



East Baltimore Workforce Initiatives

Eligibility

1. **We serve homeless and transitioning residents and they do not have a permanent address – are we eligible?**

You may use your organization's address for your clients. Another option is to consider using the clients' prior addresses.

2. **Can organizations that heavily recruit in East Baltimore apply if they are not located there?**

Yes, as long as 75% of those served by your grant are residents of the target East Baltimore neighborhoods. We also strongly encourage that organizations located outside of the targeted area partner with neighborhood-based groups and institutions to be most competitive.

3. **If our organization is the lead applicant and we partner with a subgrantee, is that [structure] considered a joint application and therefore eligible for the maximum award amount of \$300,000?**

Yes, this would qualify for the full award amount.

4. **Does the lead applicant have to be an incorporated 501(c)(3)?**

Yes.

5. **If a nonprofit organization subcontracts with a for-profit organization, is that partnership eligible for the full \$300,000 or would we need additional partners?**

Yes, this partnership is eligible for the full \$300,000 award amount. However, it will be up to the review committee to determine whether this type of partnership best fulfills the intent of the grant.

Geographic Targets

6. **Where can I access a map of the targeted geographic area(s) for the grant?**

A map can be found [here](#).

7. **Is there a list of specific street names and/or neighborhoods?**

We are only supplying the map; applicants should specify boundaries for themselves based upon their experiences serving the neighborhood.

Targeted Service Requirements

8. Does 75% of our next cohort of students in August need to be from the East Baltimore catchment area in order to be eligible?

If you'd like your next class to be 100% funded through this portfolio, then yes, 75% of class participants must be recruited from the catchment area.

9. Is there a specific number of individuals you'd like funded initiatives to serve?

No. We are relying on applicants to, based upon their experience, present their best determination of how many people they can serve using these resources.

10. When asking for past workforce performance, do the numbers have to reflect East Baltimore residents only?

No.

11. Can recruitment take place in East Baltimore, but training take place elsewhere in the city?

Yes, but it will be important to address any potential transportation-related barriers in your application.

Partnerships, Subgrantees and Subcontractors

12. Is there a limitation on how many partners can be incorporated into the proposal?

No.

13. Can you partner on more than one grant proposal submission?

Yes.

14. We are having multiple organizations contact us about partnering for this proposal. Can our organization submit multiple applications as the lead, but partner with different subgrantees?

Yes.

15. Can the lead applicant also serve as the fiscal sponsor for other partners for the grant?

Yes.

16. Is there a template available for partnership agreements/MOUs?

Yes, but they are only for applicant use. You can access the template [here](#).

17. Does our subgrantee need to be incorporated as a 501(c)(3) or can they be fiscally sponsored?

A subgrantee can be fiscally sponsored. We only require that the lead applicant be incorporated as a 501(c)(3).

18. Can the subcontract be with a for-profit?

Yes.

19. Is there a percentage of the grant we are allowed to subcontract?

No; there is not a cap.

Continuation of Funding

20. If a key partner drops out of a funded initiative, will it affect the other grantee's standing moving forward?

These types of situations are understandable and will be reviewed on a case-by-case basis. A change in partnership would not automatically result in a discontinuation of funding, although a careful review of the new partnership plan and scope of work would be conducted to ensure the grantee is able to meet the goals of the grant alone.

Supplemental Documents

21. Who should the letters of support be addressed to?

Ms. Tomi Hiers
Director, Baltimore Civic Site
The Annie E. Casey Foundation
503 N. Charles Street
Baltimore, MD 21202

22. Can the project timeline be included as an attachment to make space in the narrative section?

Yes.

Project Budget

23. Does the budget need to be in the format provided within the application?

Yes; please use the format provided to develop your budget. You are welcome to add rows for other line items as needed. The budget template is available [here](#).

24. Are there any unallowable costs or expenses?

No; however, please keep incorporated expenses within reason.

25. Can you budget wages for participants?

Yes, if this is a part of your model.

26. Will we send monthly invoices?

No. The Annie E. Casey Foundation will likely remit two payments — 50% up front and the remaining 50% at the end of the grant year.

Other Notes and Reminders

- Do not use your “supplemental” section to further flesh out or continue what should be addressed in your proposal narrative.
- Proposed initiatives may have a start date later than June 1; however, the grant period must end on or before May 31, 2018.
- Residents of EBDI and its surrounding neighborhoods must make up 75% of the total number of residents served through your proposed initiative. The remaining 25% of participants served with these funds may be from elsewhere in the city.
- Your organizational chart can be included as an attachment.

All questions and inquiries should be directed to: sespana@aecf.org; cc: dtorain@frontlinesol.com.