

Youth Grantmaking Grant Application Guide

You **must** complete the online application at
<https://baltimorespromise.formstack.com/forms/apromiseiibmore>

Please use this document version of the application for reference only.

Directions

Use this application to apply for grants offered by the Youth Grantmakers Initiative. Please carefully read the full [RFP](#) before applying. If you have questions about the application, please email yg@baltimorespromise.org.

You must answer all questions with an asterisk (*). If you do not answer all the required questions, our online system, Formstack, will not allow you to submit your application.

Formstack will let you move from page to page without filling in every required question. However, Formstack will not allow you to submit an incomplete application. If you would like to view the full application all at once, please read the following.

Notes: Indented questions will only appear if you respond a certain way to a previous question. Also the statements in *italics* will give you guidance about how to answer questions.

Saving and Resuming Your Work

Formstack lets you save your application and return later to finish it. To save your work, you must provide your email address to Formstack. They will email you a unique link. The Formstack link will take you to your saved application. Do not lose this link, as it is the only way you can return to your saved application. **Note: Each time you save your application, you will receive a new unique link. If you lose this link, you will have to start your application all over again.**

Do not misplace your unique links. Baltimore's Promise cannot help you recover your application if you lose your link.

Please note: When you save your application, your attachments will not be saved. You will need to upload your attachments again when you submit your application!

Deadline

DEADLINE: You must submit your application by Friday, January 5, 2024, at 5:00 PM ET.

Youth Grantmakers will *not* accept late applications or applications by email or postal mail. We recommend that you submit your application a few days early in case you run into any submission problems or need assistance.

Organizational Information

*1a. Organization Name:

*1b. Program Name:

*2a. Point of contact name (please provide the information for the person you would like to receive updates regarding your application)

*2b. Point of contact email address

*3a. Organizational Leader Name (Executive Director, CEO, President, etc.)

*3b. Organizational Leader Title (e.g. Executive Director, CEO, President, etc.)

*3c. Select the gender identity of the organizational leader.

- ☐ Man
- ☐ Woman
- ☐ Non-binary
- ☐ Prefer not to say
- ☐ Other _____

*3d. Select the racial and/or ethnic identity of the organizational leader.

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African-American
- ☐ Hispanic/Latinx
- ☐ Native Hawaiian or other Pacific Islander
- ☐ White
- ☐ Prefer not to say
- ☐ Other _____

*3e. Select the age range of the organizational leader.

- 18-24 years old
- 24-30 years old
- 31-40 years old
- 41-50 years old
- Older than 50 years old

*4. Where are you based? Please provide the address of your organizational headquarters.

Street Number and Street Name (not building name)

Building Name (if applicable)

Suite Number (if applicable)

City

Zip Code

*5. What is your organizational budget for this year?

*6a. Organization or Program website

*6b. Social media - please provide your organization's social media handle or directly link us to your social media pages

*7. Do you have other site locations that will host programming or efforts supported by this grant, in addition to your organizational headquarters? Yes/No

If YES - 7a. What is the number of additional site locations that will host programming or efforts supported by this grant, in addition to your organizational headquarters?

This question will allow you to choose between 1 and 5 additional site locations. The survey will then provide you with the selected number of address fields. For example, if you choose 3 additional site locations, then 3 additional address fields will populate.

*8. Tell us about your organization. What is your organization's mission? How long have you been doing the work that you do today? How does your organization's mission prioritize youth and young adults? *1500 Character Limit*

*9. Tell us about your organization's experience and success in providing career readiness and workforce programs to youth and young adults, ages 16-24 in Baltimore City. If your organization traditionally serves a population over the age of 24, tell us how your proposed program is geared towards youth and young adults and how the experience will be different. *1500 Character Limit*

*10a. What are the race/ethnicity demographics of the people you currently serve? Select all that apply.

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African-American
- ☐ Hispanic/Latinx
- ☐ Native Hawaiian or other Pacific Islander
- ☐ White
- ☐ Prefer not to say
- ☐ Other _____

Each question below will only appear if you have checked the corresponding box above.

*10b. What percentage of the people you currently serve are American Indian or Alaska Native?

*10c. What percentage of the people you currently serve are Asian?

*10d. What percentage of the people you currently serve are Black or African-American?

*10e. What percentage of the people you currently serve are Hispanic/Latinx?

