

COMMUNITY ACCESS CAPITAL GRANT

2009 COMPETITIVE GRANT ROUND

Deadline for Application: 4:00pm, March 17, 2009

Requests for Proposals

The Mt. Hood Cable Regulatory Commission welcomes you to the 2009 Community Access Capital Grant competitive grant round.

The Mt. Hood Cable Regulatory Commission is the grant-making body for the Community Access Capital Grant, which supports public and non-profit use of interactive, multi-media communications technologies for public benefit purposes. By providing grants for capital costs, this program promotes participation of the public and non-profit sectors in the benefits of advanced cable system technologies to meet local communication and information needs. This grant program assists in making these technologies available to all community organizations, local government agencies and citizens within Multnomah County, regardless of geographic location or economic status.

The Commission is pleased to issue notice of availability of grant funds for projects that use the community access and/or I-Net capabilities of the cable system and that support the following public benefits: 1) reduce disparities of underserved communities; 2) improve community involvement in issues of importance to a community; 3) provide not-for-profit or public services or functions less expensively than traditional means; and/or 4) improve the delivery or increase the effectiveness of public or non-profit services to the general public or to targeted individuals, groups or organizations. The Commission anticipates granting up to \$1.4 million in this competitive grant round.

Eligibility Requirements

Proposed projects must fulfill all the following minimum requirements to be considered:

- Applicant must be a 501(c)3 non-profit organization, school, college, university, public library or governmental unit located within Multnomah County, OR.
- Serve residents within Multnomah County, OR.
- Use the community access channels on the cable system or the Institutional Network in order to support project goals and objectives.
- Address at least one of the four public benefit areas identified for the grant program.
- Have only capital costs included for funding from grant funds.
- Commit to provide matching resources for at least 50 percent of the total project budget from sources other than this grant program.

Evaluation Criteria

Project proposals will be evaluated and reviewed based on information provided in the application which addresses the following areas: project purpose; public benefit; evaluation plan; project partnerships and beneficiaries; project feasibility (including technical plan, implementation timeline and budget); innovativeness; and replicability.

How to Apply

Online Application

The MHCRC only accepts grant applications via the Internet.* To access the online application tool, please visit <http://www.mhcr.org>. Completed online Grant Applications **must be submitted no later than 4:00p.m., on Tuesday, March 17, 2009.**

Please note that the online application system shuts down after the application deadline. You must submit your application by the deadline or you will be shut out of the system.

Completed Grant Applications must include:

- Application Cover Sheet (Sample – Attachment A) (MUST be completed online AND mailed to the MHCRC, postmarked no later than March 17, 2009)
- Executive Summary
- Project Narrative
- Identification of which public benefit area, or areas, the project targets
- Budget Narrative (Sample -- Attachment B)
- Line Item Budget (Sample -- Attachment C)
- Statement of Matching Funds (Sample -- Attachment D)
- Supplemental Materials Related to the Project Narrative (optional)

Further clarification and details on eligibility, evaluation criteria and application requirements are contained in the grant application guide for this competitive grant round.

*If submitting an online application poses an undue hardship on your organization, please contact the Grant Program Director to discuss alternate options.

For More Information

Visit our web site at www.mhcr.org and click on “Community Access Capital Grant Program” at the top of the page -OR- Contact: Rebecca Gibbons, Grant Program Coordinator, 503-823-5515, E-mail: rgibbons@mhcr.org.

Attend the Grant Informational Meeting:

Grant Informational Meeting
Thursday, January 29, 2009
9:30 a.m.
Portland City Hall, Rose Room
1221 SW Fourth Ave.
Portland, OR

Thank you for your time and interest.

COMMUNITY ACCESS CAPITAL GRANT

2009 COMPETITIVE GRANT ROUND

APPLICATION GUIDE

WELCOME

Welcome to the Community Access Capital Grant application guide for the Mt. Hood Cable Regulatory Commission's competitive grant round. Although this guide provides a lot of explanatory materials, the grant application is essentially your project description and plan which should include basic elements of your proposed project (project purpose, partnerships, evaluation, timeline, budget, etc.). Reviewing these guidelines will assist you in submitting the best possible application for grant funding.

BACKGROUND

The funding for Community Access Capital Grant program is made possible by local government's ability to negotiate franchise agreements with companies that use the public right-of-way for delivery of cable video services. The cities of Fairview, Gresham, Portland, Troutdale and Wood Village and Multnomah County created the Mt. Hood Cable Regulatory Commission ("MHCRC" or "Commission") to regulate the franchise agreements and manage the public benefit resources provided under those agreements. The Commission receives dedicated grant funds from Comcast and Verizon and allocates the funds to serve the public interest. The Community Access Capital Grant program is administered by the Office of Cable Communications and Franchise Management.

USE OF CABLE SYSTEM TECHNOLOGY

As a result of the funding source for the Community Access Capital Grant, proposed projects must use either community access channels **or** the Community Institutional Network (I-Net) within Multnomah County to meet a local communication or information need.

The community access channels carried on the residential cable systems for community programming reach all homes, schools, businesses and other organizations that subscribe to cable service. These channels are available for distribution of video programming. The I-Net is a fiber-based distribution network with connectivity among public, educational, government and community facilities throughout Multnomah County for high capacity data and video applications at low cost. The City of Portland's Bureau of Technology Services and Comcast both offer network services using the I-Net. If you would like more information about the I-Net, please contact the Grant Program Director, Julie Omelchuck, at 503-823-4188.

