



Grant Application
Saline County Digital Equity Initiative

Release Date: September 21st, 2023
Applications Due: October 17th, 2023

Introduction:

The Saline County Digital Equity Initiative is an ambitious project committed to fostering digital inclusivity and literacy in Saline County, Kansas. By providing grants that range from \$1,000 to \$25,000, the initiative will support projects that meet program requirements. This program underscores the urgency of bridging the digital divide, augmenting digital accessibility, and honing digital literacy skills within the community.

Eligible Applicants:

- Nonprofit organizations and private businesses that currently facilitate access to broadband or internet services or with the capacity and expertise to do so.
- Entities that operate in or provide services to Saline County residences or with the capacity to do so
- Applicants must abide by 2 CFR 200.
- Limit of 2 applications per organization.
- SAM (UEI) is required to receive funding and prior to obligation of funds; however, it is not needed at time of application.

Funding:

The available funding (listed below) should be used to assist with project planning, development and/or implementation with a priority for projects that address geographic areas of greatest need and serve those most at-risk. These projects should at minimum address one of the program goals below.

- A total of \$100,000 will be allocated to this grant program, with a maximum grant size of \$25,000.
- 10% hard or soft match. Hard match will include cash contributions and soft match will include volunteering and donations.
- Grant funds will be distributed via reimbursement for funds already spent (unless an alternative is approved in writing).
- Applicants must provide receipts or proof of payment for reimbursement.
- Eligible projects may need budget or scope adjustments to meet grant requirements.

Ineligible Uses:

- Overhead costs.
- Indirect administration costs.

Program Goals:

- Projects which champion the National Broadband Project's ambitions by assisting digital equity efforts at a grassroots level in Saline County.
- Projects that stimulate collaboration among local stakeholders and organizations utilizing National Broadband Project resources to synchronize strategies and exchange effective practices.
- Projects that help bridge the digital divide by increasing access to affordable, reliable broadband internet connectivity for all Saline County inhabitants.
- Projects that bolster digital literacy and fluency skills among community members, empowering them to effectively harness digital technologies and online resources.

Eligible Projects:

- Digital Access and Affordability: Programs that assist in making digital devices and internet access affordable for low-income individuals and families.
- Digital Literacy and Skills Development: Funding for training programs that enhance digital literacy and skills among community members.
- Community Partnerships and Collaboration: Grants for cooperative projects promoting digital inclusivity and community development through technology.

Subrecipient Reporting

The applicant will be required to sign a subrecipient agreement or contract (as applicable) prior to receiving funding. This will require retention certain records and submissions to Saline County monthly, or at such other intervals as requested, any information, documents or certifications requested by Saline County which it deems reasonably necessary to substantiate Subrecipient's continuing compliance with the provisions of all applicable SLFRF program rules, guidelines, criteria, and regulations. Reports must be submitted in such format as prescribed by Saline County. Saline County shall retain the right to change reporting requirements from time to time as it deems necessary. Specifics on reporting requirements will be provided in the subrecipient agreement and with supplementary reporting guidance.

Eligible Timing:

Implementation of the project/program should not extend beyond September 30th, 2024.

Important Dates:

September 20 th , 2023	Informational Grant Workshop
September 21 st , 2023	Applications posted on County website
October 3 rd , 2023	Applicant question submission deadline
October 10 th , 2023	Responses posted on County website
October 17 th , 2023	Applications due to the County no later than 4:30 PM
October 31 st , 2023	Grant awards announced and recipients notified
November 17 th , 2023	Grant Agreement signed
September 30th, 2024	Any funds not expended by this date will be re-allocated

Saline County Digital Equity Grant

General Information	
Date:	SAM UEI:
Entity Name:	Federal Tax ID:
Main Contact Name:	Main Contact Title:
Position of person authorizing submittal:	Signature of person authorizing submittal:
Project/Program Title:	
Applicant Type: (check all that apply) ☐ Non-Profit Organization ☐ Businesses providing access to broadband and internet ☐ Other. Please Specify: _____	
Project Type: (check all that apply, multiple selection allowed) ☐ Digital Access and Affordability ☐ Digital Literacy and Skills Development ☐ Community Partnerships and Collaboration	
Total project cost: \$ _____	Total Admin Cost: \$ _____