- *10f. What percentage of the people you currently serve are Native Hawaiian or other Pacific Islander?
- *10g. What percentage of the people you currently serve are White?
- *10h. What percentage of the people you currently serve are a race or ethnicity that is not listed above? *Please include the percentage and the racial/ethnic identity of any additional groups.*
- *11. What age groups do you currently serve? In the fields below, please indicate the number of youth you are currently serving in each age group.
- *11a. Number of youth served: Ages 0-5 (includes Pre-K)
- *11b. Number of youth served: Elementary (ages 6-10)
- *11c. Number of youth served: Middle School (ages 11-13)
- *11d. Number of youth served: High School (ages 14-18)
- *11e. Number of young adults served: Older youth (ages 18-24)
- *11f. Number of adults served : Over age 24
- *12. What is the total number of youth and young adults you currently serve? Please add up all responses from Questions 11a-11f to get your total.
- *13. What percentage of your current participants are youth and young adults between the ages of 16-24?
- *14. What percentage of your current participants are Opportunity Youth (older youth and young adults ages 16-24 who are neither in school nor working)?
- *15. Which of the following focus populations do you currently serve? Check all that apply.
- ☐ Youth and young adults of color from low-income families
 - ☐ Youth and young adults in high-poverty communities or low-resourced schools
 - ☐ Youth and young adults who are pregnant and/or parenting
 - ☐ Youth and young adults involved in the child welfare or justice system
 - ☐ Immigrant and newcomer youth and young adults
 - ☐ First generation college students
 - ☐ Older youth and young adults not currently in school or working
 - ☐ Youth and young adults who are experiencing homelessness or housing insecurity
- *16. How many Baltimore City youth and young adults ages 16-24 will you be able to serve if awarded the grant funding you are requesting t?
- If you are awarded this grant, this number will be used as your target number of participants who have attended programming throughout the grant year.*

*17. From which neighborhood(s) do you recruit participants for your program? Select all that apply. Please select "I don't know yet" only if you have not yet determined from where you will recruit participants.

- ☐ Allendale/Irvington/S. Hilton
- ☐ Beechfield/Ten Hills/West Hills
- ☐ Belair-Edison
- ☐ Canton
- ☐ Cedonia/Frankford
- ☐ Cherry Hill
- ☐ Chinquapin Park/Belvedere
- ☐ Claremont/Armistead
- ☐ Clifton-Berea
- ☐ Cross-Country/Cheswolde
- ☐ Dickeyville/Franklintown
- ☐ Dorchester/Ashburton
- ☐ Downtown/Seton Hill
- ☐ Edmondson Village
- ☐ Fells Point
- ☐ Forest Park/Walbrook
- ☐ Glen-Fallstaff
- ☐ Greater Charles Village/Barclay
- ☐ Greater Govans
- ☐ Greater Mondawmin
- ☐ Greater Roland Park/Poplar Hill
- ☐ Greater Rosemont
- ☐ Greenmount East
- ☐ Hamilton
- ☐ Harbor East/Little Italy
- ☐ Harford/Echodale
- ☐ Highlandtown
- ☐ Howard Park/West Arlington
- ☐ Inner Harbor/Federal Hill
- ☐ Lauraville
- ☐ Loch Raven
- ☐ Madison/East End
- ☐ Medfield/Hampden/Woodberry/Remington
- ☐ Midtown
- ☐ Midway/Coldstream
- ☐ Morrell Park/Violetville

- ☐ Mount Washington/Coldspring
- ☐ North Baltimore/Guilford/Homeland
- ☐ Northwood
- ☐ Oldtown/Middle East
- ☐ Orangeville/East Highlandtown
- ☐ Patterson Park North & East
- ☐ Penn North/Reservoir Hill
- ☐ Pimlico/Arlington/Hilltop
- ☐ Poppletown/The Terraces/Hollins Market
- ☐ Sandtown-Winchester/Harlem Park
- ☐ South Baltimore
- ☐ Southeastern
- ☐ Southern Park Heights
- ☐ Southwest Baltimore
- ☐ The Waverlies
- ☐ Upton/Druid Heights
- ☐ Washington Village/Pigtown
- ☐ Westport/Mount Winans/Lakeland
- ☐ I don't know yet

Program Information

- *18. Describe your program here. What do you expect participants to experience? How will they be better off? How will you ensure, even beyond the program length, that you are connecting participants with pathways to career opportunities and employment? 2000 Character Limit
- *19. Please provide specific examples around your organization's knowledge and capacity in the workforce development space generally such as: staff training, data informing pathways/labor market information, partners, employer relationships, etc. 1500 Character Limit
- *20. This RFP prioritizes accessibility in many forms. What does accessibility look like in your program? Describe how you are making your program accessible to everyone, including our listed focus populations in Question 15. 1000 Character Limit
- *21. What is your plan, including the use of partners, to ensure that older youth and young adults can get to and from your program successfully? 750 Character Limit