FUNDING AVAILABILITY

Approximately \$1.4 million is available for this competitive grant round. The Commission has not limited the amount that applicants can request from grant funds. Grant awards in the past have ranged from \$347,000 to \$3,400.

The Commission does not have the ability to fund only a part of a proposed project as presented in a grant application. If you wish to apply for grant funding for both a larger project and a smaller component within that larger project, you must submit two applications: one which represents your larger project, and one which includes only the smaller component. Please keep in mind that both applications must stand on their own and will be reviewed and scored as separate grant applications. Do not refer to another application within an application.

ELIGIBILITY REQUIREMENTS

- **Applicant must be a 501(c)3 non-profit organization, school, college, university, public library or governmental unit located within Multnomah County, OR.** The following entities are eligible to apply: any agency of local government, excluding state or federal governments; public libraries; non-profit organizations; public educational institutions, including primary and secondary schools, community colleges, colleges, universities and extension centers, and all similarly situated private and parochial educational institutions which have received the appropriate accreditation from the State of Oregon and, where required, from other authorized accrediting agencies. Although individuals and for-profit organizations are not eligible to apply, they may participate as Project Partners.
- **Serve residents within Multnomah County, OR.** The primary geographic target of a project must be within Multnomah County (including the cities of Gresham, Fairview, Portland, Troutdale and Wood Village).
- **Utilize cable system technology** in order to support project goals and objectives. Cable system technology supported by this grant round includes use of the community access channels or the Institutional Network (I-Net).
- **Fulfill at least one of the four public benefit areas** identified for the grant program. Those include:
 - ◆ Reducing disparities;
 - ◆ Encouraging community involvement;
 - ◆ Reducing costs of a service or function; and
 - ◆ Improving service delivery.
- **Have only capital costs included for funding from this grant.** Funds from this grant can only fund capital costs (meaning goods or services whose useful life can be expected

to exceed one year) of a proposed project. All other project costs must be provided as matching funds for the proposed project. See instructions for preparing a budget for more detailed information.

- **Contain a commitment for matching resources for at least 50 percent of the total project budget from sources other than this grant program.** Applicants are required to provide matching resources toward the total project cost. Matching funds may be in the form of cash or in-kind contributions. If you are selected for funding, you will be required to verify the total matching resources contribution included in your project budget. See instructions for preparing a budget for more detailed information.

AWARD PERIOD

Proposed projects may include timelines of up to 36 months to complete the projects. While the completion time will vary depending on the complexity of the project, it is anticipated that many applicants will require at least two years to fully implement and evaluate their projects.

Project timelines for grant-funded parts of a project should begin generally no sooner than July 2009.

EVALUATION CRITERIA

The Commission will review and evaluate project proposals using the following criteria, as defined in this grant application guide:

- Project Purpose (need, solution, outcomes)
- Public Benefit (disparities, community involvement, cost reduction, service delivery)
- Evaluation Plan (evaluation questions, strategies, methods, resources)
- Project Partners and Beneficiaries (see “Project Partners” definition on page 10)
- Project Feasibility (technical design, implementation plan, budget, organizational capacity)
- Innovativeness and Replicability

Each application should clearly address each evaluation criteria in the Project Narrative or supplemental materials in order to provide information that supports each criteria.

OTHER INFORMATION

Public Information. All applications are subject to the Oregon Public Records Law.

Pre-Award Activities. Applicants are hereby notified that, notwithstanding any oral or written assurance that they may have received, there is no obligation on the part of the Mt. Hood Cable Regulatory Commission to cover pre-award costs.

GENERAL INSTRUCTIONS FOR PREPARING APPLICATIONS

A Community Access Capital Grant application is complete only when it contains the items referenced below.

- Application Cover Sheet (Sample -- Attachment A) (MUST be completed online AND mailed to the MHCRC, postmarked no later than March 17, 2009)
- Executive Summary -- **one page only**
- Project Narrative -- **no more than eight pages**
- Identification of which public benefit area, or areas, the project targets
- Budget Narrative (Sample -- Attachment B)
- Line Item Budget (Sample -- Attachment C)
- Statement of Matching Funds (Sample -- Attachment D)
- Supplemental Materials Related to the Project Narrative (optional)

Signature

A signature by someone who is authorized to act on behalf of the applicant organization is required at the bottom of the Application Cover Sheet (Attachment A). The Application Cover Sheet should be signed by someone, such as a Chief Executive Officer, Chief Financial Officer, President or Executive Director, who can commit the organization to undertake the project and ensure provision of the matching project resources in the proposed budget.

In addition to completing the online Application Cover Sheet, you **MUST** print and mail a copy of the cover sheet with an **ORIGINAL SIGNATURE** to the MHCRC, postmarked no later than March 17, 2009, in order for your application to be considered complete.

INSTRUCTIONS FOR PREPARING THE EXECUTIVE SUMMARY

Every application needs to begin with a concise Executive Summary, **not to exceed one page**. The Executive Summary is your opportunity to introduce your project: it should be factual, brief and focused on your efforts. We recommend that you develop your Executive Summary after completing the other sections of your grant application.

The Executive Summary should briefly cover the core aspects of the project and address the following questions as applicable:

- ← What is the need the project is designed to address?
- ← What is the grant program public benefit area identified for the project?
- ← What are the anticipated outcomes?
- ← Who are the communities to be served?
- ← How will the proposed technology solution address the identified needs and public benefit area?
- ← How are community access channels or the I-Net used?
- ← What organizations are participating as project partners?
- ← How will the project be evaluated?
- ← What are the total project budget, the grant request and the matching funds amounts?

