



## **PEG ACCESS CHANNEL OPERATOR EQUIPMENT GRANT DETAILS**

The PEG Access Channel Operator Equipment Grant is dedicated to supporting the operations of the City of Dubuque's public, educational, and governmental (PEG) access channels. Channel operations include but are not limited to the maintenance of broadcasting equipment, scheduling of PEG programming, the creation of PEG programming, and general daily support of PEG channel operations.

Through this opportunity, equipment is funded to organizations that operate and produce content for one of Dubuque's PEG channels.

## **ELIGIBILITY AND PROCESS OVERVIEW**

**WHO CAN APPLY:** Applications are limited to organizations that operate and manage one or more of the City of Dubuque's PEG access channels.

**WHAT CAN BE REQUESTED:** Production equipment related to channel operations and the creation of PEG programming is eligible for this request. Applicants must complete application materials which include a list of requested equipment, a proposal to how the equipment will be used to advance channel operations and programming creation, and a minimum of three vendor quotes for the requested items.

***Subscription-based software is not applicable through the PEG Access Channel Operator Equipment Grant.***

***Computers and laptops may be requested; however, applicants must receive direct quotes from a reseller or distributor. Quotes must include built specs suggested by a computer specialist based on the video performance needs. Please include contact information and a reference number for each quote.***

**WHEN:** Channel Operator Equipment Grant can be submitted for review at any time, however operators are encouraged to submit applications by a date determined by the Cable TV Commission, to be considered during the Cable TV Commission's yearly review of Community PEG Equipment Grant applications.

**CONSIDERATION PROCESS:** Commissioners will vote to either recommend funding, partial funding, or not funding the PEG Access Channel Operator Equipment Grant requests based off the following criteria:

- Eligibility requirements
- Completion of application materials
- Requested equipment supports the production of access programming
- Applicant demonstrates sufficient knowledge regarding use of requested equipment

Please note, the Cable TV Commission serves as an advisory commission. Their recommendations related to PEG Access Channel Operator Equipment Grant requests will go before the Dubuque City Council for final approval.

**APPLICATION REQUIREMENTS:** Applications must be completed online using the PEG Access Channel Operator Equipment Request form and will require applicants to provide:

- Requested Equipment List
  - An equipment list that includes a product name, model number, and quantity for each requested item must be submitted.
- Plan for Use of Requested Equipment
  - Applicants must provide a proposal that details how the requested equipment will be used and how it will assist in the advancement of channel operations or the creation of video programming.
- Procurement of 3 Vendor Quotes

- Quotes from 3 different vendors must be included for all items requested.
- If a vendor does not carry a specific item, applicants can instead list a similar item from that vendor or provide an additional quote from an additional vendor for that specific item.
- Proof of Quotes
  - A proof of quote is required for each listed vendor. A proof of quote must come directly from the vendor or the vendor's site and must show the requested item(s), listed prices, and quantities.
  - A PDF of a shopping cart is an acceptable proof of quote, however it must list each item, cost, quantity, and clearly show that it is from the vendor's website.
  - Quotes for computers and laptops must include built specs suggested by a computer specialist based on video performance needs. Proof of quote must include these specs and include contact information and a reference number.

## **TERMS OF AGREEMENT**

If a PEG Access Channel Operator Equipment Grant request is supported by the Cable TV commission for funding, the applicant must enter into an agreement with the City of Dubuque for proper use of the equipment. A typical agreement includes, but is not limited to, the requirement that:

- Equipment is used solely for non-commercial purposes.
- Channel operator oversees daily operations of a PEG channel.
- A minimum of 20 programs with a cumulative of runtime of 90 minutes is produced yearly.
- A year-end grant report is presented to the Cable TV Commission and includes:
  - List of access programming created, including total run times and short description of each program.

- Video sample of programming created.
- Written report of how equipment was used for channel operations or production of video programming.
- Recipient commits to producing content, including all key production elements, without the substantial use of artificial intelligence (AI) assistance.
- All equipment is returned to the City of Dubuque if applicant fails to fulfill the terms of this agreement or ceases channel operations.
- Four years after the terms of the equipment grant agreement are signed and fulfilled, the City of Dubuque releases ownership of the requested equipment to the awarded applicant.

**Non-applicable purchases:** Subscription-based software and equipment determined by the commission to not have significant value or relation to the creation of PEG programming.