GTOP Application Requirements

Pre-Application Requirements	Complete?
Mandatory Orientation	
Official email to digital.inclusion@austintexas.gov	
Update or complete "Agency Intake" form on CTKODM	

Application Requirements	Complete?	Format
Program Cover Page		CTKODM
Program Work Statement		Word / PDF
1. Program Budget & Narrative (format accessible on gtops.org)		CTKODM
2. Organization Balance Sheet/Statement of Position YTD		Word / PDF
3. Organization Income Statement/Statement of Activities YTD		Word / PDF
4. Program Summary of Matching Fund Sources: Documentation of Sources validating matching funding (in-kind, cash or volunteer pledge) including a line item detail of revenue sources (matching), funder, amount and period of funding supporting proposed program		Word / PDF
5. Implementation Plan / Work plan (objectives, benchmarks, goals and milestones/timeline)		Word / PDF
6. Evaluation tools, procedures and/or measures (including Program Performance Measures format accessible on gtops.org)		Word / PDF
Program Performance Measures		CTKODM
Program Staff Positions & Time		CTKODM
Program Funding Summary		CTKODM

Post-Award Requirements	Complete?
Register as vendor for City of Austin	
Adjust amount awarded in budget and narrative (if applicable)	
Certificate of Liability Insurance Form emailed to the contract administrator	

Dates To Remember

December 6, 2016 Grant Review Committee Applications Due

December 6, 2016 GTOPs 2017 Applications Due

December 14, 2016 Austin Community Technology and Telecommunications Commission Regular Meeting: Grant Review Committee selected

December 19, 2016 Grant Review Committee Orientation (Tentative date)

The Committee is required to attend an orientation meeting wherein they will receive guidelines, instructions, evaluation forms and a packet of grant applications.

January 8, 2017 Written Questions Due (from Reviewers)

January 16, 2017 Written Responses Due (from Applicants)

January 30, 2017 First Round of Scores Due

February 17, 2017 Oral Presentations (Tentative date depending on location) Grant applicants will be selected to give a five-minute presentation followed by Q&A.

February 22, 2017 Final Deliberation (Tentative depending on location and need) Once the ranking has been established,

March 8, 2017 Austin Community Technology and Telecommunications Commission Regular Meeting.