INSTRUCTIONS FOR PREPARING THE PROJECT NARRATIVE

The Project Narrative is your opportunity to present your project and explain how the project supports the Community Access Capital Grant criteria.

The **Project Narrative** is presented in six sections:

- I. Project Purpose
- II. Public Benefit
- III. Evaluation Plan
- IV. Project Partners and Beneficiaries
- V. Project Feasibility
- VI. Project Innovation and Replicability

If you choose to submit supplemental materials, please ensure that they **directly support the Project Narrative** and are referenced in the narrative. Supplemental materials might include timelines, technical diagrams, maps, support and partnership letters, list of Board members, etc.

Outlined below are suggestions for preparing the Project Narrative. Because the Commission will use the Project Narrative as the primary basis for analyzing and evaluating your project for grant funding, please ensure that your Narrative includes specific information addressing all the evaluation criteria and questions described in the Grant Notice and Guide. It is important that you make a convincing case that what you are proposing is both reasonable and achievable. Also, be concise. The project narrative must be **no more than eight pages**.

I. Project Purpose

In the project's purpose, applicants must 1) identify a specific need(s) or problem(s) of the targeted community(s) to be served; 2) propose a workable solution and achievable means of addressing the community problems; and 3) identify anticipated outcomes that are both measurable and realistic. The project purpose must convincingly link these three elements -- problem, solution and outcomes -- demonstrating not only what the applicant proposes to do but also: why the project needs to be done; how the project will respond to the needs of the targeted beneficiaries; and how the community might be changed as a result of successful implementation of the project.

When identifying the needs or issues the project is designed to address, you should also consider the grant's public benefit area that most closely describes the project you propose. It is helpful to integrate the public benefit area with your identified needs, solution and objectives. Please refer to the "Public Benefit" criteria below.

In defining the project purpose, applicants must:

- ◆ Define a specific need or problem. A compelling application clearly defines problems or needs that the project seeks to address. This might include identifying the needs and requirements of the targeted project beneficiaries. There may be specific economic, cultural, or geographic issues that will be the focus of your project.
- ◆ Propose a credible solution and achievable means of addressing identified needs or problems. An applicant should describe what the applicant proposes to actually do. Competitive applications demonstrate a logical link between the problem you define and the solution you propose. One way of describing this interaction is to offer a "real life" scenario of how the services would be used and how that use would address targeted beneficiaries' needs. You should show specifically how use of cable system technology would provide your project with a realistic and effective mechanism for addressing these problems.
- ◆ Identify realistic, measurable outcomes that you expect to result from implementation of the project. There should be a compelling reason to believe that the project you propose will make a difference; the nature of that difference can best be described by the outcomes you expect to result from the project. Your anticipated outcomes should be tied to your problem statement and include a range of measurements that actually help determine that the underlying need has been addressed. Some useful questions to consider include: What do you expect to change in your community? Who will be impacted? What specific, realistic outcomes do you expect to occur within the grant award period?

II. Public Benefit

While it is clear that many projects will encompass or touch upon more than one public benefit area, it is important that you select a primary area that constitutes the "best fit." If appropriate you may also identify other secondary areas that apply to your project. However, identifying more than one area does not increase the fundability of your project and, many times, dilutes the strength of an application.

The Commission will only fund projects which provide a public benefit in at least one of the four areas listed below. **The applicant must identify** which area the project targets.

- ◆ Disparities: A proposed project in this area focuses on reducing disparities for an underserved community. The proposed project should target underserved communities specifically and/or reach out to underserved groups within a broader community. Underserved refers to individuals and communities that are subject to barriers that limit or prevent their access to services, information, communication tools and/or training. These barriers may be technological, geographic, economic, physical, linguistic and/or cultural. Disparities should be clearly described and evidenced by qualitative data. Beyond providing service to underserved communities, the applicant should propose strategies for 1) overcoming or reducing the barriers, 2) reaching out to target groups or individuals and 3) tailoring services to their specific needs and circumstances. These strategies should reflect an understanding of why the barriers currently exist and a sensitivity to the learning mechanisms, attitudes, abilities and customs of the community.
- ◆ Community Involvement: A proposed project in this area focuses on supporting and encouraging improved community involvement in issues of importance to a community. The project should enable a broad range of community residents and organizations to, for example, communicate, share information, promote community economic development, decide livability issues or participate in civic activities. Barriers to community involvement should be identified. These barriers may be technological, geographic, economic, physical, linguistic and/or cultural. The applicant should propose strategies for overcoming barriers to involvement and for public outreach. These strategies should reflect an understanding of why the barriers currently exist and sensitivity to special needs.
- ◆ Cost Reduction: A proposed project in this area focuses on providing not-for-profit or public services or functions less expensively. Through use of the cable system technology, the applicant should demonstrate how the project results in direct cost reduction or cost avoidance. This may entail services or functions that are internal or external to an organization or agency. You should clearly describe the service or function so that its importance to the organization is clear. You may wish to include diagrams or graphs to aid in the understanding of a function. Projects must document real costs and the projected reduced costs, including how you arrived at the projected reduced costs. These costs should directly relate to carrying out the described function.

- ◆ Service Delivery: A proposed project in this area focuses on improving the delivery or increasing the effectiveness of public or non-profit services to the general public or to targeted individuals, groups or organizations. Applicants should describe any expected service delivery improvements, including quality, effectiveness and/or accessibility of the service. The project may focus on services that are internal or external to an organization. You should clearly describe the service or function so that its importance to your targeted beneficiaries is clear.

