

# Apply Online

## Preview Form

This is an example of the application questions with which you will be presented. It is recommended that you compose the answers to the paragraph questions in a word processing program and then cut and paste that text into the online application.

## Contact Information

**To submit an Investment Proposal to the California Emerging Technology Fund, please add the following contacts:**

1. **Organization Primary Contact** - This contact information was filled in for the Concept Proposal. Please click on the name in blue below to review the Primary Contact's information for completeness and accuracy.
2. **Organization Secondary Contact(s)** - The secondary contact is a second key person at your organization who is knowledgeable about the project described in this proposal. You may have entered this information in your Concept Proposal, however, we need you to reenter it by clicking create new.
3. **Partner Organization Collaboration Contacts** - The collaboration contacts are the contacts that you listed in your Concept Proposal as your partners in this project from organizations other than your own. To refer to this list, click on the heading "Project Description" in the time line above and scroll down to the "Collaboration Contact" field. Each partner must be entered in Contact Information section by clicking on create new below.

**Please Note:** Once you have completed a contact, click on create new to add the next contact. You will need to save and proceed on the contact information page after completing the required fields for each contact.

Click 'Create New' to add more contacts.

Create New

\*Contact Type

(Single-Select List)

- Collaboration Contact
- Primary Contact
- Secondary Contact

Instructions:

- Please select the appropriate contact type.

**Affiliated Partner Organization**

(Text; 255 character maximum)

Instructions:

- If this person is a Collaboration Contact, please provide the name of the partner organization with which he/she is affiliated.

\*Salutation

(Text; 100 character maximum)

Instructions:

- Please enter the appropriate salutation. (Example: Mr., Mrs., Dr., Rev.)

\*First Name

(Text; 40 character maximum)

Instructions:

- Please enter your first name.

\*Last Name

(Text; 40 character maximum)

Instructions:

- Please enter your last name.

\*Title

(Text; 255 character maximum)

Instructions:

- Please enter your title.

\*Address

(Text; 100 character maximum)

Instructions:

- Please enter your address.

Address 2

(Text; 255 character maximum)

Instructions:

- 

\*City

(Text; 50 character maximum)

Instructions:

- Please enter your city.

\*State

(Single-Select List)

- (Not Applicable)
- Alabama

Instructions:

- Please enter your state.

- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Vermont
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming

\*Zip  
(Text; 20 character maximum)

Instructions:  

- Please enter your zip.

\*Telephone  
(Text; 30 character maximum)

Instructions:  

- Please enter your organization's telephone number, **including area code**, in the following format: XXX-XXX-

XXXX	
Cellular (Text; 255 character maximum)	Instructions: <ul style="list-style-type: none"> <li>• Please enter your cell phone number, <b>including area code</b>, in the following format: XXX-XXX-XXXX</li> </ul>
Fax (Text; 30 character maximum)	Instructions: <ul style="list-style-type: none"> <li>• Please enter your fax number, <b>including area code</b>, in the following format: XXX-XXX-XXXX</li> </ul>
*E-mail Address (Text; 100 character maximum)	Instructions: <ul style="list-style-type: none"> <li>• Please enter your e-mail address.</li> </ul>
Organization Information	
This section was filled in for the Concept Proposal. Please review it for completeness and accuracy.	
*Legal Name (Text; 100 character maximum)	Instructions: <ul style="list-style-type: none"> <li>• Please enter your organization's legal name.</li> </ul>
*Address (Text; 100 character maximum)	Instructions: <ul style="list-style-type: none"> <li>• Please enter your organization's address.</li> </ul>
Address 2 (Text; 255 character maximum)	Instructions: <ul style="list-style-type: none"> <li>•</li> </ul>
*City (Text; 50 character maximum)	Instructions: <ul style="list-style-type: none"> <li>• Please enter your organization's city.</li> </ul>
*State (Single-Select List) <ul style="list-style-type: none"> <li>• (Not Applicable)</li> <li>• Alabama</li> <li>• Alaska</li> <li>• Arizona</li> <li>• Arkansas</li> <li>• California</li> <li>• Colorado</li> <li>• Connecticut</li> <li>• Delaware</li> <li>• District of Columbia</li> <li>• Florida</li> <li>• Georgia</li> <li>• Hawaii</li> <li>• Idaho</li> <li>• Illinois</li> <li>• Indiana</li> <li>• Iowa</li> <li>• Kansas</li> <li>• Kentucky</li> <li>• Louisiana</li> <li>• Maine</li> <li>• Maryland</li> <li>• Massachusetts</li> <li>• Michigan</li> <li>• Minnesota</li> <li>• Mississippi</li> <li>• Missouri</li> <li>• Montana</li> <li>• Nebraska</li> <li>• Nevada</li> </ul>	Instructions: <ul style="list-style-type: none"> <li>• Please enter your organization's state.</li> </ul>

- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Vermont
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming

\*Zip  
(Text; 20 character maximum)

Instructions:  

- Please enter your organization's zip code.

