



## Community Technology Grants Program Eligibility Criteria

*Updated: September 2020*

Proposed projects must fulfill all of the following requirements to be considered for funding:

**1. 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:

- 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 city, county or regional government;
- Oregon Judicial Department and Oregon Department of Justice;
- Public libraries; or
- Non-profit organizations;
- Organizations operating with a fiscal sponsor who is one of the above (the fiscal sponsor is the official applicant)

Although individuals and for-profit organizations are not eligible to apply, they may participate as project partners.

**2. Serve residents within Multnomah County, OR.**

**3. Produce video content to share on community media center channels in order to support project goals and objectives.**

Project goals and objectives must include the production of video content, along with other multi-media content, that will be shared on the community media center channels (namely, Open Signal and MetroEast Community Media, PCC, and PPS TVS). The community media center channels reach all homes, schools, businesses and other organizations that subscribe to cable TV service.

**4. Address at least one of the four public benefit areas identified for the grant program:**

- **Reducing Disparities:** A proposed project in this area focuses on supporting eligible applicants which are led by, informed by, and directly benefitting Black, Indigenous, Latina/o, and/or other racial and ethnic communities facing current and historical policies and practices that have resulted in disparities. Projects that support individuals that are facing disparities for reasons of gender, gender expression, disability, age, or economic status are also eligible to apply under this area. The proposed projects should address barriers that limit or prevent individuals and communities from accessing services, information, communication tools and/or training. These barriers may be technological, geographic, economic, physical, linguistic and/or cultural.

- **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/or organizations in order to, for example, communicate, share information, provide increased transparency, promote community economic development, decide livability issues or promote involvement in local decision making.
- **Cost Reduction:** A proposed project in this area focuses on providing not-for-profit or public services or functions less expensively. The applicant must be able to demonstrate how the project results in direct cost reduction or cost avoidance. Proposed projects may entail services or functions that are internal or external to an organization or agency. For example, updates to modernize equipment, create more efficient workflows, and streamline digital services where reduced costs are passed to community members.
- **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. Service delivery improvements could include quality, effectiveness and/or accessibility of the service. The project may focus on services that are internal or external to an organization.

**5. Request for grant funds includes only capital costs for goods or services.**

Grant funds can only support project capital costs for goods or services whose useful life can be expected to exceed one year, including products, equipment, services or other project-related resources. 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; building renovation; and internal network wiring in facilities are all eligible capital costs.

**6. Contain a commitment to contribute funding for at least 50 percent of the total project budget from sources other than this grant program.**

Applicant matching funds must provide a minimum of 50 percent (50%) of the total project cost. 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. Example: if the cost of implementing your project totals \$100,000 then you may request funding for capital costs related to the project up to \$50,000.

If you have answered positively to all six eligibility requirements, then your proposed project is eligible for consideration under the competitive grant guidelines.

**Timeline + Process**

- October: Grant Cycle Pre-Application Opens
- December 10: Pre-Application Due

- January: The members of the Mt. Hood Cable Regulatory Commission (MHCRC) review the Pre-Applications and invite selected applicants to apply for grant funding by completing a final application

The members of the MHCRC review the submitted pre-applications collaboratively using evaluation criteria and discussion questions. Applicants are evaluated on a number of criteria including meeting published eligibility requirements, proposed project clarity and robustness, as well as the amount of community beneficiaries served by the proposed project.

To support the MHCRC's ongoing commitment to integrating equity into our grantmaking, additional equity-focused indicators are monitored throughout our grant review process.

- February – June: MHCRC staff engages applicants to finalize a grant application and contract.

Once an applicant is invited to submit a final application, the Grants Manager will meet with the applicant to review the application criteria and overall process moving forward. The Grants Manager will engage with final applicants in order to complete full grant applications and, where appropriate, contracts for funding agreements.

- June/July – End of grant term: Grant Implementation and Reporting

Grantees are expected to update the MHCRC as to the progress of the mutually agreed upon project goals and outcomes through semi-annual status reports. MHCRC staff also appreciates the opportunity to bear witness to your program/project through site visits when time allows. Grantees will be expected to submit a final report on the funding project including progress made against programmatic and fiscal benchmarks.