

# Grant for Technology Opportunities Program

FY 2018 Grant Cycle



# 2018 GTOPs Grant

## **Vision:**

A community where all citizens have access to the internet, devices and knowledge needed to fully participate in digital society

## **Mission:**

To provide matching grant funds to Austin organizations for projects that create digital opportunities and promote digital equity in innovative ways.

# 2018 GTOPs Grant

## Values

GTOPs values grassroots organizations who form community partnerships and work towards digital equity through creating innovative projects that surface good or best practices. GTOPs is meant to provide seed funding to start new programs that can become self sustaining.

## Goals



Increase use of digital and communications technology devices



Increase knowledge and skills of digital and communications technology



Increase access to and usage of the Internet

# 2018 GTOPs Grant

## Funding Available

- TOTAL funds available of \$200,000

## Funding Award Amounts

- Grants are between \$10,000 and \$25,000

## Device Award

- New for 2018 from the City's PC Community Loan Program
- Total of 291 devices available
- 10-30 devices available per request

# 2018 GTOPs Grant

## Device Details

- Dell Optiplex desktops (towers only, no screens or peripherals).
- 4 GB of RAM
- a minimum of 160 GB of hard drive space
- at least an Intel I3 processor
- Windows 10 and Microsoft Office Suite can be pre-installed for \$6 per license (GTOPs funding cannot be requested to cover the license cost)

\*These City computers will be on loan to non-profit organizations, with the intent to fully grant the awarded devices at a future time.

# Eligibility Requirements

- Non-profit serving the Austin Community
  - Another organization may apply through a qualified 501(c)(3) organization who would serve as fiscal agent, be able to obtain standard insurance coverages, and comply with the standard terms and conditions of GTOPs
- Program aligns with GTOPs goals
  - Increase use of digital and communications technology devices
  - Increase knowledge and skills of digital and communications technology
  - Increase access to and usage of the Internet

# Eligibility Requirements

- Ability to agree to the standard GTOPs terms and conditions with no exceptions
- Ability to provide or secure matching funds (in-kind, cash, and/or volunteer hours) equal to or greater than the requested funding amount.
- Organizations can submit a maximum of three letters of interest for GTOPs per grant cycle.
- An organization may apply for no more than one program per grant cycle.

# Eligibility Requirements

- An organization can only receive GTOPs funding three times in a rolling five year period.

Year	3 years in a row	Rolling 5 year period	Rolling 5 year Ex. 2
Year 1	Yes	Yes	Yes
Year 2	Yes	Yes	No
Year 3	Yes	Yes	Yes
Year 4	No	No	No
Year 5	Yes	No	Yes
Year 6	Yes	Yes	Yes
Year 7	Yes	Yes	No
Year 8	No	Yes	No
Year 9	Yes	No	Yes
Year 10	Yes	No	Yes



# Application Process

## Letter of Interest

- New this year
- The letter (no more than two pages) should include your:
  - Agency's legal name
  - City of Austin Vendor Code
  - Name and contact information of best contact
  - Executive Director's full name
  - Executive Director's email address
  - Executive Director's primary phone number with area code
  - Brief description of your organization and its activities
  - Description of the program for which you would like to apply for funding

# Application Process

## **Mandatory Online Orientation**

Once you have submitted your Letter of Interest and heard back from us, please complete the Mandatory Online Orientation for GTOPs 2018. Certification of completion is due December 1st 2017.

## **Application Window**

Organizations choosing to apply for GTOPs 2018 must create a new application in the grant management website and complete the application by December 1st.

# Application Details

## Required Uploads

- Program Workplan (fillable form available on the GTOPs Website)
- Proposed Program Performance Measures (fillable form available on the GTOPs Website)
- Program Budget and Narrative (example template accessible the GTOPs Website)
- Organizational Balance Sheet (example template accessible the GTOPs Website)
- Organizational Income Statement (example template accessible the GTOPs Website)
- Summary of Revenue Sources (fillable form available on the GTOPs Website)

# Application Details

## Optional Uploads

- Program description
  - What is the problem being solved for
  - What is the proposed solution/program
  - How do you intend to fully support the client segment being served?
  - Demonstrate how this is an innovative solution
  - Demonstrate how this program can self-assess results to benchmark program metrics
- Description of data being collected, data sources, and data generation processes (surveys, tests, etc.)
- Proof of matching funds (all matches must have a proof document, such as a letter of commitment, logs of pledged volunteers, copies of checks, etc.)

# Grant Review & Award Process

## Letters of Interest

- Staff review and feedback on alignment with GTOPs goals

## Application

- Staff review of applications for completeness
- Independent review panel

# Grant Review & Award Process

## Review Panel Selection Process

- Open Application
- Selection by CTTC

## Scoring Process

- Two rounds of scoring
- First round narrows to the top 15 applications
- Second round ranks the applications and sets award amount, with the top scoring application receiving 100% of their award request, the lowest scoring organization receiving no less than 75% of their award request

# GTOPs Evaluation Criteria

## I – GTOPs Goals - 15 total

- This program plan has demonstrated alignment with the GTOPs Goals. (15 pts)

## II - Community Impact - 30 total

- The program plan and its objectives are well defined and serve a community need. (10 pts)
- This program plan demonstrates that if implemented it will have an ongoing/lasting positive impact on the community. (10 pts)
- This program plan has demonstrated that it has collaboration partners w/ in the community we are seeking to serve. (10 pts)

# GTOPs Evaluation Criteria

## III - Evaluation of Success - 25 total

- This program has a clear plan for success. Its goals and objectives are achievable and its work plan is feasible. (10 pts)
- This program plan demonstrates its ability to evaluate its own success and reviewers agree that its proposed measures for evaluation are viable and appropriate. (5 pts)
- The organization has provided documentation of demonstrated success as an organization. (10 pts)
- New Program to GTOPs: Success in similar programs or of proposed staff and volunteers executing program plan.
- Previous GTOPs Awardee: Historical reviews of programs funded through GTOPs.

## IV - Budget and Fiscal Responsibility - 30 total

- The organization that is executing on the program plan is a fiscally responsible organization that will use City funds and matching criteria of the grant appropriately if awarded this grant. (15 pts)
- This program plan has provided all required documentation, including its budget, which clearly shows its annual revenue and matching dollars (in-kind and/or cash). (10 pts)
- The program plan outlines a plan for sustainability of the program beyond the GTOPs grant. (5 pts)



## Application, Review, & Award Timeline

- **October 27th 2017:** Letters of Interest for GTOPs 2018 due
- **October 30th – November 3rd 2017:** Staff review of Letters of Interest and communication with interested parties
- **November 6th – December 1st 2017:** Grant application window. Full and completed applications and certification of completion of the Mandatory Online Orientation for GTOPs 2018 must be completed by **December 1<sup>st</sup>**
- **February 16, 2018:** Oral Presentations (Tentative date depending on location)
- **Week of February 19, 2018:** Final Deliberation (Tentative depending on location)
- Winners announced in March

# Digital Inclusion Team Contact



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# Open Floor for Questions

<http://bit.ly/2z1Uwe0>

