

## Government Access Grant Procedures

### CV Government Access Grants: <sup>1</sup>

- 1) Fill out the A9CC **Government Access Funding Grant Form**<sup>2</sup> indicating what is to be purchased and how it is to be used. (*Remember: grants are for PEG access production activities, not for webcasting, interactive programs on the I-Net, etc. Grant equipment should be inventoried and remains the property of Area 9 Access. Should you cease access operations, equipment should be returned.*)
- 2) After the grant has been approved by the A9CC, fill out and e-mail a copy of the **Funds Disbursement Voucher**<sup>2</sup> per the instructions on the voucher. This must be sent no more than 30 days after the grant has been approved, otherwise the grant will be voided.

Note: In cases where it is difficult for a town to process these funds, arrangements can be made to have the funds paid directly to a vendor.

*(The treasurer can expend Govt. access funds, in accordance with A9CC policies, on a town's behalf directly to a vendor. File a **Voucher Form** for each vendor and include an invoice for the items and/or services purchased.)*

- 3) When your equipment arrives, complete a **Grant Report Form** and send it to the A9CC grant administrator. Attach copies of all invoices. If funds were used for purposes other than equipment, you must include in your report how they were spent (i.e. repair invoices, personnel, etc) [Note: Payments of more than \$600/year to an individual must be reported to the IRS on a Form 1099. Consult your tax advisor.] Grant Report Forms must be submitted no later than the 1<sup>st</sup> A9CC meeting following 60 days after grants are paid. Otherwise the grant must be refunded, unless an extension is requested and approved by the Council.
- 4) **Operations Grants:** If the Council has approved grant funds to pay for videographers and production services, these grants are pre-approved assuming the Town qualifies and funds may be applied for by submitting a **Government Access Funding Grant Form** along with a **Funds Disbursement Voucher**<sup>2</sup>. Funds may not be used to pay administrative salaries, such as staff stipends, preparing reports and grant applications. Subsequently a **Grant Report Form** must be submitted along with documentation such as time sheets, invoices, 1099's or other records documenting actual hours worked.

### Submission:

Email application no later than the stated deadline to: [Ggrants@a9cc.org](mailto:Ggrants@a9cc.org)

Applicant must have someone present at meeting to answer questions and must provide 5 hard copies of application.

Bring signed application to meeting.

**NB: As per A9CC rules, cities/towns must complete all materials from previous grants and prior year's I-Net Logs before new grants can be considered.**

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<sup>1</sup> You need not apply for the entire amount at once. Towns that have already applied for funds may submit additional applications for the balance.

<sup>2</sup> Form is available on the A9CC Website: [a9cc.org](http://a9cc.org)

## **Educational Access Grant Procedures**

### **CV Educational Access Grants:**

- 1) Fill out the A9CC **Educational Access Funding Grant Form**<sup>2</sup> indicating what is to be purchased and how it is to be used. Unlike government access grants, ed access grants are not a fixed amount<sup>1</sup>. (*Remember: grants are for PEG access production activities, not for webcasting, interactive programs on the I-Net, etc. Grant equipment should be inventoried and remains the property of Area 9 Access. Should you cease access operations, equipment should be returned.*)
- 2) Grants must be submitted by the Educational Access Committee to A9CC for approval. **Do not commit any funds without approval.**
- 3) After the grant has been approved by the A9CC, fill out and e-mail a copy of *the Funds Disbursement Voucher*<sup>2</sup> per the instructions on the voucher. This must be sent no more than 30 days after the grant has been approved, otherwise the grant will be voided.

Note: In cases where it is difficult for a town to process these funds, arrangements can be made to have the funds paid directly to a vendor.

*(The treasurer can expend Educational access funds, in accordance with A9CC policies, on a town's behalf directly to a vendor. File a **Voucher Form** for each vendor and include an invoice for the items and/or services purchased.)*

- 4) When your equipment arrives, complete a **Grant Report Form** and send it to the A9CC grant administrator. Attach copies of all invoices. If funds were use for purposes other than equipment, you must include in your report how they were spent (i.e. repair invoices, personnel, etc) [Note: Payments of more than \$600/year to an individual must be reported to the IRS on a Form 1099. Consult your tax advisor.] Grant Report Forms must be submitted no later than the 1<sup>st</sup> A9CC meeting following 60 days after grants are paid. Otherwise the grant must be refunded, unless an extension is requested and approved by the Council.
- 5) **Operations Grants:** If the Council has approved grant funds to pay for videographers and production services, these grants are pre-approved assuming the school qualifies and funds may be applied for by submitting a **Educational Access Funding Grant Form** along with a **Funds Disbursement Voucher**<sup>2</sup>. Funds may not be used to pay administrative salaries, such as staff stipends, preparing reports and grant applications. Subsequently a **Grant Report Form** must be submitted along with documentation such as time sheets, invoices, 1099's or other records documenting actual hours worked.

### **Submission:**

Email application no later than the stated deadline to: [Egrants@a9cc.org](mailto:Egrants@a9cc.org).

Applicant must have someone present at meeting to answer questions and must provide 5 hard copies of application.

Bring signed application to meeting:

**NB: As per A9CC rules, schools must complete all materials from previous grants and prior year's I-Net Logs before new grants can be considered.**

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<sup>1</sup> You need not apply for the entire amount at once. Schools that have already applied for funds may submit additional applications for the balance.

<sup>2</sup> Form is available on the A9CC Website: [a9cc.org](http://a9cc.org)