



East Palo Alto

COMMUNITY NETWORK

TECHNOLOGY ACCESS POINT

Application Due Date:

June 30th, 2003, 5:00 pm

Mail or deliver application to:

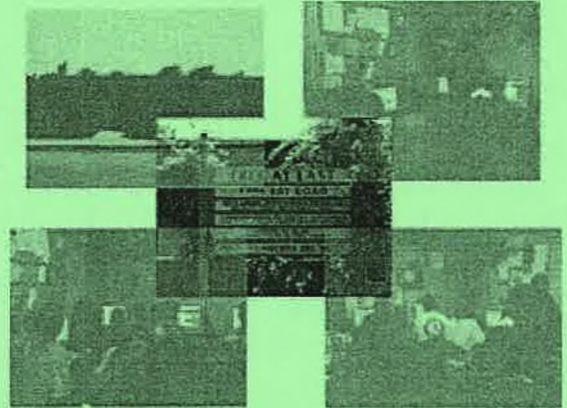
**TAP Program
2115 University Avenue
East Palo Alto, CA 94303**

www.epa.net/taps



TAP - Technology Access Point
A place to be connected, informed, and empowered.

Free At Last
1796 Bay Road



Technology Access Point

a *SAFE*, welcoming *PLACE*
in the community where you
have **ACCESS TO COMPUTERS, EPA.NET**, the
INTERNET, and a host of other resources which are
available to help you **FURTHER INDIVIDUAL AND
COMMUNITY GOALS.**



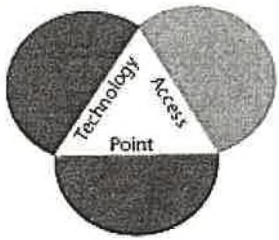
East Palo Alto Senior Center
560 Bell Street

Light Tree Apartment Complex
1805 East Bayshore



EPA_{top}net

your online community website
Find out what's happening in EPA
Learn about important community affairs
Participate in discussions w/friends & neighbors



East Palo Alto COMMUNITY NETWORK TECHNOLOGY ACCESS POINT

Application Instructions

I. Applicant Information

Please provide the following information (include the question and number with your response):

1. Name of organization
2. Address (including city and zip code)
3. Address where the technology center will be housed (if different)
4. Web site (if applicable)
5. Name and contact information of Executive Director/President (including phone, fax, and e-mail)
6. Name, title, and contact information of manager who would be responsible for this project (if different)
7. List of Board of Directors and/or Advisory Board
8. Current staff size
9. Average number of people your organization serves per week
10. Most recent audited financial statements and current operational budget
11. Proof of 501(c)(3) status, public status, or fiscal sponsorship*
12. Brief, one-page description of your organization (mission, history, etc.)
13. Brief, one-page description of services your organization provides, including specific populations served (age group, ethnicity, faith, language group, etc.)
14. Letter of support from Board of Directors
15. Letter of recommendation from organization or agency with which you collaborated.

* Note: If you are an individual applying for this grant, please state so clearly in your proposal.

II. Proposal Narrative

We ask that you provide specific information to the questions below. We also encourage you to be creative in your responses and to share with us any additional information you feel would be beneficial for the selection committee to consider. Please include the question and number with your response.

1. What is your vision for how technology can best serve the East Palo Alto / East Menlo Park community?
2. How do you plan to use this technology to benefit members of the community?
3. What efforts will you make to ensure that the general public can access these services?
 - a. What hours will your technology access point be available for open access?
 - b. What hours will your technology access point open for classes and/or other programs?
4. Please describe what specific outreach efforts you will make to ensure that the general public is aware of the services you plan to provide.
5. Please provide a statement describing how your TAP will be responsive to the needs of clients from all ethnic and cultural backgrounds, and will be fully accessible to people with disabilities.
6. What specific resources are you requesting (number of computers, type of assistance, etc.)?
7. What internal and external resources does your organization plan to apply to the operation of your technology access point?
 - a. How many staff will you need to provide the services you propose?
 - b. What type of hours will these services require?
 - c. Do you currently have staff, equipment, expertise, and/or other resources you plan to put toward your technology access point?
8. Please describe the physical space you intend to dedicate to the operation of your TAP (square feet, layout, number of outlets, air conditioning, etc.). Please include a diagram of the physical space.
9. What are your plans for the sustainability of your technology access point?
10. Please list any organizations with which you collaborate and describe the nature of your collaboration.

TAP Workshop: *Frequently Asked Questions*

Applicant Eligibility

Q: Are only not-for-profit 501(c)(3) organizations eligible to apply?

A: Organizations must have 501(c)(3) or 501 (c)(4) tax-exempt status, or have a fiscal sponsor with 501(c)(3) status. If your organization is awaiting your 501(c)(3) status or represents a collaborative of agencies, we ask that you apply under a fiscal sponsor. Your fiscal sponsor will be required to submit program specific audited financial statements and be responsible for the fiscal management of our grant to you.

Q: Can my organization apply if it's not located in East Palo Alto?

A: Organizations located in East Menlo Park may also apply. However, the primary focus of the Community Network project is to benefit members of the East Palo Alto community.

Q: Can I apply as an individual?

A: Yes, individuals may apply. However, please state clearly in your proposal that you are applying as an individual. You should be aware that an assessment of applicants' capacity to maintain a technology access point (including staffing, physical resources and capacity, and a proven track record) will be a key criterion in selection of TAPs. Therefore, we recommend that you consider collaborating with a local organization.