1. Applicant Contact Information

Authorized Representative Name:
Authorized Representative Title:
Mailing Address Line 1:
Mailing Address Line 2:
City:
State:
Zip Code:
Physical Address Line 1:
Physical Address Line 2:

Physical Address City:

Physical Address State:

Physical Address Zip Code:

Phone Number:

E-Mail Address:

2. Application Preparer Contact Information (If different from Applicant Contact Information)

Firm Name:

Contact Name:

Mailing Address Line 1:

Mailing Address Line 2:

City:

State:

Zip Code:

Physical Address Line 1:

Physical Address Line 2:

Physical Address City:

Physical Address State:

Physical Address Zip Code:

Phone Number:

E-Mail Address:

3. Partner Agency Contact Information (if applicable)

Will this project/program be implemented with the
assistance of a partner agency? ☐ Yes ☐ No

Partner Agency Name:

Contact Name:

Mailing Address 1:

Mailing Address 2:

City:

4. Project Description

Please be sure this description includes all major project components and clearly states what the project seeks to accomplish. ***(If additional space is needed, please provide additional pages in your application response). Please be sure to explain the community impact.***

Start Narrative here

5. Project Impact. *Please describe:* The impacts that the projects will achieve either directly or indirectly including short-term benefits and long-term benefits to residents of Saline County.

Start Narrative here

6. Economically Disadvantaged Community & Equitable Community Advancements. *Please describe what areas of Saline County that will be affected by your project. Please describe how this project will benefit a disadvantaged community or population? How will the project track progress? Does the project advance equity? Does it create a space for marginalized community members?*

Start Narrative here

7. Match. *Please describe what match contribution if any will be provided to this project. Please include the source of the match funding.*

Start Narrative here

8. Partner Agency? *Will this project be implemented in collaboration or partnership with another organization? If so, please explain the nature of the collaboration.*

Start Narrative here

9. Organizational Capacity/Experience? *How is your organization prepared to implement the proposed project and ensure it will be effectively utilized by the targeted population? Please explain any current projects demonstrating capacity and/or your organization (or partners) current connections to assist targeted populations.*

10. Program/Project Budget

Description of Expense	Saline County Grant Funding Requested	Other Secured Funding Source(s)	Total Cost Amount
<u>Project Costs</u>			
Partial Case Manager 50%	\$0.00	\$0.00	\$0.00
Laptops	\$0.00	\$0.00	\$0.00
Input Line-item 3	\$0.00	\$0.00	\$0.00
Input Line-item 4	\$0.00	\$0.00	\$0.00

Input Line-item 5	\$0.00	\$0.00	\$0.00
Input Line-item 6	\$0.00	\$0.00	\$0.00
Project Cost Subtotal:	\$0.00	\$0.00	\$0.00
<u>Administration Costs (direct)</u>			
Input Line-item 1	\$0.00	\$0.00	\$0.00
Input Line-item 2	\$0.00	\$0.00	\$0.00
Input Line-item 3	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Administration Subtotal:	\$0.00	\$0.00	\$0.00
TOTAL PROJECT COST:	\$0.00	\$0.00	\$0.00
<i>Please describe how you will ensure funding will be allocated and spent by September 30th, 2024</i>			

SUBMISSION OF APPLICATIONS

The application can be submitted either electronically or via mail.

- **Electronic Submission:**

- An electronic copy of the application and supporting materials (e.g., project support letters from partners) in pdf format must be submitted to the County no later than 4:30 PM CDT, on October 17th, 2023. The emailed proposal must be less than 10 megabytes in size. Proposals will not be accepted by facsimile machine submission. Project proposals selected for awards will need to sign grant applications prior to receiving grant award.

Email proposal to: mccoym@salinecountyks.gov

- **Mailing Address† (US Postal Service only):**

- Melissa Mccoy
Saline County
PO Box 5040
Salina, KS 67402

- **Physical Address (FedEx, UPS):**

- Melissa Mccoy
Saline County
300 W. Ash Street
Salina, KS 67401

- ❖ *Please allow a week for delivery if mailing via the US Postal Service.*
- ❖ *For all courier services, please use the physical address, as having a courier deliver to the mailing address will delay package delivery.*

Certification by Authorized Representative

The attached statements and exhibits are hereby made part of this application, and the undersigned representative of the Applicant certifies that the information in this application and the attached statements and exhibits is true, correct, and complete to the best of his/her knowledge and belief. By initialing each item and signature at the end of this application, he/she further certifies that:

- _____ 1. As Authorized Representative, he/she has been authorized to file this application
- _____ 2. The governing body agrees to provide any additional documentation or information requested regarding this proposed project;
- _____ 3. The Applicant has substantially complied with or will comply with all federal, state, and local laws, rules, and regulations and ordinances as applicable to this project/program;
- _____ 4. The project budget provided in this application form includes all funding requested from all sources of funding proposed for this project; and
- _____ 5. The Applicant acknowledges that all funds are subject to approval by the Saline County Board of Commissioners.

