



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

**Application Deadline: October 6, 2017 at 5:00 p.m.**

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**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 Time Warner-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, three members appointed by Time Warner, and one member appointed by the executive director of the Cleveland Foundation.

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**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 open computer and internet access and training. The funds may be used for personnel, training of personnel, telecommunications, software, hardware, other equipment, and basic operating costs.

Grants of up to \$20,000 each will be awarded for this Program.

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## **OBJECTIVES**

The central objectives of the Program are to: (1) support neighborhood computer centers that are currently in service throughout the City of Cleveland by providing funding to continue, enhance, or expand their operations. However, consideration for grants will also be given to technology, training, or other projects that will support the establishment and operation of neighborhood computer centers in the city.

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## **ELIGIBILITY**

Any Neighborhood Computer Center that is located in the City of Cleveland is eligible to apply for a grant. Priority will be given to neighborhood-based community organizations, non-governmental organizations, and 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.

*Match Requirement:* Applicants must provide at least a 50% cash or in-kind match of the grant amount. Thus, if the request is for a grant of \$20,000, the proposal must demonstrate an available match of at least \$10,000 in cash or in-kind, or both, in addition to the grant for the proposed project. Documentation (such as a letter from the provider) showing proof of the match must be included with the application, along with details as to the amount and source of the match, whether cash or in-kind. Examples of in-kind match are free rent for the Center and volunteer time by computer class teachers or for technical assistance.

*Partnerships:* Neighborhood Computer Centers should have strong organizational sustainability plans, which are usually enhanced by multiple partnerships or collaborations with other organizations. Preference will be given to applicants with partners who have active participation or who have agreed to active participation in the proposed or existing center. The partners may be other non-profit organizations, for-profit corporations, state or federal agencies, or schools. The partner may not be a different program within the same organization. Examples of acceptable partners include: any organization that provides in-kind donations; a library that provides free training to staff or center users; a state agency that refers clients to the center for computer classes; a school that provides a constant flow of volunteers and users to the center; a church that uses the center on a regular basis; a recreation center that provides space and assistance; or, a corporation that actively encourages their employees to volunteer at the center. *Note: Organizations that provide cash donations are funders and cannot be considered partners. Letters of support from organizations with no active involvement in the center will be accepted, however, these organizations cannot be listed as partners.*

**IMPORTANT DATES**

- October 6, 2017                      Application submission deadline (*no extensions will be granted*)
- December 2017                      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 2016 Neighborhood Technology Grant application.

***The Application includes the following:***

1. Name of the Center
2. Name of the organization operating the Center (if applicable).
3. Ward in which the center is located, and Wards served by the center.
4. Is Center in a rented or owned location?
5. Project Summary - Detailed description of how you intend to spend the grant funds (your "project") and how your project fits within the Computer Center's overall mission.
6. Amount requested.
7. Period of time during in which the funds will be expended.
8. What are the overall hours of operation of the Center?
9. How close is the Center to public transit?
10. Provide a list with a brief description of the programming offered at the Center; categorized by difficulty?
  - a. Beginner
  - b. Intermediate
  - c. Advanced
11. 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.

12. Please describe the target audiences for each class (students, seniors), number of students, class schedule, and curriculum.
13. Please estimate the total number of individuals to be served during this upcoming program year. Specify the number of students utilizing the center’s open lab, as well as the number of participants attending organized classes or activities utilizing the center’s resources.
14. Please select which of the high-value activities the grant will be used for toward addressing greater digital inclusion in Cleveland (**Select all that apply**):
  - a. Public computing access
  - b. Access to digital literacy training
  - c. Home broadband adoption & low-cost equipment assistance

If providing public computing access, please answer questions #15-16, otherwise skip them:

15. What are the Open Lab hours of operation of the Center? (days, times)
16. Is the computing lab staffed with personnel providing computing support to patrons?

If providing digital literacy training, please answer questions #17-19, otherwise skip them:

17. Will you be providing one of the following types of digital literacy training?
  - a. Basic computing and keyboarding
  - b. Microsoft Office basics
18. Provide a schedule and description of the classes planned to be offered during the upcoming program year. Additionally, provide the hours and days that the center will be open to the public for open lab time.
19. Is the provided training 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.)
20. How many workstations will be made available in support of the programming for this grant?
21. How have you used past evaluations and data collected to modify the programs and services you offer?
22. Provide a description of how the center will evaluate its progress. Additionally, please explain how the center will collect data for reporting and monitoring purposes.
23. Provide a description of the target population served by the center (with specifics about demographics such as race, class, gender, ethnicity, age, language ability or type of disability).
  - a. Explanation: Describe the need, involvement and benefits of the target population served; and opportunities and challenges that exist related to connecting these populations and bridging the “digital divide.”
24. Description of the center’s approach, specific goals and objectives, and timeline.

- a. Explanation: Describe the process by which individuals are granted free access to the center's programs; describe the center's use of computer technology and the internet; fees for participants (if applicable); explain the center's approach to address barriers to technology access; explain the various means in which the center will integrate telecommunications or technology in program design and service delivery.
25. Please describe the methods by which the center will conduct outreach.
- a. Explanation: Include outreach efforts to the target population and underserved communities. Include a description of how the center plans to attract individuals to use the center.
26. Provide a list of partners and/or collaborators and their involvement with the center.
27. Provide a list of program personnel (including volunteer recruitment and involvement).
28. List the number and type of existing working computers in the center and if additional computers will be added over the next 12 months. Include sources of funding for additional computer equipment (if applicable).
- a. Explanation: include the funding source/s and dollar amounts to be used to obtain computers (describe source of donated equipment); internet provider and source of funds to pay for the service.
29. List and describe three (3) goals or objectives for the Center in 2018?
30. How will the Center assess its overall success in 2018?
31. Budget Narrative: Provide a breakdown of the amounts and uses of the funds being requested.
- a. Explanation: Clearly state your request for funding including proposed grant amount, uses of the funds, timetable for use of grant funds, and how the request relates to the overall cost of your computer center. Indicate grants received or committed from other sources and the list of funders and dollar amounts. Describe the dollar amounts and sources of the 50% match to the amount of the grant request, including type (cash, in-kind or both) and status (received, pledged, applied, or to be requested).
32. How will the Center maintain its level of programming if it does not receive a Time Warner grant this year and beyond?

**Additional documents required**

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

- ♦ Line item project budget
- ♦ Most recent audit (or financial statement if not audited)
- ♦ Letters of support
- ♦ Newsletters, brochures, or other materials about the program that may be helpful with the proposal review

**Technical questions contact:**

Grants Management

(216) 615-7254

[grantsmgmt@clevefdn.org](mailto:grantsmgmt@clevefdn.org).

**Programmatic questions contact:**

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