\*Telephone  
(Text; 30 character maximum)

Instructions:  

- Please enter your organization's telephone number, **including area code**, in the following format: XXX-XXX-XXXX

Website Address  
(Text; 100 character maximum)

Instructions:  

- Please enter your organization's web address.

\*Date Founded  
(Date)

Instructions:  

- Please enter the date your organization was founded.

\*Communications  
(Yes/No)

Instructions:  

- Does your organization send email or print communications to clients, members, supporters, etc.?

#### Organization Details

This section was filled in for the Concept Proposal. Please review it for completeness and accuracy.

\*Issues Addressed  
(Paragraph; 2000 character maximum)

Instructions:  

- Please provide a compelling statement about the issues and populations that this proposal addresses.

\*Organization Current Budget  
(Currency; 20 character maximum)

Instructions:  

- Please provide the organization's budget for the current year [please round off the totals].

**Audited Financial Statements**  
(File Upload; 5,242,880 byte limit)

Instructions:  

- Please upload the most current audited financial statements. **PLEASE NOTE:** If you do not have an electronic version of this information, a hard copy of financials must be postmarked October 31. The statements can be mailed to CETF, 5 Third Street, Suite 520, San Francisco, CA 94103.

<p>*Fiscal Year End Date (Date)</p>	<p>Instructions:  <ul style="list-style-type: none"> <li>• Please enter the fiscal year end date for your organization.</li> </ul> </p>
<p>Request Information</p>	
<p>This section was filled in for the Concept Proposal. Please review it for completeness and accuracy.</p>	
<p>*Project Title (Text; 255 character maximum)</p>	<p>Instructions:  <ul style="list-style-type: none"> <li>• Please enter your project title.</li> </ul> </p>
<p>*Requested Cash Amount (Currency; 20 character maximum)</p>	<p>Instructions:  <ul style="list-style-type: none"> <li>• Please enter the amount you are requesting for this project. Format your request in dollars [please round off the totals].</li> </ul> </p>
<p>*Overall Project Budget (Currency; 20 character maximum)</p>	<p>Instructions:  <ul style="list-style-type: none"> <li>• Please provide the total project budget. Format your request in dollars [please round off the totals].</li> </ul> </p>
<p>*Length of Project (Single-Select List)</p> <ul style="list-style-type: none"> <li>• One-Year</li> <li>• Multi-Year</li> </ul>	<p>Instructions:  <ul style="list-style-type: none"> <li>• Is this a one-year or multi-year project?</li> </ul> </p>
<p>*Project Start Date (Date)</p>	<p>Instructions:  <ul style="list-style-type: none"> <li>• Project Start Date</li> </ul> </p>
<p>*Project End Date (Date)</p>	<p>Instructions:  <ul style="list-style-type: none"> <li>• Project End Date</li> </ul> </p>
<p>*Counties Served (Multi-Select List)</p> <ul style="list-style-type: none"> <li>• Statewide</li> <li>• Alameda</li> <li>• Alpine</li> <li>• Amador</li> <li>• Butte</li> <li>• Calaveras</li> <li>• Colusa</li> <li>• Contra Costa</li> <li>• Del Norte</li> <li>• El Dorado</li> <li>• Fresno</li> <li>• Glenn</li> <li>• Humboldt</li> <li>• Imperial</li> <li>• Inyo</li> <li>• Kern</li> <li>• Kings</li> <li>• Lake</li> <li>• Lassen</li> <li>• Los Angeles</li> <li>• Madera</li> <li>• Marin</li> <li>• Mariposa</li> <li>• Mendocino</li> <li>• Merced</li> <li>• Modoc</li> <li>• Mono</li> <li>• Monterey</li> <li>• Napa</li> </ul>	<p>Instructions:  <ul style="list-style-type: none"> <li>• Please select all counties that your project will serve. To select more than one, hold down the 'Ctrl' key while making your selections. If your project will serve counties statewide, you need only select "Statewide."</li> </ul> </p>

- Nevada
- Orange
- Placer
- Plumas
- Riverside
- Sacramento
- San Benito
- San Bernardino
- San Diego
- San Francisco
- San Joaquin
- San Luis Obispo
- San Mateo
- Santa Barbara
- Santa Clara
- Santa Cruz
- Shasta
- Sierra
- Siskiyou
- Solano
- Sonoma
- Stanislaus
- Sutter
- Tehama
- Trinity
- Tulare
- Tuolumne
- Ventura
- Yolo
- Yuba

**\*Focus Area**

(Single-Select List)

- Access for People with Disabilities
- Aggregating Demand
- Civic Engagement (and eGovernment)
- Computer Literacy
- Economic Development
- Education - Afterschool
- Education - K-12
- Education - Preschool
- Emergency Response and Homeland Security
- Emerging Markets
- Foster Care
- Housing
- Libraries
- Post Secondary Higher Education
- Small Business Growth
- Telemedicine
- Universal Design
- Volunteerism
- Workforce Preparation and Training
- Other

Instructions:

- Focus area of your program or project. Please select one.

**Other Focus Area**

(Text; 255 character maximum)

Instructions:

- If you chose "Other" to the question above, please specify your primary focus area.

