



Neighborhood Technology Grant Program
Spectrum-Cleveland City Council Neighborhood Technology Trust Fund
of The Cleveland Foundation

Application Deadline: October 23, 2020 at 5:00 p.m.

BACKGROUND

The Fund was created by Cleveland City Council and Adelphia Cleveland LLC and established as part of the city’s approval of the transfer of the city’s cable television franchise from Cablevision of Cleveland, L.P. to Adelphia (now known as Spectrum-Cleveland City Council Neighborhood Technology Trust Fund). City Council approved the transfer of the cable television franchise and the creation of the Fund on October 16, 2000 (Ordinance No. 1729-2000). In the ordinance, Adelphia agreed to donate \$3 million “to a fund to be held by the Cleveland Foundation and to be restricted to and used for the sole purpose of promoting the use of various types of modern telecommunications and computer equipment and services, including but not limited to, high speed cable modem equipment and services, cable equipment, programming, and services, by and for the residents of the City of Cleveland through, among other things, training such residents in the use of such equipment and services, and making equipment, programming and services accessible in the neighborhoods in the city.”

The “projects, programs, and entities to be funded from the monies in the fund” are to be determined by an advisory board or committee consisting of three members appointed by the council president, two members appointed by Charter Communications (Spectrum), and one member appointed by the executive director of the Cleveland Foundation.

PROGRAM AND AWARDS

The Neighborhood Technology Grant Program (the Program) is focused on bridging the “digital divide” by assisting neighborhoods of the City of Cleveland to obtain readily-available computer and internet access for children and adults (including older adults and persons with special needs) by establishing neighborhood computer centers (Center). A Center is generally a place in a location that is easily accessible to the public in a city neighborhood; has a number of computers (often 10 or more); daytime, evening and weekend hours; internet access; provides classes in computer literacy, provides technical and training assistance to its users, has a variety of programs (especially those geared for children, adults or senior citizens); conducts outreach to the neighborhood; and may have other features that demonstrate efforts to meet the needs in a community; for example, assisting with in-home computers, providing after-school programs, assisting with language needs, as well as teaching job and computer technology skills.

Neighborhood computer centers that are funded must operate on a non-profit basis and must use technology and computer hardware and software to provide the public with computer and internet access and digital skills training. The funds may be used for personnel, training of personnel, telecommunications, software, hardware, other equipment, and basic operating costs.

Due to the low remaining assets of the Fund, 2020 will be the last funding cycle for the Program. Based on feedback from grantees, Executive Committee members, and other stakeholders, the Fund will be awarding two-year grants for this year's cycle. This two-year grant is aiming to give Centers time to implement a strategy for continued operation beyond this Fund's availability. Grants will only be given to Centers that demonstrate well-thought-out strategies and display a sustained commitment to digital equity in the City of Cleveland.

Grants of up to \$75,000 each will be awarded for this Program.

OBJECTIVES

The central objective of this Program has been to support neighborhood computer centers that are currently in service throughout the City of Cleveland by providing funding to continue, enhance, or expand their operations.

For the 2020 cycle, the objective of this Program is to give neighborhood computer centers a two-year launchpad to sustain their operations beyond the life of this Fund.

ELIGIBILITY

In 2017, The Cleveland Foundation commissioned a study conducted by the National Digital Inclusion Alliance (NDIA) to strategically determine how best to dedicate resources toward digital literacy, internet access and broad technological empowerment in Cleveland and Cuyahoga County.

The report highlighted geographical areas where funding *should* be allocated – taking immediate precedence over other areas. These areas deemed “*Digital Equity High Need Areas*” (DEHNAs) are municipalities and neighborhoods where the available data points to persistently low levels of household broadband internet access, and ubiquitous *underconnectivity*. The following areas are deemed DEHNAs:

Within the City of Cleveland

- *MOST* East side neighborhoods
- *Select* West side neighborhoods
 - Clark-Fulton
 - Brooklyn Centre
 - Stockyards

While *any* Neighborhood Computer Center that is located in the City of Cleveland is eligible to apply for a grant, Centers that are located in these DEHNAs, or serve populations who live in these DEHNAs, will take priority over Centers outside these geographies. Priority will also be given to neighborhood-based community organizations acting in partnership and/or collaborations with other groups, institutions, or governmental agencies. Applicants and grantees of the Program may apply for a grant for the same or different project/program in subsequent years.

Strong Long-Term Commitment: Priority will be given to Centers that develop a strong plan to sustain programming, especially as it relates to digital skills training, past the life of this Fund.