III. Evaluation Plan

Your Evaluation Plan should be directly linked to and should assess the degree to which the project achieved your anticipated project outcomes. The evaluation plan should include evaluation questions and strategies or methodologies to collect data in order to answer the questions; steps to document findings and lessons learned; and sufficient resources for the evaluation (i.e., budget, staffing and management). In addition, the evaluation should not be viewed as what is done at the project completion, but seen as an integral element in the design, planning and implementation of the project. The evaluation plan should be embedded in the project implementation plan. Be sure that your evaluation plan is reasonable and doable within your project resources and that evaluation resources are clearly identified in the project budget.

IV. Project Partners and Beneficiaries

A "Project Partner" is defined as an organization that supplies cash or in kind resources and/or plays an active role in the planning and implementation of the project. You should present who your Project Partners are, their respective roles in the project, and specific contributions each partner will make to the project in the form of financial support, equipment, personnel or other resources. If you are chosen for a grant award, you will be required to document your partners' commitments to the project through a letter from each Project Partner describing its roles and quantifying its contributions.

In explaining the involvement of your Targeted Beneficiaries in the project, you should describe the steps you have taken to include targeted beneficiaries and end users in the planning or development of the project ideas. For example, have you held meetings? conducted surveys? employed focus groups? met with representatives of different community groups? developed a steering committee or advisory panel that involves end users and other key stakeholders? Useful tools to demonstrate demand for a project include survey and focus group results, and letters from beneficiary organizations or users indicating their needs and interests. Also, the ongoing support, training or involvement of beneficiaries in the project should be addressed.

V. Project Feasibility

The Community Access Capital Grant program defines “Project Feasibility” as your technical design, implementation plan, project budget and organizational capacity.

The Technical Design should specify in detail the proposed technology and equipment to be employed; the rationale in selecting the particular technology; and the plans for maintaining and upgrading the system or equipment in the future. You should show specifically how use of cable system technology will provide your community or organization with a realistic and effective mechanism for addressing your identified problems and desired public benefit. You should try to be as specific and concrete as you can in this section so that there will be no confusion how it will work. Often the easiest way to explain a technical design is to append diagrams and other pictorial materials that allow reviewers to "see" what you are describing.

The Implementation Plan should include major tasks and milestones, and a timeline showing how long the project will take to implement. Be sure that your timeline allows enough time for the project to be developed, implemented, and fully evaluated during the grant period. A project timeline for grant-funded parts of a project should begin generally no sooner than July 2009. A clear timeline, setting out the milestones you expect to reach at various stages of your project's implementation, can provide a clearer perspective on what you are proposing. If space is a concern in the Project Narrative, you can append a timeline.

The Budget should be clear, cost-effective and sufficient to complete the project, including planning, implementation and evaluation. Costs should clearly support the proposed tasks and be consistent with the project narrative. Grant funds will provide up to 50 percent of the total project cost and are for capital costs only. Matching funds, in the form of in-kind or cash donations, are allowed from the applicant and Project Partners. Applicants must submit three budget documents to support the grant request: a Budget Narrative; a Line Item Budget; and a Statement of Matching Funds. See “Instructions for Preparing a Budget Request” for greater detail on budget guidelines.

The applicant should demonstrate the Organization's Capacity to successfully integrate the project into the organization. Evidence might include support for the project from the organization's board and a list of board members; staff resumes and qualifications; the organization's strategic plan and how the project supports the plan; etc. This area is especially important if you are proposing a project that is somehow unique or new to the organization or the project adds a substantial burden to the current organization's staffing or budget.

VI. Innovation and Replicability

While many of the Project's Innovations may be implicit in the description of the solution you are proposing, you should take the opportunity to explain these innovations directly. Innovations can take many forms, such as the use of an untested technology that extends end-user capabilities; an imaginative partnership or organizational model; new applications of proven technologies; or a creative strategy for overcoming traditional barriers for underserved

communities. You should highlight the aspects of your project and the model it proposes that are unusual or innovative.

Replicability is the degree to which your project can serve as a model and you should note the aspects of your project that lend themselves to replication. For example, is the need or problem you are addressing common to a large number of communities locally or across the nation? Is the solution you propose accessible to other communities, especially underserved communities constrained by geographic, physical or financial barriers? Is the scope of the project's impact broad enough that other communities or organizations would find your approach an attractive alternative to other methods?

INSTRUCTIONS FOR PREPARING A BUDGET REQUEST

The project budget must include resources to support all elements of the proposed project. It must be clear, cost-effective and consistent with the project described in the Project Narrative. The costs must be appropriate to the tasks and sufficiently detailed so that it is easy to understand the relationship of items in the budget to the Project Narrative.

The following is intended to serve as a guide for preparing the budget for your application. It includes information on identifying and clarifying overall project costs, including costs funded by the grant and matching funds and instructions for preparing the required budget documentation.

Identifying Costs

It is essential that you fully explain all project costs, including both the grant fund and matching fund shares of the total project budget. The budget documentation must identify which project costs, or portions of project costs, are proposed to be funded by the grant and which costs are supported by another funding source (matching resources).

Grant funds can only support project capital costs for goods or services whose useful life can be expected to exceed one year. However, project costs that are not eligible for grant funding may be included as part of the applicant's matching fund contribution.

Space lease or rental costs are not eligible unless the applicant demonstrates that it must incur direct costs for those expenses in order to successfully implement the capital project.