## Project Description

This section and Operations Information will expand upon the information submitted for the Concept Proposal and will provide details about the project. These sections will be the primary focus of evaluation of your Investment Proposal.

This section of the Investment Proposal contains the following required components:

- Overview of Project
- Strategy to Close the Digital Divide
- Leadership Capacity
- Collaboration Partners and Roles
- Goals and Objectives
- Deliverables and Outcomes
- Work Plan
- Accessibility Plan

Each of these sections is discussed below along with questions to help you frame the content of your proposal. You also should review the [Evaluation Criteria and Format](#) before writing these components to ensure that your proposal is focused and responsive to the criteria. The proposal text for each of these required components need not be lengthy, but should be substantive, specific and quantifiable. In fact, concise quality content will be appreciated.

### Overview of Project

(No input required)

Instructions:

- 

\*Overview of Proposed Project  
(Paragraph; 2000 character maximum)

Instructions:

- Provide an overview of the proposed project and CETF investment. State in 1-3 cogent, concise paragraphs what the project is intended to accomplish, why it is important and the overall approach. Make sure that the reader can easily discern from this section exactly what the project is about—informing the reader about the “who, what, how, when and why” such that if this section were included in a public document that the media would immediately understand why and how your project will make a difference in accelerating the deployment and adoption of broadband technology, helping to close the Digital Divide in California.

If additional space is needed, you may continue your response in the "Additional Space" field below.

**Additional Space** (Overview of Proposed Project)  
(Paragraph; 2000 character maximum)

Instructions:

- If additional space is needed, you may continue your response here.

\*Broadband Technology Strategy  
(Paragraph; 2000 character maximum)

Instructions:

- Discuss how broadband technology is part of a comprehensive set of strategies to transform and improve the well-being of underserved community and describe how the investment will help close the Digital Divide.

### Strategy to Close the Digital Divide

(No input required)

Instructions:

- 

\*Strategic Action Plan  
(Paragraph; 2000 character maximum)

Instructions:

- Explain how your project relates to the CETF Strategic Action Plan and will help implement it.

\*Order of Magnitude  
(Paragraph; 2000 character maximum)

Instructions:

- Assess the “order of magnitude” of the challenge in the community and region.
  - How large is the challenge being addressed?

	<ul style="list-style-type: none"> <li>• Of the people being served by the project, how much of the total similar population does that represent?</li> <li>• How large is the underserved community being assisted?</li> </ul>
<p><b>*Best Practices</b> (Paragraph; 2000 character maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Discuss the research or evidence basis for expected success, including delineation of "best practices" incorporated into the program or project. If additional space is needed, you may continue your response in the "Additional Space" field below.</li> </ul>
<p><b>Additional Space (Best Practices)</b> (Paragraph; 2000 character maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• If additional space is needed, you may continue your response here.</li> </ul>
<p style="text-align: center;"><b>Leadership Capacity</b></p> <p>(No input required)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>*Capacity to Implement Project</b> (Paragraph; 2000 character maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Discuss the organizational capacity to implement and manage the project, including the experience with broadband technology that will lead to successful accomplishment of the deliverables and outcomes.</li> </ul>
<p><b>*Leadership Track Record</b> (Paragraph; 2000 character maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Summarize the organizational track record in implementing and managing successful projects, particularly in relationship to the deployment and adoption of broadband technology.</li> </ul>
<p style="text-align: center;"><b>Collaboration Partners and Roles</b></p> <p>(No input required)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Collaboration Contacts</b> (Paragraph; 2000 character maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• These are the partners you listed in the Concept Proposal. Please update the list to reflect each partner for the project. List the name and organization here. Be sure that each person listed here is also entered as a contact in the "Contact Information" section of this proposal.</li> </ul>
<p><b>Collaboration Contact Roles</b> (Paragraph; 2000 character maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Describe the roles and responsibilities of the Collaboration partners listed in the field above.</li> </ul>
<p><b>Collaboration Track Record</b> (Paragraph; 2000 character maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Summarize the organizational track record in implementing and managing successful projects, particularly in relationship to the deployment and adoption of broadband technology.</li> </ul>
<p style="text-align: center;"><b>Goals and Objectives</b></p> <p>(No input required)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Please <a href="#">click here</a> to review the CETF metrics and outcome so that you are prepared to align your project goals with them in the Work Plan. In this section please list just the overall project goals, objectives, deliverables and outcomes.</li> </ul>
<p><b>*Goals and Objectives</b> (Paragraph; 2000 character maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Delineate the Goals and Objectives to implement the</li> </ul>