Match Requirement: There will be no match requirement in 2020.

Pandemic Note: Grants will be awarded to centers that demonstrate continued commitment to digital equity and who are able to engage community members in a safe and socially-distant manner (virtually or in-person) as the global pandemic requires and permits.

Promotions: Awarded organizations agree to be listed in a press release announcing the grantees. Awardees may also be asked to participate in a check presentation with elected officials, as well as with Foundation, Spectrum and community leaders.

IMPORTANT DATES

- October 23, 2020 Application submission deadline (*no extensions will be granted*)
- December 2020 Notification of grant awards

APPLICATION PROCESS

The Cleveland Foundation has an online grants system - *Grants Gateway*.

Please follow the steps listed below to complete your grant submission.

1. Log in to Grants Gateway using the username and password you were emailed. If this is your first time applying to the Neighborhood Technology Center Grant Program or don't have a password, request one through our [Grantee Login Request Form](#)
2. Update or create your Organization Profile (you must have an updated/completed profile before you submit the full application).
3. Click on the Apply for a Grant link and complete and submit the 2020 Neighborhood Technology Grant application.

The Application includes the following:

Background Information

1. Name of your organization and name of your center (if applicable).
2. Physical address of the center. Also include the ward in which the center is located and neighborhood(s) (i.e. Hough, Union-Miles, Clark-Fulton, etc.) served by the center.
3. What are the overall hours of operation of the center?
4. Describe the target population served (race, class, gender, ethnicity, age, language ability or type of disability); and opportunities and challenges that exist related to connecting these populations and bridging the "digital divide."
 - a. Does the population you serve have transportation issues? If so, do you/how do you work to ensure they can access your center?

5. Please list the number and type of existing working computers in the center and if additional computers will be added over the next 12 months.
6. Is the center's wi-fi accessible to the public? What is the upload/download speed of the internet?

Overall Plan

7. Project Summary - Detailed description of how you intend to spend the grant funds (your "project") over the next two years and how your project fits within your organization's overall mission.
8. Given the need for social distancing during the global pandemic, how have you been meeting/planning to meet the needs of those you serve? How are you pivoting (i.e. loaning hotspots/laptops, teaching Zoom and conducting classes over video, etc.)?
9. If providing public computing access (open lab), please briefly answer parts a and b, otherwise skip them:
 - a. Is the computing lab staffed with personnel providing computing support to patrons?
 - b. Is the lab open to the general public? If not, who is access restricted to?
10. If providing digital literacy training, please briefly answer parts a-d, otherwise skip them:
 - a. What type of digital literacy training does the center provide (classroom-style, one-on-one, etc.)?
 - b. Please state the types of classes you offer (Basic keyboarding, Microsoft Office basics, etc.). Additionally, please provide a brief summary of the curriculum for each of your classes.
 - c. Does the center have a dedicated trainer? If so, what are the qualifications for the trainer?
 - d. Is the digital literacy training you offer based on an established training curriculum assessment or certification program (e.g. Northstar digital literacy assessment, Internet & Computing Core Certification – IC3, Microsoft Office Professional, etc.)?
11. If providing home broadband adoption/low-cost equipment assistance, please share how you are helping people navigate these options (otherwise, please skip).

Budget Narrative

12. Amount requested, up to \$75,000 (Depending on quality and quantity of applications, awards will likely be between \$50,000 and \$75,000)
13. Provide a breakdown of the amounts and uses of the funds being requested, including grants received or committed from other sources and the list of funders. This can be further detailed in the required line item budget.

Miscellaneous

14. Provide a list of partners and/or collaborators and their involvement with the center.
15. Provide the number of individuals served at the Center over the past 12 months (**duplicated and unduplicated**). Please specify the number of participants utilizing the center for open lab or individual use, and the numbers attending organized classes or activities utilizing the center's resources.
16. How do you plan to evaluate your programs and services? How have you used evaluations or data to improve your services in the past?
17. Unfortunately, this Fund will sunset after this year. Thus, grants will be awarded to organizations that display a robust strategy for continuing digital inclusion services into the future. Please detail your strategy for how you plan on continuing your operations beyond the life of this Fund.
18. Please share any relevant information that you did not have an opportunity to share in previous questions.

Additional documents

May be attached online to your application or share the URL address.

Required:

- ♦ Line item project budget
- ♦ Most recent audit (or financial statement if not audited)

Optional:

- ♦ Letters of support
- ♦ Newsletters, brochures, or other materials about the program that may be helpful with the proposal review

Technical questions contact:

Grants Management

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