Applicant Information
- Name of organization
- Organization street address
- Organization city, state, zip
- Contact person
- Title
- Contact phone number
- Contact email address
- Annual operating budget
- Number of staff:
  - Full-time
  - Part-time
- Age of organization
- Organizational mission

Funding Request
- Amount of funding requested
- Number of children served with requested funding
- Amount of summer funding currently committed
- Number of children served with current committed funding

Summer Program Information
- Summer program address
- Neighborhood(s) where summer program will take place
- Program start date
- Program end date
- Daily start time
- Daily end time
- Total number of operating days
- Total number of operating hours

- Focus areas (select all that apply):
  - Literacy
  - K-3 Literacy
  - STEM
  - Performing Arts
  - Visual Arts
Demographics of Program Participants
- Age range of children and youth served
- Grade levels of children and youth served
- Please provide specific information on how your program will serve youth from low-income families (e.g., how many students from Title I schools will attend, number/percentage of children eligible for free and reduced-price meals, median neighborhood income of student population).

Proposal Narrative
Program History and Performance
- How long has your program operated?
- If applicable, what was your 2014 summer enrollment?
- Average daily attendance?
- If applicable, what was your 2013 summer enrollment?
- Average daily attendance?
- Neighborhood(s) where summer program will take place
- Describe your experience delivering a quality summer enrichment program. Include a brief description of the program over the past two years, and discuss outcomes from previous years.

Program Staff
- Total number of summer program staff
- Total number of certified teachers who will work in your program this summer
- Describe how you will recruit and train staff for this summer.

Program Content
- For each focus area selected in the Summer Program Information section, please describe how you will support that area this summer, and describe any partnerships you will use to implement activities.
- Do you have a process for including students of all abilities in your program?
- If yes, what is your process?
- How will you ensure your program is developmentally appropriate for the grades you are serving?
- Neighborhoods/communities served
- Do you include literacy activities in your program?
- If yes, describe your literacy activities.
- Include a sample daily schedule for your program.
- Do you serve any of the following?
  - Children or youth involved in the child welfare system
  - Boys and young men of color
  - Children or youth involved in the juvenile justice system
  - Youth who are not in school or working
- How is your program designed to serve these participants?
• How will you recruit program participants (be sure to include any specific groups selected above)?

Family Engagement
• How will you engage families in learning this summer?

Evaluation
• List at least three performance measures you plan to use to determine the impact of your program this summer and how you plan to track your progress.
• How do you plan to collect data?

Nutrition
• If you are funded, do you agree to participate in the city’s free summer meals program?
• If no, describe how you plan to deliver healthy meals to your youth participating in your program.

Detailed Program Budget and Funding Sources
Please use our budget template to provide a list of all relevant expenses for which you seek funding and a brief description for each line item. For other funding sources for your program, only list those you are requesting or have secured.

Supplemental Application Materials
• Please be sure to submit the appropriate documentation required for each program to which you are applying:
  o Certificate of Good Standing with the state of Maryland — need to make this a required item
  o Confirmation of 501 (c)(3) tax status
  o Most recent audited financial statement