	<p>project as described in the Overview of the Project, consistent with the Strategy to Close the Digital Divide. To the extent possible, quantify the Goals and Objectives in terms of the number of people who will be connected to broadband technology, acquire skills, and/or become broadband technology users.</p> <p>List the Goals and Objectives in a logical order, beginning with the most fundamental and/or "first in time" for implementation. These same Goals and Objectives also must be reiterated in the Work Plan.</p>
<p>Additional Space (Goals and Objectives) (Paragraph; 2000 character maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• If additional space is needed, you may continue your response here.</li> </ul>
<p style="text-align: center;"><b>Deliverables and Outcomes</b></p> <p>(No input required)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p>*Summarize the Deliverables (Paragraph; 2000 character maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Summarize the deliverables, which are work products and milestones, such as meetings, conferences, surveys, or reports. Deliverables are inputs to the outputs. These same deliverables also must be entered into the Work Plan for the quarters in which they will be completed or accomplished.</li> </ul>
<p>*Summarize and Quantify the Outcomes (Paragraph; 2000 character maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Summarize and quantify the outcomes (such as the number of people served or trained, number of households reached, increase in number of households connected to and using broadband technology). The outcomes should be stated in terms that will make it clear how they contribute towards measurable quantifiable changes in deployment and adoption of broadband technology consistent with the metrics adopted by CETF (see the Strategic Action Plan). These same outcomes also must be entered into the Work Plan for the quarters in which they will be achieved.</li> </ul> <p><a href="#">Click Here</a> for the Strategic Action Plan.</p>
<p style="text-align: center;"><b>Work Plan</b></p> <p>(No input required)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p>*Work Plan Upload (File Upload; 524,288 byte limit)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Complete an annual Work Plan for each year of the project using the Work Plan template format provided (see Work Plan Template).</li> </ul> <p>Enter the Goals (I through X) and Objectives (A through X) as stated in the Goals and Objectives section. For multi-year projects, some Goals (and related Objectives) may apply to more than one year. If so, enter the relevant Goals and Objectives in the annual Work Plan for each year to which they pertain. For each Objective, delineate the activities and tasks that will accomplish it and indicate (with an X in the month column) in which month it will be started, continue to be carried out and completed (thus, there may be more than one month marked for a given activity). Enter the Deliverables and Outcomes for the appropriate quarters.</p>

This Work Plan format not only will provide clarity about what and how the project will achieve the Deliverables and Outcomes (and therefore make it easier to evaluate cost-effectiveness and return on investment), but it also will provide the basis for streamlined quarterly reporting on progress if the project is funded.

[Click Here](#) for the Work Plan Template.

#### Accessibility Plan

(No input required)

Instructions:

- 

\*Plan to Address Accessibility  
(Paragraph; 2000 character maximum)

Instructions:

- Please share how the project will serve people with disabilities (including the range of impairments--blind, deaf, hard of hearing and mobility). Also describe if your program materials, website, and facility (if applicable) are accessible. If you would like information about how to address the needs of people with disabilities please request assistance in your statement.

Explain how your project will reach out to and meet the needs of people with disabilities. If your organization has not served in the past people with disabilities, please so state. Also, describe how you will serve people with disabilities in this project.

\*Questionnaire Upload  
(File Upload; 5,242,880 byte limit)

Instructions:

- Please download the questionnaire and upload the completed version. All applicants must complete it prior to submitting a proposal.

[Click Here](#) for the Questionnaire.

#### Operations Information

This section will expand upon the information submitted for the Concept Proposal and will provide details about the project operations. This section will also be a primary focus of evaluation of your Investment Proposal. This section contains the following required components:

- Project Budget
- Personnel
- Matching Funding, Leverage and Cost-Effectiveness
- Metrics, Monitoring and Evaluation Plan
- Sustainability Plan
- Community and Regional Support

#### Project Budget

(No input required)

Instructions:

- 

\*Project Budget Upload  
(File Upload; 5,242,880 byte limit)

Instructions:

- Provide the total project budget and requested grant amount according to specified categories using the template format ([Budget Template](#)). Format your request in dollars [please round off the totals].

[Click Here](#) to review a sample of a completed budget template.

In addition to the total project budget submit a separate

	<p>budget for each year of requested funding. Please make sure that the sum of the annual budgets is consistent with the total project budget and the sums within categories for the annual budgets reconcile with the same categories in the total project budget.</p> <p>Please refer to the CETF policy on overhead, indirect costs, and other expenses titled "<a href="#">Budget and Expenditure Guidelines for Grants</a>".</p>
*Per Unit Cost of Outcome (Currency; 20 character maximum)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Be sure to calculate the “per unit cost of outcome” (total cost of the project divided by number people served or number of outcomes) [please round off the totals].</li> </ul>
*Description of Formula (Paragraph; 1000 character maximum)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Please describe the formula used to reach the 'Per Unit Cost of Outcome.'</li> </ul>
<b>Personnel</b>	Instructions:
(No input required)	•
*Employees Supported (User-Defined List)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• List each employee supported by grant. Type each name then click "Add to List" after each one.</li> </ul>
*Job Descriptions and Resumes (File Upload; 5,242,880 byte limit)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Attach job descriptions and resumes for each staff member listed in the question above.</li> </ul>
*Consultants Supported (User-Defined List)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Describe any anticipated work and responsibilities supported by grant that will be done by consultants. If the consultant has been identified, type each name then click "Add to List" after each one.</li> </ul>
*Consultant Resumes (File Upload; 5,242,880 byte limit)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Attach resumes for each consultant listed in the question above.</li> </ul>
<b>Matching Funding, Leverage and Cost-Effectiveness</b>	Instructions:
(No input required)	•
*Anticipated Funding Sources/Amounts (User-Defined List)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Please name each additional funder and the amount your organization anticipates requesting. Please enter each funder's name, followed by the amount they are funding [please round off the totals]. Click on "Add to List" button. If you need to enter any other funders, repeat this process.</li> </ul>
*Funding Leverage (Paragraph; 2000 character maximum)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Calculate the intended leverage of CETF funding (keeping in mind that the overall CETF goal is to leverage seed capital four-fold or a 1:3 match of CETF funds to matching funds).</li> </ul>
*Cost-Effectiveness (Paragraph; 2000 character maximum)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Briefly assess the cost-effectiveness of the project.</li> </ul>
<b>Metrics, Monitoring and Evaluation Plan</b>	Instructions:
	•