Eligible Costs for Grant Funding

Project capital costs which may be funded by grant funds include services, products, equipment or other resources whose useful life can be expected to exceed one year. For example, this could include video or data equipment; computer software or hardware; consultants, contractual services or personnel costs to design, install or test the capital project; consultants, tuition fees or personnel time to provide initial training on use of a new technology; indirect costs that directly support the capital project; building renovation;

internal network wiring in facilities; and cable or I-Net infrastructure and connections are all eligible capital costs.

Applicants may also use project capital costs as part of the applicant's matching fund contribution.

Matching Funds

Grant funds will provide up to 50 percent of the total project cost and can be used for capital costs only. Therefore, applicant matching funds must provide a minimum of 50 percent of the **total project cost**. When the grant award is made, you are committed to the matching fund share of the total project cost proposed in the application. Therefore, be sure that all matching funds proposed in an application are real and available to the project.

Allowable costs which qualify as matching funds include almost all project costs. For example, project management and other personnel, fringe benefits, indirect costs that support the project, travel, costs of professional services, project evaluation costs, training costs, equipment maintenance or insurance, or I-Net usage fees could qualify as matching funds.

Matching funds may be in the form of cash or in-kind donations. In-kind contributions are defined as non-cash donations to a project from organizations other than the applicant that may count toward satisfying the matching funds requirement of a project's total budget. Cash contributions may come from the applicant or other parties. For example, in-kind contributions might be donated equipment, supplies or contributions of services from individuals or organizations such as professional consultants, engineers, attorneys, programmers, software engineers, systems professionals, trainers, etc. In general, an item or service may be considered as an in-kind contribution only if it 1) appears as a project cost in the budget, 2) is being donated to the project, and 3) is being used to meet the project objectives. The value of an in-kind contribution must be documentable and defensible.

Instructions for Preparing Budget Documentation

Applicants must submit three budget documents to support the grant request: a Budget Narrative, a Line Item Budget and a Statement of Matching Funds. Instructions for preparing these documents are provided below.

1. Instructions for Preparing a Budget Narrative

A detailed Budget Narrative is essential for grant reviewers to analyze whether the budget supports the proposed project and is reasonable. As noted above, the clarity of your budget information is a critical factor in helping reviewers understand your proposed project. A sample Budget Narrative is included in Attachment B.

The Budget Narrative should be organized by line item, and within each line item, the applicant should identify each cost and whether the cost is grant or matching funds. For example with personnel costs, it would be important to distinguish between (1) costs

associated with the *capital costs* of the project (and therefore, costs that can be grant funded), such as network engineering, design, installation, software development, initial training, etc.; and (2) costs associated with other services, such as project management, ongoing training, content development or evaluation, that are needed to implement your project and qualify as *matching funds*.

The following are the line item categories used for the Grant Program. You must ensure that each cost within a line item is fully detailed in your Budget Narrative and is consistent with your proposed project. Please use the miscellaneous line item category for line items that do not easily fit into the categories identified below. The combined total for the entire line item should match your Line Item Budget.

Personnel

This includes salary or wage expenses for applicant staff positions directly related to the proposed project. Do not include costs of consultants or staff of other organizations here; these should be included in a "Contractual" line. It is important to distinguish between personnel costs: (1) associated with the *capital costs* of the project (and therefore, costs that can be grant funded), such as network engineering, design, installation and software development; and (2) associated with other functions, such as project management or evaluation, that are needed to implement your project.

Clarifying note about training expenses related to Personnel: Costs to provide initial training on a new technology, system or piece of equipment related to the proposed grant project can be included as a grant-funded cost. The time or resources for staff or volunteers to receive the training can only be used as a matching cost. For example: if a school deployed a new technology, grant funds could cover cost of a staff person's time to provide initial training to teachers to use the technology. However, the teachers' time to receive the training would be a matching fund cost.

Each staff position should be listed by position title. Each listing should contain: (1) the position's expected amount of time (e.g., 75%, or 30 hours per week); (2) the duration of the position's involvement (e.g., 18 months); (3) the position's base salary or wage rate (e.g., \$35,000 per year, \$12 per hour); and (4) a description of the activities to be performed by the person and a percentage or amount of time for grant and matching fund costs.

Fringe Benefits

This section should include only the direct fringe benefits, such as health insurance, social security, workers compensation, and retirement benefits, that apply to the personnel claimed in the personnel line item. Costs for fringe benefits are typically expressed as a percentage of the base salary or as actual costs. Applicants should list the benefits included in the total fringe calculation. No general overhead or incremental costs are allowed to be “attached” to personnel costs.

Education/Training

Costs for outside expenses related to staff education or training needs. These might include workshop or seminar registration fees, class tuition, etc. Education and training expenses for staff must be itemized in detail and justified to show that the proposed training is necessary to the eventual success of the project. Outside expenses to gain initial training on a new technology, system or piece of equipment related to the proposed grant project can be included as a grant funded cost. Resources to provide ongoing training for staff or volunteers can only be used as a matching cost. For example: if a staff person needed to take a class in order to operate a new technology, grant funds could cover the class fee. However, if the project had ongoing training for staff or volunteers to use the technology, those outside training expenses would be a matching fund cost.

Travel

Only travel costs directly related to the project can be included. Do not include consultant travel costs here, describe these costs in the "Contractual" section. Travel expenses must be itemized and calculations shown in detail. You should provide strong justification to show that the proposed travel is necessary to the eventual success of the project. For example, automobile travel should include a standard mileage rate and estimated mileage.