Application Completeness Checklist

*In addition to this application, **the following items should be included for a complete application package**; please initial that each item is included in this submittal if applicable.*

_____ Provide documentation supporting any Partnership and/or Collaborative efforts

Provide documents that support any partnerships or collaborative efforts that identified, planned, or are implementing the program/project.

_____ Provide documentation to support any Match funding sources

For secured funding, you must attach a letter of support from the match funding source that:

- Specifies the dollar amount identified for this project,
- Equals the dollar amount shown in the “Amount/Dollar Value” column in the table below, and
- Describes the work to be accomplished through the match.

For pending resources, you must attach other written documentation showing a request for the matching funds. Documentation must:

- Include the project name,
- Note the date on which a future funding application will be submitted, and
- Identify the funding program from which funds are pending.

_____ Provide any letters of support for your program/project.

Submittal Information

For all programs, send one (1) **original hard copy** or one (1) **electronic copy** of the Application.

Email: mccoym@salinecountyks.gov (Must be less than 10 megabytes in size.)

Send complete Application package to:

Mailing Address[†] (US Postal Service only)

Melissa Mccoy
Saline County
PO Box 5040
Salina, KS 67402

Physical Address (FedEx, UPS)

Melissa McCoy
Saline County
300 W. Ash Street
Salina, KS 67401

Please allow a week for delivery if mailing via the US Postal Service.

For all courier services, please use the physical address, as having a courier deliver to the mailing address will delay package delivery.

Application Signature

Please note: Original signatures are required for each application.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

TYPED NAME

TYPED TITLE

DATE

Application Evaluation Process

Review Committee Appointment: A team of three reviewers, approved by the County will evaluate grant applications, and select potential recipients. The committee will then present their choices to the commission for final endorsement. Each project application will be reviewed based on information received and will include scoring in key priority areas identified in the table below. The scoring process will be used as a tool to assist in final project award decisions by the County.

Program Supervision: recipients will submit monthly updates through Saline County's subrecipient monitoring portal that will be used to update County Commissioners.

Program Reporting and Updates: The County Commissioners will receive regular updates on the program's progress, including quarterly reports on implementation and outcomes. These updates will help assess the effectiveness of the program and inform decisions about future funding and support. Recipients will need to submit detailed final reports and provide receipts for reimbursement up to the total grant amount.

Scoring Criteria	Project Points Available:
Detailed Project Information, including details about the project and to what extent does the project meet address the community • Project Description-up to 5 points • Does the project fit the descriptions provided and program goals? -up 10 points • Does the project appear to be effective in meeting those goals? - up to 15 points	30 Pt Max
Impact: Will the project achieve significant short-term benefits or moderate long-term benefits to residents of Saline County • Will the project lead to significant benefits for individuals assisted? -up to 5 points • Will the project lead to long-term benefits across Saline County? -up to 5 points • Is the cost of the project reasonable given the benefits that will result? -up to 5 points	15 Pts Max
Economically Disadvantaged Community: Will the direct or indirect impacts of the project benefit disadvantaged communities or individuals?	10 Pts Max
Does the project/program leverage other funding to implement the project/program? Does the project/program include a match contribution? • Does the project include a match contribution of 10%?	10 Pts Max

Project Readiness how quickly can the project/program be implemented Project will be ready to start as soon as funding is received.	5 Pts Max
Project/Program demonstrates collaboration with other community organizations or stakeholders. - Project includes collaboration with 1 or more partnerships – up to 5 points - Project maximizes use partnerships to effectively utilize grant funds –up to 10 points	15 Pts Max
Letters of Community Support: Does applicant include any letter(s) of support for this proposed project?	5 Pts Max
Organizational Capacity: Is the program prepared to support the implementation of the proposed project and ensure it will be utilized by the targeted population?	10 Pts Max`
Total Points:	100 Pts Max