(No input required)	
*Metrics (Paragraph; 2000 character maximum)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Delineate the metrics that will be used to measure outcomes. To the extent possible, relate the proposed metrics to the overall metrics adopted by CETF (<a href="#">CETF Metrics</a>).</li> </ul>
*Anticipated Impacts (Investment Proposal) (Paragraph; 2000 character maximum)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Please provide an outline of your anticipated impacts based on the project outcomes you delineated earlier. CETF defines outcomes as the direct result of your work, e.g. 50 adults completed IT job training and 45 found jobs. Impacts are defined as what changes took place in the adults' lives as a result of finding a job in the field in which they were trained.</li> </ul>
*Monitoring and Evaluation (Paragraph; 2000 character maximum)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Describe the monitoring and evaluation plan, keeping in mind that grantees are required to submit quarterly progress reports and a final report in order to receive regular quarterly grant payments and the final grant payment. Identify who will be responsible for monitoring progress and evaluating outcomes and impacts.</li> </ul>
<b>Sustainability Plan</b>	
(No input required)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
*Sustainability (Paragraph; 2000 character maximum)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Discuss how the program will be sustained at the end of the grant if need still exists in your community or among the people served by your organization.</li> </ul>
*Results Integration (Paragraph; 2000 character maximum)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Discuss how the products, practices and results of this project will be integrated into your organization after the conclusion of the grant project.</li> </ul>
*Strategy for Scalability (Paragraph; 2000 character maximum)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Discuss the strategies and possible partners and funding sources envisioned to “take the project to scale” after the conclusion of the grant project.</li> </ul>
<b>Community and Regional Support</b>	
(No input required)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Remember if there are letters you are seeking but do not have, tell us you are in the process of getting a letter from (share the name, title and organization) and when you expect to have it available to send to CETF. We encourage you to scan the signed letters and upload them. If you cannot upload the letters, please upload a document listing the letters and the date you plan to mail them to CETF. The address is 5 Third Street, Suite 520, San Francisco, CA 94103.</li> </ul>
*Letters of Commitment (File Upload; 5,242,880 byte limit)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Submit letters of commitment from the collaborating partners and funders identified above. Letters from collaborating partners should document action by the Boards of Directors of the partners.</li> </ul>
*Letters of Support (File Upload; 5,242,880 byte limit)	<p>Instructions:</p> <ul style="list-style-type: none"> <li>• Submit letters of support from relevant stakeholder and civic leadership organizations in your community and region.</li> </ul>

\*Broadband Component  
(File Upload; 5,242,880 byte limit)

Instructions:  
• Submit documentation of evidence that broadband is or will be a component of local and regional plans for economic prosperity (such as local general plans or regional blueprint plans).

Demographic Information

This section was filled in for the Concept Proposal. Please review it for completeness and accuracy.

\*5A Areas  
(Percentage List)

- Access
- Applications
- Affordability
- Accessibility
- Assistance
- Other

Instructions:  
• Please let us know the 5A areas in which your project is working by estimating the amount of the overall budget that will be spent to accomplish your goals associated with each A that is applicable to the project. For a description of the 5As, [click here](#). Only whole numbers may be entered. Total of all entries must equal 100.

\*Priority Consumer Communities (A)  
(Percentage List)

- Disability - Blind
- Disability - Deaf
- Disability - Hard of Hearing
- Disability - Low Vision
- Disability - Mobility
- Disability - Other
- Disability - Speech
- None (enter the percent of people served who do not have a disability)

Instructions:  
• What communities will your project serve? Only whole numbers may be entered. Total of all entries must equal 100.

\*Priority Consumer Communities (B)  
(Percentage List)

- Rural and Remote
- Urban Disadvantaged

Instructions:  
• What communities will your project serve? Only whole numbers may be entered. Total of all entries must equal 100.

\*Ethnicity  
(Percentage List)

- Black or African American
- Caucasian or White (non Hispanic)
- Chinese
- Pilipino
- Hispanic or Latino (English proficient)
- Hispanic or Latino (English Language Learner)
- Japanese
- Korean
- Middle Eastern
- Native American
- Pacific Islander
- Southeast Asian (Hmong, Vietnamese, Laotian, Cambodian, Thai)
- Other (Please specify in the next question)
- Declined to State

Instructions:  
• What ethnicities will your project serve? Only whole numbers may be entered. Total of all entries must equal 100.

