



**Baltimore City Children and Youth Fund
Report to Mayor and City Council
(Report for November 1 – November 30, 2018)**

The BCYF team concentrated on assisting grantees with completing compliance requirements to receive their first grant disbursement and designing the technical assistance strategy. BCYF onboarded the grantees and the 1:1 Responsive Technical Assistance Team in November and brought on a couple of partners to assist with capacity.

Grantee Contracting and Onboarding

November marked the first surge of grantees to complete the contracting requirements for disbursement. This was the result of information communicated during the BCYF Grantee Onboarding Sessions and an easing of some insurance requirements, particularly for smaller grantees.

BCYF hosted in-person onboarding sessions at the Impact Hub on November 7 and November 8, followed by a recorded call on November 30 for grantees who could not attend. (See attached document). The team offered an unstructured hour of support after the onboarding sessions to provide 1:1 assistance for grantees to answer specific questions. The onboarding was the first opportunity for grantees to get to know one another and network, and to meet the BCYF team in person.

BCYF shared the programmatic and financial reporting templates and educated grantees about the importance of documenting spending. Larger organizations with financial controls and fiscally sponsored organizations typically already met the threshold, however, a number of the remaining grantees expressed concern about their ability to track their financials in detail. The financial reporting template was reviewed and approved by both ABC and its auditor and meets generally accepted accounting principles. BCYF and the 1:1 Responsive Technical Assistance Team is prepared to support grantees this area.

After onboarding, BCYF again contacted grantees individually to walk through the items they had not completed. The BCYF team coordinated between grantees, insurance agents, fiscal sponsors and other partners to help grantees meet the contracting requirements. By the end of the month, 33 grantees in total had been approved for their first disbursement.

Technical Assistance

The 1:1 Responsive Technical Assistance Team held their first planning retreat to discuss and plan the year ahead. The retreat focused on onboarding/getting to know each other, reviewing the preliminary T/A strategy and detailed work plan, and refining the proposed tools and protocols for the Grantee Capacity Assessment process. (See attached documents.)

This first year cohort will deliver one-to-one general support, assessment and capacity assistance to grantees beginning immediately. Each consultant has a portfolio of about 10 organizations, with a mix of Levels 1, 2, and 3. Technical assistance is required for all Level 1 grantees and any new program or partnership in Level 2 or Level 3. BCYF intends to provide a mix of group-based and individual T/A to grantees throughout the grant cycle.

BCYF also began discussing the community feedback sessions for nonawardees and preparation for the community conversations in advance of the Year 2 grant cycle. The team determined that sessions would likely be better attended in early 2019 rather than in December 2018. Confirmed dates for the sessions are: January 15, 2019

Grantee Reporting

November 30 marked the end the first quarter of the grant cycle. BCYF expects a number of grantees to report little to no progress because they had not received their first disbursement. Reports are typically due 30 days after the end of the quarter but BCYF extended the deadline to January 31 to ensure grantees have the assistance they need to complete the reports, especially given the concern expressed over detailed financial reporting. BCYF will host office hours in December and January to answer grantees' questions and provide one-to-one assistance.