conference
December 16, 2025	Pre-proposal Conference Recording, Slides, and Q&A Posted on Website
January 9, 2026	Applications Due
January 10 – 30, 2026	Technical Review & Cure Period
February 2 – March 23, 2026	Application Review
March 30, 2026	Determination Notices