Norton Media Center

Technology Grant Information and Application Process

Norton Cable Access Inc. is a non-profit, 501c3 foundation whose purpose is to facilitate coverage of community events and to provide free production studio space to give the citizens of the Town of

Norton the opportunity to express and communicate via the Public Educational and Government Channels that are broadcast within the Town of Norton on Comcast channels 9, 15, and 98 respectively.

Use of Grant Funding

The discretionary grants are for the purpose of funding technology only.

Application Deadlines

Applications are reviewed twice yearly June and December.

Applications for June review submitted from April 15th to May 31st.

Applications for December review â€" submitted from October 15th to November 30th

Application Process

You may submit your grant application at any time during the two submission periods listed above. Early submission is appreciated and encouraged to allow adequate time for review of the application and ensure all required information has been included. Incomplete

applications may not be considered for funding.

All applications shall be electronically submitted to: cafisk@nortonmaus.com .

No applications will be accepted via fax, hand delivered, or US Postal Service, and will not be reviewed for grant awards.

Awarding of Grants

All decisions on requests will be reported to applicants no later than the last day of December or July. Applicants whose requests have been approved will receive a letter notifying them of their selection and the amount of the grant awarded.

Responsibility of the Recipient

The recipient of any grant from Norton Cable Access, Inc. must use the funds awarded for the specific purpose described in the grant application. A detailed accounting of the use of funds and a follow-up report must be submitted no later than one year from the date of the grant award.

Application Requirements and Checklist

Please submit the grant in the order listed. See page 3 for a sample grant application.

- Cover Page - to include the following:

    ○ Date of request

    ○ Mailing address

- Legal name of Organization

- Federal Tax ID

- Contact Person(s) / Title, email address, and phone number

- Web site address

- Tax exempt, nonprofit corporation (as per IRS Code 26 U.S. Code Â§ 501c)

    ○ Government body

    ○ Municipality

    ○ School

    ○ Project Name

- Total requested grant levels Low-Medium-High

- Attachment 1 Board of Directors

    - A list of Board of Directors including names and contact information. A statement certifying this application has been made with the support of your organizations Governing Board and/or Chief Executive

- Attachment 2 Budget & Finances

    - Most recent annual financial statement, and the current operating budget including income and expenses.

- Attachment 3 Organizational Information

- Narrative summarizing the organization's history, mission, current programs and activities

- Attachment 4 Purpose of the Grant

    - A detailed narrative explaining what you will be using the grant for, and what you wish to purchase with the grant, including a list of estimates/quotes from vendors for the specific technology requested for the grant level amounts submitted.

- Attachment 5 Grant Leverage

- Will the grant be used to leverage other sources of financial support?

- List committed or potential funders and the amounts committed or requested for the technology.