COMMUNITY BROADBAND APPLICATION QUESTIONS

This document lists the questions that are on the Community Broadband grant application. We have created it to help applicants review the questions and draft their applications. Please note that there is a 300 word maximum limit on most questions.

This document can’t be submitted as an application. Community Broadband grant applications must be submitted online. The online application will be available July 20th-August 1st. To apply please go to our Online Grant Application portal, at www.mainecf.org and click the “Log In” button at the top of the page or click here: https://maine-grants.fluidreview.com/

COMMUNITY BROADBAND APPLICATION

Amount Requested from MaineCF:_________________   Total Project Budget:_____________________________

Additional Program Information
Please let us know if your project aligns with any of our strategic goals. Check all the following categories that will be addressed by your project.

Note: The following is for our internal use only and will not be used to evaluate your proposal.

☐ Early childhood: Supporting a strong start for children (age 0-5)
☐ Access to education: Helping adult learners and nontraditional students
☐ Racial Equity: Improving access to opportunities for people of color
☐ Older People: Improving quality of life for people over 60
☐ Entrepreneurship and innovation: Helping entrepreneurs and innovators thrive
☐ None of these apply

Counties Served
Please identify counties that will most directly benefit from funding requested in this application.

One Sentence Project Description
Complete the following sentence in 25 words or less: We request support to . . .

PROJECT DESCRIPTION

Project Overview and Goal(s)
Briefly describe your proposed work. Include in your description any short and long term goals you've identified.
Community & Partners
Describe your community for the purposes of this project. What geographic area are you focusing on? Who are the key partners and what are their roles?

Need
Describe the need for high speed internet access in this community. What is your existing service? What do you know about who has access?

Digital Inclusion
How will you make sure people in your community understand how high speed internet access will improve their quality of life? How are you/will you make sure that your community has the skills necessary to use high speed internet? What steps are you taking/will you take to ensure people can afford the equipment/service?

Underserved Population
Select all of the groups that will be directly served by your project

- Older Adults- 60+ years old
- People living in remote rural areas
- People living poverty
- Racial minority groups
- Immigrants and Refugees
- Students (early childhood to adults)
- Entrepreneurs, small businesses
- Other, please specify...
- No specific population

ADDITIONAL PROJECT DETAILS

Community Support
What indicators of community support can you share? This could include financial commitments, attendance at public meetings, numbers and diversity of partners involved, affirmative votes by community members or elected officials, survey responses, etc.

Replcability
Describe any ways that this work could provide a model for or be replicated by other communities in Maine or beyond.
COMMUNITY BROADBAND APPLICATION QUESTIONS

Timing
Describe how this grant support could advance your work at this specific moment in time. Is there something timely about this opportunity? Please indicate if you are planning to apply for state or federal broadband funding in 2020/2021.

Project Timing
Identify the start and end dates of the activities you plan to fund with a MaineCF grant.

Please note that MaineCF grants may not be used for expenses already incurred. All activities for which you request funding should take place after September 11, 2020.

Starting Date (mo/year) ______________ Ending Date (mo/year) ____________

PROJECT FUNDING

Amount Requested
This information is automatically copied from the first page of your application. If you need to change this amount, please change it there.

Total Project Budget
This information is also automatically copied from the first page of your application. If you need to change this amount, please change it there.

Project Revenues
List all the funding sources you have identified for your project. This includes this MaineCF request, grants from other foundations, in-kind donations (donations of time, goods or services from your organization or others), and earned income (fees for services, or income from sales).

<table>
<thead>
<tr>
<th>Name of Funding Source</th>
<th>Amount</th>
<th>Status (Pending or Secured)</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>○ Pending ○ Secured</td>
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</tbody>
</table>

Project Expenses
List the specific items or expenses needed for your project under Expense Items. For each item, list the amount you request from MaineCF in Amount from MaineCF. List the amount you will need from other sources in Amount from Other Sources if that applies.

Important things to consider:
• You must account for all the funding you are requesting from MaineCF with this grant application.
• The Amount Requested from MaineCF and your Total Project Budget must match the amounts you entered on page one of this application.
• You can list up to eight items in the Project Budget. If you have more than eight you can combine like items into categories (example: project materials and supplies or volunteer and staff time)
COMMUNITY BROADBAND APPLICATION QUESTIONS

- Your project budget may include up to 20% of the total amount requested from MaineCF for indirect costs (overhead expenses).
- These funds may be used for overhead or operating expenses (ex. rent, utilities, bookkeeping), but you must label this line in your budget as “Indirect” in the Expense Items column. (DO NOT specify how the indirect funds will be used.)
- Your total request must NOT be more than $10,000 (the maximum Community Broadband grant).