Contractual

All contractual services, including services provided by individual consultants, firms or Project Partners, should be described in this section. It is important to distinguish between contractual costs: (1) associated with the *capital costs* of the project (and therefore, costs that can be grant funded), such as network engineering, design, installation, software development, initial training, etc.; and (2) associated with other services, such as project management, evaluation or ongoing training, that are needed to implement your project. Each service should be described in detail and justified.

Clarifying note about training expenses related to Contractual costs: Consultant or Partner costs to provide initial training on a new technology, system or piece of equipment related to the proposed grant project can be included as a grant funded cost. The time or resources for staff or volunteers to receive the training can only be used as a matching cost. For example: if an organization deployed a new technology, grant funds could cover costs of the consultant to provide initial training to staff to use the technology. However, the staff person’s time to receive the training would be a matching fund cost under the “Personnel” line item.

Equipment

Equipment will include equipment whose useful life can be expected to exceed one year (e.g., video equipment, computers, modems, video teleconferencing systems, office equipment, computer software, etc.), except equipment related to "Infrastructure Construction." List items such as floppy disks and other recordable media under "Miscellaneous." Detailed information, such as the manufacturer and model number or configuration details, should be included if available. Each equipment item (or set of items) should be described and justified. Price quotes from vendors are helpful to justify a cost. You may also wish to include a summary itemized list of equipment to be purchased.

Infrastructure Construction

Costs of materials and equipment for construction of new or updated network infrastructure, such as coax cable, fiber; internal wiring; and connections to the cable system infrastructure should be itemized and justified. Detailed information should be included if available. You may also wish to include a summary itemized list of equipment and materials to be purchased.

Facilities Construction

Costs for materials to construct or upgrade a building or site that are directly related to the proposed project.

Use or Maintenance Fees Paid to Cable Company

Fees paid for use of the I-Net that are directly related to the proposed project. These fees are considered as only a matching-fund cost for a project.

Miscellaneous

Project costs which do not fit under the other cost categories that are directly related to the project. All costs must be detailed – no 'miscellaneous,' 'other' or 'contingency' costs are acceptable. Each item must be justified and its relationship to the project explained. Examples of costs appropriate in this section, include:

- telephone charges, postage, photocopying and printing needs
- advertising and/or publicity expenses
- office supplies needed for the project

Overhead Costs

"Overhead costs" are intended to include expenses incurred by the organization for indirect costs that are identifiable and benefit the capital project. Depending on the relationship of the cost to the project, overhead costs might include: accounting and financial resources and systems; management, planning or support resources and systems; and space and other equipment – all of which must directly relate to the successful implementation of the project.

The Grant Program allows project budgets to include overhead costs from grant funds in a total amount of up to 10 percent of the grant funded part of the project budget (i.e. if grant funded project costs total \$96,000 then grant funded overhead costs cannot exceed \$9,600). The overall project budget may include overhead costs of up to 10 percent of the total project budget, but the remaining amount must be provided through matching funds (i.e. if the overall

project budget is \$252,000 (\$96,000 grant funded and \$156,000 match) then the total (grant and match) for this line item cannot exceed \$25,200).

If you include overhead costs in your proposed project budget, please describe the specific resources included, the relationship of the resources to the project, and how the cost amounts were estimated. Please ensure that costs of these resources do not duplicate other line item project costs included in your proposed budget.

2. Instructions for Preparing a Line Item Budget

The Line Item Budget serves as the budget summary of the Budget Narrative outlined above. The Line Item Budget should include all line item categories and totals listed in your budget narrative and corresponding columns of total expenditures for grant funds and matching funds. The project totals for grant funds, matching funds and overall project costs should also be included. A sample line item budget appears in Attachment C.

3. Instructions for Preparing Statement of Matching Funds

A project will not be considered eligible for funding unless the applicant documents the capacity to supply matching funds of at least 50 percent of the total project cost.

The Statement of Matching Funds is essential to understand which project costs identified in the Budget Narrative and the Line Item Budget will be supported by which organizations, including the applicant. The Statement of Matching Funds also identifies which matching funds are cash and which are in-kind contributions.

The funds identified in the Budget Narrative as matching funds should be fully described and broken down into either "cash" and "in-kind" contributions in the Statement of Matching Funds.

Cash contributions are direct monetary contributions from any non-applicant source (i.e. Project Partners), and all costs provided for by the applicant. In-kind contributions are defined as non-cash donations by Project Partners that support the matching funds requirement of a project's total budget.

Note that all funds listed in the Statement of Matching Funds must correspond exactly to line item costs discussed in the Budget Narrative. Matching funds should be itemized with the same level of detail as the proposed project costs. If the funds are to be raised through mechanisms such as service or registration fees or other anticipated program income, this should be indicated. A sample Statement of Matching Funds appears in Attachment D.

If you are preliminarily selected for funding and prior to finalizing a grant contract, all Project Partners will be required to submit specific documentation on letterhead that they will provide the funds or the in-kind contributions indicated in the Statement of Matching Funds.