Q: Can organizations apply for Community Grants and to be a TAP?

A: Yes.

Grant Budget and Scope

Q: How many grants are you giving?

A: Up to 10, depending upon the proposals submitted and the capacity of organizations.

Q: How much money is available for staffing?

A: There is a total of roughly \$110,000 available for staffing of TAPs for a period of 18 months. A plan for how staffing will be provided has not been established yet, as proposals from organizations will influence the allocation of these funds.

Q: Do you fund operating expenses?

A: The focus of the grants will be for **program** related support and is largely in the form of equipment and not dollars. There are very limited funds available for technical support or staffing concerns. The intention is not to provide new equipment for organization staff or administrative support.

Grant-making Criteria

Q: Who is on the grant review committee?

A: The grant review committee will be made up of community members. If you or anyone you know may be interested in serving on the review committee, please contact Nadine Watson at 650-322-1134 x 25 or nwatson@pluggedin.org. Representatives from organizations applying to become a TAP cannot serve on the grant review committee.

Q: What are activities that are eligible for funding?

A: It is impossible for us to anticipate all of the creative ideas groups and organizations will have or developed. In general, we will fund programs that focus on building community, enhancing economic growth in communities, information access, and education and learning technologies. We encourage organizations to be innovative in how they think about technology and how they integrate technology with their core mission and service delivery.

Q: Can I apply for funding of an existing program or do you require new programs for funding?

A: The purposes of the funds are to create access points for technology exposure in the community. Although we encourage innovation in the programs that are run in the community, applicants should be clear that the grants are not intended for general support of current operations that are not focused on technology exposure.

Q: Will Community Network grants be targeted toward funding the technology capacity of an organization--such as installing a local area network or improving electrical capacity?

A: Although core infrastructure support is important, at this point the Community Network does not have resources to provide assistance with things like electrical, or physical capacity. There will be support, however, for local area networking and Internet connectivity for areas that have access to DLS or high-speed cable. To find more information on funders for organizational capacity, please visit www.techsoup.org or www.compasspoint.org.

Q: What hours do you require for open access?

A: A commitment to public access will be strongly valued by the grant review committee. However, organizations who wish to apply but cannot offer open hours for public access are encouraged to submit proposals that meet the needs of a significant number of community members or underserved parts of the community.

Proposal Process and Structure

Q: Does my proposal have to be submitted in English?

A: Yes, please submit your proposal in English, as not all members of the grant review committee will be able to read Spanish fluently.

Q: Does my proposal have to follow your question order exactly?

A: Yes. Please include the question and number with each response.

Q: What if our financial statements are not audited?

A: You can submit a current non-audited financial statement. You may also submit a copy of your IRS 990.

Q: Do you want us to include timeline and work plan in the proposal?

A: Yes. Timelines and work plans for program development and implementation give us a better idea of how the program will work.

Q: Will the Community Network provide preliminary reviews and comments?

A: There will be no preliminary review by the grant review committee; however, staff may contact organizations for additional information and clarification of proposals. This process may include site visits, technical capacity assessments, and or phone calls.

Q: Do we need to include more than one copy of the proposal?

A: Yes. Please send two complete proposals with attachments.

Q: Will I get help completing the application?

A: If you have any questions about the application, please contact Nadine Watson at 650-322-1134 x 25 or nwatson@pluggedin.org. Assistance in drafting proposals, however, will not be provided.

Accessibility Statement

Q: Does every aspect of my organization have to be accessible?

A: Although it may be difficult to make an entire organization or building structure accessible, efforts should be made to ensure an absolutely "open path of service" so that people with disabilities have physical access to the facilities where the program is occurring. This includes access from the street to the building, to front counters and greeters, to information stations, to restrooms and water fountains, work areas, computers, and program areas.

Q: What else should I know about access?

A: Physical access is only one portion of accessibility. We are interested in how you have addressed accessibility in the following four areas: program, facility, communications, and technology.

You should think about the following in your statement on making your program accessible:

- How do you reach out to and include people with disabilities that reside in your target community?
- Does your program address outreach and communication to limited English speaking individuals?
- How does your program facilitate collaboration among and within multiple communities?
- Or, as you produce print and electronic materials, how are you making them available in alternative formats and languages?

Q: I am not clear on the scope in the Accessibility Statement. Can you give me a better idea of what you are looking for?

A: Our goal in asking this question is to really encourage organizations to be mindful of all the people they could reach out to by making simple changes to how, where, or with what materials their program is offered. Often, little adjustments like moving a program or information desk to the first floor in buildings without elevators can make a big difference in access to a program. Be ready to ask an individual what accommodations they might need. You'd be surprised how often it is a small modification that makes all the difference. Your attitude of welcoming all community members, and willingness to work with individuals to make participation possible, will go a long way toward achieving access.

Q: Does the Community Network provide resources for accessibility?

A: The scope of this project does not allow for funding to assist organizations in this way.

Submitting a Grant Proposal

Q: Can an organization submit more than one proposal?

A: No.

Q: Are collaboratives eligible for funding?

A: Yes. We encourage collaboratives to apply to the Community Network. However, all parties involved must endorse the proposal.

Contacting Us

Q: How do I contact you by email?

A: Contact Nadine Watson, nwatson@pluggedin.org

Q: How do I contact the Community Network by phone for more information?

A: Please contact Nadine Watson, 650-322-1134 x25.

Also see www.epa.net/taps for more information.