

Nebraska Information Technology Commission
Community Technology Fund 2002

Application Form

Project Title:

Submitting Entity:

Grant Amount Requested:

Project Contact Information (Name, address, telephone, fax, and e-mail address):

Executive Summary

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

Goals, Objectives and Outcomes

1. Describe the project, including:

- Problem statement and needs assessment
- Goals (i.e., increasing Internet literacy)
- Project activities or outputs (specific, measurable steps to get to the goal--i.e., offering six sessions of classes). Include training and staff development activities if appropriate.
- Expected outcomes (impact on the project's beneficiaries--i.e., at least 60 participants will learn to search for information on the Internet searches and send e-mail)

(20 points, 5 points for each bulleted item)

Project Justification

2. Explain how the proposed project supports on or more of the funding priorities by describing how the project:

- Uses information technology to address community needs related to community and economic development, the delivery of local government and library services, and health care.
- Uses information technology to address community needs in innovative ways or projects or initiates the use of information technology to address community needs.
- Demonstrates strong collaboration within a community or region in addressing IT development.

(10 points)

3. Describe the expected benefits (both tangible and intangible) of the proposed project. If applicable, include any economic benefits or long-term cost savings. (5 points)

Technical Impact

4. Describe the hardware, software, and communications needed for this project and explain why these choices were made. (5 points)
5. Address any technical issues with the proposed technology including:
 - Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.
 - Compatibility with existing institutional and/or statewide infrastructure.
 - Reliability, security and scalability (future needs for growth or adaptation).(5 points)
6. Describe how technical support will be provided. (5 points)

Preliminary Plan for Implementation

7. Describe the project sponsor(s) and stakeholder acceptance. If letters of support are included, list the entities or individuals submitting letters of support and briefly summarize the letter's content. Include information on any match being provided by project sponsors. (5 points)
8. Describe the project team, including their roles, responsibilities, and experience. (5 points)
9. List the major milestones and a timeline for completing each milestone. (5 points)
10. Describe how the project will be sustained. (5 points)
11. Describe the project's evaluation plan, including measurement and assessment methods that will verify project outcomes. (10 points)

Financial Analysis and Budget (20 points)

The budget will be scored on reasonableness (up to 10 points), mathematical accuracy (up to 5 points), and the strength and appropriateness of the match (up to 5 points).

Provide the following financial information:

	CTF Grant Funding	Cash Match (5)	In-Kind Match (6)	Other Funding Sources (7)	Total
Personnel Costs(1)					
Contractual Services (2)					
Capital Expenditures (3) (Hardware, software, etc.)					
Supplies and Materials					
Telecommunications					
Training					
Travel					
Supplies and materials					
Other costs (4)					
TOTAL		A	B		C

Match Percent = _____

Match Requirement: This grant requires a 20% match. Please calculate your match by using the formula below to ensure your application meets this requirement:

Total Cash Match (A) + Total In-Kind Match (B)
 _____ >= .20

Total Project Cost (C)

Financial Narrative Notes and Instructions

Several categories (see below) **require** further itemization.

1. Please include estimated number of hours or full-time equivalent (FTE) by position. Include separate totals for salary and fringe benefits. If it is necessary to itemize on a separate sheet, include only the subtotal in this table.
2. Please itemize other contractual expenses on separate sheet.
3. Please itemize capital expenditures by categories (hardware, software, network, and other) on a separate sheet.
4. Please itemize other operating expenses on a separate sheet.
5. Please indicate the source of any cash match.
6. Please indicate the source of any in-kind match and how it will be documented.
7. Please provide a breakdown of any other external funding sources. Sources of external funds may include grants from federal agencies or private foundations.

Please keep supporting documentation to a minimum. For example, rather than including a printout of a quotation from Dell for a new computer, include all relevant information in the budget narrative.