ATTACHMENT A -- APPLICATION COVER SHEET

**COMMUNITY ACCESS CAPITAL GRANT APPLICATION
2009 COMPETITIVE GRANT ROUND**

PROJECT TITLE _____

If this project is a component of another larger project being submitted, note the "Project Title" of the other application here: _____

ORGANIZATION _____

Mailing Address _____

City _____ **State** _____ **Zip** _____

PROJECT CONTACT PERSON _____ **Phone** _____

Title _____ **E-mail** _____

PROJECT BUDGET: Total Project Cost: _____

Total Grant Funds Requested: _____

TYPE OF ELIGIBLE ORGANIZATION (Please check one that applies to Applicant)

Public educational institutions, including primary and secondary schools, community colleges, colleges, universities and extension centers, and all similarly situated private and parochial educational institutions which have received the appropriate accreditation from the State of Oregon and, where required, from other authorized accrediting agencies

Any agency of government, excluding state or federal governments

Non-Profit Entity Fed Tax ID No.: _____

As the duly authorized representative of the applicant, I certify that:

A. No key individuals associated with the applicant have been convicted of or are presently facing criminal charges such as fraud, theft, perjury, or other matters that significantly reflect on the applicant's management, honesty or financial integrity; and

B. The applicant has the institutional, managerial and financial capability (including sufficient funds to pay the matching funds share of the project cost) to ensure proper planning, management and completion of the project described in this application.

Signature of Legally Authorized Official

Name

Date

Title

Phone _____ **E-mail** _____

ATTACHMENT B -- SAMPLE BUDGET NARRATIVE

BUDGET NARRATIVE FOR (APPLICANT'S NAME) GRANT PROJECT

PERSONNEL

Project Director. The Project Director will oversee all aspects of the grant project. Responsibilities will include ensuring that budget and timeline targets are met, selecting contractors, putting together an advisory committee, preparing project reports, working with the evaluation consultant to develop the project evaluation, and supervising the project staff. In addition, the Project Director will conduct outreach to the targeted end users. The Project Director will work 50% of the time for 18 months. Based on an annual salary of \$30,000, the cost to the project will be \$22,500.

Grant Funds: \$0

Matching Funds: \$22,500

Engineer. The engineer will design the network and procure equipment for the end user sites. The engineer will work 30% of the time for the first year and 10% of the time for the second year. Based on an annual salary of \$40,000, the cost to the project will be \$16,000.

Grant Funds: \$16,000

Matching Funds: \$0

Trainer. The trainer will conduct training classes for end users. The Trainer will be assigned 10% of the time to the project for the second 12 months. Based on an annual salary of \$30,000, the total project cost will be \$3,000.

Grant Funds: \$3,000

Matching Funds: \$0

End Users. 30 end users, who are applicant's employees, will receive 25 training classes, each four hours in length, in the second 12 months. Based on average annual salaries of \$50,000 for these end users, the total project cost will be \$30,000.

Grant Funds: \$0

Matching Funds: \$30,000

Total Personnel Costs: \$71,500

FRINGE BENEFITS

Fringe benefits are calculated as 28.5% of base salary. Benefits include health care, Social Security, workers compensation, short-term disability, and retirement benefits.

Project Director 28.5% of \$22,500 for \$6,413

Grant Funds: \$0

Matching Funds: \$6,413

Engineer 28.5% of \$16,000 for \$448
Grant Funds: \$448
Matching Funds: \$0

End Users 28.5% of \$30,000 for \$8,550
Grant Funds: \$0
Matching Funds: \$8,550

Total Fringe Benefits Cost: \$15,411

EDUCATION AND TRAINING

The Trainer will attend a three-day workshop on curriculum development and teaching methodologies geared toward the specific end user group for the project. The registration fee for the conference is \$200.

Grant Funds: \$0
Matching Funds: \$200

The Engineer will attend a one-day training on the software used for the project. She requires this training in order to develop a customized database for tracking our project end users.

Grant Funds: \$100
Matching Funds: \$0

Total Education and Training Costs: \$300

TRAVEL

Conference Attendance. In the project's first year, the Project Trainer will travel from Portland to Chicago, IL to attend the Conference described in the Education and Training cost category. The workshop is only offered in New York and Chicago. Round trip airfare is \$300. Three nights lodging @ \$90 per night is \$270.

Grant Funds: \$0
Matching Funds: \$540

The Project Trainer will travel among the four project sites at least three times a year to conduct training for the end users at each site. In addition, the Engineer will travel among the four sites for equipment installation and testing. Our organization's mileage reimbursement rate is \$.29 per mile and the round trip mileage among sites is 90 miles.

Grant Funds: \$105
Matching Funds: \$0

Total Travel Costs: \$645

CONTRACTUAL

A vendor will be competitively selected to install the project's equipment at the four sites. Installation will include the assembly and configuration of the public access computers, the

server, the router connection to I-Net, and overall system testing. Based on inquiries to local vendors, it is estimated that 160 hours, at \$100 per hour will be required for the installation.

Grant Funds: \$16,000

Matching Funds: \$0

Network Maintenance. A vendor will be competitively selected to provide 24 months (year two and three of project) of ongoing maintenance for the project's network. Based on inquiries to local vendors, it is estimated that a 24-hour response maintenance contract is estimated at \$100 per month.

Grant Funds: \$0

Matching Funds: \$2,400

Evaluation Consultant. An evaluation consultant will be competitively selected to work with project staff to provide ongoing assessment support and project monitoring. The selected consultant will refine the evaluation plan, design the evaluation survey instruments, collect and analyze evaluation data, and prepare a report. It is estimated that the consultant will work for 10 days in Year One and 15 days in Year Two at a rate of \$400 per day. Total cost: \$10,000.

Grant Funds: \$0

Matching Funds: \$10,000

Volunteers. One volunteer will work as a data entry clerk. The volunteer will work 8 hours per week for 12 months or 416 total hours. Based on our research of local labor market, the value of the volunteer's efforts is \$6.50/hour. The total value of the volunteer's services is \$2,704.

