

# **EXHIBIT E**

# Fill out your application form

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## Select the class you are applying for:

- Local Government Fund
- State Agencies Fund

## Legal Name

Indicate the full legal name of the applicant organization.

## Business Contact Information

### Street Address

### Telephone

### Email

### Website for the applicant organization

## EIN Number

Provide your IRS Tax Identification Number.

**Title**

Provide a short informative title for the proposed project.

**Project Summary**

The project summary should include a brief description of the project, including its transformative technology goals, the innovative technology purchase proposed, and the community (communities) that will be impacted.

**Project Duration (in months)**

**Total Amount Requested**

Indicate the total amount requested from DRAM Settlement Fund

**Management Contact**

Indicate the details below for the person responsible for overseeing the project.

Full name

Title

Department

Email

Phone Number

### Administrative Contact

Indicate the details below for the administrative contact for the project.

Full name	<input type="text"/>
Title	<input type="text"/>
Department	<input type="text"/>
Email	<input type="text"/>
Phone Number	<input type="text"/>

### Financial Contact

Indicate the details below for the Financial contact for the project.

Full name	<input type="text"/>
Title	<input type="text"/>
Department	<input type="text"/>
Email	<input type="text"/>
Phone Number	<input type="text"/>

### Project Description Guide (5 Page Limit)

The Project Description should explicitly address the following additional items:

A. Introduction and Background of Organization (incorporating the following points):  
Briefly describe your organization's relevant history and accomplishments providing technology related access, advocacy, research and development, and/or increasing competition in the technology industry.  
Describe your organization's prior experience conducting projects similar to the proposed project, including procedures that are in place to document expenses and costs.

B. Describe Your Request (incorporating the following points):  
What problems, needs, or issues does your project address?  
Describe the project for which you seek funding and whether it is a new or ongoing part of your organization's work.  
What are the goals, objectives and activities involved in the request? Provide a task-by-task breakdown of the steps required to implement the proposed project demonstrating your understanding of the work needed to successfully complete the project.  
What are the

specific benefits related to technology access, advocacy, research and development, and/or increasing competition in the technology industry that will result from your project? Describe the individuals who would be served or benefited by your project. C. Project Management, Reporting and Evaluation (incorporating the following points): Who will be involved in carrying out the work outlined in the request? Please describe how you will manage the project and track the progress of the project. For most grants, during the project, grantees will be required to submit written progress and expenditure reports every six months covering the progress made relative to the goals, objectives, activities and timeline for the project, whether any problems were encountered and how they were resolved, expenses paid relative to the project budget, and any proposed changes to the project timeline or budget. At the completion of the project, grantees will be required to submit a Grantee Final Report summarizing the project, successes and challenges, inventorying and documenting the completion of all project deliverables, and discussing the results of the project and its broader implications. Please describe your evaluation plan for the project. What specific information and data will you collect to measure the results? When specifically will you be collecting this information and data, analyzing this information and data, and reporting the results?

### **Project Description Guide (5 Page Limit)**

The Project Description should explicitly address the following additional items: Discuss how the requested technology equipment purchase will fill a recognized need and advance operational capability within a significant area or areas of the entity. Provide a clear description of how the proposed technology equipment purchase compares to alternative or existing equipment. Describe the extent to which adaptability to the proposed technologies and associated changing requirements will be addressed by the project. Describe a sustainability plan for the technology equipment beyond the lifetime of the award. NOTE: The Cy Pres Recipient is responsible for maintaining an internal control system to insure adequate safeguards to prevent loss, damage, or theft of technology equipment purchased with CRT Settlement Funds. If such a system does not exist or is lacking in any way, the Cy Pres Recipient must implement any necessary corrective actions.

### **Line - Item Budget and Justification**

Expenses should be directly budgeted to individual line items to the maximum extent possible. If your proposal involves distinct phases or strategies, please prepare a separate line-item budget for each phase or strategy. Please explain the need for each line item in the budget, as well as show the breakdown of calculations used to arrive at the amount in each line of the budget. If there are other funding sources for the proposed project,

identify the sources and include amounts and whether received, committed, or projected/pending.

### **Equipment Purchase Plan and Timeline Guide:**

☑ Include an equipment purchase plan and provide a quarterly timeline including milestones with the steps necessary for the equipment to be purchased and in use throughout the community (communities) to be impacted.

### **Project Line-Item Budget Guide:**

☑ Expenses should be directly budgeted to individual line items to the maximum extent possible.☑ Indirect costs in excess of 10% of the requested amount will not be funded.☑ If your project involves distinct phases or strategies, please prepare a separate lineitem budget for each phase or strategy.

### **Project Budget Justification Guide:**

☑ Please explain the need for each line item in the budget, as well as show the breakdown of calculations used to arrive at the amount in each line of the budget.☑ If there are other funding sources for the proposed project, identify the sources and include amounts and whether received, committed, or projected/pending.

### **Project Timeline Guide:**

☑ Include a quarterly timeline, including milestones with the steps necessary for project implementation.

### **Letter of Proposed Project Approval**

☑ Please submit a document showing that your proposed project has approval from the organization (for example, a letter signed by the top official).

**How Many Key Personnel on the Project?**

- 1
- 2
- 3
- 4
- 5

**Key Personnel Resumes #1**

Please limit to two pages per resume.

**Key Personnel Resumes #2**

Please limit to two pages per resume.

**Key Personnel Resumes #3**

Please limit to two pages per resume.

**Key Personnel Resumes #4**

Please limit to two pages per resume.

**Key Personnel Resumes #5**

Please limit to two pages per resume.

**Letter of Support (Optional)**