



Pre-Application Questions

Updated: August 2021

Project Narrative Section:

Public Benefit Area:

Select from: Reducing Disparities, Improving Community Involvement, Cost Reduction, and Improving Service Delivery. See MHCRC Eligibility Criteria for complete definitions of the four public benefit areas.

Are you a first-time applicant to the MHCRC Community Technology Grants Program?

(drop-down)

Fiscal Sponsorship

If you do operate under a fiscal sponsor, please let us know here. Your fiscal sponsor will be the official grantee stated in the final contract should you receive funding.

(This field has a character limit of 250)

Please select the size of your organization's total operating budget.

(drop-down)

Select which jurisdiction(s) your project will serve.

(drop-down)

Primary Community/Beneficiaries Served

What community does the project intend to serve or who are the targeted beneficiaries of the project? (include estimated total number of people you expect to serve) How were the beneficiaries or community involved in development of the proposed project?

(This field has a character limit of 1000)

Project Purpose

Describe the overall project, including how technology will be used and describing the video content that will be created and shared with the community media centers. How will use of the technology address your identified public benefit area and serve your identified community or targeted beneficiaries? What outcomes do you hope to achieve through project implementation?

(This field has a character limit of 3000)

Diversity, Equity, and Inclusion (DEI) Measures

Describe how you plan to integrate DEI measures into your project, or alternatively, how your project is supported by DEI-focused work within your organization as a whole.

(This field has a character limit of 1000)

Education and Training

Does your organization currently use the proposed technology? If not, how do you plan to learn how to use the technology?

(This field has a character limit of 1000)

Proposed Project Start and End Date

Proposed projects may include timelines of up to two years.

Proposed Start Date (month/year):

Proposed End Date (month/year):

Pre-Application Budget Section

What is the estimated total project budget?

What is the anticipated grant request?

Applicants can request grant funds to support the project as necessary. Our average grant size is \$75,379; the median grant size is \$50,856.

Line Item Budget Estimates

The Line Item Budget should include estimates of all line item categories and totals listed in the corresponding columns of total expenditures for both requested grant funds and matching resources.

Please note that you will be asked to complete a budget narrative to describe the line item budget table if invited to complete a full application. In addition, your final application budget should not increase more than 10% from the pre-application budget without prior staff approval

A FEW REMINDERS:

Matching Resource Requirement: Applicant matching resources must provide a minimum of fifty percent (50%) of the total project cost.

Overhead Costs: The Grant Program allows project budgets to include overhead cost from grant funds in a total amount of up to ten percent (10%) of the grant funded part of the project budget. The overall project budget may include overhead costs of up to ten percent (10%) of the total project budget, but the remaining amount must be provided under the match.

BUDGET TABLE

| Cost Category | Match Amount | Project Total |
|---------------------------|--------------|---------------|
| Grant Funds | | |
| Personnel | | |
| Education and Training | | |
| Travel | | |
| Contractual | | |
| Equipment | | |
| Infrastructure/Facilities | | |
| Construction Overhead | | |
| Totals | | |

Signature