Other Ethnicity  
(Text; 255 character maximum)

Instructions:  
• If you chose "Other" to the question above, please specify the other ethnicity (ethnicities).

\*Age Range  
(Percentage List)

- Ages 2 to 4

Instructions:  
• What age ranges will your project serve? Only whole numbers may be entered. Total of all entries must equal 100.

- Ages 5 to 10
- Ages 11 to 13
- Ages 14 to 18
- Ages 19 to 29
- Ages 30 to 49
- Ages 50 to 64
- Ages 65 plus

**\*Income**

(Percentage List)

- Very low income  
(0% to 50% of the area median income level)
- Low income  
(50% to 80% of the area median income level)
- Moderate income  
(80% to 120% of the area median income level)
- Above Moderate  
(120% and above area median income level)

**Instructions:**

- Please describe the income ranges of the people you intend to serve based on the categories defined by HUD. If you need to know your area median income, please click here:

[FFIEC Geocoding System](#)

**Due Diligence Information**

This section will give CETF information to facilitate and complete its due diligence process.

**\*Due Diligence Spreadsheet**

(File Upload; 5,242,880 byte limit)

**Instructions:**

- Please complete the Due Diligence Spreadsheet. Use the 2006 Audited Financials as the source document for the numbers required in the formulas. Contact CETF if you have any questions.

[Click Here](#) for the due diligence spreadsheet.

**\*Third Party Reviews and Recognition**

(Paragraph; 2000 character maximum)

**Instructions:**

- Please share any third party evaluations, assessments and awards you have received related to the program or project for which you are requesting funding. Please provide a brief synopsis here and upload the pertinent document(s) to the field below.

**Third Party Pertinent Documents**

(File Upload; 5,242,880 byte limit)

**Instructions:**

- Please upload the pertinent document(s) from the question above.

**Due Diligence Contacts**

(No input required)

**Instructions:**

- List the names and contact information for the top 3 decision makers of your organization, 5 Board Members of your organization, 5 consumers or clients, and 5 civic leaders familiar with your organization and project. For each name provide an email address and phone contact information. For Board members and Civic Leaders please provide their organization affiliation and title.

**Decision Maker 1**

(No input required)

**Instructions:**

- 

**\*First Name (Decision Maker 1)**

(Text; 255 character maximum)

**Instructions:**

- 

**\*Last Name (Decision Maker 1)**

(Text; 255 character maximum)

**Instructions:**

- 

**\*Email Address (Decision Maker 1)**

(Text; 255 character maximum)

**Instructions:**

-

*Job Title (Decision Maker 1) (Text; 255 character maximum)	Instructions: •
<b>Decision Maker 2</b> (No input required)	Instructions: •
*First Name (Decision Maker 2) (Text; 255 character maximum)	Instructions: •
*Last Name (Decision Maker 2) (Text; 255 character maximum)	Instructions: •
*Email Address (Decision Maker 2) (Text; 255 character maximum)	Instructions: •
*Job Title (Decision Maker 2) (Text; 255 character maximum)	Instructions: •
<b>Decision Maker 3</b> (No input required)	Instructions: •
*First Name (Decision Maker 3) (Text; 255 character maximum)	Instructions: •
*Last Name (Decision Maker 3) (Text; 255 character maximum)	Instructions: •
*Email Address (Decision Maker 3) (Text; 255 character maximum)	Instructions: •
*Job Title (Decision Maker 3) (Text; 255 character maximum)	Instructions: •
<b>Board Member 1</b> (No input required)	Instructions: •
*First Name (Board Member 1) (Text; 255 character maximum)	Instructions: •
*Last Name (Board Member 1) (Text; 255 character maximum)	Instructions: •
*Address (Board Member 1) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Board Member 1)</b> (Text; 255 character maximum)	Instructions: •
*City (Board Member 1) (Text; 255 character maximum)	Instructions: •
*State (Board Member 1) (Text; 255 character maximum)	Instructions: •
*Zip (Board Member 1) (Text; 255 character maximum)	Instructions: •
*Telephone (Board Member 1) (Text; 255 character maximum)	Instructions: •

*Email Address (Board Member 1) (Text; 255 character maximum)	Instructions: •
*Organization Affiliation (Board Member 1) (Text; 255 character maximum)	Instructions: •
*Job Title (Board Member 1) (Text; 255 character maximum)	Instructions: •
<b>Board Member 2</b>  (No input required)	Instructions: •
*First Name (Board Member 2) (Text; 255 character maximum)	Instructions: •
*Last Name (Board Member 2) (Text; 255 character maximum)	Instructions: •
*Address (Board Member 2) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Board Member 2)</b> (Text; 255 character maximum)	Instructions: •
*City (Board Member 2) (Text; 255 character maximum)	Instructions: •
*State (Board Member 2) (Text; 255 character maximum)	Instructions: •
*Zip (Board Member 2) (Text; 255 character maximum)	Instructions: •
*Telephone (Board Member 2) (Text; 255 character maximum)	Instructions: •
*Email Address (Board Member 2) (Text; 255 character maximum)	Instructions: •
*Organization Affiliation (Board Member 2) (Text; 255 character maximum)	Instructions: •
*Job Title (Board Member 2) (Text; 255 character maximum)	Instructions: •
<b>Board Member 3</b>  (No input required)	Instructions: •
*First Name (Board Member 3) (Text; 255 character maximum)	Instructions: •
*Last Name (Board Member 3) (Text; 255 character maximum)	Instructions: •
*Address (Board Member 3) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Board Member 3)</b> (Text; 255 character maximum)	Instructions: •
*City (Board Member 3)	Instructions:



