Illinois
Department of Commerce
& Economic Opportunity

OFFICE OF BROADBAND

Illinois Digital Equity Capacity (IDEC) Grant Program

Application Template

The Illinois Digital Equity Capacity (IDEC) Grant Program, housed in the Illinois Office of Broadband with the Department of Commerce and Economic Opportunity, will empower and equip individuals and communities with the skills, resources, and confidence they need to use the internet to fully participate in Illinois' modern society and economy. IDEC is one component of the State's implementation of its Digital Equity Plan.

Please refer to the IDEC Notice of Funding Opportunity (NOFO) and website for additional information.

IDEC programs must prioritize serving one or more Covered Populations. Covered Populations are communities with historic barriers to digital access. Covered Populations include:

- Individuals who live in Covered Households (defined as households with income from the most recently completed year of not more than 150% of the poverty level);
- Aging individuals;
- Incarcerated individuals, other than individuals who are incarcerated in a Federal correctional facility, and justice-impacted individuals;
- Veterans;
- Individuals with disabilities;
- Individuals with a language barrier, including English learners and those with low levels of literacy;
- Individuals who are members of a racial or ethnic minority group; and
- Individuals who primarily reside in a rural area.

Instructions: Please complete this template with your responses and submit as a part of your application.

A complete application includes the following:

A. Cover letter (Approximately 250—500 words)

B. Application (template below)

C. Uniform Application

D. Uniform Budget

E. Conflict of Interest Disclosure

F. Mandatory Disclosure

G. W9

H. [Optional] Evidence of Community Support

To maximize chances of receiving an award, please be mindful of key points of evaluation in your application:

- **Community Need and Service of Covered Populations**: The level of demonstrated need for improved broadband access, adoption, and/or use, and focus on serving one or more Covered Populations.

- **Capacity of the Eligible Applicant**: The level of commitment and appropriate skills of the lead organization to manage the project(s), particularly experience in similar digital equity programming, initiatives, or activities OR demonstrated knowledge of and experience serving Covered Population(s).

- **Quality of the Proposal, including Alignment to State Digital Equity Plan**: The level of specificity and clarity in the applicant's implementation plan, outreach to and service of Covered Populations, and alignment to specific State Digital Equity Plan goals and outcomes.

- **Support from the Community**: The level of demonstrated support from community stakeholders. Community support may be demonstrated through: letters of support; committed resources (i.e., space, funding); evidence of community-based planning, program design or input; or other meaningful showcase of support.

- **Budget**: Reasonable and viable use of funding that aligns with project priorities and evidence of need. If staff salary is included, demonstrate equity in compensation.

- **Plan for Sustainability**: The plan for program sustainability following the grant's period of performance.

A) Application Summary

Organization Information	
Organization Legal Name	
"Doing Business As" Name	
Mailing Address	
Website	
Federal ID (FEIN)	
Primary Contact	
Name	
Title	
Phone Number(s)	
Email Address	
Secondary Contact (optional)	
Name	
Title	
Phone Number(s)	
Email Address	
Organization Type	

Applicant Category
If applying as a partnership, select all that apply.
	A political subdivision, agency, or instrumentality of a State, including an agency of a State that is responsible for administering or supervising adult education and literacy activities, or for providing public housing, in the State.
	
	An Indian Tribe, an Alaska Native entity, or a Native Hawaiian organization.
	
	A foundation, corporation, institution, or association that is-
	    o a not-for-profit entity; and
	    o not a school.
	
	A community anchor institution, meaning a public school, a public or multi-family housing authority, a library, a medical or healthcare provider, a community college or other institution of higher education, a State or Territory library agency, and any other nonprofit or governmental community support organization.
	
	Local Educational agency
	
	An entity that carries out a workforce development program.

Location of Proposed Project (City/County):	
DCEO Economic Development Region(s) *(click here to find your region)***:**	

B) Community Need

Please demonstrate the digital equity need in your community. Be sure to include:

- Demographic information about your geographic region.
- Demographic information about the Covered Population(s) you propose to serve.
- <u>Data</u> and <u>narrative</u> demonstrating community equity needs and digital equity needs in your community and/or target covered population(s).
- Sources of data used, including date of source. No particular format is required.

Approx 300-450 words

C) Capacity of Applicant

Please describe how your organization is prepared to implement this program. Be sure to include:

- Your organization's mission, goals, and history.
- Your organization's experience implementing digital equity or inclusion programs, if applicable.
- Your organization's experience serving the Covered Population(s) you propose to serve.
- Outcomes and impact related to the above experiences.

Approx 300-450 words

D) Quality of Proposal

1. Describe your proposed project, including:

- The Covered Population(s) you intend to serve.
- Specific activities your organization will perform.
- Location(s) of services provided.
- Timeline and milestones of project implementation.
- How your project seeks to meet the needs of your community.

Approx. 300-450 words

D.1) Why did you choose this Covered Population(s) to serve?

Please describe your plan to engage   this population in your proposed programming and promote accessibility for this group? (i.e., promotion, awareness, program design, etc.)

Approx. 250 words

D.2) How does your proposed project align with one or more of the following measurable objectives outlined in the State Digital Equity Plan? Please describe.

- Availability and affordability of access to broadband technology
- Online accessibility and inclusivity of public resources and services
- Digital literacy
- Awareness of online privacy and cybersecurity
- The availability and affordability of consumer devices and technical support for those devices

Find more information about these goals in the State Digital Equity Plan.

Approx. 250 words

D.3) Your organization is required to track specific metrics as outlined in the Notice of Funding Opportunity. How will you track metrics, measure impact, and define success for your project?

If you plan to track additional metrics, please describe.

Approx. 300-450 words

E) Budget

Please outline the main items, staff roles, or services to be paid for with requested grant funds, and any specific community or accessibility considerations you would like to highlight in your budget request.

Approx. 250 words

F) Sustainability

The IDEC funds projects for an initial term of three years. How might your organization continue the initiative beyond the IDEC grant period? (i.e., additional funding, philanthropy, partnerships, alignment with other initiatives, etc.)

Approx. 250 words

Submit this document to the Illinois Office of Broadband using this Smartsheet link along with a cover letter, Uniform Budget Template, Uniform Application, Uniform Budget, Conflict of Interest form, Mandatory Disclosure form, W9, and optional Evidence of Community Support, as applicable.

[End of Application Packet]