



About GTOPs Capacity

GTOPs Capacity is a mini-grant added to the GTOPs portfolio in FY 2020. There is \$50,000 in funding available with awards ranging from \$150 to \$2,500.

Goals

GTOPs Capacity is a capacity-building grant, not a direct service support grant. As such, it is intended to fund non-profit's technology infrastructure as well as staff training and development related to digital equity. Because this opportunity is not client serving, normal insurance requirements are waived.

Technology Infrastructure

GTOPs Capacity funding can be requested for the purchase of hardware, software, and equipment supporting projects related to digital equity. This includes:

- Peripherals for PC's, laptops, and tablets as well as network hardware
 - Headphones
 - Mice
 - Keyboards
 - Monitors
 - Assistive and adaptive devices
 - Network routers and wi-fi access points
- Software supporting program objectives
 - Assistive and adaptive software
 - Productivity software (excluding those Community PC Program licenses provided by the City)
 - Creative software
- STEM /maker/robotic equipment supporting digital equity programs

Staff Training and Development

GTOPs Capacity funding can also be utilized to develop, train, and build the capacity of staff working in digital equity. This includes participation in digital equity related:

- Conferences
- Workshops
- Classes
- Professional membership organizations

Eligibility

Below are the requirements to be eligible for GTOPs Capacity funding:

- Applicants must be incorporated, tax-exempt organizations in Austin or its Extra Territorial Jurisdiction

- Applicant must have the ability to comply with City purchasing requirements to ensure eligibility for receipt of funds
- Applications must demonstrate alignment with the goals of GTOPs Capacity as stated on page 1 of this document
- Applicants must not have received GTOPs Capacity funds in the prior year
- Only one application per organization will be funded per City fiscal year
- Funds are only available to organizations with organizational revenues under \$1,000,000 per year
- Direct client service programs are not eligible for funding

Rules and Stipulations

- No staff costs can be covered by funding to provide direct services to clients
- Staff costs not related to direct services to clients are eligible for funding
- Participation in this program is not guaranteed, nor is there a commitment to fund this program or participating organizations at previous or current levels
- Funds are distributed bi-annually
- Funds are transferred in a single payment to successful applicants shortly after awards are announced
- A single close-out report is required one quarter after award is announced. The report includes:
 - Closeout Program Summary
 - Successes
 - Challenges
 - Impact
 - Unmet Needs
 - Trends / Updates
 - Process Suggestions
 - Program Financial Summary
 - Total Contracted Program Amount
 - Total City-Funded Program Expenditures
 - Total Program Matching Funds Contributed (non-city, if applicable)
 - Total Program Performance

Application, Review, and Award Process

Application Process

Applications can be submitted year-round via the [online application form](#). Organizations not selected for funding must re-apply to be considered again. The form requires the following information:

- Applicant Name
- Applicant Organization
- Tax Status of Organization
- Contact Email
- Contact Phone Number
- Amount of Request

- GTOPs Capacity Goal
- Detail on GTOPs Capacity Goal
- Name of Request
- Description of Request
- Budget of Request
- Desired Impact

Review and Award Process

Applications will be reviewed by CoA staff and one to two outside volunteer reviewers. Applications will not be scored, simply analyzed for eligibility. Eligible applications will be awarded funding, taking into consideration:

- Whether or not the organization has received funding previously (priority will be given to organizations who have not received funds before)
- The population served by the request (priority will be to organizations that serve populations including but not limited to: Asian, Latinx, African American, Native American, persons with disabilities, English as a second language)

Applications are due by:

- First Cohort: December 31st
- Second Cohort: June 30th

Awards will be announced by:

- First Cohort: January 31st
- Second Cohort: July 31st

Reporting

Successful applicants will be required to submit one close-out report. The report is due one quarter (three months) after the award is announced.