GTOPs Application Process

How to Apply

The GTOPs application process has changed for the 2018 cycle. There are three steps now: Submission of the Letter of Interest, completion of the mandatory online training, and application.

Letter of Interest

If you are interested in applying for GTOPs 2018 funding, please contact us with a Letter in Interest. The letter (no more than two pages) should include your:

- Agency's legal name
- City of Austin Vendor Code
- Name and contact information
- Executive Director's full name
- Executive Director's email address
- Executive Director's primary phone number with area code
- Brief description of your organization and its activities
- Description of the program for which you would like to apply for funding
- Description of the key client base this program would serve (e.g. Hispanic, low-income, youth 0-12, elderly 65+ etc.)
- Description of how this program would be a good fit for GTOPs funding

[If you do not have a vendor code, it is very easy to register as a new vendor.]

Mandatory Online Training

Once you have submitted your Letter of Intent and heard back from us, please complete the Mandatory Online Orientation for GTOPs 2018. Certification of completion is due December 1st 2017.

Application

Organizations choosing to apply for GTOPs 2018 must create a new application in the grant management website and complete the application by **December 1st.**

Key dates in the application process

- **October 13th 2017:** Community meeting to discuss the GTOPs 2018 goals and process
- **October 27th 2017:** Letters of Interest for GTOPs 2018 due
- **October 30th – November 3rd 2017**: Staff review of Letters of Intent and communication with interested parties

- **November 6th – December 1st 2017:** Grant application window. Full and completed applications and certification of completion of the [Mandatory Online Orientation for GTOPs 2018](#) must be completed by **December 1ˢᵗ**

Volunteer to be a Grant Reviewer

Eligibility

In order to be eligible for consideration, applicants must:

- Be a resident within the greater Austin area (which includes extra-territorial jurisdiction) for a minimum of one (1) year
- Have a minimum of five (5) years experience in technology, education, neighborhood planning, community development or other area relevant to GTOPs.

Application

[Apply here.](#) Once your application is submitted, you will be asked to provide a digital copy of your **resume or curriculum vitae by October 1ˢᵗ**

Key Dates in the Grant Review Process

[Dates](#) for required attendance should you be appointed to the grant review committee:

- **December 13 or 14**, 2017: 6pm-8pm
- **February 16**, 2018: 8am-5pm;
- Review Process Commences on **December 16** and is 10-15 hours of application reviews per phase of reviews with 2 phases **until January 31, 2018**)