Grant Funds: \$0

Matching Funds: \$2,704

Total Contractual Cost: \$31,104

EQUIPMENT

Personal Computers. Two personal computers will be installed at each of four sites for public access to the network. Each computer will be equipped with a modem and will cost \$2,000.

Grant Funds: \$16,000

Matching Funds: \$0

Network Server. A GreatServer 2000 network server will be located at the project headquarters. The server will be the repository of the local information files and will manage the electronic mail communication among the sites. The server will be configured with a 1 GB hard drive, 32 MB of RAM, and have a magnetic tape drive for backup purposes. A copy of a vendor quote is included in Appendix M. Cost: \$14,498.

Grant Funds: \$14,498

Matching Funds: \$0

Network Router. A network router will be located at the headquarters of the site. The router will manage communications with the e-mail network. The cost of the router is estimated at \$3,500.

Grant Funds: \$3,500

Matching Funds: \$0

Total Equipment Cost \$33,998

INFRASTRUCTURE CONSTRUCTION

New I-Net connection will be constructed by the cable company at one of the sites. Comcast has provided the I-Net connection cost estimate at site BB, which includes materials and installation.

Grant Funds: \$3,600

Matching Funds: \$0

Each of the four primary sites will be internally wired with coax cable as described in the Technical Approach and design diagram as Appendix C. Based on inquiries to local vendors, each of the four sites will cost \$2,000 to construct including labor and materials.

Grant Funds: \$8,000

Matching Funds: \$0

Total Infrastructure Costs: \$11,600

FACILITIES CONSTRUCTION

Each site will be renovated as described in the Disparities section of the Public Benefits and detailed in the site facilities designs as Appendix F. Based on Inquiries to local vendors, the average cost of each of the four sites will be \$10,000, including labor and materials.

Grant Funds: \$40,000

Matching Funds: \$0

Total Facilities Costs: \$40,000

USE FEES PAID TO CABLE COMPANY

In Year Two and Year Three of the project, ComNet estimates fees paid to the City of Portland ComNet for data services over the I-Net at \$6,300 per year, per site (four sites).

Grant Funds: \$0

Matching Funds: \$50,400

Total User Fee Cost: \$50,400

MISCELLANEOUS

Mailing costs for outreach brochure, includes postage, sorting and labeling.

Grant Funds: \$0

Matching Funds: \$450

Printing of outreach brochures. 5,000 brochures @ \$.50 a piece.
Grant Funds: \$0
Matching Funds: \$2,500

Advertising for training classes. Five display ads @ \$500 a piece.
Grant Funds: \$0
Matching Funds: \$2,500

Total Miscellaneous Cost: \$5,450

OVERHEAD COSTS

Includes: accounting and procurement resources and systems needed to track grant project expenses, oversee contractor expenses and process equipment orders; Executive Director resources for project strategic planning and management in order to ensure efficient integration of project into organization; and other organizational resources -- such as phones, equipment, space and supplies -- that support staff members involved in the project. The applicant calculated the estimated overhead costs based on the organization's annual indirect resources budgeted in relation to the organization's total capital budget.

Grant Funds: \$6,000
Matching Funds: \$10,000

Total Overhead Costs: \$16,000

ATTACHMENT C -- SAMPLE LINE ITEM BUDGET

COST CATEGORY	GRANT FUNDS	MATCHING FUNDS	TOTAL
PERSONNEL	\$19,000	\$52,500	\$71,500
FRINGE BENEFITS	\$448	\$14,963	\$15,411
EDUCATION AND TRAINING	\$100	\$200	\$300
TRAVEL	\$105	\$540	\$645
CONTRACTUAL	\$16,000	\$15,104	\$31,104
EQUIPMENT	\$33,998	0	\$33,998
INFRASTRUCTURE CONSTRUCTION	\$11,600	0	\$11,600
FACILITIES CONSTRUCTION	\$40,000	0	\$40,000
USE FEES PAID TO CABLE COMPANY	0	\$50,400	\$50,400
MISCELLANEOUS	0	\$5,450	\$5,450
OVERHEAD COSTS	\$6,000	\$10,000	\$16,000
TOTAL	\$127,251	\$149,157	\$276,408

ATTACHMENT D -- SAMPLE STATEMENT OF MATCHING FUNDS

STATEMENT OF MATCHING FUNDS FOR <APPLICANT'S NAME> GRANT PROJECT

The matching funds will consist of <Applicant's name>'s own funds to provide resources for items listed below.

Cash Contributions

- ▶ \$28,913 in salary and fringe for the Project Director
- ▶ \$38,550 in salary and fringe for End Users
- ▶ \$540 for Travel
- ▶ \$2,400 for Contractual Costs
- ▶ \$5,450 for Misc.
- ▶ \$10,000 for Overhead Costs

Total cash contribution: \$85,853

In-Kind Contribution from <Contributor 1 Name>

<Contributor 1 Name> will provide one volunteer for data entry work. The total value of this contribution is \$ 2,704.

Cash Contribution from <Contributor 1 Name>

<Contributor 1 Name> will provide \$200 registration fee for trainer to attend the workshop.

Total matching funds contribution from <Contributor 1 Name>: \$2,904

In-Kind Contribution from <Contributor 2 Name>

<Contributor 2 Name> will donate the evaluation services for the project.
Cash value \$10,000.

Total matching funds contribution from <Contributor 2 Name>: \$10,000

Cash Contribution from <Contributor 3 Name>

<Contributor 3 Name> will donate the cash for the \$50,400 for I-Net Usage Fees.

Total matching funds contribution from <Contributor 3 Name>: \$50,400