Neighborhood Technology Grant Program
Cleveland City Council Neighborhood Technology Trust Fund
of The Cleveland Foundation
Application Deadline: October 11, 2019 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 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 Charter, 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 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.

OBJECTIVES
The central objective of this Program is 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. 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.

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
- *ALL* East side neighborhoods
- *Select* West side neighborhoods
  - Clark-Fulton
  - Brooklyn Centre
  - Stockyards
  - Detroit-Shoreway

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 will take priority over Centers outside these geographies. Priority will also 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 11, 2019   Application submission deadline *(no extensions will be granted)*
- December 2019   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 2019 Neighborhood Technology Grant application.

The Application includes the following:
1. Name of your center.
2. Name of the organization operating the center (if applicable).
3. What are the overall hours of operation of the center?
4. Physical address of the center. Also include the ward in which the center is located and neighborhood(s) (i.e. Hough, Glenville, Clark-Fulton, etc.) served by the center.
5. Is the center in a rented or owned location?

6. 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."

7. Does the population you serve have transportation issues? If so, do you/how do you work to ensure they can access your center?

8. 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. Include sources of funding for additional computer equipment (if applicable).

9. Is the center's wi-fi accessible to the public? What is the upload/download speed of the internet?

10. 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

11. If providing public computing access, please answer parts a and b, otherwise skip them:

    a. What are the Open Lab hours of operation of the Center? (days, times)

    b. Is the computing lab staffed with personnel providing computing support to patrons?

    c. Is the lab open to the general public? If not, who is access restricted to?

12. If providing digital literacy training, please answer parts a-e, 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. Please provide a schedule of the classes planned to be offered during the upcoming program year.

    d. Does the center have a dedicated trainer? If so, what are the qualifications for the trainer?

    e. 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.)?

13. 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.

14. 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.

15. Amount requested (up to $20,000)

16. 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).

17. Please list and describe three (3) projected outcomes for the center as a result of this funding.

18. Provide a list of partners and/or collaborators and their involvement with the center.

19. Provide a list of program personnel (including volunteer recruitment and involvement).

20. 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.

21. 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.

    a. 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.

22. How have you evaluated your programs and services in the past? How have you used evaluations or data to improve your services?

23. Please provide a description of how the center will evaluate its progress moving forward. Additionally, please explain how the center will collect data for reporting and monitoring purposes.

24. How will the Center assess its overall success in 2019?

25. How will the Center maintain its level of programming if it is not awarded a 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:
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