



City of Austin

GRANT FOR TECHNOLOGY OPPORTUNITIES (GTOPs)

2009 GRANT REVIEW COMMITTEE GRANT REVIEW COMMITTEE APPLICATION

Name

Home Address

City, State & Zip

Day Phone

Evening Phone

Cell or Pager

E-mail Address

Current Employer

Title/Position

Please Enclose:

Proof of residency (Copy of ID Card, Utility Bill etc.)

Resume or C.V.

By signing below, the applicant certifies he or she has read and understood the GTOPs Summary & Grant Review Committee Guidelines and that all information contained within this application is true and correct to the best of his or her knowledge.

Name (print)

Signature

Please provide responses to the following, attach a separate sheet if needed.

Please briefly describe your community involvement experience:

Please briefly describe your qualifications to serve as a GTOPs reviewer:

Please briefly describe why you wish to serve on the review board:

Thank you.

Please fax this page only plus attachments to 512.974.2416

>>>For Informational Purposes Only - Do Not Include With Your Application<<<

Application Submittal

Please read the GTOPs Summary & Grant Review Committee Guidelines prior to submitting your application!

Submit your completed application & attachments to the City of Austin Office of Telecommunications & Regulatory Affairs by 4:45 p.m., November 7, 2008.

Delivery Address: City of Austin - Office of Telecommunications & Regulatory Affairs
124 West 8th Street, Suite 210
Austin, TX 78701

Mailing Address: City of Austin - Office of Telecommunications & Regulatory Affairs
PO Box 1088
Austin, TX 78767

Phone: (512) 974-2999
Fax: (512) 974-2416

E-Mail: Sheena.Harden@ci.austin.tx.us
If sending your application via e-mail, please either include a scanned/digital signature or send the signature page separately via fax or regular mail. Incomplete applications will not be presented to the Commission.

GTOPs Summary & Grant Review Committee Guidelines

Vision: A community where all citizens have access to the facilities and the necessary skills to participate in an emerging digital society.

Mission: To provide matching grant funds to Austin organizations for projects that create digital opportunities and foster digital inclusion.

Goals:

1. Support programs that provide public access to computers and information technology, especially among underserved segments of our community.
2. Support programs that provide information technology literacy, education, and training.
3. Support programs that use information and communication technologies in innovative ways that serve the community.
4. Provide seed funding for Austin community and non-profit organizations for their technological outreach efforts.

Grant Review Committee Eligibility

In order to be eligible for consideration, applicants must:

- Provide proof of residency within the greater Austin area (which includes extra-territorial jurisdiction) for a minimum of one (1) year
- Have a minimum of five (5) years experience in technology, education, neighborhood planning, community development or other area relevant to GTOPs

Please attach relevant documentation to the application such as copy of driver's license or identification card, resume, C.V., letters of recommendation etc.

*** City of Austin Employees are NOT eligible to participate as reviewers. ***

The committee will include two non-voting members, a member of the Commission to act as chair of the Grant Review Committee and the GTOPs Program Manager to provide insight and guidance to the board.

Grant Review Committee selection will be made without regard to race, color, religion, sex, sexual preference and/or national origin. The City of Austin is in compliance with the Americans With Disabilities Act of 1991 and will provide reasonable accommodation to members of the Grant Review Committee as is necessary and appropriate during the review process.

Grant Review Committee Expectations

- Candidates selected for the Grant Review Committee should be prepared to spend a number of hours dedicated to this project. The grant generally receives between twenty and forty applications per year. All deadlines are firm.
- Grant Review Committee members are expected to review and evaluate each application thoroughly and in accordance with the criteria outlined in the orientation materials, given at the Grant Review Committee orientation meeting.
- Reviewers are expected to score applicants objectively without bias or regard to any prior relationships with the applying organization, its employees, agents, or representatives and must be prepared to recuse themselves from judging any proposal that they are unable to objectively review.
- Each member of the Grant Review Committee will be charged with the responsibility of protecting the applications and guaranteeing non-disclosure of any information or materials contained in the applications prior to awards.
- This is a non-paying, volunteer position. No compensation of any kind will be provided. The City of Austin Telecommunications and Regulatory Affairs office will, upon request, provide documentation outlining the duties and responsibilities of the Grant Review Committee such as an employer may require.
- Membership on the Grant Review Committee ends when the selection activity has been completed.

Timeline

(*dates subject to Grant Review Committee availability)

- October 24, 2008 Pre-Application Meeting & Grant Writing Seminar
This is an opportunity for interested parties to learn more about GTOPs, ask questions and brush up on grant writing skills.
- November 7, 2008 Grant Review Committee Applications Due
- November 12, 2008 Austin Community Technology and Telecommunications Commission Regular Meeting:
Grant Review Committee selected
- December 5, 2008 GTOPs Applications Due**
- December 10, 2008* Grant Review Committee Orientation
The Committee is required to attend an orientation meeting wherein they will receive guidelines, instructions, evaluation forms and a packet of grant applications.
- January 16, 2009* Oral Presentations
Grant applicants will be selected to give a five-minute presentation followed by Q&A.

January 22, 2009* Final Deliberation

Once the ranking has been established, the reviewers will deliberate on the final disbursement of grant monies. The highest-ranking proposals are generally given full grants with runners up often receiving partial grants.

February 11, 2009 Austin Community Technology and Telecommunications Commission Regular Meeting

The final awards recommendations are presented to the Commission for a vote at the regular February meeting. Once accepted, the award recommendations will be forwarded to the City Manager for final approval.

Grant Review Committee Grant Review Committee Grant Review Committee Grant Review Committee Grant Review Committee