



Madeline Moore Summer Camp Grant

Provider Agency Guidelines Summer 2026

City of Philadelphia



Child and Family Services

General Information

- Behavioral Health providers submit grant applications on behalf of families through the web-based portal.
- Grants are approved up to \$500.
- Children must be Philadelphia residents.
- Children must be between the ages of 6 and 17 when application is submitted.
- Children must be receiving behavioral health services through the encampment period.
- Only those camps selectable on the agency portal are eligible to receive grant funding.
- Provider agencies are required to visit approved children at camp.



Provider Agency Portal

dbhidsapps.phila.gov/SCAgency/SummerCamp/Account/LogOn

Pre-logout page

- Provider Guidelines
- Participating camps
- Register/Logout

Homepage

- Important updates from DBHIDS
- Create and submit applications
- View status of applications
- Authorization letter template



Provider Agency Registration

1

Register at:

dbhidsapps.phila.gov/SCAgency/SummerCamp/Account/LogOn

2

The person registering the agency will become the Super Admin.

3

Email address becomes username.

4

Wait for approval email from DBHIDS with link to create password.

5

Create your password.

6

Log on at DBHIDS.org/Summer-Camp/Madeline-Moore-Grant.

Note: Username and password should not be shared within an agency. Each user must be added with an individual username and password.



Adding Super Admins/Users

- 1 Go to Agency Management tab to edit the agency profile, add or delete agency users.
- 2 An agency should have a minimum of two Super Admins.
- 3 A Super Admin can see all grant applications listed under the agency profile.
- 4 Users see only the applications they have created.
- 5 Always select Create User to enter a new user.
- 6 Do not overwrite an existing user entry.
- 7 Delete users who are no longer with the agency.



Creating Grant Application

1

Select *Create New Application* to begin.
(A unique reference # is assigned to each grant application.)

2

Child Info must be entered.

3

Referral info must be entered.

4

Save application.

5

Print application.

6

Parent takes application to camp for fees and signature.

7

Parent signs and returns application. Verbal consents are not being accepted.

Note: Diagnosis will not print and should not be written.



Submitting Grant Application

- 1 Select *New (to be submitted)* and choose the reference #.
- 2 Enter camp information and fees as listed on signed application.
- 3 Check signature boxes.
- 4 Save application.
- 5 Upload signed grant application under Grant Application.
- 6 Upload signed authorization letter under Authorization Letter.
- 7 **Save**, then **Submit** grant application.
- 8 Grant application will appear in the Submitted to DBH list.

Note: Upload documents with the appropriate label in PDF format, not more than 5M in size. Mislabeling documents will cause the submission to be incomplete. Java Script must be disabled. Instructions are posted on the agency portal pre-logout screen.

Entering Camp Fees

Completed and signed Grant Application

| CAMP INFORMATION | |
|---|--|
| Name of camp | Camp Funtastic |
| Camp street address | 111 New Avenue |
| City, State, Zip | Phila, Pa 19122 |
| Camp contact person | John Johnson |
| Camp phone # | 215-999-5555 |
| Camp fax # | 215-999-5551 |
| E-mail address | JJ@funtastic.com |
| List dates child will attend camp | |
| Encampment Dates: | From 6/27/24 To 7/30/24 |
| Breakdown of Fees (Fees must be listed on brochure.) | |
| \$ 0 | Membership fee |
| \$ 0 25 | Registration fee |
| \$ 0 75 (\$375) | Fee: Weekly <u>Session</u> Entire camp fee (circle one) |
| 0 5 | Number of weeks <u>sessions</u> (If fee reflects entire camp fee, leave blank) |
| \$ 0 10 | T-shirt |
| \$ 0 75 | Trips |
| \$ 0 | Transportation |
| \$ 0 | Meals |
| \$ 0 100 (5 sessions) | Before care |
| \$ 0 | After care |
| \$ 0 -90 | Other, please specify: <i>We Help Kids Subsidy</i> |
| \$ 0 495 | Total cost of camp |
| \$ 0 400 | Amount being requested |
| \$ 95 | Balance Due |

up to a maximum \$400.



Agency Portal

Save Submit Attach Print Print Letters

Reference #: UT247650 Show/Hide PDF Status: New

Child Info **Camp & Fees** Referral Source Attachments

Camp Funtastic-NE 111 New Ave, Phila, PA - 19122 [Select Camp](#)

| | | | | | |
|------------------|---------------------------|---------|---|--------------------------|------------|
| Camp Fees | Membership fee | \$ 0 | Encampment Dates | From | To |
| | Registration fee | \$ 25 | | 06/27/2024 | 07/30/2024 |
| | Session Type | Session | | | |
| | Fee per Session | \$ 75 | | | |
| | Number of Sessions | 5 | | | |
| | T-shirt | \$ 10 | | | |
| | Trips | \$ 75 | | | |
| | Transportation | \$ 0 | | | |
| | Meals | \$ 0 | | | |
| | Before care | \$ 100 | | | |
| | After care | \$ 0 | | | |
| | Other | \$ -90 | | | |
| | If other, provide details | | | | |
| | We Help Kids subsidy | | | | |
| | | | Total Cost | \$ 495 | |
| | | | Amount Requested | \$ 0 | |
| | | | <small>(maximum \$400), if encampment fees exceed grant limit, who is responsible for payment of balance?</small> | | |
| | | | Form Signed? | <input type="checkbox"/> | |
| | | | Signed By | | |
| | | | Title | | |

Choose weekly, session or entire camp fee.

Enter as (-) for discount or subsidy or fee.



Incomplete Submissions

Incomplete submissions must be resubmitted with corrections to be considered for approval. Below is a list of reasons an application may be marked Incomplete.

- 1 Missing documents
- 2 Mislabeling documents
- 3 Missing signatures
- 4 Missing camp fees
- 5 Authorization not on letterhead
- 6 Camp listed on signed grant application is different from camp selected on the agency portal
- 7 Documents cannot be read (too dark, blurred)



Approved Applications

Approved applications appear in the approved list.

- 1 Approval amount is listed on the approval letter.
- 2 Inform parent/guardian of the approval.

Withdrawn Applications

Withdrawn applications appear in the Withdrawn list.

- 1 Withdrawn letter will indicate the reason for the withdrawal.



Important Dates

Agency registration begins **January 5, 2026**.

Start date for families to submit grant applications is **March 2, 2026**.

Note: Visit the agency web portal for updated information and dates.

Contact Us

Email

SummerCamp_DBHIDS@phila.gov

Phone Numbers

Alia Chase: 215-685-4746