(Text; 255 character maximum)	•
*State (Board Member 3) (Text; 255 character maximum)	Instructions: •
*Zip (Board Member 3) (Text; 255 character maximum)	Instructions: •
*Telephone (Board Member 3) (Text; 255 character maximum)	Instructions: •
*Email Address (Board Member 3) (Text; 255 character maximum)	Instructions: •
*Organization Affiliation (Board Member 3) (Text; 255 character maximum)	Instructions: •
*Job Title (Board Member 3) (Text; 255 character maximum)	Instructions: •
<b>Board Member 4</b>	Instructions: •
(No input required)	
*First Name (Board Member 4) (Text; 255 character maximum)	Instructions: •
*Last Name (Board Member 4) (Text; 255 character maximum)	Instructions: •
*Address (Board Member 4) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Board Member 4)</b> (Text; 255 character maximum)	Instructions: •
*City (Board Member 4) (Text; 255 character maximum)	Instructions: •
*State (Board Member 4) (Text; 255 character maximum)	Instructions: •
*Zip (Board Member 4) (Text; 255 character maximum)	Instructions: •
*Telephone (Board Member 4) (Text; 255 character maximum)	Instructions: •
*Email Address (Board Member 4) (Text; 255 character maximum)	Instructions: •
*Organization Affiliation (Board Member 4) (Text; 255 character maximum)	Instructions: •
*Job Title (Board Member 4) (Text; 255 character maximum)	Instructions: •
<b>Board Member 5</b>	Instructions: •
(No input required)	
*First Name (Board Member 5) (Text; 255 character maximum)	Instructions: •

*Last Name (Board Member 5) (Text; 255 character maximum)	Instructions: •
*Address (Board Member 5) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Board Member 5)</b> (Text; 255 character maximum)	Instructions: •
*City (Board Member 5) (Text; 255 character maximum)	Instructions: •
*State (Board Member 5) (Text; 255 character maximum)	Instructions: •
*Zip (Board Member 5) (Text; 255 character maximum)	Instructions: •
*Telephone (Board Member 5) (Text; 255 character maximum)	Instructions: •
*Email Address (Board Member 5) (Text; 255 character maximum)	Instructions: •
*Organization Affiliation (Board Member 5) (Text; 255 character maximum)	Instructions: •
*Job Title (Board Member 5) (Text; 255 character maximum)	Instructions: •
<b>Consumer or Client 1</b>	Instructions: •
(No input required)	
*First Name (Client 1) (Text; 255 character maximum)	Instructions: •
*Last Name (Client 1) (Text; 255 character maximum)	Instructions: •
*Address (Client 1) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Client 1)</b> (Text; 255 character maximum)	Instructions: •
*City (Client 1) (Text; 255 character maximum)	Instructions: •
*State (Client 1) (Text; 255 character maximum)	Instructions: •
*Zip (Client 1) (Text; 255 character maximum)	Instructions: •
*Telephone (Client 1) (Text; 255 character maximum)	Instructions: •
*Email Address (Client 1) (Text; 255 character maximum)	Instructions: •
<b>Consumer or Client 2</b>	Instructions: •

(No input required)	
*First Name (Client 2) (Text; 255 character maximum)	Instructions: •
*Last Name (Client 2) (Text; 255 character maximum)	Instructions: •
*Address (Client 2) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Client 2)</b> (Text; 255 character maximum)	Instructions: •
*City (Client 2) (Text; 255 character maximum)	Instructions: •
*State (Client 2) (Text; 255 character maximum)	Instructions: •
*Zip (Client 2) (Text; 255 character maximum)	Instructions: •
*Telephone (Client 2) (Text; 255 character maximum)	Instructions: •
*Email Address (Client 2) (Text; 255 character maximum)	Instructions: •
<b>Consumer or Client 3</b>	
(No input required)	Instructions: •
*First Name (Client 3) (Text; 255 character maximum)	Instructions: •
*Last Name (Client 3) (Text; 255 character maximum)	Instructions: •
*Address (Client 3) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Client 3)</b> (Text; 255 character maximum)	Instructions: •
*City (Client 3) (Text; 255 character maximum)	Instructions: •
*State (Client 3) (Text; 255 character maximum)	Instructions: •
*Zip (Client 3) (Text; 255 character maximum)	Instructions: •
*Telephone (Client 3) (Text; 255 character maximum)	Instructions: •
*Email Address (Client 3) (Text; 255 character maximum)	Instructions: •
<b>Consumer or Client 4</b>	
(No input required)	Instructions: •