- *22. What is your plan, including the use of partners, to ensure that older youth and young adults have access to healthy meals and snacks when participating in your program? *750 Character Limit*
- *23. What is your plan, including the use of partners, to ensure that older youth and young adults have access to mental health services and supports when participating in your program? *750 Character Limit*
- *24. What is your plan, including the use of partners, to ensure that older youth and young adults have access to mentoring and positive intergenerational relationship building when participating in your program? *750 Character Limit*
- *25. What is your plan, including the use of partners, to ensure that older youth have access to tutoring and academic support when participating in your program? *750 Character Limit*
- *26a. What steps are taken to ensure that your staff operates in alignment with your organization's mission and goals? Please include descriptions of any training or development your staff goes through before engaging with older youth and young adults. *750 Character Limit*
- *26b. Please describe your staff and the ways they represent or relate to the youth you serve in terms of background and lived experiences. *750 Character Limit*
- *27. How are older youth and young adults made to feel physically and mentally safe while being in this program and working with your organization? *750 Character Limit*
- *28. Please describe how you recruit, serve, and retain participants in your program, in particular those who are 16-24 years old and any of the focus populations you selected in Question 15. *1000 Character Limit*
- *29a. Is your organization requesting funding for a new program or do you have less than 2 years of experience operating a program for youth 16-24 years old?
- Yes
- No, we have operated programming for 16-24-year-olds for more than 2 years.
- If YES 29b. Please share with us why you believe your program is high quality, and share with us any data you have that supports the effectiveness of your approach. *750 Character Limit*
- *30. Tell us more about the career exposure opportunities you provide in your program. Describe the industries and career experiences that participants in your program are exposed to and in what ways they are able to experience aspects of these industries and careers through your program (e.g. visits to job sites or places of employment, guest speakers, etc.). How

long is your program, and how much time do participants have to try/test/learn/do for each exposure opportunity? *1500 Character Limit*

*31a. Does your program result in the opportunity for participants to receive industry-accepted credentials? Yes/No

If YES 31b. Please tell us about the credential and what kinds of jobs become accessible with that credential. Please share your enrollment and completion data as well as the rate of success your participants have in obtaining a credential. *1000 Character Limit*

*32a. Does your program result in the opportunity for participants to obtain employment? Yes/No

If YES 32b. Please provide the job placement and starting wage here.

*33. Describe how your workforce and job training program will ensure participant success by incorporating the key strategies YGs have identified as necessary to post-secondary success: intergenerational mentoring, academic tutoring, safe space, and mental health and wellness. *1000 Character Limit*

*34. How much funding are you requesting in this proposal?

Required Materials and Attachments

Please submit the following information below as attachments to your proposal.

*35. Key Partners: In a PDF document not to exceed one page, please share your most active and relevant partners related to your proposal, especially those partners supporting wraparound supports, hiring job placement, job coaching and job retention/promotion supports for participants, what their roles are related to this program, and contact information for each partner. Describe how you partner with each of these organizations and for what purpose. Note: Youth Grantmakers may reach out to your partners listed here for a reference check. YGs may also require any of these partners to be present as a part of a second round interview, should your application be advanced to the next stage of consideration.

*36. Contact information for at least two current or former participants. Please include first and last name, age, phone number, email address, and the neighborhood in which they currently reside. This information may be used for a future reference check call, should your application be advanced to the next stage of consideration. Please ensure you have their consent to provide their contact information and they are aware that Youth Grantmakers may reach out for that reason.

- *37. Existing flyer, recruitment material, or advertisement that your organization has already developed. Please do not create new collateral for this attachment - this must be for an already existing program or event.
- *38. Submit a complete budget template. You can download the budget template at [A Promise II BMORE Budget Template 2023.xlsx](#) . Note: You will need to reflect how you are compensating partners listed in your Key Partners attachment, if you are compensating them.
- *39. Submit a budget narrative. Please provide no more than 250 words on how the proposed budget will help you achieve your goals and what other resources you have available to help advance your vision.
- 40. Optional Upload: If you feel that you can better explain your intent of applying and your program in another way, such as a video, one-pager, letter of intent, audio recording, or by some other means, please upload that file here. Please use your organization name as the file name. **This upload will not substitute for a submitted proposal**, so please make sure to fully submit your proposal by ensuring all required fields are complete and clicking the Submit Form button at the bottom of the page.