



**Baltimore City Children and Youth Fund  
Report to Mayor and City Council  
(Report for January 1 – January 31, 2019)**

**Grant Management**

A total of 72 grantees have met the compliance requirements for disbursement as of January 31, leaving just 12 grantees working to meet the standard for insurance and background checks.

The Memorandum of Understanding between the City and Associated Black Charities requires grantees to complete quarterly reports. The first report documenting each program's progress and spending was due January 31. The BCYF team held office hours on January 10 and January 24 for grantees to discuss the report and ask questions before the deadline. (Office hours were also held December 6, 2018.) Grantees sought assistance ranging from how to access the online report to acceptable documentation of expenses. BCYF spent a considerable amount of time helping grantees navigate the online grant tool, Submittable, which was used for both submitting the proposal and progress reports. In a number of instances, the point of contact provided in the application was not the employee responsible for the report (ex., the point of contact is the executive director, but a member of the program staff is responsible for the report) or no longer works for the organization.

The BCYF team also supported organizations with making changes to the metrics proposed in the original proposal. Due to the delays in achieving compliance and receiving the first disbursement, a number of organizations needed to adjust their programs and spending. All metrics changes and budget changes greater than 10 percent in a line item must be approved and documented by BCYF. However, some organizations sought guidance for budget changes under 10 percent. The team identified issues with a number of these revised budgets, including the total budget did not match the grant amount and the budget no longer appeared to support the organization's metrics.

**Community Information Sessions**

BCYF held two community feedback sessions for non-awardees and the general public. The first session was held January 15 at Langston Hughes Community, Business and Resource Center, followed by a second session on January 26 at Barclay Elementary/Middle School. BCYF enlisted the support of Strategic Resources Group to facilitate both sessions. The team emailed all 403 unsuccessful BCYF applicants, sent the information to the BCYF distribution list and promoted the events on social media. About a dozen emails from the BCYF applicant pool bounced

back due to individuals no longer employed by the organization and faulty/mis-spelled e-mail addresses. Every effort was made to contact the submitting institution in these instances.

The two-hour community information sessions included a history and overview of the Fund, an introduction to the BCYF team, a short synopsis of the work performed to date, a description of the grantmaking process, preliminary plans for Year 2 and a Q&A segment. A copy of the presentation shared with attendees is attached. The presentation included a segment on common challenge areas for unsuccessful applications. The goal was for organizations to review their own application and self-identify their challenge areas. Approximately 40 individuals requested a feedback meeting after the community sessions to receive their scores and discuss their application. This total includes organizations that have requested feedback since September 2018. Individual meetings with these organizations have been scheduled for February and March.

### **Technical Assistance**

The technical assistance (TA) providers continued to conduct the needs assessment survey with their assigned grantees. The survey, which takes about two to three hours to complete, informs the TA plan for the grantee which is required for Level 1 awardees and recommended for the others. Early data from the needs assessment surveys indicates a widespread need for support around budgets and financial reporting.

The TA consultants also invested several hours in January learning about the reporting requirements in order to provide reporting, budget and metrics support for the grantees in their portfolio. The BCYF team has found that grantees who worked with their assigned TA consultant were more likely to follow the guidance for submitting changes, submit changes that were approved and submit a quarterly report that was approved.

### **Miscellaneous**

Members of the BCYF team appeared before the City Council Budget Committee on January 23 to provide an update of the project. The briefing included information about the grantmaking process, data about the grantee pool, applicant pool and grant review panel, and lessons learned during Year 1 that will inform the Year 2 process. Testimony from the public included a grantee describing the impact the funding has had on their organization, feedback on the non-awardee notification process and general communication, and comments on the grantee selection process with a recommendation of additional community oversight.