*First Name (Client 4) (Text; 255 character maximum)	Instructions: •
*Last Name (Client 4) (Text; 255 character maximum)	Instructions: •
*Address (Client 4) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Client 4)</b> (Text; 255 character maximum)	Instructions: •
*City (Client 4) (Text; 255 character maximum)	Instructions: •
*State (Client 4) (Text; 255 character maximum)	Instructions: •
*Zip (Client 4) (Text; 255 character maximum)	Instructions: •
*Telephone (Client 4) (Text; 255 character maximum)	Instructions: •
*Email Address (Client 4) (Text; 255 character maximum)	Instructions: •
<b>Consumer or Client 5</b> (No input required)	Instructions: •
*First Name (Client 5) (Text; 255 character maximum)	Instructions: •
*Last Name (Client 5) (Text; 255 character maximum)	Instructions: •
*Address (Client 5) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Client 5)</b> (Text; 255 character maximum)	Instructions: •
*City (Client 5) (Text; 255 character maximum)	Instructions: •
*State (Client 5) (Text; 255 character maximum)	Instructions: •
*Zip (Client 5) (Text; 255 character maximum)	Instructions: •
*Telephone (Client 5) (Text; 255 character maximum)	Instructions: •
*Email Address (Client 5) (Text; 255 character maximum)	Instructions: •
<b>Civic Leader 1</b> (No input required)	Instructions: •
*First Name (Civic Leader 1)	Instructions:

(Text; 255 character maximum)	•
*Last Name (Civic Leader 1) (Text; 255 character maximum)	Instructions: •
*Address (Civic Leader 1) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Civic Leader 1)</b> (Text; 255 character maximum)	Instructions: •
*City (Civic Leader 1) (Text; 255 character maximum)	Instructions: •
*State (Civic Leader 1) (Text; 255 character maximum)	Instructions: •
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*Telephone (Civic Leader 1) (Text; 255 character maximum)	Instructions: •
*Email Address (Civic Leader 1) (Text; 255 character maximum)	Instructions: •
*Organization Affiliation (Civic Leader 1) (Text; 255 character maximum)	Instructions: •
*Job Title (Civic Leader 1) (Text; 255 character maximum)	Instructions: •
<b>Civic Leader 2</b>	Instructions: •
(No input required)	
*First Name (Civic Leader 2) (Text; 255 character maximum)	Instructions: •
*Last Name (Civic Leader 2) (Text; 255 character maximum)	Instructions: •
*Address (Civic Leader 2) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Civic Leader 2)</b> (Text; 255 character maximum)	Instructions: •
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*Telephone (Civic Leader 2) (Text; 255 character maximum)	Instructions: •
*Email Address (Civic Leader 2) (Text; 255 character maximum)	Instructions: •
*Organization Affiliation (Civic Leader 2)	Instructions:

(Text; 255 character maximum)	•
*Job Title (Civic Leader 2) (Text; 255 character maximum)	Instructions: •
<b>Civic Leader 3</b>	Instructions: •
(No input required)	
*First Name (Civic Leader 3) (Text; 255 character maximum)	Instructions: •
*Last Name (Civic Leader 3) (Text; 255 character maximum)	Instructions: •
*Address (Civic Leader 3) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Civic Leader 3)</b> (Text; 255 character maximum)	Instructions: •
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*Job Title (Civic Leader 3) (Text; 255 character maximum)	Instructions: •
<b>Civic Leader 4</b>	Instructions: •
(No input required)	
*First Name (Civic Leader 4) (Text; 255 character maximum)	Instructions: •
*Last Name (Civic Leader 4) (Text; 255 character maximum)	Instructions: •
*Address (Civic Leader 4) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Civic Leader 4)</b> (Text; 255 character maximum)	Instructions: •
*City (Civic Leader 4) (Text; 255 character maximum)	Instructions: •
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*Zip (Civic Leader 4) (Text; 255 character maximum)	Instructions: •
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*Email Address (Civic Leader 4) (Text; 255 character maximum)	Instructions: •
*Organization Affiliation (Civic Leader 4) (Text; 255 character maximum)	Instructions: •
*Job Title (Civic Leader 4) (Text; 255 character maximum)	Instructions: •
<b>Civic Leader 5</b> (No input required)	Instructions: •
*First Name (Civic Leader 5) (Text; 255 character maximum)	Instructions: •
*Last Name (Civic Leader 5) (Text; 255 character maximum)	Instructions: •
*Address (Civic Leader 5) (Text; 255 character maximum)	Instructions: •
<b>Address 2 (Civic Leader 5)</b> (Text; 255 character maximum)	Instructions: •
*City (Civic Leader 5) (Text; 255 character maximum)	Instructions: •
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*Email Address (Civic Leader 5) (Text; 255 character maximum)	Instructions: •
*Organization Affiliation (Civic Leader 5) (Text; 255 character maximum)	Instructions: •
*Job Title (Civic Leader 5) (Text; 255 character maximum)	Instructions: •

[Need Support?](#)