<table>
<thead>
<tr>
<th>Expense Items</th>
<th>Amount from Maine CF</th>
<th>Amount from Other Sources</th>
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Budget Narrative (200 words maximum)
In 200 words or less, describe how you plan to use the grant funds if you receive them. Please check the grant program guidelines for a list of what is eligible for support.

Key Project Staff (200 words maximum)
Provide a brief description of the specific roles, responsibilities, and qualifications of key staff for this project. This should be in a short paragraph. Please do not include resumes.

Partnerships and Collaboration (300 words maximum)
List any organizations that you will partner with to make this project successful. Include a brief description of what each partner organization will do in this project. (Example, engage members, provide training, share resources, etc.)

Organization Financial Information
Please note: Public schools and Municipalities do not need to complete this section. All other applicants should refer to your organization's IRS 990 form, Part I and Part IX for information for this section.
A sample Organization Budget Form is available on our webpage to download a copy of this form for your reference.

Please use only numbers, no commas, decimal points, or currency signs, for example: 25000, not $25,000.00

Operating Budget
Please provide information from the most recent completed fiscal or financial year. If your organization is new this year, please estimate the current fiscal year's information.
If your organization is exempt from this requirement you may use a placeholder in this field (zeroes or xxx's) and the information will not be included in the application

Fiscal Year Operating Budget

Fiscal Year
This is the dates of the fiscal year for the Operating Budget you listed above.
**COMMUNITY BROADBAND APPLICATION QUESTIONS**

*Example: Start date: July 2018 End date: June 2019*

<table>
<thead>
<tr>
<th>Start date</th>
<th>End Date</th>
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**Revenue**

<table>
<thead>
<tr>
<th>Source</th>
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<tbody>
<tr>
<td>Individual and Business Contributions</td>
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<tr>
<td>Foundation Grants</td>
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<tr>
<td>Government Funding</td>
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<tr>
<td>United Way Contributions</td>
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<tr>
<td>Program Income (fees or other forms of earned income)</td>
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<tr>
<td>Interest, Dividends, and Endowment Income</td>
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<tr>
<td>Other Revenue</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

**Other Revenues Explanation**

If you listed an amount for "Other Revenues" above, please identify the sources here. (Examples: fees, fines, ticket sales, etc.)

**Expenses**

If you listed an amount for "Other Expenses" above, please identify the sources here. (Examples: fees, legal or accounting costs, etc.)

<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>For Programs</td>
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<tr>
<td>For Management and Administration</td>
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<tr>
<td>For Fundraising</td>
<td></td>
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<tr>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

**Other Expenses Explanation**

If you listed an amount for "Other Expenses" above, please identify the sources here. (Examples: fees, legal or accounting costs, etc.)

**Total Revenues Minus Total Expenses:**

**Deficit Explanation**

If your expenses exceeded revenues for the last fiscal year, please explain how this shortfall was financed. (150 words maximum)

**ADDITIONAL REQUIRED MATERIALS**

(In the online application system you will be able to upload these items as attachments.)

**Required for all applicants:** List all the members of your organization's board or advisory committee. Please include each member's occupation and city/town of residence.

**Other documents that may be required:**

Review the following conditions to determine what additional documents are required with your application.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Required Documents</th>
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</table>
COMMUNITY BROADBAND APPLICATION QUESTIONS

| If your organization is not a recognized 501(c)(3) tax-exempt public charity and you are applying with a fiscal sponsor | MaineCF's Fiscal Sponsorship Agreement Form completed and signed by an authorized representative of each entity. The form and frequently asked questions can be found here. |
| If you are applying for a project that includes working with in a school | A letter of agreement from a school representative that explains the school’s level of involvement |
| If you are applying for a project that includes a partnership with another organization (other than a school) | A letter of agreement from the partner organization that explains their level of involvement. |
| If your organization is a public school or school district | A letter from the principal or superintendent agreeing to accept MaineCF grant funds for your project |
| A municipal library | A letter from the Town or City Manager confirming your organization’s municipal status. (Note that libraries with separate 501(c)(3) tax-exempt public charity status do not need this letter.) |
| A town/city or government/municipal agency | A letter from the head of agency agreeing to accept MaineCF grant funds for your project |

If you do not have electronic versions of these materials, please download this Cover Sheet and mail these materials to the Maine Community Foundation.

Please DO NOT INCLUDE:

- Audited financials or 990 forms
- 501c3 letters of determination
- Annual Reports
- General letters of support

THIS IS THE END OF THE APPLICATION. YOU WILL BE ASKED TO AGREE TO OUR TERMS AND CONDITIONS AND DIGITALLY SIGN YOUR APPLICATION.